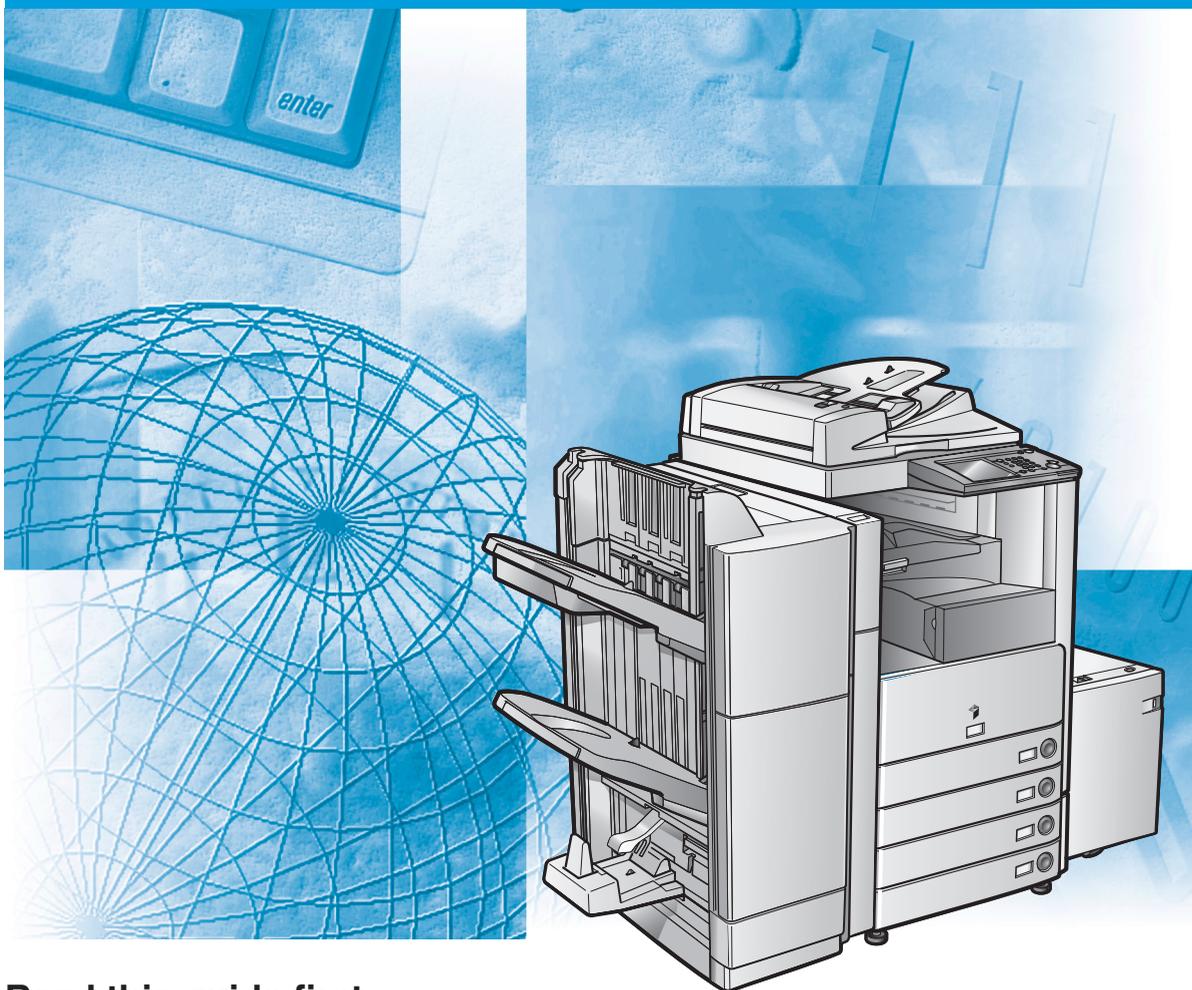


Canon

imageRUNNER

3 0 4 5 / 3 0 3 5 / 3 0 3 0 / 3 0 2 5

Reference Guide



Read this guide first.

Please read this guide before operating this product.

After you finish reading this guide, store it in a safe place for future reference.

ENG

imageRUNNER
3045/3035/3030/3025
Reference Guide



Manuals for the Machine

The manuals for this machine are divided as follows. Please refer to them for detailed information. The manuals supplied with optional equipment are included in the list below. Depending on the system configuration and product purchased, some manuals may not be needed.



Guides with this symbol are printed manuals.



Guides with this symbol are included on the accompanying CD-ROM. (See footnote on the next page.)

- **Quick Reference for Basic Operations**

Easy Operation Guide



- **Learn How to Use Your Machine**

The Tutorial CD is a teaching aid, designed to help you learn the various functions of the machine.

Tutorial CD



- **Basic Operations**
- **Troubleshooting**

**Reference Guide
(This Document)**



- **Copying and Mail Box Instructions**

**Copying and Mail Box
Guide**



- **Sending and Fax Instructions**

**Sending and Facsimile
Guide**



- **Setting Up the Network Connection and
Installing the CD-ROM Software**

Network Quick Start Guide



- **Remote User Interface Instructions**

Remote UI Guide



- **Network Connectivity and Setup Instructions**

Network Guide



- **Network ScanGear Installation and
Instructions**

**Network ScanGear
User's Guide**



- **PS/PCL/UFR II Printer Instructions**

**PS/PCL/UFR II Printer
Guide**



- **PCL Printer Driver Installation and
Instructions**

PCL Driver Guide



- **PS Printer Driver Installation and
Instructions**

PS Driver Guide



- **UFR II Printer Driver Installation and Instructions**

UFR II Driver Guide



- **Mac OS X PS Printer Driver Installation and Instructions**

Mac PS Driver Guide



- **Mac OS X UFR II Printer Driver Installation and Instructions**

Mac UFR II Driver Guide



- **Fax Driver Installation and Instructions**

Fax Driver Guide



- **Installing MEAP Applications and Using the Login Service**

MEAP SMS Administrator Guide



-
- To view the manual in PDF format, Adobe Reader/Acrobat Reader/Acrobat is required. If Adobe Reader/Acrobat Reader/Acrobat is not installed on your system, please download it from the Adobe Systems Incorporated website (<http://www.adobe.com>).
 - The machine illustration on the cover may differ slightly from your machine.



How This Manual Is Organized

Chapter 1 Before You Start Using This Machine

Chapter 2 Basic Operations

Chapter 3 Optional Equipment

Chapter 4 Customizing Settings

Chapter 5 Checking Job and Device Status

Chapter 6 System Manager Settings

Chapter 7 Routine Maintenance

Chapter 8 Troubleshooting

Chapter 9 Appendix

Includes the specifications of the main unit and optional equipment, Sample Reports, the Relationship between Original Orientation and Preprinted Paper Output Chart, and index.

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Preface

Thank you for purchasing the Canon imageRUNNER 3045/3035/3030/3025. Please read this manual thoroughly before operating the machine to familiarize yourself with its capabilities, and to make the most of its many functions. After reading this manual, store it in a safe place for future reference.

How To Use This Manual

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, or damage to property if not performed correctly. To use the machine safely, always pay attention to these cautions.
-  **IMPORTANT** Indicates operational requirements and restrictions. Be sure to read these items carefully to operate the machine correctly, and avoid damage to the machine.
-  **NOTE** Indicates a clarification of an operation, or contains additional explanations for a procedure. Reading these notes is highly recommended.

Keys Used in This Manual

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

- Touch Panel Display Keys: [Key Name]

Examples: [Cancel]
[Done]

- Control Panel Keys: Key Icon (Key Name)

Examples:  (Start)
 (Stop)

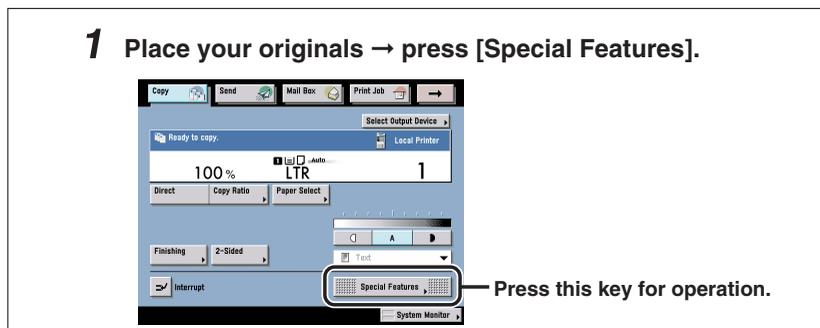
Displays Used in This Manual

Screen shots of the touch panel display used in this manual are those taken when the optional Universal Send Kit has been activated, and the following optional equipment is attached to the imageRUNNER 3045: the Super G3 FAX Board, UFR II/PCL Printer Kit, Finisher-S1, Additional Finisher Tray-B1, and Cassette Feeding Unit-Y3.

Note that functions that cannot be used depending on the model or options, are not displayed on the touch panel display.

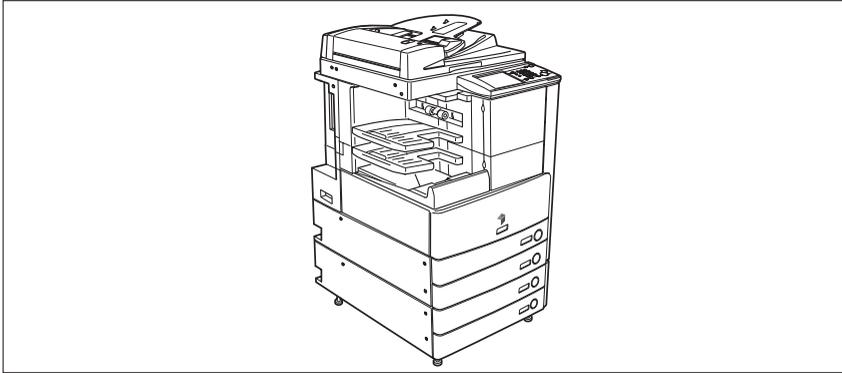
The keys which you should press are marked with a , as shown below.

When multiple keys can be pressed on the touch panel display, all keys are marked. Select the keys which suit your needs.



Illustrations Used in This Manual

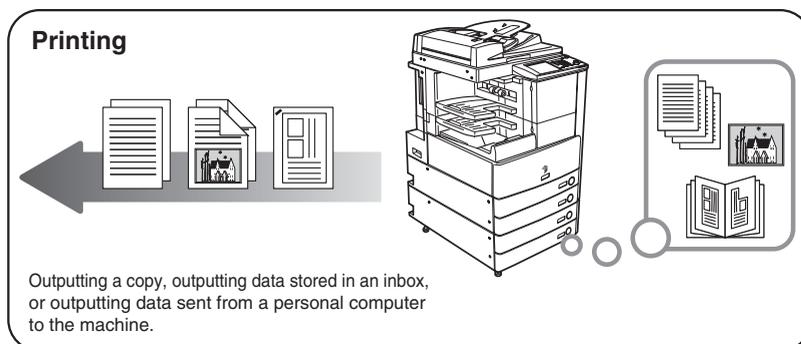
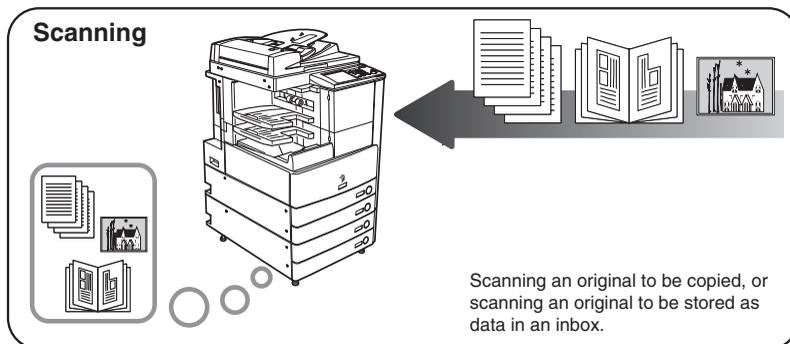
Illustrations used in this manual are those displayed when the imageRUNNER 3045 has the following optional equipment attached to it: the Finisher-S1, Additional Finisher Tray-B1, and Cassette Feeding Unit-Y3.



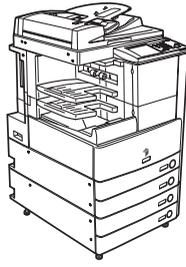
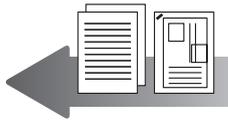
Operations and Terms Used in This Manual

This machine makes effective use of memory to perform print operations efficiently. For example, as soon as the machine has scanned the original that you want to copy, it can immediately scan the next person's original. You can also print from this machine, using a function other than the Copy function. In this machine, these operations take place in a complex way, so that not only copies, but also various kinds of prints may sometimes have to wait their turn before they can be printed.

To avoid confusion when reading this manual, the terms "scanning," "printing," and "copying," used throughout this manual are defined below. When making a copy, the process of scanning originals and printing copies may be described as separate functions.



Copying



Printing data scanned from an original, followed by finishing options, such as stapling.

Legal Notices

Product Name

Safety regulations require the product's name to be registered. In some regions where this product is sold, the following name(s) in () may be registered instead.

imageRUNNER 3045/3035/3030 (F145400)

imageRUNNER 3025 (F143300)

FCC (Federal Communications Commission)

Note: This equipment has been tested and found to comply with the limits for a Class A digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference when the equipment is operated in a commercial environment. This equipment generates, uses, and can radiate, radio frequency energy and, if not installed and used in accordance with the Operator's Manual, may cause harmful interference to radio communications. Operation of this equipment in a residential area is likely to cause harmful interference in which case the user will be required to correct the interference at his own expense.

Use of shielded cables are required to comply with Class A 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 the manual. If you make such changes or modifications, you could be required to stop operation of the equipment.

If your equipment malfunctions, please contact your local authorized Canon dealer from whom you purchased the equipment (if under warranty), or with whom you have a servicing contract. If you are not sure who to contact, and have both purchased and are using the equipment in the U.S.A., please refer to the "SUPPORT" page on Canon U.S.A.'s Web site (<http://www.usa.canon.com>).

Laser Safety

This product complies with 21 CFR Chapter 1 Subchapter J as a Class I 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. Also, this product is certified as a Class I laser product under IEC60825-1: 1993 and EN60825-1: 1994. This means that the product does not produce hazardous laser radiation.

Since radiation emitted inside the product is completely confined within protective housings and external covers, the laser beam cannot escape from the machine during any phase of user operation. Do not remove protective housings or external covers, except as directed by the equipment's Reference Guide.

The labels shown below are attached to the Paper Drawer's Right Cover and Toner Supply Port Cover.



CAUTION

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

Abbreviations Used in This Manual

In this manual, product names and model names are abbreviated as follows:

Novell NetWare®: NetWare

International Energy Star Program



As an ENERGY STAR® Partner, Canon USA, Inc. has determined that this machine meets the ENERGY STAR® Program guidelines for energy efficiency.

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. The targeted products are office equipment, such as computers, displays, printers, facsimiles, and copiers. The standards and logos are uniform among participating nations.

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Dutch 801

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- Paper Money
- Money Orders
- Certificates of Deposit
- Postage Stamps (canceled or uncanceled)
- Identifying Badges or Insignias
- Selective Service or Draft Papers
- Checks or Drafts Issued by Governmental Agencies
- Motor Vehicle Licenses and Certificates of Title
- Travelers Checks
- Food Stamps
- Passports
- Immigration Papers
- Internal Revenue Stamps (canceled or uncanceled)
- Bonds or Other Certificates of Indebtedness
- Stock Certificates
- Copyrighted Works/Works of Art without Permission of Copyright Owner

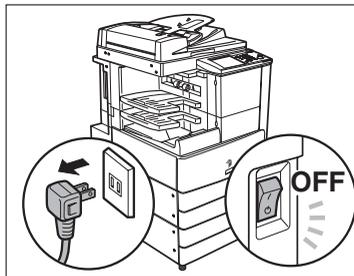
Important Safety Instructions

Please read these "Important Safety Instructions" thoroughly before operating the machine. As these instructions are intended to prevent injury to the user or other persons or destruction of property, always pay attention to these instructions. Also, since it may result in unexpected accidents or injuries, do not perform any operation unless otherwise specified in the manual. Improper operation or use of this machine could result in personal injury and/or damage requiring extensive repair that may not be covered under your Limited Warranty.

Installation

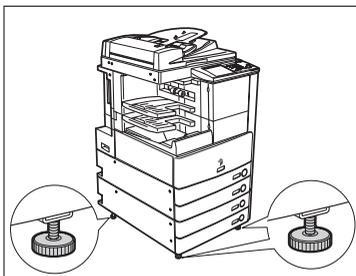
WARNING

- Do not install the machine near alcohol, paint thinner, or other flammable substances. If flammable substances come into contact with electrical parts inside the machine, it 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, it may result in a fire or electrical shock. If these items are dropped or spilled inside the machine, immediately turn OFF the main power switch, and disconnect the power cord from the power outlet. Then, contact your local authorized Canon dealer.
 - Necklaces and other metal objects
 - Cups, vases, flowerpots, and other containers filled with water or liquids



⚠ CAUTION

- Do not install the machine in unstable locations, such as 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.
- Never block the ventilation slots and louvers on the machine. These openings are provided for proper ventilation of working parts inside the machine. Blocking these openings can cause the machine to overheat. Never place the machine on a soft surface, such as a sofa or rug.
- Do not install the machine in the following locations:
 - A damp or dusty location
 - A location near water faucets or water
 - A location exposed to direct sunlight
 - A location subject to high temperatures
 - A location near open flames
- Do not remove the machine's leveling feet after the machine has been installed, as this may cause the machine to fall or tip over, resulting in personal injury.



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, as this could cause electrical damage and result in a fire or electrical shock.
- Keep the power cord away from a heat source; failure to do this may cause the power cord coating to melt, resulting in a fire or electrical shock.
- Do not connect or disconnect the power cord with wet hands, as this may result in electrical shock.
- Do not connect the power cord to a multiplug power strip, as this may cause a fire or electrical shock.
- Do not bundle up or tie the power cord in a knot, as this may result in a fire or electrical shock.
- Insert the power plug completely into the power outlet, as failure to do so may result in a fire or electrical shock.
- Do not use power cords other than the power cord provided, as this may 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. If an extension cord must be used, however, use one rated for voltages of 120V AC and over, untie the cord binding, and insert the power plug completely into the extension cord outlet to ensure a firm connection between the power cord and the extension cord.

CAUTION

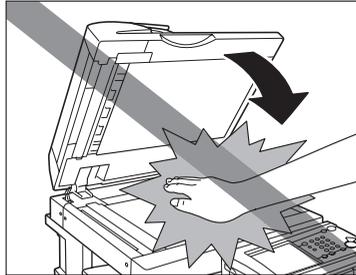
- Do not use power supplies with voltages other than those specified herein, as this may result in a fire or electrical shock.
- Always grasp the power plug when disconnecting the power cord. Pulling on the power cord may expose or snap the core wire, or otherwise damage the power cord. If the power cord is damaged, this could cause current 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 will be unable to unplug it in an emergency.

WARNING

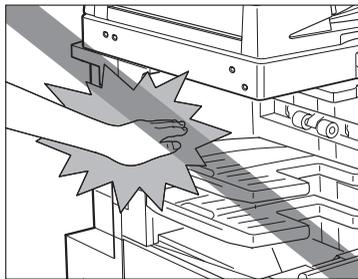
- Do not attempt to disassemble or modify the machine. There are high-temperature and high-voltage components inside the machine which may result in a fire or electrical shock.
- If the machine makes strange noises, or gives off smoke, heat, or strange smells, immediately turn OFF the main power switch, and disconnect the power cord from the power outlet. Then, contact your local authorized Canon dealer. Continued use of the machine in this condition may result in a fire or electrical shock.
- Do not use highly flammable sprays near the machine. If gas from these sprays comes into contact with the electrical components inside the machine, it may result in a fire or electrical shock.
- To avoid damage to the power cord and creating a fire hazard, always turn OFF the main power switch, and unplug the interface cable when moving the machine. Otherwise, the power cord or interface cable may be damaged, resulting in a fire or electrical shock.
- Do not drop paper clips, staples, or other metal objects inside the machine. Also, do not spill water, liquids, or flammable substances (alcohol, benzene, paint thinner, etc.) inside the machine. If these items come into contact with a high-voltage area inside the machine, it may result in a fire or electrical shock. If these items are dropped or spilled inside the machine, immediately turn OFF the main power switch, and disconnect the power cord from the power outlet. Then, contact your local authorized Canon dealer.

⚠ CAUTION

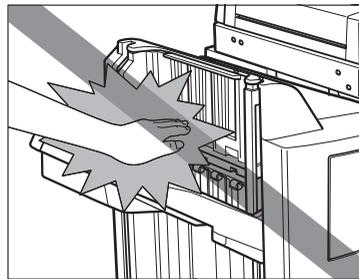
- Do not place heavy objects on the machine, as they may tip over or fall resulting in personal injury.
- Close the feeder/platen cover gently to avoid catching your hands, as this may result in personal injury.



- Do not press down hard on the feeder/platen cover when using the platen glass to make copies of thick books. Doing so may damage the platen glass and result in personal injury.
- Do not touch the finisher while the machine is printing, as this may result in personal injury.
- Turn OFF the control panel power switch for safety when the machine will not be used for a long period of time, such as overnight. Also, turn OFF the main power switch, and disconnect the power cord for safety when the machine will not be used for an extended period of time, such as during consecutive holidays.
- Do not place your hands, hair, clothing, etc., near the exit and feed rollers. Even if the machine is not in operation, your hands, hair, or clothing may get caught in the rollers, which may result in personal injury or damage if the machine suddenly starts printing.
- Do not place your hands in the part of the tray where stapling is performed (near the rollers) when a finisher is attached, as this may result in personal injury.



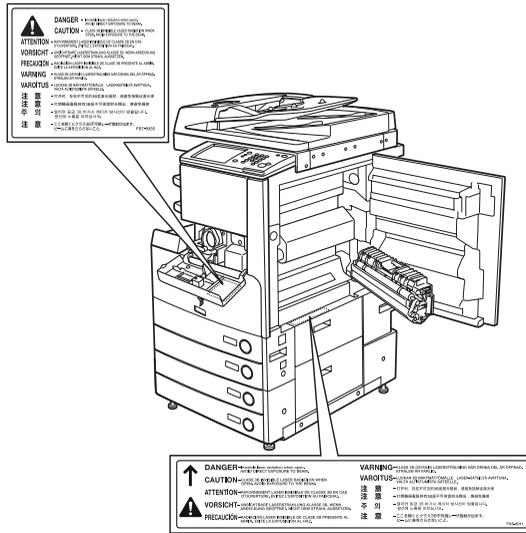
Finisher-S1



Finisher-AE1/Saddle Finisher-AE2

- The laser beam can be harmful to human bodies. Since radiation emitted inside the product is completely confined within protective housings and external covers, the laser beam cannot escape from the machine during any phase of user operation. Read the following remarks and instructions for safety.
- Never open covers other than those instructed in this manual.

- Do not remove the following caution labels which are attached to the machine.



- If the laser beam escapes from the machine, exposure may cause serious damage to your eyes.

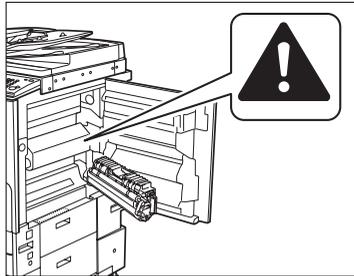
Maintenance and Inspections

WARNING

- When cleaning the machine, first turn OFF the main power switch, then disconnect the power cord. Failure to observe these steps may result in a fire or electrical shock.
- Disconnect the power cord from the power outlet regularly, and clean the area around the base of the power plug's metal pins and the power outlet with a dry cloth to ensure that all dust and grime is removed. If the power cord is connected for a long period of time in a damp, dusty, or smoky location, dust can build up around the power plug and become damp. This may cause a short circuit and result in a fire.
- Clean the machine using a slightly dampened cloth with a mild detergent mixed with water. Do not use alcohol, benzene, paint thinner, or other flammable substances. Check detergent for flammability prior to use. If flammable substances come into contact with a high-voltage area inside the machine, it may result in a fire or electrical shock.
- There are some areas inside the machine which are subject to high-voltages. When removing jammed paper or when inspecting the inside of the machine, do not allow necklaces, bracelets, or other metal objects to touch the inside of the machine, as this may result in burns or electrical shock.
- Do not burn or throw used toner cartridges into open flames, as this may cause the toner remaining inside the cartridges to ignite, resulting in burns or a fire.

CAUTION

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



- When removing jammed paper or replacing the toner cartridge, take care not to allow the toner to come into contact with your hands or clothing, as this will dirty your hands or clothing. If they become dirty, wash them immediately with cold water. Washing them with warm water will set the toner, and make it impossible to remove the toner stains.
- When removing paper which has become jammed inside the machine, remove the jammed paper gently to prevent the toner on the paper from scattering and getting into your eyes or mouth. If the toner gets into your eyes or mouth, wash them immediately with cold water and immediately consult a physician.

- When loading paper or removing jammed originals or paper, take care not to cut your hands on the edges of the originals or paper.
- When removing a used toner cartridge, remove the cartridge carefully to prevent the toner from scattering and getting into your eyes or mouth. If the toner gets into your eyes or mouth, wash them immediately with cold water and immediately consult a physician.
- Do not dismantle the toner cartridge, as doing so may cause toner to fly out and enter your eyes or mouth. If the toner gets into your eyes or mouth, wash them immediately with cold water and immediately consult a physician.
- If toner escapes from the toner cartridge, make sure not to ingest the toner or allow it to directly touch your skin. If toner touches your skin, wash it away with soap and water. If your skin still feels irritated after washing it, or you ingest toner, consult a doctor immediately.

Consumables

WARNING

- Do not burn or throw used toner cartridges into open flames, as this may cause the toner remaining inside the cartridges to ignite, resulting in burns or a fire.
- Do not store toner cartridges or copy paper in places exposed to open flames, as this may cause the toner or paper to ignite, resulting in burns or a fire.
- When discarding used toner cartridges, put the cartridges in a bag to prevent the toner remaining inside the cartridges from scattering, and dispose of them in a location away from open flames.

CAUTION

- Keep toner and other consumables out of the reach of small children. If these items are ingested, consult a physician immediately.
- Do not dismantle the toner cartridge, as doing so may cause toner to fly out and enter your eyes or mouth. If the toner gets into your eyes or mouth, wash them immediately with cold water and immediately consult a physician.
- If toner escapes from the toner cartridge, make sure not to ingest the toner or allow it to directly touch your skin. If toner touches your skin, wash it away with soap and water. If your skin still feels irritated after washing it, or you ingest toner, consult a doctor immediately.

Other Warnings

WARNING

For cardiac pacemaker users:

This product generates a low level magnetic field. If you use a cardiac pacemaker and feel abnormalities, please move away from the product and consult your doctor.

Periodic Inspection of the Breaker

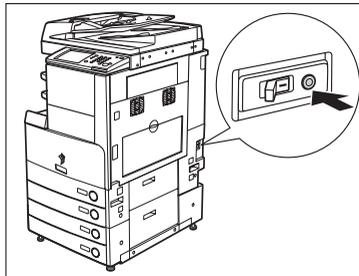
This machine has a breaker that detects excess current or leakage current. Be sure to test the breaker once or twice a month using the following procedure.

 **IMPORTANT**

- Make sure that the main power is turned OFF, before inspecting the breaker.
- If a malfunction occurs after an inspection, contact your local authorized Canon dealer.

Checking the Breaker

- 1 Push the test button with the tip of a ball-point pen, or a similar object.**



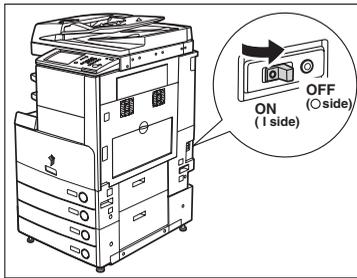
 **IMPORTANT**

Briefly push the test button.

 **NOTE**

- The breaker is located on the back side of the machine.
- For more information on the location of the breaker, see "External View," on p. 1-11.

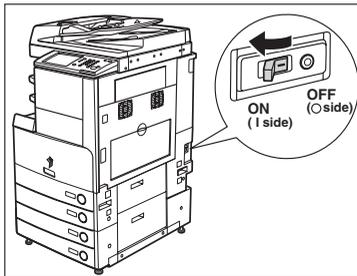
2 Confirm that the breaker lever is switched to the OFF ("○" side) position.



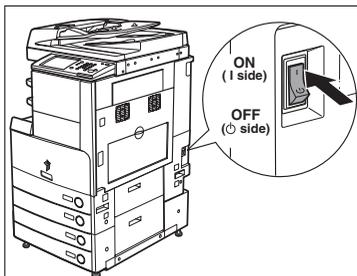
IMPORTANT

- Do not use the test button to turn the power ON and OFF.
- If the breaker lever does not switch to the OFF ("○" side) position, repeat step 1.
- If the breaker lever does not switch to the OFF ("○" side) position, despite carrying out the above procedure two or three times, contact your local authorized Canon dealer.

3 Switch the breaker lever to ON ("I" side).



4 Press the main power switch to ON ("I" side).



- 5** Fill in the check sheet, located on the next page, to document your periodic inspections of the breaker.

Before You Start Using This Machine

1

CHAPTER

This chapter describes what you should know before using this machine, such as parts and their functions, and how to turn ON the main power.

Installation Location and Handling	1-2
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Internal View.	1-13
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Main Power and Control Panel Power	1-15
How to Turn ON the Main Power	1-15
Control Panel Power Switch	1-20
Shutting Down the Machine	1-21
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Installation Location and Handling

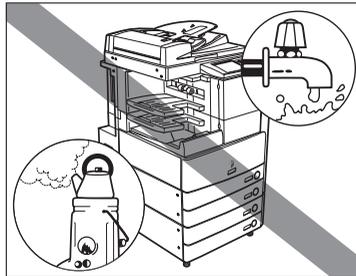
This section describes precautions for installation location and handling. We recommend that you read this section prior to using this machine.

Installation Precautions

Avoid Installing the Machine in the Following Locations

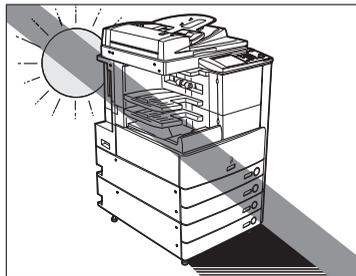
- **Avoid locations subject to temperature and humidity extremes, whether low or high.**

For example, avoid installing the machine near water faucets, hot water heaters, humidifiers, air conditioners, heaters, or stoves.



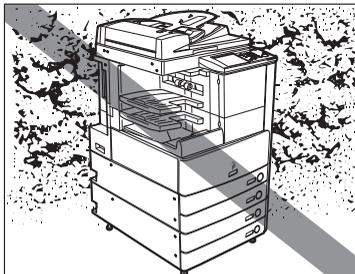
- **Avoid installing the machine in direct sunlight.**

If this is unavoidable, use curtains to shade the machine. Be sure that the curtains do not block the machine's ventilation slots or louvers, or interfere with the electrical cord or power supply.



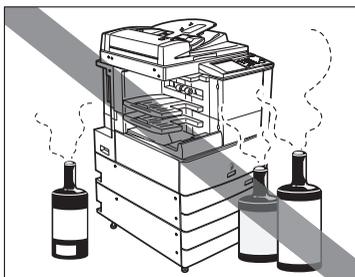
■ **Avoid poorly ventilated locations.**

This machine generates a slight amount of ozone during normal use. Although sensitivity to ozone may vary, this amount is not harmful. Ozone may be more noticeable during extended use or long production runs, especially in poorly ventilated rooms. It is recommended that the room be appropriately ventilated, sufficient to maintain a comfortable working environment, in areas of machine operation.



■ **Avoid locations where a considerable amount of dust accumulates.**

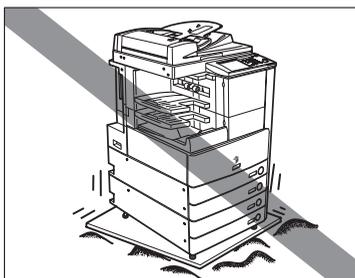
■ **Avoid locations where ammonia gas is emitted.**



■ **Avoid locations near volatile or flammable materials, such as alcohol or paint thinner.**

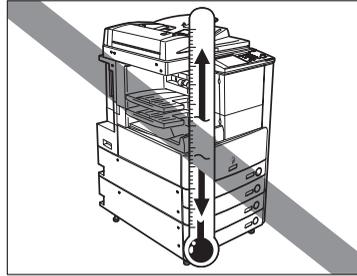
■ **Avoid locations that are subject to vibration.**

For example, avoid installing the machine on unstable floors or stands.



■ Avoid exposing the machine to rapid changes in temperature.

If the room in which the machine is installed is cold but rapidly heated, water droplets (condensation) may form inside the machine. This may result in a noticeable degradation in the quality of the copied image, the inability to properly scan an original, or the copies having no printed image at all.

**■ Avoid installing the machine near computers or other precision electronic equipment.**

Electrical interference and vibrations generated by the machine during printing can adversely affect the operation of such equipment.

■ Avoid installing the machine near televisions, radios, or similar electronic equipment.

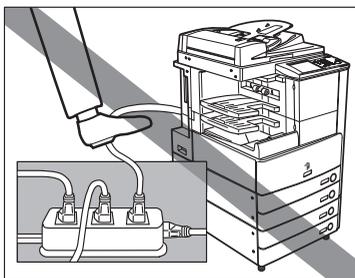
The machine might interfere with sound and picture signal reception. Insert the power plug into a dedicated power outlet, and maintain as much space as possible between the machine and other electronic equipment.

■ Do not remove the machine's leveling feet.

Do not remove the machine's leveling feet after the machine has been installed. If you put weight on the front of the machine while the drawers or units within the machine are pulled out, the machine may fall forward. To prevent this from happening, make sure that the machine's leveling feet are in place.

Select a Safe Power Supply

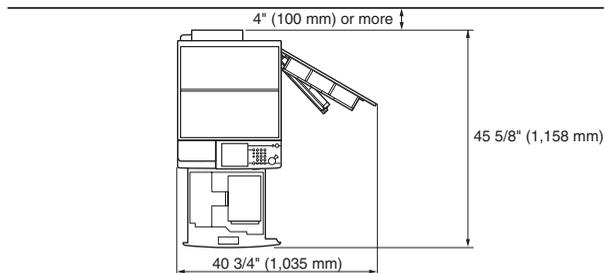
- Plug the machine into a 120 V AC outlet.
- Make sure that the power supply for the machine is safe, and has a steady voltage.
- Do not connect other electrical equipment to the same power outlet to which the machine is connected.
- Do not connect the power cord to a multiplug power strip, as this may cause a fire or electrical shock.
- The power cord may become damaged if it is often stepped on 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.



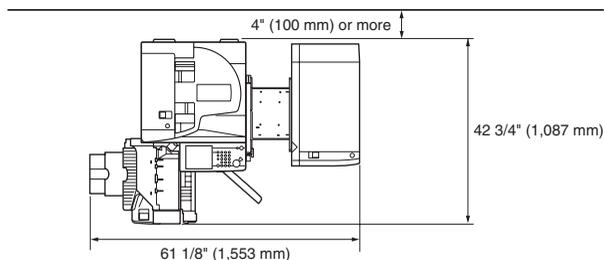
Provide Adequate Installation Space

- Provide enough space on each side of the machine for unrestricted operation.

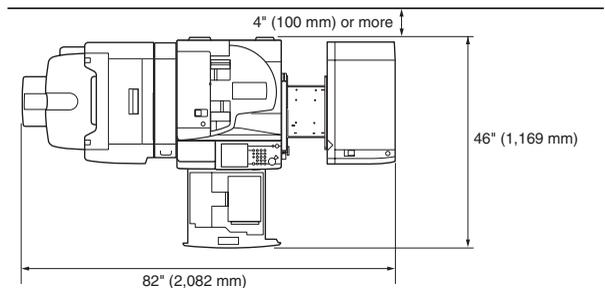
No option is attached.



The optional Feeder (DADF-N1), Finisher-S1, and Paper Deck-Q1 are attached.

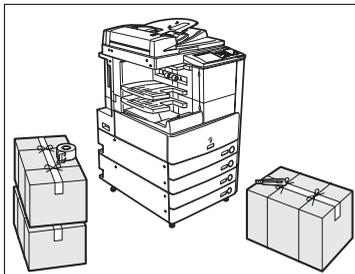


The optional Feeder (DADF-N1), Saddle Finisher-AE2, Puncher Unit-M1, Buffer Pass Unit-E2, and Paper Deck-Q1 are attached.



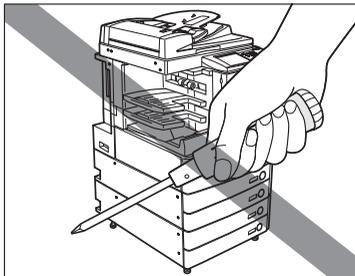
Moving the Machine

- If you intend to move the machine, even to a location on the same floor of your building, contact your local authorized Canon dealer beforehand. Do not attempt to move the machine yourself.

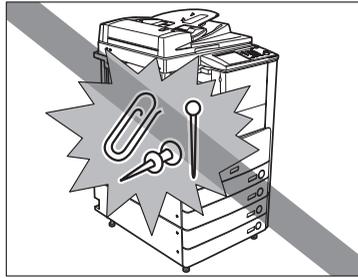


Handling Precautions

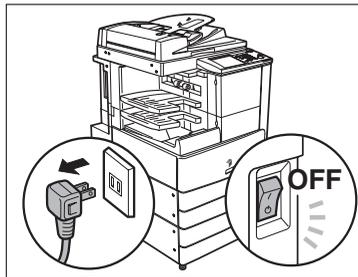
- Do not attempt to disassemble or modify the machine.



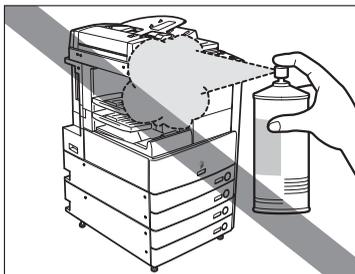
- Some parts inside the machine are subject to high-voltages and temperatures. Take adequate precautions when inspecting the inside of the machine. Do not carry out any inspections not described in this manual.
- Be careful not to spill liquid or drop any foreign objects, such as paper clips or staples inside the machine. If a foreign object comes into contact with electrical parts inside the machine, it might cause a short circuit and result in a fire or electrical shock.



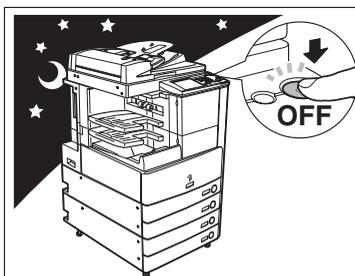
- If there is smoke, or unusual noise, immediately turn the main power switch OFF, disconnect the power cord from the outlet, and call your local authorized Canon dealer. Using the machine in this state may cause a fire or electrical shock. Also, avoid placing objects around the power plug so that the machine can be disconnected whenever necessary.



- Do not turn the main power switch OFF or open the front covers while the machine is in operation. This might result in paper jams.
- Do not use flammable sprays, such as spray glue, near the machine. There is a danger of ignition.



- This machine generates a slight amount of ozone during normal use. Although sensitivity to ozone may vary, this amount is not harmful. Ozone may be more noticeable during extended use or long production runs, especially in poorly ventilated rooms. It is recommended that the room be appropriately ventilated, sufficient to maintain a comfortable working environment, in areas of machine operation.
- For safety reasons, turn OFF the control panel power switch of the machine when it will not be used for a long period of time, such as overnight. As an added safety measure, turn OFF the main power switch, and disconnect the power cord when the machine will not be used for an extended period of time, such as during consecutive holidays.



- Use a modular cable that is shorter than three meters.

 **CAUTION**

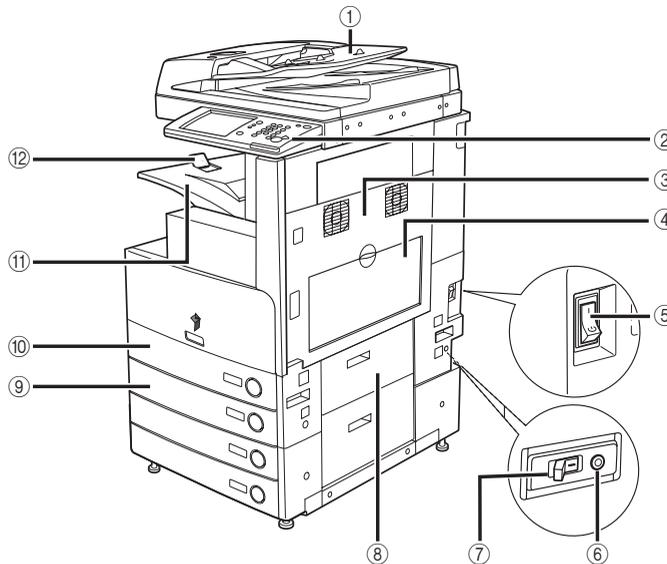
Canon recommends that data stored on the product's hard disk drive be duplicated or backed up to prevent its loss in the event of failure or other malfunction of the hard disk drive. Neither Canon nor any service provider will be liable for damages for loss of data stored on the product's hard disk drive. (See the terms of the product's Limited Warranty for more details).

Parts and Their Functions

This section provides you with the names and functions of all the parts on the outside and inside of the main unit, control panel, and the touch panel display. An illustration of the machine with some optional equipment attached to it is also provided. For more information on optional equipment, parts and their functions, see Chapter 3, "Optional Equipment."

External View

The optional Feeder (DADF-N1) (standard-equipped for the imageRUNNER 3045/3035) and Cassette Feeding Unit-Y3 are attached.



① Feeder (DADF-N1) (Optional)

Originals placed in the feeder are automatically fed sheet by sheet to the platen glass for scanning. The feeder also automatically turns over two-sided originals to make two or one sided copies. The feeder is standard-equipped for the imageRUNNER 3045/3035.

② Control Panel

Includes the keys, touch panel display, and indicators required for operating the machine. (See "Control Panel Parts and Functions," on p. 1-14.)

③ Main Unit's Right Cover

Open this cover when clearing a paper jam inside the main unit. (See "Screens Indicating the Locations of Paper Jams," on p. 8-4.)

④ Stack Bypass

Use the stack bypass to feed paper manually, and for loading nonstandard paper stock, such as envelopes. (See "Making Prints Using the Stack Bypass," on p. 2-39.)

⑤ Main Power Switch

Press to the "I" side to turn the power ON. (See "Main Power and Control Panel Power," on p. 1-15.)

**NOTE**

For more information on the optional equipment that can be attached to the machine, see Chapter 3, "Optional Equipment."

⑥ Test Button

Press this button to periodically test the circuit breaker. (See "Periodic Inspection of the Breaker," on p. xxxiii.)

⑦ Breaker

Detects excess current or leakage current. (See "Periodic Inspection of the Breaker," on p. xxxiii.)

⑧ Paper Drawer's Right Cover

Open this cover when clearing a paper jam in Paper Drawers 1 and 2.

⑨ Paper Drawer 2

Holds up to 550 sheets of paper (20 lb bond (80 g/m²)).

⑩ Paper Drawer 1

Holds up to 550 sheets of paper (20 lb bond (80 g/m²)).

⑪ Output Tray

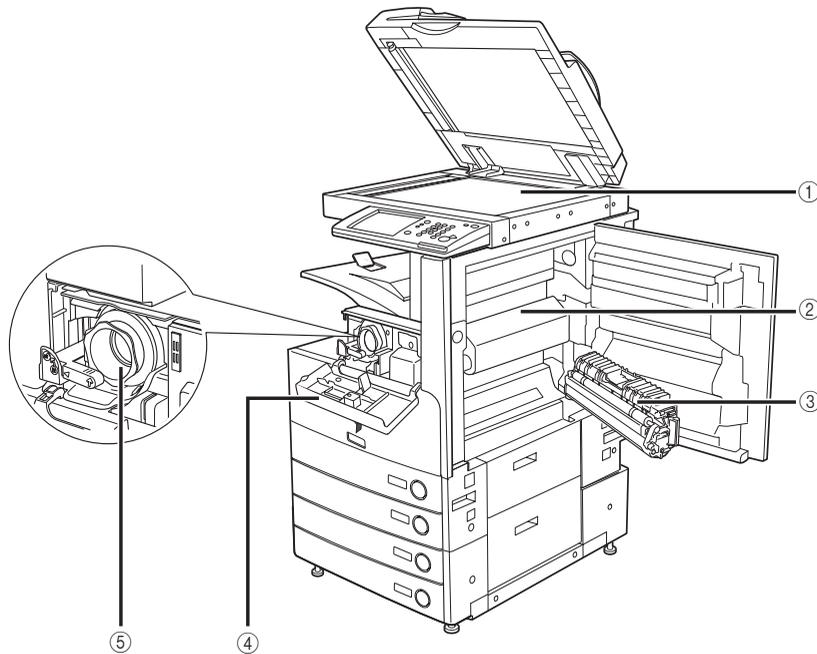
Prints and copies are output to this tray.

⑫ Output Paper Tray Guide

Tilt the output paper tray guide up to prevent output papers from falling down.

Internal View

The optional Feeder (DADF-N1) (standard-equipped for the imageRUNNER 3045/3035) and Cassette Feeding Unit-Y3 are attached.



① **Platen Glass**

Use the platen glass when scanning books, thick originals, thin originals, transparencies, etc.

② **Fixing Unit's Upper Cover**

Open this cover to clear a paper jam in the fixing unit. (See "Fixing Unit (Inside the Main Unit)," on p. 8-11.)

③ **Duplexing Unit**

Pull out the duplexing unit to clear a paper jam. (See "Duplexing Unit (Inside the Main Unit)," on p. 8-14.)

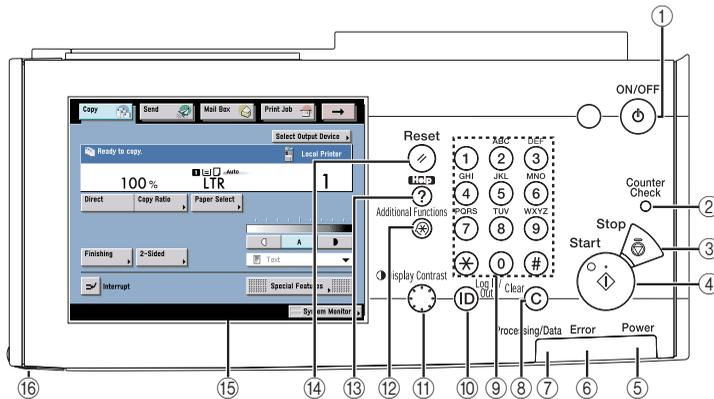
④ **Toner Supply Port Cover**

Open this cover to replace the toner cartridge.

⑤ **Toner Cartridge**

When toner runs out, pull out the toner cartridge, and replace it with a new one. Toner cartridges are sold separately (not standard equipment). (See "Consumables," on p. 7-58.)

Control Panel Parts and Functions



① Control Panel Power Switch (Sub Power Supply)

Press to turn the control panel ON or OFF. When the control panel power switch is held for more than three seconds, it initiates the Shutdown mode. (See "Shutting Down the Machine," on p. 1-21.) When turned OFF, the machine is in the Sleep mode.

② Counter Check key

Press to display the copy and print count totals on the touch panel display.

③ Stop key

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

④ Start key

Press to start an operation.

⑤ Main Power Indicator

Lights when the main power is turned ON.

⑥ Error Indicator

Flashes or lights if there is an error in the machine. When the Error indicator flashes, follow the instructions that appear on the touch panel display. When the Error indicator maintains a steady red light, contact your local authorized Canon dealer.

⑦ Processing/Data Indicator

Flashes or blinks green when the machine is performing operations, and maintains a steady green light when fax data is stored in memory.

⑧ Clear key

Press to clear entered values or characters.

⑨ Numeric keys

Press to enter numerical values.

⑩ ID (Log In/Out) key

Press when setting or enabling Department ID Management.

⑪ Display Contrast Dial

Use to adjust the brightness of the touch panel display.

⑫ Additional Functions key

Press to specify additional functions.

⑬ Help key

Press to display explanations and instructions of modes or functions on the touch panel display.

⑭ Reset key

Press to restore the standard settings of the machine.

⑮ Touch Panel Display

The settings screen for each function is shown on this display.

⑯ Edit Pen

Use when operating the touch panel display, such as to enter characters. If you lose the edit pen, contact your local authorized Canon dealer. Do not use an object with a sharp end on the control panel, such as a pencil or ballpoint pen, in place of the edit pen.

Main Power and Control Panel Power

The machine is provided with two power switches, a main power switch and a control panel power switch, as well as a breaker that detects excess current or leakage current.

How to Turn ON the Main Power

This section explains how to turn ON the main power.

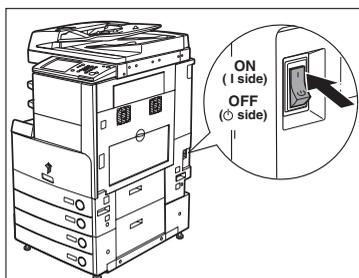
- 1 Make sure that the power plug is firmly inserted into the power outlet.**



WARNING

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

- 2 Press the main power switch to ON ("I" side). The main power switch is located on the back right side of the machine.**



The main power indicator on the control panel lights when the main power switch is turned ON.



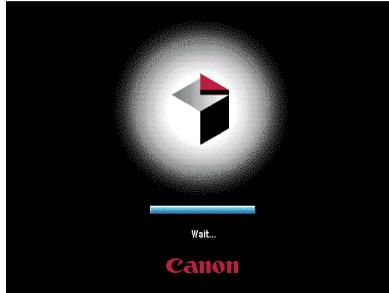
IMPORTANT

If the main power indicator on the control panel does not light even though the main power switch is ON, be sure to check the breaker to see if it is OFF. (See "When the Power Does Not Turn ON," on p. 8-104.)

3 The screens shown below are displayed while the system software is loading.

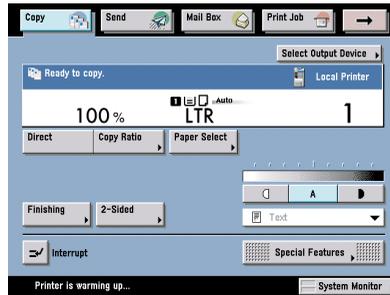
- If login authentication by a login service (SDL (Simple Device Login) or SSO (Single Sign-On)) is not set, and an application other than MEAP is selected as the initial function in Common Settings (from the Additional Functions screen):

- The Start Up screen is displayed until the machine is ready to scan.



If a message is displayed on the touch panel display, proceed to step 4.

- The screen below is displayed when the machine is ready to scan.



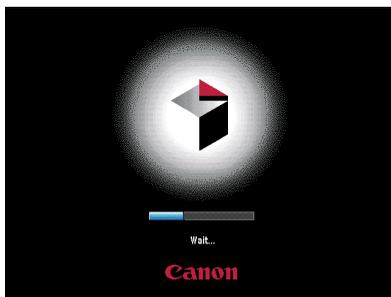
The machine is ready to scan in approximately 30 seconds after the screen above appears.

 **NOTE**

- Once the message <Reservation copies can be made.> appears on the touch panel display, you can specify settings, and copying or printing begins automatically as soon as the machine finishes warming up. (See Chapter 1, "Introduction to the Copy Functions," in the *Copying and Mail Box Guide*.)
- In the case above, the standard settings are selected.
- The standard copy settings are:
 - Copy Ratio: Direct (100%)
 - Paper Selection: Auto Paper Selection
 - Copy Exposure: Automatic Exposure Adjustment
 - Copy Quantity: 1
 - Copy Function: 1► 1-sided copy
- The standard settings for each function of the machine (Copy, Mail Box, Send, and Fax) are already set at the factory, but you can change them to suit your needs. (See Chapter 8, "Customizing Settings," in the *Copying and Mail Box Guide*, and Chapter 9, "Customizing Communications Settings," in the *Sending and Facsimile Guide*.)
- You can select which functions to display on the Basic Features screen when turning ON the main power, according to the Additional Functions settings. (See "Initial Function at Power ON," on p. 4-26.)
- If you press [→] on the Basic Features screen right after the machine is activated, the screen will be blank. Wait for a moment, and then press [→] again.
- If a Macintosh, which has been shut down, is connected to the machine via a USB cable, when you turn the machine ON, the Macintosh may also turn ON. In this case, disconnect the Macintosh from the machine. (You may also be able to solve this problem by using a USB hub between the machine and the Macintosh).

- If login authentication by a login service (SDL or SSO) is not set, and MEAP is selected as the initial function in Common Settings (from the Additional Functions screen):

- The Start Up screen is displayed until the machine is ready to scan.



- After the Start Up screen disappears, the MEAP Start Up screen is displayed.



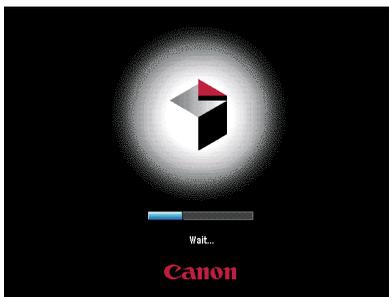
You can press [→] to switch to the Basic Features screen to use the Copy, Mail Box, etc. functions even if the MEAP Start Up screen is still displayed.

- The MEAP Application screen is displayed.

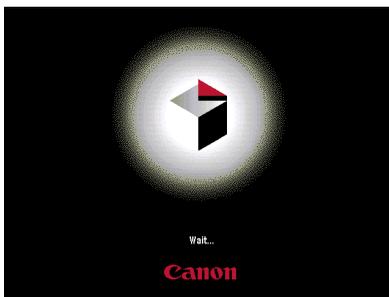


● **If login authentication by a login service (SDL or SSO) is set:**

- The Start Up screen is displayed until the machine is ready to scan.



- After the Start Up screen disappears, the MEAP Start Up screen is displayed regardless of the Set as Initial Function settings.



 **IMPORTANT**

- If you turn OFF the main power, wait at least 10 seconds before turning the main power back ON. For instructions on restarting (turning the main power switch OFF and then ON) the machine, see "Main Power and Control Panel Power," on p. 1-15.
- Do not turn the main power OFF, if you want to send or receive I-fax documents. Also, do not turn the main power OFF, if the optional Universal Send Kit is activated, or the Super G3 FAX Board or Super G3 Multi-Line FAX Board is installed, and you want to be able to send or receive fax documents. Sending or receiving I-fax or fax documents cannot be done when the main power is turned OFF.
- If SSO or SDL is set as the login service, the machine will take longer to become ready to scan.

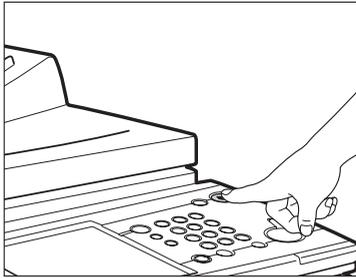
4 If you are using a login service, log in using the procedure for the login service you are using.

NOTE

- If you are using Department ID Management with the optional Card Reader-C1, see "Procedure before Using the Machine," on p. 3-45.
- If you are using Department ID Management, see "Entering the Department ID and Password," on p. 2-24.
- If you are using SDL or SSO, see "Using a Login Service," on p. 2-27.

Control Panel Power Switch

Press the control panel power switch to cancel the Sleep mode and resume normal machine operations.



NOTE

- The machine can receive and print documents from a personal computer when it is in the Sleep mode. I-fax and fax documents can also be received while the machine is in the Sleep mode.
- It takes approximately 10 seconds to recover after the Sleep mode is deactivated.
- If Energy Consumption in Sleep Mode is set to 'Low', it may take more than 10 seconds for the touch panel display to be displayed after pressing the control panel power switch.

Shutting Down the Machine

If there are any jobs currently being processed, or a MEAP application is running when the Shutdown mode is activated, the machine asks you to confirm and cancel any existing jobs, and then access to the hard disk is restricted. This procedure protects the hard disk from access errors the next time the machine is turned ON. Follow the instructions below to safely shutdown the machine.

1 Press and hold the control panel power switch for more than three seconds.

If the machine is in the Sleep mode, press the control panel power switch one time to cancel the Sleep mode, and then press and hold the control panel power switch again for more than three seconds.

The job confirmation screen is displayed.



IMPORTANT

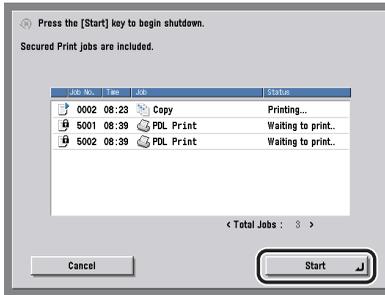
Do not initiate the Shutdown mode while fonts are being downloaded.



NOTE

- You can also force the machine into the Shutdown mode by pressing  (Additional Functions) → [Common Settings] → [Shutdown Mode].
- You cannot force the machine into the Shutdown mode in the following cases:
 - When the machine is receiving and updating device information
 - When the machine is browsing device information
 - When the machine is importing or exporting data using the Remote UI function
- In a rare instance, the machine may not go into the Shutdown mode even if you press and hold the control panel power switch for more than three seconds. In this case, follow the instructions on the touch panel display to turn OFF the main power.
- If print data is sent while the machine is in the Shutdown mode, the machine may receive the data, depending on the print data's size. However, the print data is not printed.

2 Confirm the jobs currently being processed or waiting to be processed → press [Start].



Jobs continue to be processed until [Start] is pressed.

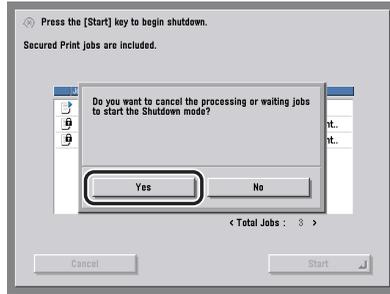
To cancel the Shutdown mode, press [Cancel].

If there are no current jobs, proceed to step 4.

NOTE

- Jobs that are displayed on the job confirmation screen are:
 - Current copy, fax, and print jobs (including secured print jobs)
 - Copy and print jobs (including secured print jobs) that are waiting to be processed
- On the job confirmation screen, the current job is displayed on the first line, and the other jobs are processed in the order in which they were reserved (up to seven jobs).

3 Confirm the message displayed → press [Yes].



If There Are Jobs Currently Being Processed or Waiting to Be Processed

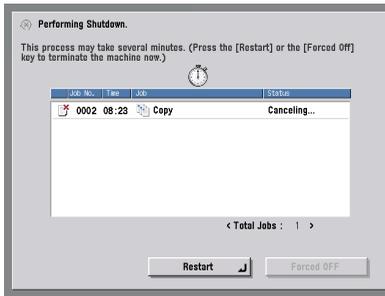


If the Device Information Is Being Delivered

All of the jobs on the confirmation screen being processed or waiting to be processed are canceled. The machine and any network communication processes also start to shut down.

The Performing Shutdown screen appears.

4 When the following screen appears, wait for the machine to complete the shutdown process.



If you need to immediately operate the machine after starting the shutdown process, press [Restart] → [Yes].

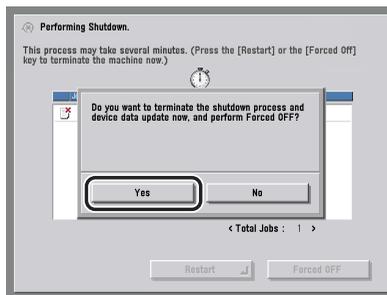
If you press [Restart] when device information is being updated, a message asking for your confirmation to continue appears on the screen. Press [Yes].

CAUTION

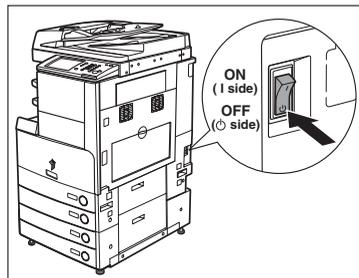
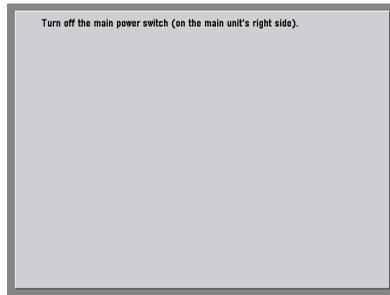
You can also force the shutdown of the machine (omitting the normal job cancellation process) by pressing [Forced Off]. If you press [Forced Off] while data is being processed, a message asking for your confirmation to continue appears on the screen. Press [Yes]. However, as it is possible that this will destroy data which is being processed, it is not recommended. Note that Canon will not be liable for any damages resulting from the loss of data on the hard disk drive. For more information, contact your local authorized Canon dealer.

NOTE

- It may take some time for the machine to completely shut down depending on the network you are using.
- The screen below is displayed when you press [Forced Off] in the following case.
 - When device information is being updated



5 Confirm the contents of the shutdown screen → turn the main power switch of the machine OFF ("⏻" side).



IMPORTANT

The machine may continue to operate during or after the shutdown process. Do not unplug the power cord until the device sounds stop.

System Settings

It is necessary to set up the machine before using it on a network, as a printer, or with the Fax function.

To set up the machine, refer to the following guides or sections for instructions:

■ **Connecting the Machine to the Network**

See the *Network Quick Start Guide*.

■ **Setting Up the Network**

See the *Network Guide*.

■ **Installing the Printer Driver**

See the *PS Driver Guide*, *PCL Driver Guide*, *UFR II Driver Guide*, *Mac PS Driver Guide*, or *Mac UFR II Driver Guide*.

■ **Using the Send Function**

See the *Sending and Facsimile Guide*.

■ **Using the Fax Function**

See the *Sending and Facsimile Guide*.

■ **Date and Time Settings**

See "Current Date and Time," on p. 6-23.

■ **System Manager Settings**

See "Specifying the System Manager Settings," on p. 6-3.



Basic Operations

2

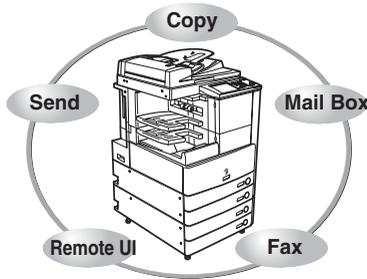
CHAPTER

This chapter describes the main features and basic operations of the machine.

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What This Machine Can Do

All the elements you will ever need in a digital multitasking machine.



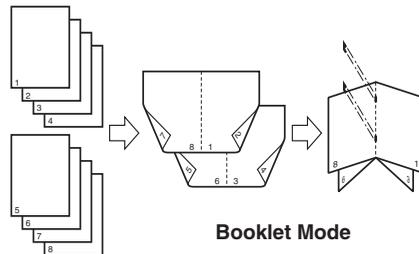
The imageRUNNER 3045/3035/3030/3025 incorporates a rich array of input and output features that can greatly enhance your efficiency. Equipped with features that meet the needs of document work in a digitized office, the imageRUNNER 3045/3035/3030/3025 represents the ultimate in digital multitasking machines.

An asterisk (*) indicates functions which require optional equipment. For information on the optional equipment required to use each function, and the available combinations of optional equipment, see "Available Combination of Options," on p. 3-10.

Copying

See the Copying and Mail Box Guide

In addition to normal copying functions, convenient new functions, such as "Sample Set" which helps to avoid copy errors, "Booklet" for making copies into booklets, and "Different Size Originals" for copying originals of different sizes together in one copy operation, are provided to increase your productivity.

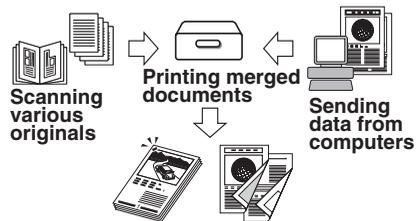


Booklet Mode

Mail Box Function

See the Copying and Mail Box Guide

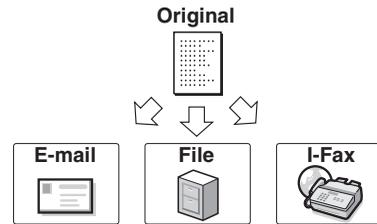
The Mail Box function enables you to save image or document data that has been scanned from the scanner unit, or created on a PC and sent to the machine's internal hard disk. The saved data can be printed at a specified time, or merged with separately saved data or data created on a PC for simultaneous processing.



Sending Function*

See the *Sending and Facsimile Guide*

The Send function enables you to send scanned image or document data to file servers, or send it by e-mail or I-fax. A variety of file formats are supported (PDF and TIFF), which offer you greater flexibility in accommodating digital workplace environments.

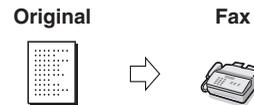


Faxing*

See the *Sending and Facsimile Guide*

In addition to normal facsimile functions, the machine offers you Super G3 compatibility, which enables you to transmit documents at high speeds, greatly reducing transmission costs as compared to conventional facsimile machines. In a mobile environment, you can also receive faxes remotely from the machine outside of the office.

If the optional Super G3 FAX Board or Super G3 Multi-Line FAX Board, and Fax Driver are installed, you can send facsimiles from your computer. If you attach the optional Super G3 Multi-Line FAX Board, you can use two lines.

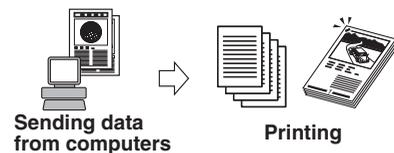


Printing*

See the *PS/PCL/UFR II Printer Guide*

If the UFR II/PCL Printer Kit is activated, you can upgrade this machine to a high-speed network printer. This kit incorporates UFR II (Ultra Fast Rendering II) Technology, which utilizes a newly invented printing algorithm to minimize file processing and achieve maximum performance. It also supports PCL at maximized speed.

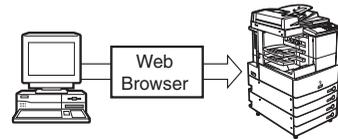
The optional PS Printer Kit enables the machine to support PostScript 3 emulation printing function.



Using the Remote User Interface

See the *Remote UI Guide*

You can control functions, such as confirming the status of the machine, job operations, and printing instructions for data saved in inboxes, all from your PC's Web browser.



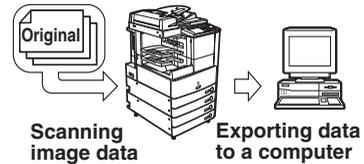
Network Scanning

See the *Network ScanGear User's Guide*

The Network Scan function enables you to use the imageRUNNER 3045/3035/3030/3025 as a conventional scanner. You can scan a document using the machine, and read the data in an application you are using on your computer.

To use this function, the machine is required to be connected to a network, equipped with the Printer function, and Network ScanGear* to be installed on your computer. You can scan images of up to 11" x 17" in size at a resolution of 600 x 600 dpi.

* The Network ScanGear software is supplied on the accompanying CD-ROM. For more information on the Network Scan function, see the *Network ScanGear User's Guide*.



Overview of the imageRUNNER 3045/3035/3030/3025

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



CAUTION

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



NOTE

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

The Touch Panel Display

Keys for using the machine's main functions are located on the top of the touch panel display. To use any of the desired function's features, you must first press the key for the desired function. The area on the bottom of the touch panel display is used for messages that indicate the status of the machine. The System Monitor key, which enables you to check the status of the various devices, jobs, and consumables, is also displayed here.

Switching the Functions Indicated on the Touch Panel Display

After the power is turned ON, the following screen appears on the touch panel display. You can press [Copy], [Send], [Mail Box], [Print Job], [Scan], or [System Monitor] to change functions. (See "Initial Function at Power ON," on p. 4-26.) To display other functions, such as an installed MEAP (Multifunctional Embedded Application Platform) application, press [→].

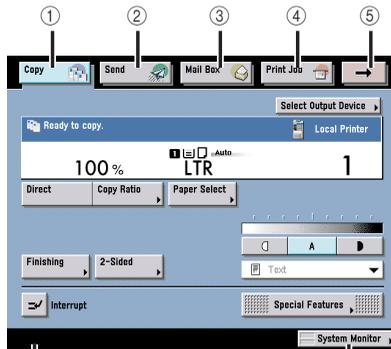


NOTE

- For information on the various keys displayed on the touch panel display, see "Various Touch Panel Display Screens," on p. 2-7.
- You can set the initial screen (the first screen that appears when the machine is turned ON) from the Additional Functions screen. The initial screen can be the Copy, Send or Fax, Mail Box, Print Job, MEAP, or System Monitor screen.

■ Keys Displayed on the Touch Panel Display

The Copy Basic Features screen is shown as an example below.



Page 1 of the Basic Features Screen
(Group A)



MEAP Application Screen



Page 2 of the Basic Features Screen
(Group B)

① Copy

Press this key to access the machine's copying functions. (See Chapter 1, "Introduction to the Copy Functions," in the *Copying and Mail Box Guide*.)

② Send

Press this key to access the machine's sending functions, and facsimile functions. (See Chapter 1, "Introduction to Sending and Fax Functions," in the *Sending and Facsimile Guide*.)

③ Mail Box

Press this key to access the machine's mailbox functions. (See Chapter 2, "Introduction to the Mail Box Functions," in the *Copying and Mail Box Guide*.)

④ Print Job

Press this key to check or cancel print jobs, and to check or print the print job log. (See Chapter 5, "Checking Job and Device Status.")

⑤ →

Press this key to gain access to hidden function keys. The function keys are displayed on two screens. You can also customize the order of the function keys in Function Display Settings in Common Settings (from the Additional Functions screen). (See "Initial Function at Power ON," on p. 4-26.)

⑥ System Monitor

Press this key to change, check, or cancel jobs, and to check or print the job log. (See Chapter 5, "Checking Job and Device Status.")

⑦ Job/Print Status Display Area

The progress of jobs and copy operations, and the status of devices and consumables are displayed here. Also, depending on the login service you are using, the current ID or user name can be displayed here. (See "Displaying the Current Department ID/User Name," on p. 6-37.)

⑧ Scan

Press this key to use the Network Scan function. (See the *Network ScanGear User's Guide*.)

⑨ Web Access

Press this key to view Web pages.

Various Touch Panel Display Screens

The top of the touch panel display may differ according to the optional equipment attached to the machine.

Attached Optional Equipment	Displayed Function Keys
None	
Universal Send Kit	
Super G3 FAX Board or Super G3 Multi-Line FAX Board	
Universal Send Kit and Web Access Software	

Adding New Functions

This machine is compliant with MEAP (Multifunctional Embedded Application Platform). MEAP is a software platform that enables the development of custom applications based on Sun Microsystems' Java and Java 2 Platform, Micro Edition (J2ME).

MEAP enables you to do the following:

■ Install/Uninstall Customized Applications

Installing MEAP applications enables you to utilize new customizable functions for the machine. You can also uninstall these applications.

NOTE

For instructions on installing and uninstalling MEAP applications, see the *MEAP SMS Administrator Guide*.

■ User Management and Restriction Using a Login Service

A login service manages data relating to users using the machine. The following three login services are available:

- **Default Authentication**
Use the authentication method set on the machine, such as Department ID Management or System Manager Settings, as the login service.
- **SDL (Simple Device Login)**
A login service that is linked to the Department ID Management function of this machine. You can register user information from a Web browser, such as user and login names corresponding to a specific Department ID. (See the *MEAP SMS Administrator Guide*.)
- **SSO (Single Sign-On)**
A login service which can be used in an Active Directory environment network or in the machine. It contains the following user authentication systems. (See the *MEAP SMS Administrator Guide*.)
 - Domain Authentication
 - Local Device Authentication
 - Domain Authentication + Local Device Authentication



IMPORTANT

To use SSO in an Active Directory environment domain, it is necessary to install Security Agent on a DNS Server which is managed by Windows Active Directory. Security Agent is supplied on the accompanying CD-ROM. For instructions on installing Security Agent, see the Read Me.txt file on the CD-ROM.



NOTE

Default Authentication is selected as the default login service. For instructions on selecting and setting a login service other than default authentication, see the *MEAP SMS Administrator Guide*.

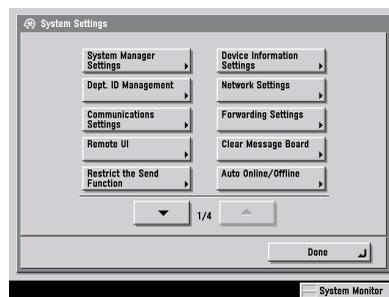
Specifying Settings

The Additional Functions screen appears when you press  (Additional Functions). The Additional Functions screen enables you to make common settings related to many functions of the machine, as well as customize specific functions to suit your needs. For more information on the settings not explained in this manual, see the following manuals:

- Copy Settings: *The Copying and Mail Box Guide*
- Communications Settings and Address Book Settings: *The Sending and Facsimile Guide*
- Mail Box Settings: *The Copying and Mail Box Guide*
- Printer Settings: *The PS/PCL/UFR II Printer Guide*
- Network Settings: *The Network Guide*



The Additional Functions Screen



The System Functions Screen

NOTE

- Settings made from the Additional Functions screen are not changed even if you press  (Reset).
- For instructions on customizing settings, see Chapter 4, "Customizing Settings."
- For instructions on specifying System Settings, see Chapter 6, "System Manager Settings."
- For instructions on specifying Printer Settings, see the *PS/PCL/UFR II Printer Guide*.
- For instructions on specifying Network Settings, see the *Network Guide*.
- [Communications Settings] and [Address Book Settings] are displayed on the Additional Functions screen only if the optional Universal Send Kit is activated, or the optional Super G3 FAX Board or Super G3 Multi-Line FAX Board is installed.
- [Communications Settings], [Forwarding Settings], [Restrict Access to Destinations], and [Register LDAP Server] are displayed on the System Settings screen only if the optional Universal Send Kit is activated, or the optional Super G3 FAX Board or Super G3 Multi-Line FAX Board is installed.

Functions That Conserve Power

You can conserve power efficiently when the machine is not being used by using the following modes.

NOTE

- The touch panel display turns OFF when the machine enters one of the energy saving modes.
- The machine can continue to receive I-fax or fax documents, and process or print data sent from computers even if it is in one of the energy saving modes described below.

■ Auto Sleep Mode

You can set the machine to enter the Sleep mode whenever you desire, by pressing the control panel power switch, or specify to have the machine enter the Sleep mode at a preset time. To reactivate the machine, press the control panel power switch again.

NOTE

- The machine may not enter the Sleep mode completely depending on certain conditions. (For more information, see "Energy Consumption in the Sleep Mode," on p. 4-36.)
- Turn the control panel power switch OFF when not using the machine for a prolonged period of time, for example, at night.
- If a Macintosh, which has been shut down, is connected to the machine via a USB cable, when you turn the machine ON, the Macintosh may also turn ON. In this case, disconnect the Macintosh from the machine. (You may also be able to solve this problem by using a USB hub between the machine and the Macintosh).
- The time it takes for the machine to automatically enter the Sleep mode can be set from 10 seconds to 4 hours. The default setting is '2' minutes. (See "Auto Sleep Time," on p. 4-58.)
- If Energy Consumption in Sleep Mode is set to 'Low', it may take more than 10 seconds for the touch panel to be displayed after pressing the control panel power switch.

■ Daily Timer

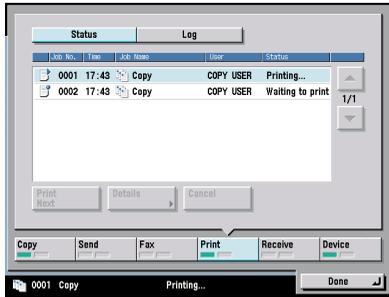
The machine automatically enters the Sleep mode at the specified time and day of the week set with the daily timer. To reactivate the machine, press the control panel power switch.

NOTE

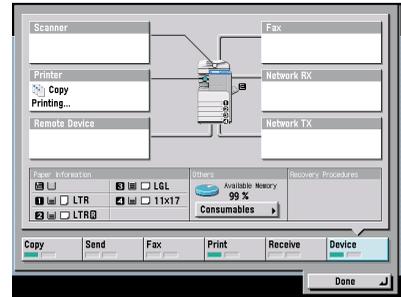
The Daily Timer settings can be set from Sunday to Saturday and 00:00 to 23:59. (See "Daily Timer Settings," on p. 4-59.)

Checking, Changing, and Canceling Print Jobs

The System Monitor screen enables you to check the status of the machine, cancel print jobs, or specify the printing priority.



The System Monitor Screen (Print)



The System Monitor Screen (Device)

On the Print Job screen, you can confirm, cancel, or change the priority of print jobs.



The Print Job Screen

 NOTE

- For instructions on checking the status of Copy, Fax, and Send jobs, see Chapter 5, "Checking Job and Device Status," in this manual, and Chapter 8, "Checking/Changing the Send/Receive Status," in the *Sending and Facsimile Guide*.
- The meanings of the icons that appear in the Job/Print Status Display Area (on the bottom left of the screen) are described below:

Icon (Type of Job)	Description
	Copy Job
	Send/Fax Job
	Mail Box Job
	Printer Job
	Report Job
	Network Scan Job
	Remote Copy Job
	Additional Functions Job

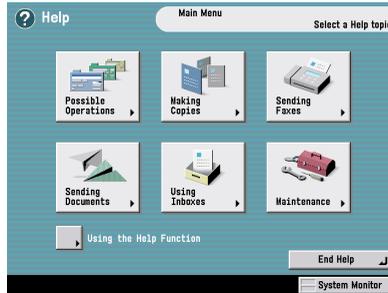
Icon (Machine Status)	Description
	Error
	Paper Jam
	Staple Jam
	Replace Toner Cartridge

Displaying a Help Screen

Pressing  (Help) brings up a guidance screen with information about the various features that are available with your machine. Follow the instructions on the screen to select the operation you want to perform. An explanation of the function and how to set it is displayed.

■ Main Menu

This is the first screen displayed when you press  (Help).



Press [Using the Help Function] to display an explanation of how to use the Help function.

NOTE

Press  (Help) after selecting a mode of the Copying or Mail Box function to bring up a guidance screen with an explanation of that mode.

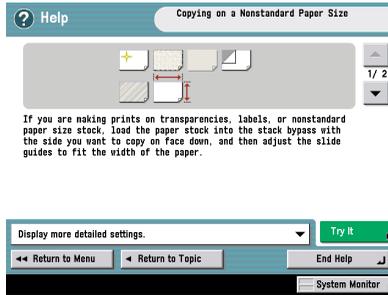
■ List Screen

Displays a list of the functions selected on the main menu.



■ Explanation Screen

Displays a detailed explanation of the function selected on the list screen.



Press [Try It] to jump to the screen for setting the selected function.

Press [Display more detailed settings.] to display more detailed information and related topics.

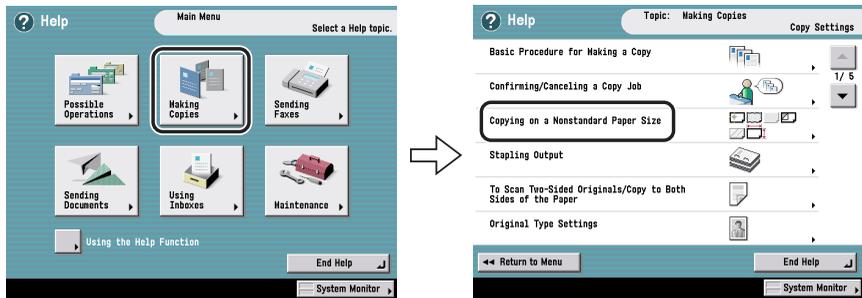
NOTE

The [Try It] key is only displayed on the Explanation Screen for some Copy functions.

Example:

The procedure for copying on a nonstandard paper size.

1 Press [Making Copies] → [Copying on a Nonstandard Paper Size].



2 Check the detailed information for the function.

Press [Try It] → [Yes] to try using the function.

Reading Messages from the System Manager

The System Manager uses the Message Board feature of the machine to convey messages to the users of this machine. The messages are sent through the Remote User Interface and displayed on the touch panel display. (See Chapter 3, "Customizing Settings," in the *Remote UI Guide*.)

NOTE

- The message board can be used only if the machine is connected to a network.
- For instructions on erasing the message board, see "Clearing the Message Board," on p. 6-20.

Types of Message Boards

The following three types of message boards are available:

■ A Message Board without [Done]

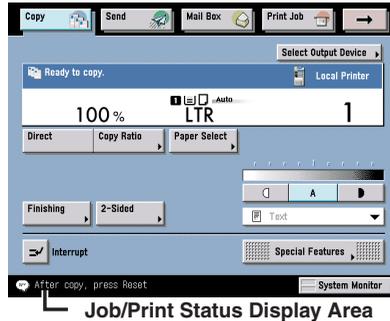


■ A Message Board with [Done]

If you press [Done] and close the message board, you can perform normal operations. The message appears again when the main power is turned OFF, and then turned back ON, or after the Auto Clear mode has activated.



■ A Message Board Where the Message Appears in the Job/Print Status Display Area



Other Useful Functions

Other useful functions are:

■ Auto Drawer Switching

If a paper drawer runs out of paper during printing, the machine automatically locates another paper drawer loaded with the same size paper, and begins feeding paper from that paper drawer.

NOTE

You can set whether a paper drawer is subject to automatic paper drawer switching for each function. The default setting is 'Off' for the stack bypass, and 'On' for the other paper drawers. (See "Auto Paper Selection/Auto Drawer Switching," on p. 4-31.)

■ Auto Clear

If the machine is not used for a period of approximately two minutes after the last print job or key operation is performed, the machine automatically restores the standard settings.

NOTE

- You can set the Auto Clear Time from 0 to 9 minutes in one minute increments. The default setting is '2' minutes. (See "Auto Clear Time," on p. 4-58.)
- The Auto Clear mode does not activate if Auto Clear Time is set to '0'.

■ Job Duration Display

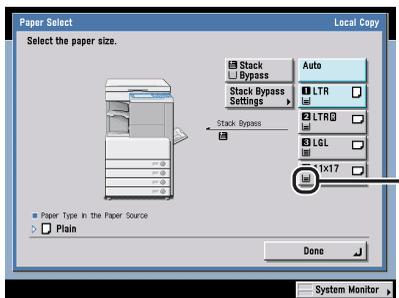
If you set Job Duration Display to 'On' in Common Settings (from the Additional Functions screen), the display shows the time duration before a print job completes.

NOTE

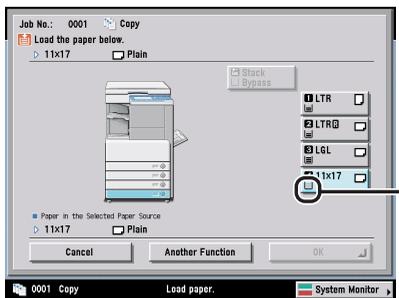
Even if Job Duration Display is set to 'On', the job duration time is not displayed when the wait time is less than one minute.

■ Paper Supply Indicator

The paper supply indicator shows the remaining amount of paper in each paper drawer on the Paper Select screen, and on the screen that appears when paper in a paper drawer has run out during printing. (See Chapter 3, "Basic Copying and Mail Box Features," in the *Copying and Mail Box Guide*.)



The Paper Select Screen



Paper Supply Indicator

Display When Paper Has Run Out

There are four different paper supply indicators, as shown below:

Display	Remaining Paper
	Paper drawer is approximately 50% - 100% full.
	Paper drawer is approximately 10% - 50% full.
	Paper drawer is less than 10% full.
	Paper drawer is empty.

■ Auto Orientation

Using information, such as the size of the original and zoom ratio, the machine automatically rotates the image to the most suitable orientation for the selected paper size.

If the image does not fit onto the paper after it is rotated, the machine will not rotate the image, and will print it as is, with part of the image cut off.

Even if Auto Orientation is set to 'On', the image is not rotated if the Different Size Originals, Cover/Sheet Insertion, Staple (Double), Transparency Interleaving, XY Zoom, Shift, or Image Repeat mode is set. (See Chapter 8, "Customizing Settings," in the *Copying and Mail Box Guide*.)

Using the Touch Panel Display

This section describes the keys that are frequently used on the touch panel display. Information on how to adjust the brightness of the touch panel display is also provided.



CAUTION

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



NOTE

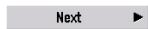
Before using the touch panel display, peel off the protective film from the display.

Frequently Used Keys

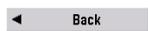
The following keys on the touch panel display are used frequently:



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



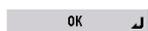
Press to confirm the current settings and proceed to the next step in the procedure.



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



Press to close the current screen.



Press to confirm the current settings of a mode.

Touch Panel Key Display

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

■ Mode Setting Keys

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

■ Keys That Indicate When a Mode Is Turned On or Off

Mode Is Turned Off	Mode Is Turned On
	 (Checked)
	 (Highlighted)

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

Keys That Display Additional Settings	Keys That Turn Modes On/Off
	

Keys that have a colored triangle (▲) in the lower right corner and that appear on screens for storing settings, are keys that already have settings stored in them.

Settings Are Stored	No Settings Are Stored
	

■ Keys That Display a Drop-Down List

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

Before Selection	Drop-Down List	After Selection
		

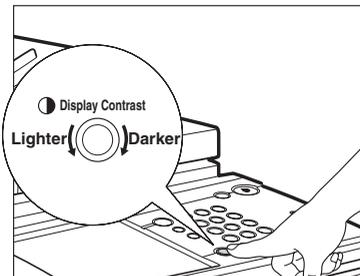
■ Numeric Keys

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

 You can use the num. keys.	You can enter values using the numeric keys on the touch panel display or on the control panel.
 You can also use the numeric keys.	
 Use the numeric keys.	You can only enter values using the numeric keys on the control panel.

Adjusting the Brightness

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



NOTE

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

Entering Characters from the Touch Panel Display

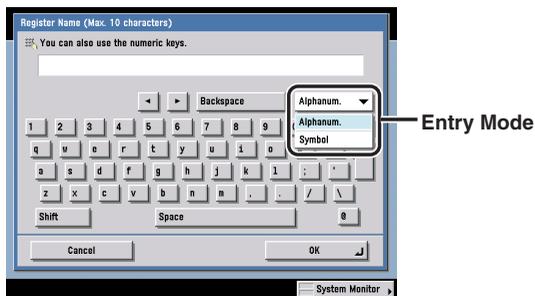
For screens that require alphanumeric entries, enter characters using the keys displayed on the touch panel display, as shown below.



NOTE
When entering characters on the SDL or SSO authentication screen or in MEAP application functions, the screen you actually see may be different.

Entering Characters

- 1 Press the entry mode drop-down list → select the entry mode → enter characters.



The procedure for entering characters with the entry mode is as follows.

Entry Mode	Example	Procedure
Alphanum.	Canon	Enter 'Canon'.
Symbol	é	Press [é].

To enter uppercase letters, press [Shift].

To enter a space, press [Space].

To move the cursor, press [◀] or [▶].

To switch the entry mode, press the entry mode drop-down list → select the entry mode → enter the desired characters or symbols.

 NOTE

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

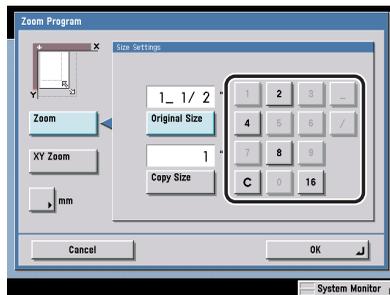
2 When you have entered all characters, press [OK].

Values in Inches

If you want to enter values in inches in all modes which require a numeric entry, set Inch Entry to 'On' in Common Settings (from the Additional Functions screen). (See "Inch Entry," on p. 4-31.) This enables you to enter values in inches when you press [Inch] on a screen requiring a numeric entry or measurement.

The following example shows you how to enter 1 1/2" for Original Size in the Zoom Program mode.

1 Press [1] → [] → [1] → [/] → [2] using the numeric keys on the touch panel display.

 NOTE

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

Entering the Department ID and Password

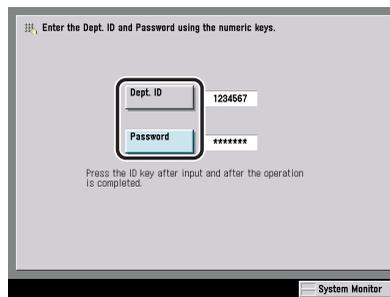
If Department ID Management has been set, the Department ID and password must be entered before using this machine.

NOTE

- For instructions on setting the Department ID and password, see "Department ID Management," on p. 6-5.
- If you are using a control card for Department ID management, the message <You must insert a control card.> appears on the touch panel display. Insert the control card into the card slot. (See "Card Reader-C1," on p. 3-44.)
- The use of some functions may be restricted, and a screen asking you to enter your Department ID and password or insert your control card may appear while you are using the machine. Follow the instructions on the touch panel display to continue using the selected function.
- If you are using a MEAP application to manage user authentication, and SDL or SSO is set as the login service, the following procedure is not necessary. (See "Using a Login Service," on p. 2-27.)

1 Use - (numeric keys) to enter your Department ID and password.

- Press [Dept. ID] → enter your Department ID.
- Press [Password] → enter the password.



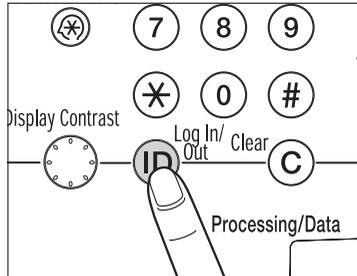
If no password has been set, proceed to step 2.

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

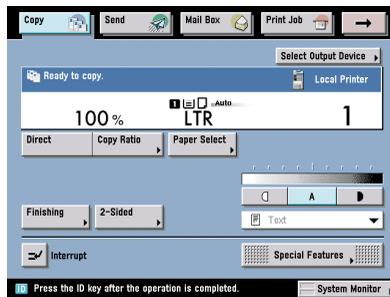
 **NOTE**

If you make a mistake when entering the Department ID or password, press **C** (Clear) → enter the correct values.

2 Press **ID** (Log In/Out).



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

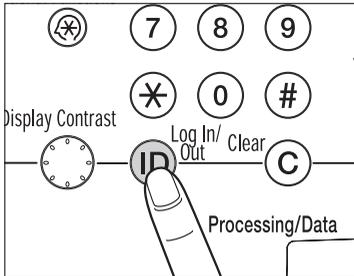


 **NOTE**

If the Department ID or password that you entered is incorrect, the message <This number has not been registered. Enter the number again.> appears. Repeat this procedure from step 1.

3 When your operations are complete, press (Log In/Out) on the control panel.

If you are using a control card, remove the control card, and take it with you. (See "Card Reader-C1," on p. 3-44.)



The screen for entering the Department ID and password appears.

NOTE

- To perform operations again, you have to re-enter your Department ID and password.
- If you do not press  (Log In/Out) after you are finished operating the machine, any subsequent copies made are added to the total of the Department ID you previously entered.
- Even if you forget to press  (Log In/Out) after you are finished operating the machine, the screen for entering the Department ID and password automatically appears after the set Auto Clear Time elapses. (See "Auto Clear Time," on p. 4-58.)
- After pressing  (Log In/Out), all settings are canceled, and the machine returns to the Standard mode.

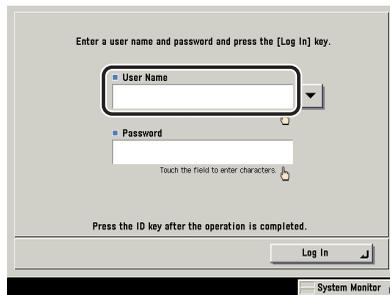
Using a Login Service

If you are managing the machine with a login service, such as SDL (Simple Device Login) or SSO (Single Sign-On), enter the user name and password before using this machine.

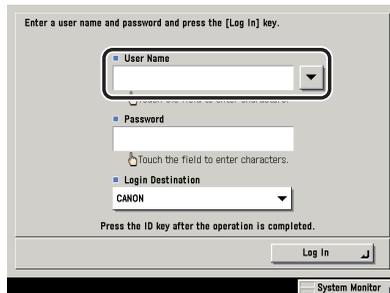
NOTE

- SDL and SSO are used as examples to explain the procedure. However, if you are using a different login service, the login procedure may vary.
- For instructions on selecting and setting a login service, see the *MEAP SMS Administrator Guide*.
- For instructions on registering user data for SDL and Local Device Authentication user authentication system of SSO, see the *MEAP SMS Administrator Guide*.
- For information on the user name used for the Domain Authentication user authentication system of SSO (including when performing Domain Authentication with 'Domain Authentication + Local Device Authentication' user authentication system), contact your system administrator.

1 Press [User Name].



If SSO is set as a login service, the login destination is also displayed.



 **IMPORTANT**

- To use the Domain Authentication user authentication system of SSO (including when performing Domain Authentication with the Domain Authentication + Local Device Authentication user authentication system), a Windows server in which Active Directory is installed and Security Agent are necessary.
- If there is more than a 30 minute time difference between the current time set in the registry of a computer using Windows Active Directory and the time set on the machine, an error occurs when you log on using the Domain Authentication user authentication system of SSO (including when performing Domain Authentication with the Domain Authentication + Local Device Authentication user authentication system). To be able to log on, the current time on both the computer and the machine must match. For instructions on setting the current date and time on the machine, see "Current Date and Time," on p. 6-23.

 **NOTE**

- You can also specify the number of user's logs displayed on the touch panel display when logging in. (For more information, see the *MEAP SMS Administrator Guide*.)
- When using SDL, you can use only alphanumeric characters for user names and passwords.
- When using the Domain Authentication user authentication system of SSO (including when performing Domain Authentication with the Domain Authentication + Local Device Authentication user authentication system), you can use only alphanumeric characters, . (period), - (hyphen), _ (underscore), or % (percent) for a user name. You can log on only if you use valid characters.

2 Enter the user name → press [OK].



3 Press [Password].



The SDL Login Screen

4 Enter the password → press [OK].



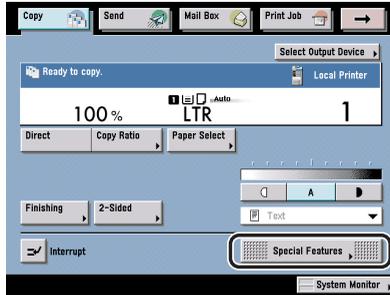
NOTE

- If you are using the Domain Authentication user authentication system of SSO (including when performing Domain Authentication with the Domain Authentication + Local Device Authentication user authentication system), select the Login destination from the drop-down list.
- For instructions on selecting the Login destination, see the *MEAP SMS Administrator Guide*.

5 Press [Log In].

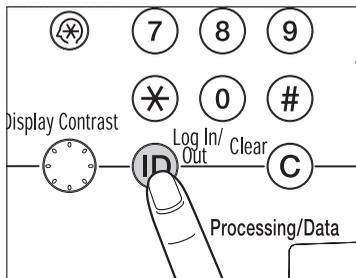
You can also press  (Log In/Out) instead of [Log In] to log on.

The Basic Features screen of the selected function (or the MEAP application screen) appears on the touch panel display.



If the user name or password that you entered is incorrect, a message appears prompting you to verify your user name and password. Repeat the procedure from step 1.

6 When your operations are complete, press (Log In/Out) on the control panel.



The screen for entering the user name and password appears.

NOTE

- To perform operations again, you have to re-enter your user name and password.
- If you do not press  (Log In/Out) after you are finished operating the machine, any subsequent copies made are added to the total of the user who previously logged on to the machine.
- Even if you forget to press  (Log In/Out) after you are finished operating the machine, the screen for entering the user name and password automatically appears after the set Auto Clear Time elapses. (See "Auto Clear Time," on p. 4-58.)
- After pressing  (Log In/Out), all settings are canceled, and the machine returns to the Standard mode.

Placing Originals

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

NOTE

If the original has too many pages to be placed in the feeder all at once, use the Job Build mode on the Special Features screen. (See Chapter 4, "Special Copying and Mail Box Features," in the *Copying and Mail Box Guide* or Chapter 4, "Special Scanning Features," in the *Sending and Facsimile Guide*.)

■ Platen Glass

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

■ Feeder

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

Document Sizes

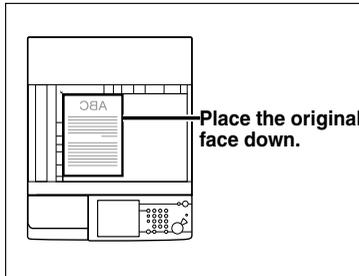
The size of the original is automatically detected, and the document is scanned. When you are sending fax documents, if the output paper in the recipient's machine is not equal to the scanned document size, the original image may be either reduced in size or divided into smaller parts before it is sent.

The machine cannot always detect the size of the original if it is a nonstandard paper size, such as a book. In this case, specify the size at which you want to scan the original. (See Chapter 3, "Basic Scanning Features," in the *Sending and Facsimile Guide*.)

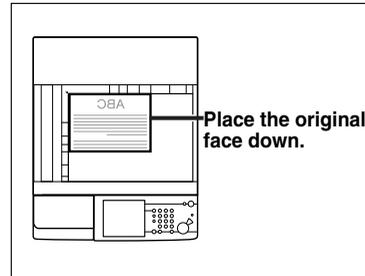
Orientation

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

Platen Glass

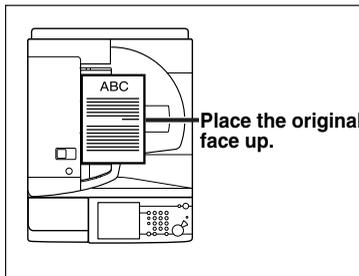


Vertical Placement

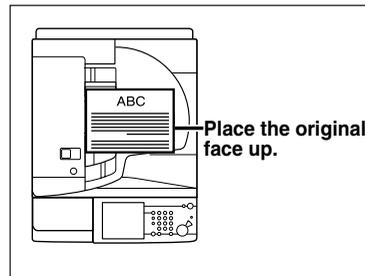


Horizontal Placement

Feeder



Vertical Placement



Horizontal Placement

NOTE

- If the top edge of the original is not aligned with the back edge of the platen glass (by the arrow in the top left corner), your original may not be scanned correctly, depending on the copy mode that you have set.
- LTR and STMT originals can be placed either vertically or horizontally. However, the scanning speed for horizontally placed originals is somewhat slower than vertically placed originals. Place originals horizontally when scanning with a Preset Zoom, such as when enlarging an LTR original onto 11" x 17" paper.
- Horizontally placed LTR and STMT originals are referred to as LTRR and STMTR.
- 12" x 18", 11" x 17", and LGL originals must be placed horizontally.

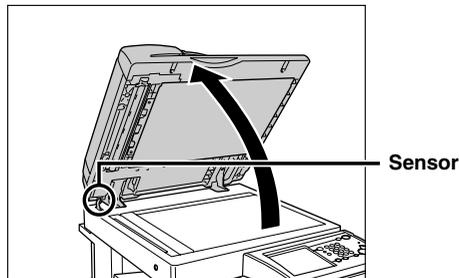
Platen Glass

You should use the platen glass when copying bound originals (such as books and magazines), heavy or lightweight originals, and transparencies. You should also place originals onto the platen glass when you want to copy an 11" x 17" original with an image that extends all the way to the edges without the periphery of the original being cut off. (See Chapter 1, "Introduction to the Copy Functions," or Chapter 3, "Basic Copying and Mail Box Features," in the *Copying and Mail Box Guide*, or Chapter 3, "Basic Scanning Features," in the *Sending and Facsimile Guide*.)

NOTE

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

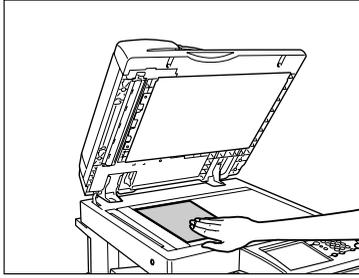
1 Lift the feeder/platen cover.



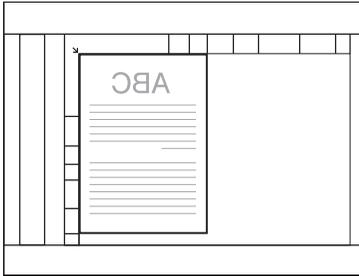
IMPORTANT

This machine is equipped with an open/close sensor on the feeder/platen cover (see circled area in the above illustration). When placing originals on the platen glass, lift the feeder/platen cover approximately 11 7/8" (300 mm) so that the sensor detaches from the feeder/platen cover. If the sensor does not detach from the feeder/platen cover, the size of the originals may not be detected correctly.

2 Place your originals face down.



The surface of the original that you want to copy must be placed face down. Align the top edge of your original with the back edge of the platen glass (by the arrow in the top left corner).



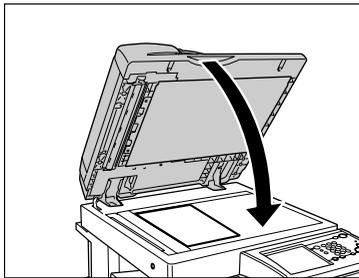
Place books and other bound originals on the platen glass in the same way.



NOTE

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

3 Gently close the feeder/platen cover.



CAUTION

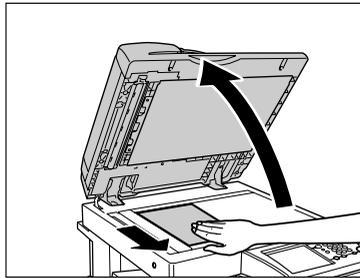
- Close the feeder/platen cover gently to avoid catching your hands, as this may result in personal injury.
- Do not press down hard on the feeder/platen cover when using the platen glass to make copies of thick books. Doing so may damage the platen glass and result in personal injury.
- Be aware that the light emitted from the platen glass may be very bright when closing the feeder/platen cover.

IMPORTANT

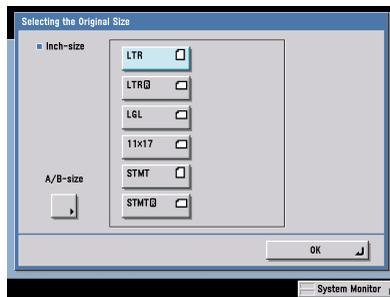
If you are placing the original on the platen glass, the size of the original is detected after the feeder/platen cover is closed. Be sure to close the feeder/platen cover before copying.

NOTE

- Remove the original from the platen glass when scanning is complete.



- The size of STMT and STMT[®] originals cannot be detected. After pressing  (Start), follow the instructions on the screen to specify the original size. You can also manually select the paper size.



Feeder

You should use the feeder when you want to copy several originals at the same time. Place the originals into the feeder and press  (Start). The machine automatically feeds the originals to the platen glass and scans them. Two-sided originals can also be automatically turned over and scanned as two-sided documents.

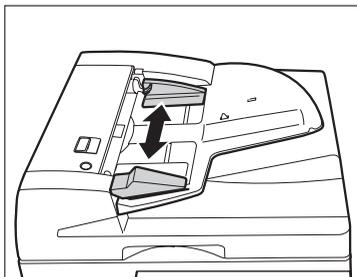
- Weight:
 - One-sided scanning: 11 to 32 lb bond (42 to 128 g/m²)
 - Two-sided scanning: 13 to 32 lb bond (50 to 128 g/m²)
- Size: 11" x 17", LGL, LTR, LTRR, or STMT
- Tray Capacity: up to 50 sheets (20 lb bond (80 g/m²))
(up to 10 sheets if using 11 lb bond (42 g/m²) paper)



IMPORTANT

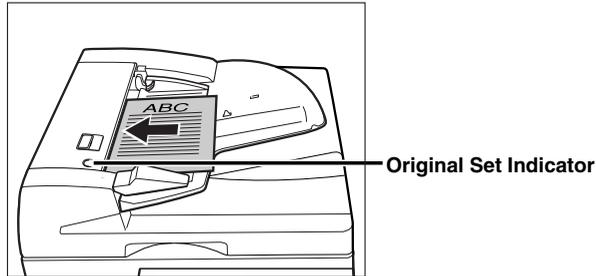
- Thin originals may become creased, if used in a high temperature or high humidity environment.
- Do not place the following types of originals into the feeder:
 - Originals with tears or large binding holes
 - Severely curled originals or originals with sharp folds
 - Clipped or stapled originals
 - Carbon backed paper or other originals which may not feed smoothly
 - Transparencies and other highly transparent originals
- If the same original is fed through the feeder repeatedly, the original may fold or become creased, and make feeding impossible. Limit repeated feeding to a maximum of 30 times (this number varies, depending on the type and quality of the original).
- If the feeder rollers are dirty from scanning originals written in pencil, perform the feeder cleaning procedure. (See "Routine Cleaning," on p. 7-51.)
- Always smooth out any folds in your originals before placing them into the feeder.

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



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

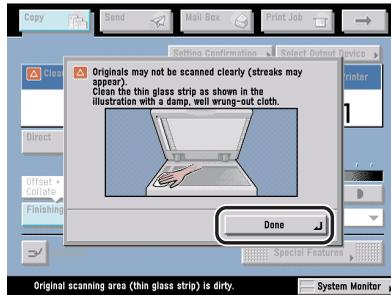
Place your originals as far into the feeder as they will go, until the Original Set indicator is lit.



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

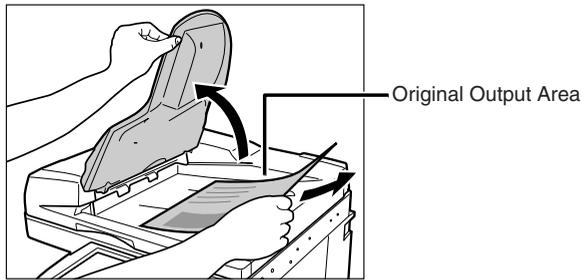
It is recommended, however, that you open the feeder, clean the scanning area, and then close the feeder. The following screen will not appear once the scanning area is clean.

For instructions on cleaning the original scanning area, see "Routine Cleaning," on p. 7-51.



 **IMPORTANT**

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

 **NOTE**

- When you are enlarging an LTR or STMT original onto 11" x 17" or LGL paper, place the original horizontally.
- The scanned originals are output to the original output area in the order they are fed into the feeder.
- You can place different size originals together into the feeder if you set the Different Size Originals mode. (See Chapter 4, "Special Copying and Mail Box Features," in the *Copying and Mail Box Guide*, and Chapter 4, "Special Scanning Features," in the *Sending and Facsimile Guide*.)

Making Prints Using the Stack Bypass

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

IMPORTANT

- Note the following points when using the stack bypass:
 - Paper Quantity: one to approximately 50 sheets (20 lb bond (80 g/m²), stack approximately 1/4" (5 mm) high)
 - Paper Size: 3 7/8" x 5 7/8" to 11 5/8" x 17" (99 mm x 148 mm to 297 mm x 432 mm)
 - Paper Weight: 17 to 32 lb bond (64 to 128 g/m²)
 - Paper which has been rolled or curled must be straightened out prior to use, to allow the paper to feed smoothly through the stack bypass (allowable curl amount: less than 3/8" (10 mm) for normal paper, less than 1/5" (5 mm) for heavy paper). There are some types of paper stock which may meet the above specifications, but cannot be fed into the stack bypass.
- Do not load different size/type paper at the same time.
- Feed tracing paper one sheet at a time, and remove each sheet as it is delivered to the output tray. Loading several sheets of tracing paper together may cause paper jams.
- Depending on the type of heavy paper you want to load, if you load multiple sheets of heavy paper into the stack bypass, a paper jam may occur. In this case, load only one sheet of heavy paper at a time.
- If you are making two-sided prints, select the 2-Sided mode. The printed paper may crease depending on the moisture absorption condition of the paper, and if you copy the two pages as two one-sided documents.
- To print on the back side of preprinted paper, load the paper into the stack bypass, and press [2nd Side of 2-Sided Page] on the paper selection screen that appears.
- When printing on special types of paper, such as heavy paper or transparencies, be sure to correctly set the paper type, especially if you are using heavy paper. If the type of paper is not set correctly, it could adversely affect the quality of the image. Moreover, the fixing unit may become dirty and require a service repair, or the paper could jam.
- If you are printing on envelopes, do not allow more than 10 envelopes to accumulate in the output tray. Always empty the output tray once 10 envelopes have accumulated.
- If you select [Free Size] for copying, you cannot use the Auto, Entire Image, Finishing, 1▶2-Sided, 2▶2-Sided, Book▶2-Sided, Two-page Separation, Cover/Sheet Insertion, Image Combination, Shift, Booklet, Transparency Interleaving, Image Repeat, Form Composition, Pg/Copy Set Numbering, or Watermark/Print Date mode. (See Chapter 1, "Introduction to the Copy Functions," in the *Copying and Mail Box Guide*.)
- If you select [Envelope] for copying, you cannot use the Finishing, 1▶2-Sided, 2▶2-Sided, Book▶2-Sided, Two-page Separation, Cover/Sheet Insertion, Image Combination, Booklet, Transparency Interleaving, or Form Composition mode. (See Chapter 1, "Introduction to the Copy Functions," in the *Copying and Mail Box Guide*.)

- If you select [Free Size] for printing documents stored in an inbox, you cannot use the Finishing, 2-Sided, Cover/Sheet Insertion, Cover/Job Separator, Booklet, Form Composition, Pg/Copy Set Numbering, or Watermark/Print Date mode. (See Chapter 2, "Introduction to the Mail Box Functions," in the *Copying and Mail Box Guide*.)
- If you select [Envelope] for printing documents stored in an inbox, you cannot use the Finishing, 2-Sided, Cover/Sheet Insertion, Cover/Job Separator, Booklet, or Form Composition mode. (See Chapter 2, "Introduction to the Mail Box Functions," in the *Copying and Mail Box Guide*.)

 **NOTE**

- When scanning the following originals, you cannot use the Automatic Paper Selection mode. Use the Manual Paper Selection mode when scanning these types of originals:
 - Highly transparent originals, such as transparencies
 - Originals with an extremely dark background
- Envelopes may be creased in the printing process.
- For high-quality printouts, use paper recommended by Canon.

■ Standard Size

You can select standard inch paper, or A or B series paper.

■ Free Size

You can load nonstandard paper sizes (3 7/8" x 5 7/8" to 11 5/8" x 17" (99 mm x 148 mm to 297 mm x 432 mm)).

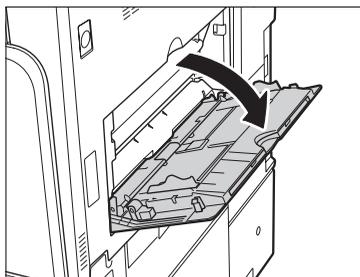
■ Envelope

The following envelopes can be loaded into the stack bypass:

- | | |
|--------------------------------|---------------------------------------|
| • COM10 No.10: | 4 1/8" x 9 1/2" (104.7 mm x 241.3 mm) |
| • ISO-B5: | 7" x 9 7/8" (176 mm x 250 mm) |
| • Monarch: Catalog Glove No.8: | 3 7/8" x 7 1/2" (98.4 mm x 190.5 mm) |
| • ISO-C5: | 6 3/8" x 9" (162 mm x 229 mm) |
| • DL: | 4 3/8" x 8 5/8" (110 mm x 220 mm) |
| • Yougata 4: | 4 1/8" x 9 1/4" (105 mm x 235 mm) |

For more information on specific envelope measurements, see "Available Paper Stock," on p. 2-54.

1 Open the stack bypass.



NOTE

If the paper size you are going to load into the stack bypass is different from the paper size stored in Stack Bypass Standard Settings, set Stack Bypass Standard Settings to 'Off' in Common Settings (from the Additional Functions screen). (See "Standard Paper for the Stack Bypass," on p. 4-46.)

● If the paper you want to specify is already loaded in the stack bypass:

- Press [Paper Select] → [Stack Bypass] → select the paper size and type loaded in the stack bypass.
- Proceed to step 6.

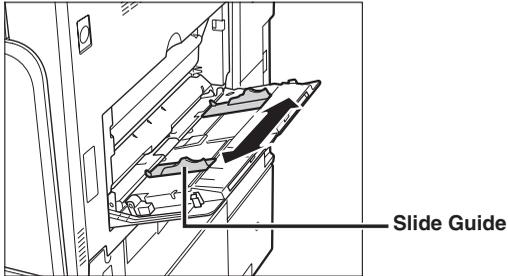
● If the paper loaded in the stack bypass is not the paper that you want to specify:

- Check to see if any job is reserved. (See "Checking Job Status," on p. 5-4.)

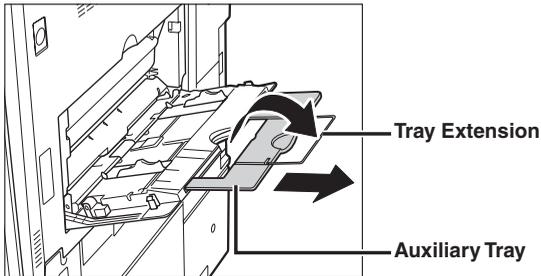
If there is a current or reserved job, you can reserve a change of paper for the stack bypass. (See Chapter 1, "Introduction to the Copy Functions," in the *Copying and Mail Box Guide*.)

If there is no reserved job, remove any paper remaining in the stack bypass → continue the procedure from step 2.

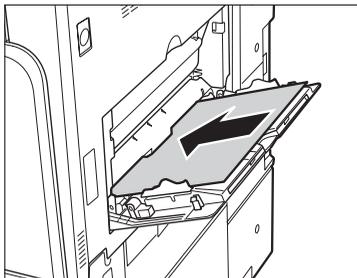
2 Adjust the slide guides to match the size of the paper.



If you are feeding large size paper, pull out the auxiliary tray.

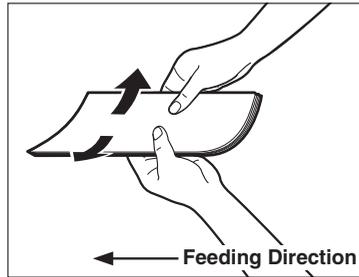


3 Load the paper into the stack bypass.

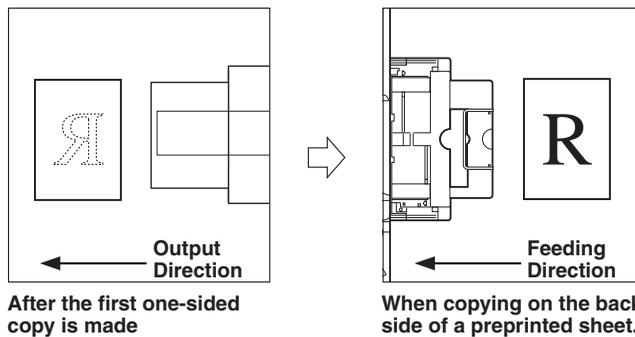


Make sure that the height of the paper stack does not exceed the loading limit mark (≡).

When you use the stack bypass to make copies, straighten out curled paper prior to use, as shown below. Curled paper may cause a paper jam.



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



After the first one-sided copy is made

When copying on the back side of a preprinted sheet.

IMPORTANT

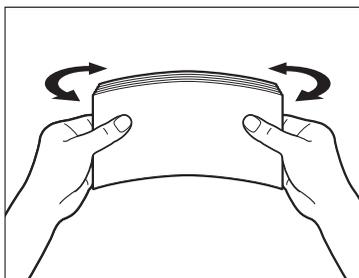
- If the paper retaining lever is not set securely, a paper jam may occur, or paper may be fed from a paper drawer instead of the stack bypass.
- When loading paper into the stack bypass, align the paper stack neatly between the slide guides. If the paper is not loaded correctly, a paper jam may occur.
- If you are printing on heavyweight paper or envelopes using the stack bypass, and find that the paper or envelopes are not being fed smoothly or evenly through the stack bypass, remove the paper or envelopes, curl the feeding edges upward approximately 1/8" (3 mm), and then reload the paper or envelopes. Curling the feeding edges enables the rollers to grip the paper or envelopes as they are fed into the stack bypass.

 NOTE

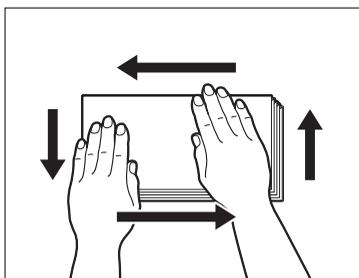
- If there are instructions on the paper package about which side of the paper to load, follow those instructions.
- When the paper is loaded into the stack bypass, the side facing down is the one printed on.
- If problems, such as poor print quality or paper jams occur, try turning the paper stack over and reload it.
- For more information on the print direction of preprinted paper (paper which has logos or patterns already printed on it), see "Relationship between Original Orientation and Preprinted Paper Output Chart," on p. 9-25.

● If you are loading envelopes into the stack bypass:

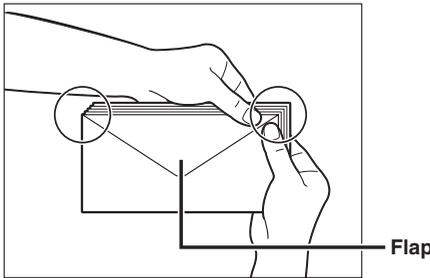
- Take five envelopes, loosen them as shown, and then stack them together. Repeat this step five times for each set of five envelopes.



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



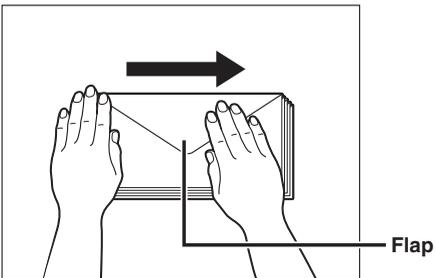
If you are using ISO-B5, ISO-C5, COM10 No.10, Monarch: Catalog Glove No.8, or DL envelopes, hold down the four corners of the envelopes firmly, so that they and the sealed or glued portion stay flat.



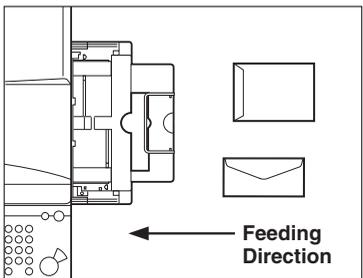
If you are using Yougata 4 envelopes, load the envelopes without folding them.

 **IMPORTANT**

- If you use envelopes that have glue attached to their flaps, the glue may melt due to the heat and pressure of the fixing unit.
- Take particular care to spread the envelopes out in the direction that they will be fed.
- 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 stack bypass.



Load the envelopes, as shown below.



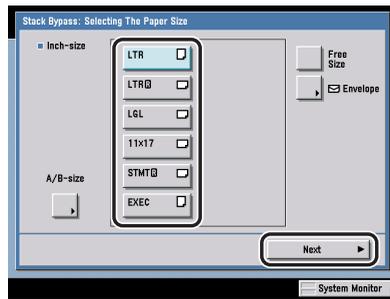
When printing on the front side of the envelopes.

IMPORTANT

- The stack bypass can hold five envelopes at a time.
- If the envelopes do not pass through the machine properly even if the procedures up to this point have been followed, repeat the procedures by feeding one envelope at a time.
- Envelopes may be creased in the printing process.

4 Select the desired paper size.**● If you want to select a standard paper size:**

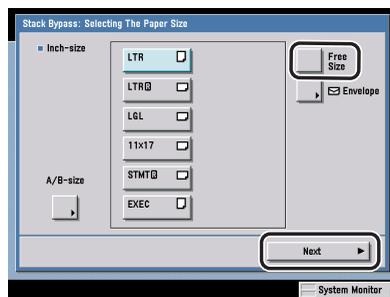
- Select the desired paper size → press [Next].

**NOTE**

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

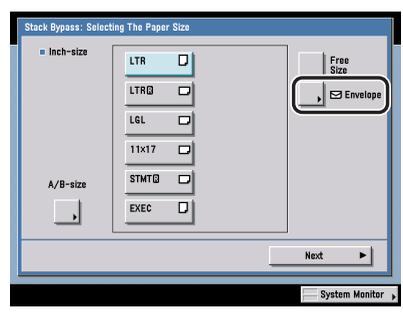
● If you want to select a nonstandard paper size:

- Press [Free Size] → [Next].

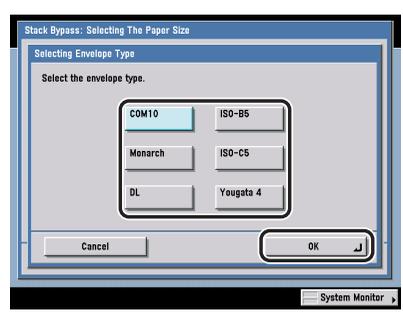


● If you want to select an envelope size:

- Press [Envelope].



- Select the envelope type → press [OK].



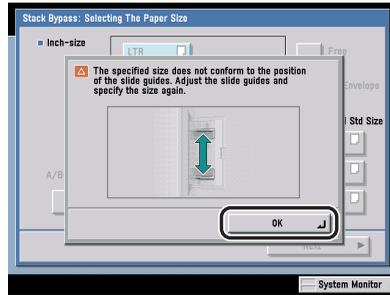
The display returns to the paper size selection screen.

 **IMPORTANT**

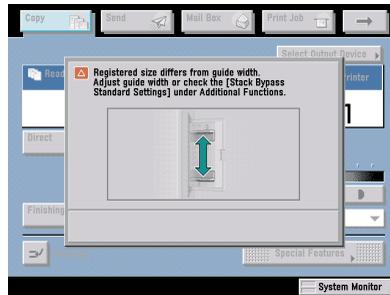
If the envelope type is not selected correctly, a paper jam will occur.

- Press [OK] → proceed to step 6.

If the following screen is displayed, press [OK] → adjust the width of the slide guides → specify the desired envelope size.



If the following screen is displayed, adjust the width of the slide guides to match the paper or envelope size stored in Stack Bypass Standard Settings, or set Stack Bypass Standard Settings to 'Off' in Common Settings (from the Additional Functions screen). (See "Standard Paper for the Stack Bypass," on p. 4-46.)



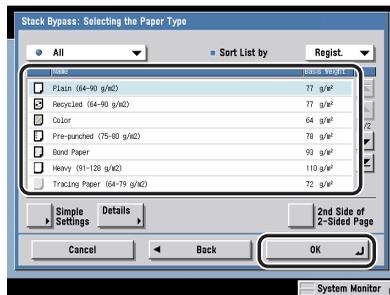
IMPORTANT

Set the paper or envelope size to the same size as the paper or envelopes loaded in the stack bypass.

5 Select the desired paper type → press [OK].



If you are using a paper type that is not listed, press [Detailed Settings] → select the paper type → press [OK].

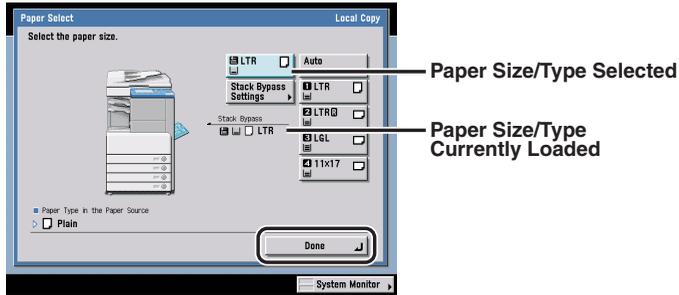


If you are printing on the back side of a previously printed sheet, press [2nd Side of 2-Sided Page].

NOTE

- [Transparency] can be selected only if [LTR] is selected as the paper size.
- For more information on paper types, see "Available Paper Stock," on p. 2-54.
- You can register a paper type that is not listed in [Detailed Settings] in the Stack Bypass Settings: Selecting the Paper Type screen. For details on registering paper types, see "Storing/Editing Irregular Paper Types," on p. 6-66.

6 Press [Done].



If you press [Stack Bypass Settings], follow the procedures and screens in steps 4 and 5 to reset the paper size and type settings.

7 If the Copy function is selected, place your originals → select the desired copy settings.

If you are printing documents that are stored in an inbox, this step is not necessary.

8 Press (Start).

If you are printing documents that are stored in an inbox, press [Start Print].

Copying or scanning starts.

NOTE

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



Multifunctional Operations

The imageRUNNER 3045/3035/3030/3025 offers the user many functions, such as printing, scanning, copying, and sending, which can be used together. The following table provides you with the details of multifunctional operations.

■ How to read the table

The table on the following page indicates the availability of the operations listed in the horizontal rows when the operations listed in the vertical columns are already being performed.

Examples:

- If the machine receives print data when it is already printing documents that have been received by fax, print performance may be affected.
- You cannot scan originals for a copy job and send job at the same time.

- ✓: Available
- : Unavailable
- △: Available, but with conditions

		Receive			Send		Scan		Print			Copy: Scan and Print
		via Net- work *1	via Fax	Print Data	via Net- work *2	via Fax	Copy/ Mail Box	Send *3	Copy	RX Docu- ment	Print Data	
Receive	via Net- work*1	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	via Fax	✓	△*7	✓	✓	△*7	✓	✓	✓	✓	✓	✓
	Print Data	✓	✓	✓*6	✓	✓*6	✓	✓*6	✓	✓*6	✓*6	✓
Send	via Net- work*2	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	via Fax	✓	△*7	✓*6	✓	△*7	✓*4	✓*4*6	✓	✓*4*6	✓*4*6	✓*4
Scan	Copy/ Mail Box	✓	✓	✓	✓	✓*4	-	-	✓	✓*4	✓*4	-
	Send*3	✓	✓	✓*6	✓	✓*4*6	-	-	✓	✓*4*6	✓*4*6	-
Print	Copy	✓	✓	✓	✓	✓	✓	✓	-	△*5	△*5	-
	RX Docu- ment	✓	✓	✓*6	✓	✓*4*6	✓*4	✓*4*6	△*5	△*5*6	△*5*6	△*5
	Print Data	✓	✓	✓*6	✓	✓*4*6	✓*4	✓*4*6	△*5	△*5*6	-	△*5
Copy: Scan and Print		✓	✓	✓	✓	✓*4	-	-	-	△*5	△*5	-

*1 This is the operation of receiving the following data types via a network:

- E-mail and I-fax data sent as text or attached files
- Data sent to a file server via FTP or SMB protocol
- PDL data sent for network printing

*2 This is the operation of sending data to a file server on the network as a destination.

*3 This is the operation of scanning data from the Send Basic Features screen and sending the data as an e-mail message or I-fax.

*4 The machine's performance may be affected if image processing, such as compression, enlargement/reduction, and rotation, are carried out.

*5 The output order of competing jobs varies, depending on whether an optional finisher is attached.

- When an optional finisher is attached: one set is output alternately for each job
- When an optional finisher is not attached: one page is output alternately for each job

*6 The machine's processing speed may be slower.

*7 Only available if the optional Super G3 Multi-Line FAX Board is installed. Jobs three, four, etc. can only be reserved.

 **NOTE**

- The machine's performance may be affected if several network send and receive jobs are being carried out at the same time.
- The operation of printing data from an inbox is included in "Print Data" under "Print" in the table.
- The operation of printing remote copy jobs or cascade copy jobs is included in "Copy" under "Print" in the table.

Available Paper Stock

The paper types that can be used with this machine are shown in the following table. Icons indicating the type of paper loaded in each paper drawer can be displayed on the paper selection screen if you store that information in the machine beforehand. (See "Identifying the Type of Paper in a Paper Source," on p. 4-34.)

✓: Available -: Unavailable

Paper Type	Paper Source		
	Paper Drawer (17 to 20 lb bond (64 to 80 g/m ²))	Stack Bypass (17 to 32 lb bond (64 to 128 g/m ²))	Paper Deck (optional) (17 to 20 lb bond (64 to 80 g/m ²))
Plain* ¹ 	✓	✓	✓
Recycled* ¹ 	✓	✓	✓
Color 	✓	✓	✓
Pre-punched 	✓	✓	✓
Bond Paper 	-	✓	-
Heavy* ² 	-	✓	-
Tracing Paper* ³ 	-	✓	-
Transparency* ⁴ 	-	✓	-
Labels 	-	✓	-
Envelopes 	✓* ⁵	✓	-

*1 Plain and Recycled paper are from 17 to 24 lb bond (64 to 90 g/m²). Load paper heavier than 20 lb bond (81 g/m²) in the stack bypass.

*2 Heavy paper is from 24 to 32 lb bond (91 to 128 g/m²).

*3 Some types of tracing paper cannot be used.

*4 Use only LTR transparencies made especially for this machine.

*5 If the optional Envelope Feeder Attachment-C2 is attached to Paper Drawer 1, envelopes can be loaded.

✓: Available –: Unavailable

Paper Size	Width x Length	Paper Source			
		Paper Drawer 1	Paper Drawer 2, 3, 4	Stack Bypass	Paper Deck (optional)
11" x 17"	11" x 17"	–	✓	✓	–
LGL	8 1/2" x 14"	✓	✓	✓	–
LTR	8 1/2" x 11"	✓	✓	✓	✓
LTRR	11" x 8 1/2"	✓	✓	✓	–
STMTR	5 1/2" x 8 1/2"	✓	✓	✓	–
EXEC	7 1/4" x 10 1/2"	✓	✓	✓	–
Envelope	ISO-B5 7" x 9 7/8" (176 mm x 250 mm)	✓*1	–	✓	–
	ISO-C5 6 3/8" x 9" (162 mm x 229 mm)	✓*1	–	✓	–
	COM 10 No.10 4 1/8" x 9 1/2" (104.7 mm x 241.3 mm)	✓*1	–	✓	–
	Monarch: Catalog Glove No.8 3 7/8" x 7 1/2" (98.4 mm x 190.5 mm)	✓*1	–	✓	–
	DL 4 3/8" x 8 5/8" (110 mm x 220 mm)	✓*1	–	✓	–
	Yougata 4 4 1/8" x 9 1/4" (105 mm x 235 mm)	✓*1	–	✓	–
Free Size	3 7/8" x 5 7/8" to 11 5/8" x 17" (99 mm x 148 mm to 297 mm x 432 mm)	–	–	✓	–

*1 If the optional Envelope Feeder Attachment-C2 is attached to Paper Drawer 1, envelopes can be loaded.

 **NOTE**

- For instructions on loading paper, see the following sections:
 - Paper Drawers: "Loading Paper," on p. 7-10
 - Paper Deck: "Paper Deck-Q1 (Optional)," on p. 7-10
 - Stack Bypass: "Making Prints Using the Stack Bypass," on p. 2-39
- Paper Drawers 3, 4, and the Paper Deck-Q1 are optional.

Optional Equipment

3

CHAPTER

This chapter describes the uses of optional equipment, and their special functions.

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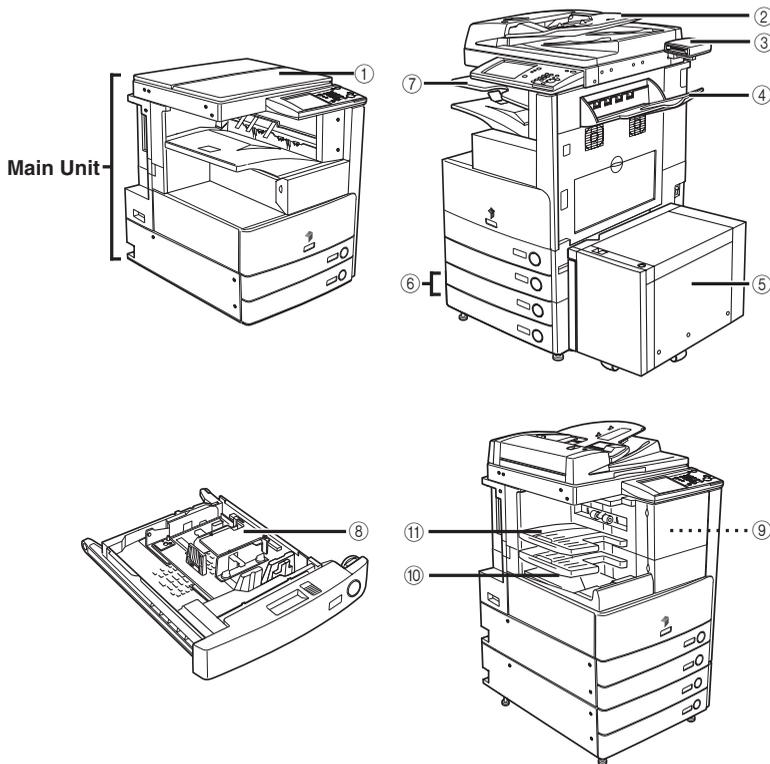
3. Optional Equipment

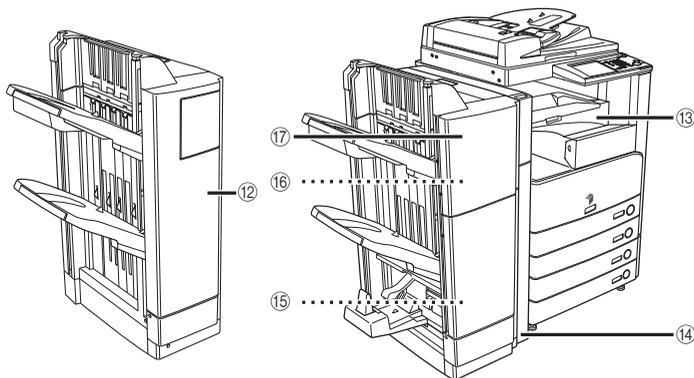
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System Configuration

This section provides you with illustrations of all the optional equipment that can be attached to the machine, and shows you examples of different system configurations.

Optional Equipment





① Platen Cover Type H

The Platen Cover Type H secures the originals placed on the platen glass.

② Feeder (DADF-N1)

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

The Feeder (DADF-N1) is standard-equipped for the imageRUNNER 3045/3035.

③ Card Reader-C1

The Card Reader-C1 enables Department ID Management to be performed automatically.

④ Copy Tray-J1

The Copy Tray-J1 provides an additional paper output tray.

⑤ Paper Deck-Q1

The Paper Deck-Q1 provides an additional source of paper for printing jobs.

The Paper Deck-Q1 holds up to 2,700 sheets of paper (20 lb bond (80 g/m²)).

⑥ Cassette Feeding Unit-Y3

The Cassette Feeding Unit-Y3 provides two additional sources of paper for printing jobs. Each paper drawer holds up to 550 sheets of paper (20 lb bond (80 g/m²)).

⑦ Inner 2 Way Tray-D1

The Inner 2 Way Tray-D1 is equipped with the following features: Collate, Group, and Rotate.

⑧ Envelope Feeder Attachment-C2

The Envelope Feeder Attachment-C2 can only be attached to Paper Drawer 1, and holds only envelopes.

⑨ Puncher Unit-R1

The Puncher Unit-R1 can be attached to the optional Finisher-S1, and is equipped with the Hole Punch mode.

⑩ Finisher-S1

The Finisher-S1 is equipped with the following modes: Collate, Group, Offset, and Staple (Corner).

⑪ Additional Finisher Tray-B1

The Additional Finisher Tray-B1 can be attached to the optional Finisher-S1 to provide an additional paper output tray.

⑫ Finisher-AE1

The Finisher-AE1 is equipped with the following modes: Collate, Group, Offset, and Staple (Corner and Double).

⑬ Buffer Pass Unit-E2

The Buffer Pass Unit-E2 is required to attach the Finisher-AE1 or Saddle Finisher-AE2 to the main unit.

⑭ Puncher Unit-M1

The Puncher Unit-M1 can be attached to the optional Finisher-AE1 or Saddle Finisher-AE2, and is equipped with the Hole Punch mode.

⑮ Staple Cartridge-D2/D3

The Staple Cartridge-D2/D3 can be attached to the optional Saddle Finisher-AE2 for saddle stitching.

⑯ Staple-J1

The Staple-J1 can be attached to the optional finisher for stapling (Corner and Double).

⑰ Saddle Finisher-AE2

The Saddle Finisher-AE2 is equipped with the following modes: Collate, Group, Offset, and Staple (Corner, Double, and Saddle Stitch).

NOTE

- Only one optional finisher can be attached to the main unit at a time.
- Either the optional Platen Cover Type H or Feeder (DADF-N1) can be attached to the main unit.

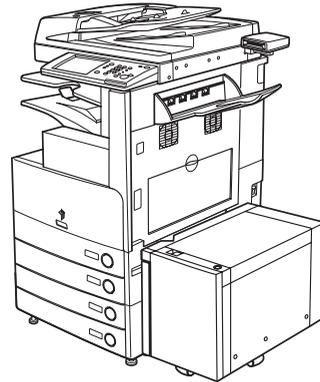
Sample System Configurations

Different optional equipment can be attached to the machine to form various system configurations. The illustrations below are only examples of some of the possible system configurations. For information on the complete range of optional equipment configurations, contact your local authorized Canon dealer.

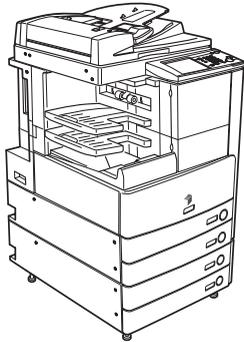
The optional Platen Cover Type H and Cassette Feeding Unit-Y3 are attached.



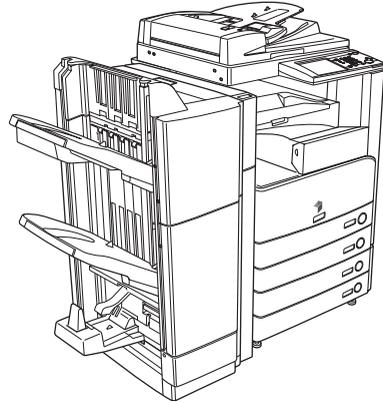
The optional Feeder (DADF-N1), Inner 2 Way Tray-D1, Copy Tray-J1, Cassette Feeding Unit-Y3, Paper Deck-Q1, and Card Reader-C1 are attached.



The optional Feeder (DADF-N1), Finisher-S1, Additional Finisher Tray-B1, and Cassette Feeding Unit-Y3 are attached.



The optional Feeder (DADF-N1), Saddle Finisher-AE2, Puncher Unit-M1, Buffer Pass Unit-E2, and Cassette Feeding Unit-Y3 are attached.



System Options

By installing system related optional accessories, the user can expand the functionality of the machine. This section describes the system related optional accessories and their functions.

■ UFR II/PCL Printer Kit

You can upgrade this machine to a high-speed network printer by installing the optional UFR II/PCL Printer Kit. This kit incorporates UFR II (Ultra Fast Rendering II) Technology, which utilizes Canon's original printing algorithm to minimize file processing and achieve maximum performance. This kit is also equipped with the Direct Print functions, which enables you to print a TIFF or JPEG image without opening the file from your computer, using the Remote UI. It supports PCL5e/6 emulation printing solutions.

NOTE

To use the features of the UFR II/PCL Printer Kit, it must be activated by registering a license key.

■ PS Printer Kit

The PS Printer Kit supports PostScript 3 emulation printing solutions.

NOTE

To use the features of the PS Printer Kit, it must be activated by registering a license key after the UFR II/PCL Printer Kit has been activated.

■ Expansion Bus

The Expansion Bus is necessary to install the USB Application Interface Board.

■ USB Application Interface Board

The USB (Universal Serial Bus) Application Interface Board is necessary to use the machine as a USB host.

NOTE

The USB Application Interface Board can be installed only after installing the Expansion Bus.

■ iR 256MB Expansion RAM

This option expands the memory capacity (512 MB as standard) of the machine. To enable some optional functions, it is necessary to install the iR 256MB Expansion RAM to expand the memory capacity of the machine to 768 MB.

■ Super G3 FAX Board

Installing the Super G3 FAX Board enables you to send and receive fax documents. You can also send documents that have been created in applications directly from your PC via a network.

NOTE

- The Canon Fax Driver is supplied with the Super G3 FAX Board, and enables you to send fax images from a PC via the machine.
- The optional Super G3 FAX Board and Super G3 Multi-Line FAX Board cannot be installed at the same time.

■ Super G3 Multi-Line FAX Board

Installing the Super G3 Multi-Line FAX Board enables you to use two lines to send and receive fax documents that have been created in applications directly from your PC via a network.

NOTE

The optional Super G3 FAX Board and Super G3 Multi-Line FAX Board cannot be installed at the same time.

■ Universal Send Kit

The Universal Send Kit enables you to send scanned documents by e-mail or I-fax, as well as send scanned data to be stored in file servers or User Inboxes.

NOTE

To enable the Send function, the Universal Send Kit must be activated.

■ Universal Send PDF Security Feature Set

The Universal Send PDF Security Feature Set improves the performance of PDF files created on the machine. It enables you to encrypt the PDF files and set a password to send them safely to a file server or e-mail address. It also enables the recipient of a PDF file sent to an e-mail or file server destination to verify which device scanned it.

NOTE

To use the features of the Universal Send PDF Security Feature Set, it must be activated by registering a license key after the Universal Send Kit has been activated.

■ Universal Send Searchable PDF Kit

The Universal Send Searchable PDF Kit enables you to process OCR (Optical Character Recognition) to the scanned documents when making a PDF file. These files can then be easily searched using the text embedded in the PDF file. This is called the Searchable PDF mode.

NOTE

The Searchable PDF mode is available only if the Universal Send Searchable PDF Kit is activated after the Universal Send Kit has been activated.

■ Digital User Signature PDF Kit

The Digital User Signature PDF Kit improves the performance of PDF files created on the machine. It enables the recipient of a PDF file sent to an e-mail or file server destination to verify which user signed it.

NOTE

To use the features of the Digital User Signature PDF Kit, it must be activated by registering a license key after the Universal Send Kit has been activated.

■ Secure Watermark

The Secure Watermark enables you to embed hidden text in the background of copies. You can embed text, such as "CONFIDENTIAL," the date and time, or a department name. The embedded text only appears when the machine prints the copies.

■ HDD Data Encryption Kit

The HDD Data Encryption Kit is a tool that enables you to prevent data leakages by encrypting all of the data stored in the hard disk of the machine. Encrypted hard disk data that is extracted from the machine cannot be read properly.

■ HDD Data Erase Kit

The HDD Data Erase Kit enables you to erase the data stored on the hard disk completely.

NOTE

To use the features of the HDD Data Erase Kit, it must be activated.

■ Web Access Software

The Web Access Software enables the user to view Web pages from the touch panel display of the machine.

NOTE

- To print Web pages and PDF files using the Web Access Software, the optional PS Printer Kit must be activated.
- To display Flash contents, the memory of the machine must be expanded to 768 MB.

■ Encrypted Secure Print Software

The Encrypted Secure Print Software enables you to encrypt print data sent from a computer using the Secured Print function, and decrypt it at the machine. This enables you to strengthen the security of print data by preventing the contents of your printed documents from being seen by other users, and preventing the unauthorized use of confidential information.

NOTE

The features of the Encrypted Secure Print Software are available only if the UFR II/PCL Printer Kit or PS Printer Kit is activated.

■ Access Management System Kit

The Access Management System Kit enables you to restrict the various features of the Copy, Print, Mail Box, and Send functions that each user can use. Restricting the Send function enables you to reduce the risk of confidential information being leaked, and restricting users to only allow two-sided printing of multiple page documents enables printing costs to be reduced.

■ Workflow Composer

The Workflow Composer is an optional expansion kit that enables you to store combinations of the machine's functions.

You can combine and register several functions, such as the Scan, Print, and Send functions. The Workflow Composer enables you to carry out several functions as one function flow, such as sending an original after scanning it, and printing booklets after merging documents stored in a user inbox.

Available Combination of Options

This table describes the optional equipment that is needed to use each function, the available combination of options that can be installed simultaneously, and the limitations when installing optional equipment.

Machine Function	Optional Equipment Needed	Simultaneous Installation	
		Required	Limitations
Copy Function	Platen Cover Type H or Feeder (DADF-N1)	-	The Platen Cover Type H and Feeder (DADF-N1) cannot be attached together. If only the Platen Cover Type H is attached, some functions may be unavailable.
Mail Box Function	Platen Cover Type H or Feeder (DADF-N1)	-	The Platen Cover Type H and Feeder (DADF-N1) cannot be attached together. If only the Platen Cover Type H is attached, some functions may be unavailable.
Send Function	Platen Cover Type H or Feeder (DADF-N1)	-	The Platen Cover Type H and Feeder (DADF-N1) cannot be attached together. If only the Platen Cover Type H is attached, some functions may be unavailable.
	Universal Send Kit (activated)	-	To use the Send function, the Universal Send Kit must be activated.
	Universal Send Searchable PDF Kit	Universal Send Kit	To use the features of the Universal Send Searchable PDF Kit, it must be activated after the optional Universal Send Kit has been activated.

Machine Function	Optional Equipment Needed	Simultaneous Installation	
		Required	Limitations
Send Function	Universal Send PDF Security Feature Set	Universal Send Kit	To use the features of the Universal Send PDF Security Feature Set, it must be activated after the optional Universal Send Kit has been activated.
	Digital User Signature PDF Kit	Universal Send Kit	To use the features of the Digital User Signature PDF Kit, it must be activated after the optional Universal Send Kit has been activated.
Fax Function	Platen Cover Type H or Feeder (DADF-N1)	-	The Platen Cover Type H and Feeder (DADF-N1) cannot be attached together. If only the Platen Cover Type H is attached, some functions may be unavailable.
	Super G3 FAX Board or Super G3 Multi-Line FAX Board	-	The Super G3 FAX Board and Super G3 Multi-Line FAX Board cannot be installed together.
UFR II/PCL Printer Function and TIFF/JPEG Direct Print Function	UFR II/PCL Printer Kit	-	To use the UFR II/PCL Printer function, the UFR II/PCL Printer Kit must be activated.
PS Printer Function and PDF/PS Direct Print Function	PS Printer Kit	UFR II/PCL Printer Kit	To use the features of the PS Printer Kit, it must be activated after the optional UFR II/PCL Printer Kit has been activated.

Machine Function		Optional Equipment Needed	Simultaneous Installation	
			Required	Limitations
Additional Copy Tray	Right Side Output Tray	Copy Tray-J1	-	The Copy Tray-J1 cannot be used with the Finisher-AE1 or Saddle Finisher-AE2.
	Inner Output Tray	Inner 2 Way Tray-D1	-	The Inner 2 Way Tray-D1 cannot be used with the Finisher-S1, Finisher-AE1, or Saddle Finisher-AE2.
		Additional Finisher Tray-B1	Finisher-S1	The Additional Finisher Tray-B1 cannot be used with the Inner 2 Way Tray-D1, Finisher-AE1, or Saddle Finisher-AE2.
Secure Watermark		Secure Watermark (activated)	-	To use the features of the Secure Watermark, it must be activated.
Collate Group Offset Staple		Finisher-S1, Finisher-AE1, or Saddle Finisher-AE2	Buffer Pass Unit-E2*1	The Copy Tray-J1 cannot be used with the Finisher-AE1 or Saddle Finisher-AE2.
Hole Punch		Puncher Unit-M1	Buffer Pass Unit-E2, Cassette Feeding Unit-Y3, and Finisher-AE1 or Saddle Finisher-AE2	The Puncher Unit-M1 cannot be used with the Finisher-S1.
		Puncher Unit-R1	Finisher-S1	The Puncher Unit-R1 cannot be used with the Finisher-AE1 or Saddle Finisher-AE2.
Department ID Management*2		Card Reader-C1	-	-
Additional Paper Supply		Cassette Feeding Unit-Y3	-	-
Large Scale Paper Supply		Paper Deck-Q1	Cassette Feeding Unit-Y3	-

Machine Function		Optional Equipment Needed	Simultaneous Installation	
			Required	Limitations
Security Management (Data Encryption)		HDD Data Encryption Kit	-	-
Security Management (Data Erase)		HDD Data Erase Kit	-	To use the Data Erase function, the HDD Data Erase Kit must be activated.
Displaying Web Pages	Viewing	Web Access Software	-	To display Flash contents, the memory of the machine must be expanded to 768 MB.
	Printing Web Pages/ PDF Files		PS Printer Kit	-
Encrypted Secured Printing		Encrypted Secure Print Software	UFR II/PCL Printer Kit or PS Printer Kit	To use the features of the Encrypted Secure Print Software, the UFR II/PCL Printer Kit or PS Printer Kit must be available for use.

*1 If the Finisher-S1 is attached, the Buffer Pass Unit-E2 is not necessary.

*2 The Department ID Management function is a standard function in this machine. If the optional Card Reader-C1 is attached, Department ID Management is performed automatically, and you do not have to enter the Department ID and password manually. The Card Reader-C1 enables you to check the print totals and the remaining number of pages that can be printed on the touch panel display.

Use the following utilities to manage various settings for Canon devices connected to a network on your computer.

■ NetSpot Device Installer

NetSpot Device Installer is a utility for specifying the initial settings of Canon devices connected to a network. Available on the CD-ROM, NetSpot Device Installer can be accessed directly without installation, enabling network users to quickly and easily specify the initial settings of network devices.

For the system requirements for NetSpot Device Installer and instructions on how to install the utility, see the Readme file for NetSpot Device Installer. For instructions on how to display the Readme file, see the *Network Quick Start Guide*.

■ imageWARE Management Console

imageWARE Management Console is a utility for performing centralized device management. It enables you use a Web browser to perform various operations, such as viewing lists of devices, displaying or sending notification of device status, and managing multiple devices using automated tasks. Also, imageWARE Management Console enables you to jump directly to the Remote UI and perform various settings for the machine.

For information on the system requirements and the installation procedure for imageWARE Management Console, see the *imageWARE Management Console Installation Guide* (PDF manual), on the imageWARE Management Console CD-ROM.

■ imageWARE Document Manager

imageWARE Document Manager is software that enables you to manage and view image data and documents created with various applications. By using it together with a device via a network connection, you can conduct highly-functional management of documents. The saved documents are stored in a folder created in the Document Manager cabinet.

■ imageWARE Document Manager Gateway

imageWARE Document Manager Gateway is software that operates in Windows and enables you to store documents. You can send and store scanned documents and received fax documents in a folder created in the Document Manager cabinet.

■ imageWARE Publishing Manager

imageWARE Publishing Manager is an application that enables for easy printing by making use of the device's functions to the fullest extent. You can create and print various documents, by setting the page layout and specifying the printing method.

■ **imageWARE Access Management System**

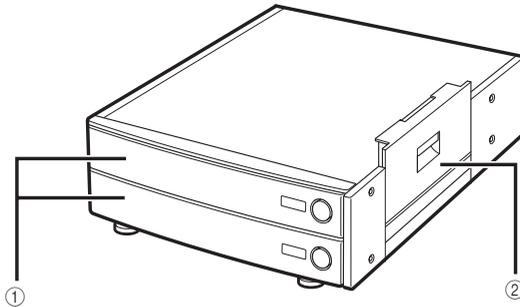
imageWARE Access Management System is a system that controls the usage restrictions of the device. By allocating information about usage restriction to users and user groups, you can restrict the use of the device's functions.

Cassette Feeding Unit-Y3

If you attach the Cassette Feeding Unit-Y3 to the machine, you have two additional paper sources for print jobs.

Up to 550 sheets of paper (20 lb bond (80 g/m²)) can be loaded into each drawer of the cassette feeding unit.

Parts and Their Functions



① **Paper Drawers**

Each paper drawer holds up to 550 sheets of paper (20 lb bond (80 g/m²)).

② **Lower Right Cover**

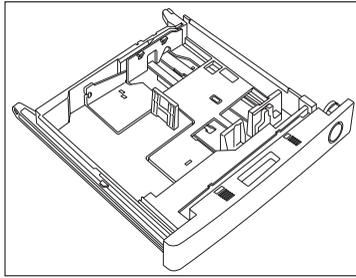
Open this cover to remove jammed paper.

Optional Accessories

■ FL Cassette-Y1

This cassette can be adjusted to hold various paper sizes. (See "Adjusting a Paper Drawer to Hold a Different Paper Size," on p. 7-7.)

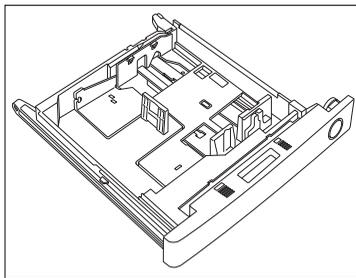
- Available Locations: Paper Drawers 2, 3, or 4
- Available Paper Sizes: 11" x 17", LGL, LTR, LTRR, STMTR, or EXEC



■ FL Cassette-Z1

This cassette can be adjusted to hold various paper sizes. (See "Adjusting a Paper Drawer to Hold a Different Paper Size," on p. 7-7.)

- Available Locations: Paper Drawer 1
- Available Paper Sizes: LGL, LTR, LTRR, STMTR, or EXEC



Paper Deck-Q1

If you attach the Paper Deck-Q1 to the machine, you have one additional source of paper for print jobs.

Up to 2,700 sheets of paper (20 lb bond (80 g/m²)) can be loaded into the paper deck.

3

Optional Equipment

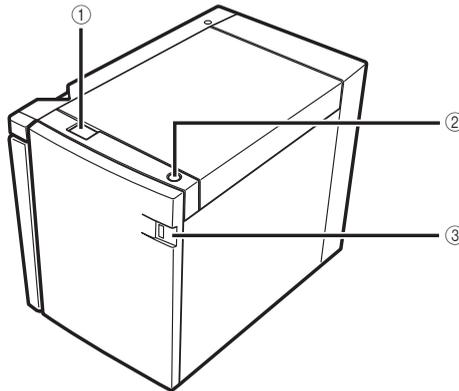
IMPORTANT

If the machine is in the Sleep mode (the touch panel is not displayed, and only the main power indicator is lit), you may not be able to open the paper deck. In this case, press the control panel power switch to reactivate the machine, and then press the open button on the paper deck.

NOTE

The paper size of the paper deck is fixed to LTR.

Parts and Their Functions



① Release Button

Press to move the paper deck away from the main unit when you want to detach it from the machine.

② Open Button

Press to open the paper deck when you need to load paper or check for a paper jam.

③ Paper Supply Indicator

Enables you to check the amount of paper remaining in the paper deck.

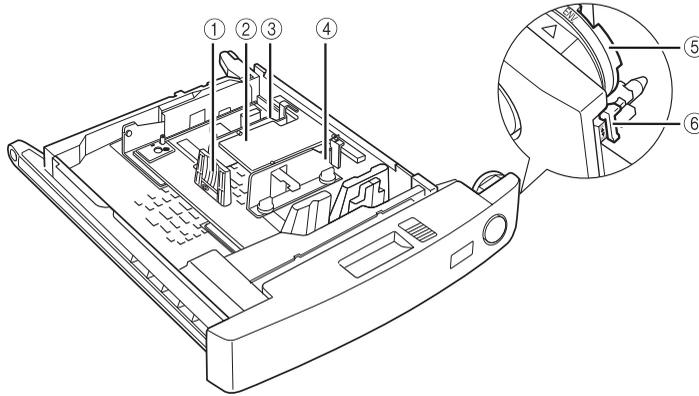
Envelope Feeder Attachment-C2

The following six types of envelopes can be loaded into the envelope feeder attachment:

- COM 10 No.10: 4 1/8" x 9 1/2" (104.7 mm x 241.3 mm)
- Monarch: Catalog Glove No.8: 3 7/8" x 7 1/2" (98.4 mm x 190.5 mm)
- DL: 4 3/8" x 8 5/8" (110 mm x 220 mm)
- ISO-C5: 6 3/8" x 9" (162 mm x 229 mm)
- ISO-B5: 7" x 9 7/8" (176 mm x 250 mm)
- Yougata 4: 4 1/8" x 9 1/4" (105 mm x 235 mm)

Parts and Their Functions

The Envelope Feeder Attachment-C2 can only be attached to Paper Drawer 1.



① Left Guide

Use the Left Guide to align the length of the envelopes being loaded.

② Envelope Receptacle

The Envelope Receptacle pushes the envelopes up so that they can be fed correctly, even when there are only a few envelopes left.

③ Back Width Guide

Fix the Back Width Guide in place using the provided screws to match the width of the envelopes.

④ Front Width Guide

Fix the Front Width Guide in place using the provided screws to match the width of the envelopes.

⑤ Paper Size Dial

When the Envelope Feeder Attachment-C2 is attached to the paper drawer, make sure that the Paper Size Dial is set to 'ENV.'.

⑥ Size Switch

Select either 'ENV.1' or 'ENV.2' for the envelope type.

Feeder (DADF-N1)

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



CAUTION

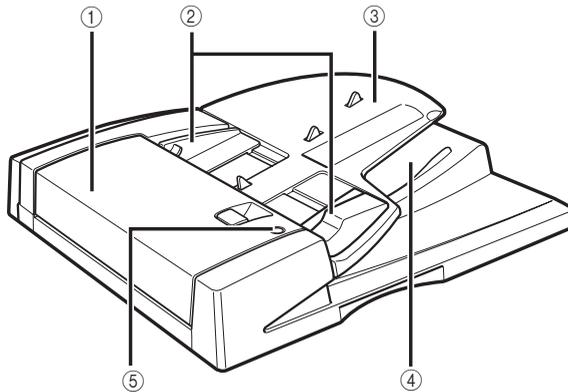
Do not insert your fingers into the gaps around the original supply tray, as your fingers may get caught. Also, be careful not to drop objects, such as paper clips into the gaps, as doing so may cause damage to the machine or cause it to break down.



IMPORTANT

- When using the platen glass to copy or scan thick originals, such as books or magazines, do not press down hard on the feeder.
- If the original output area is blocked, originals may get damaged, and printing may not be performed correctly. Therefore, do not place any objects in the original output area.

Parts and Their Functions



① Feeder Cover

Open this cover to remove jammed originals.

② Slide Guides

Adjust the slide guides to match the width of the original.

③ Original Supply Tray

Originals placed here are automatically fed sheet by sheet to the platen glass. Place originals into this tray with the surface that you want to scan face up.

④ Original Output Area

Originals that have been scanned from the original supply tray are output into the Original Output Area in the order that they are fed into the feeder.

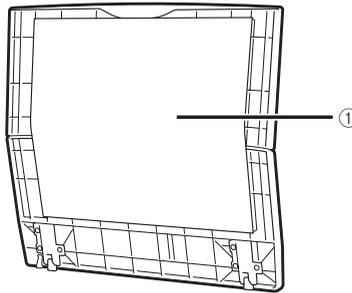
⑤ Original Set Indicator

Lights when originals are placed in the original supply tray.

Platen Cover Type H

The Platen Cover Type H secures originals that are placed on the platen glass for copying.

Parts and Their Functions



① Platen Cover

Close the platen cover to secure originals that have been placed on the platen glass.

Finisher-S1/Puncher Unit-R1

The Finisher-S1 is equipped with the following finishing modes: Collate, Group, Offset, and Staple. (See "Finishing Modes," on p. 3-26.)

The Puncher Unit-R1 is equipped with the Hole Punch mode.

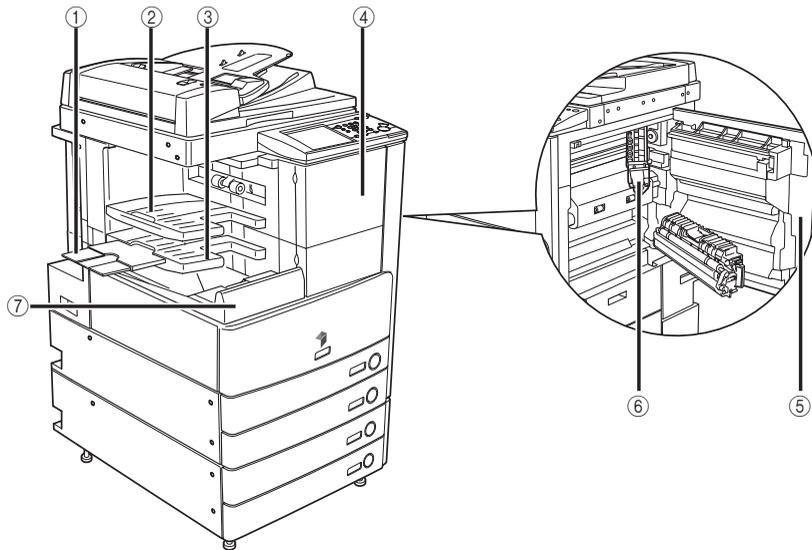
If the optional Copy Tray-J1 is attached to the right side of the machine, and the optional Additional Finisher Tray-B1 is attached to the Finisher-S1, prints can be delivered to three different locations.



IMPORTANT

The Finisher-S1 cannot be attached with the optional Inner 2 Way Tray-D1.

Parts and Their Functions



① Auxiliary Tray

If you are printing on large size paper, such as 11" x 17", LGL, or LTRR, pull out the auxiliary tray.

② Additional Finisher Tray-B1

The Additional Finisher Tray-B1 can be attached to the optional Finisher-S1, and provides an additional paper output tray.

③ Output Tray

Paper is output to the output tray.

④ Front Cover

Open this cover to replace the staple cartridge in the stapler unit, or to clear a staple jam. (For instructions on replacing the staple cartridge, see "Replacing the Staple Cartridge," on p. 7-29. For instructions on clearing a staple jam, see "Finisher-S1 (Optional)," on p. 8-74.)

⑤ Main Unit's Right Cover

Open this cover when clearing a paper jam inside the main unit. (See "Screens Indicating the Locations of Paper Jams," on p. 8-4.)

⑥ Paper Output Unit

Pull out the paper output unit to remove jammed paper. (See "Finisher-S1 (Optional)," on p. 8-38.)

⑦ Handle

Grip this handle to pull out the Finisher-S1 or push it back into its original position.

Finishing Modes

The Finisher-S1 is equipped with the following finishing modes.

 **NOTE**

If the Collate or Group mode is set, the output tray moves downward as the stack of paper that is output increases in quantity and thickness. Once the output tray has reached its stacking limit, printing stops temporarily. Remove all of the prints from the output tray, and printing resumes.

■ **Collate Mode**

The prints are automatically collated into sets arranged in page order. The collated print sets can be shifted by pressing [Offset].

■ **Group Mode**

All prints of the same original page are grouped together. The grouped print sets can be shifted by pressing [Offset].

■ **Offset Mode**

The print output is shifted alternately to the front and back of the tray, in a vertical (portrait) orientation, or a horizontal (landscape) orientation, depending on the orientation of your originals.

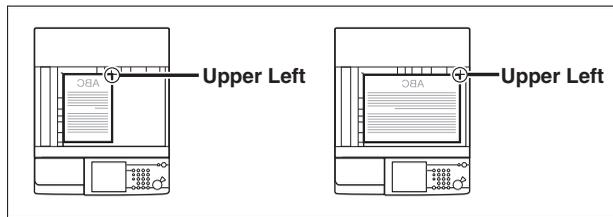
 **NOTE**

If you press [Offset] when either the Collate or Group mode is set, each set of prints is shifted approximately 1 1/4" (30 mm) before it is delivered to the output tray.

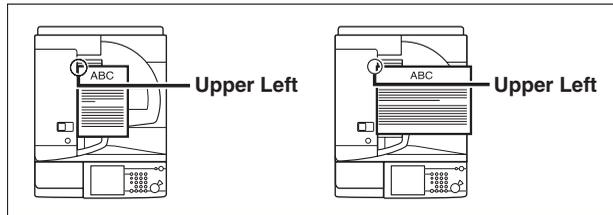
■ Staple Mode

The prints are automatically collated into sets arranged in page order and stapled. Prints are stapled in the following places:

- If an original is placed on the platen glass:

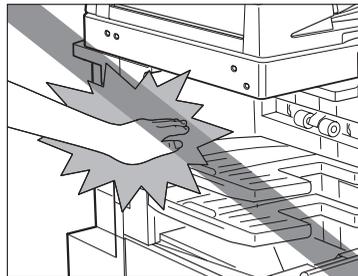


- If originals are placed in the optional feeder:

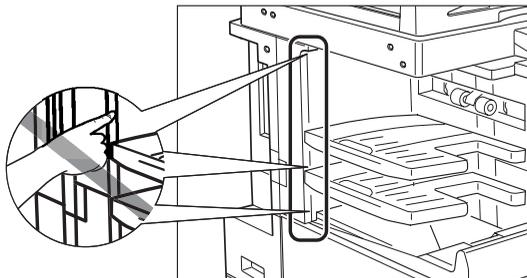


⚠ CAUTION

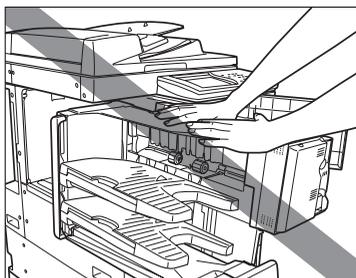
- Do not place your hands in the part of the tray where stapling is performed (near the rollers) when a finisher is attached, as this may result in personal injury.



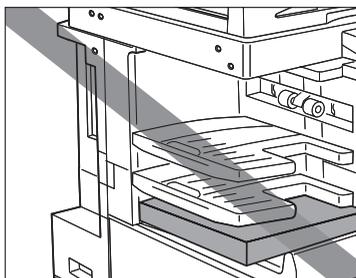
- Do not place your hands into the open spaces around the moving finisher trays. Doing so may result in personal injury or damage to the finisher.



- Do not place objects or lean against the finisher unit when it is extended. Doing so may damage the finisher or cause the machine to tip over, resulting in personal injury.



- Do not place anything under the trays of the finisher, as doing so may damage the trays.



IMPORTANT

- If the Staple mode is set, the output tray moves downward as the stack of paper that is output increases in quantity and thickness. Once the output tray has reached its stacking limit, or after 30 sets of prints have been output, printing and stapling stop temporarily. Remove all of the stapled prints from the output tray, and printing and stapling resume.
- Only the following paper sizes can be stapled: 11" x 17", LGL, LTR, or LTRR.
- You cannot staple envelopes, transparencies, tracing paper, or labels.

 **NOTE**

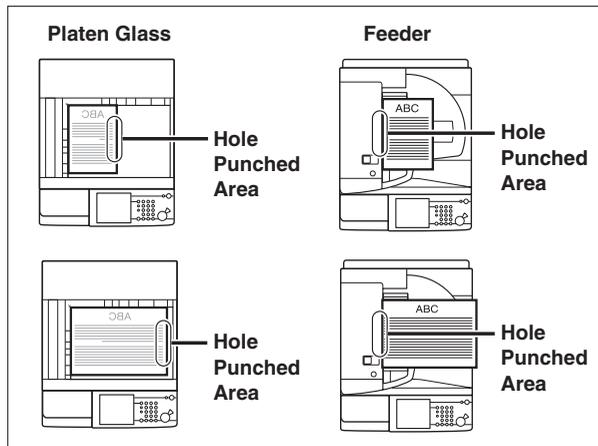
- The maximum number of sheets, including cover sheets, that can be stapled together is 30 sheets of 11" x 17", LGL, or LTR paper, and 50 sheets of LTR paper.
- If the machine stops while stapling and the message <Load staples.> appears, almost all of the staples have been used, and the staple cartridge must be replaced. To proceed, replace the staple cartridge. (See "Replacing the Staple Cartridge," on p. 7-29.)

■ Hole Punch Mode

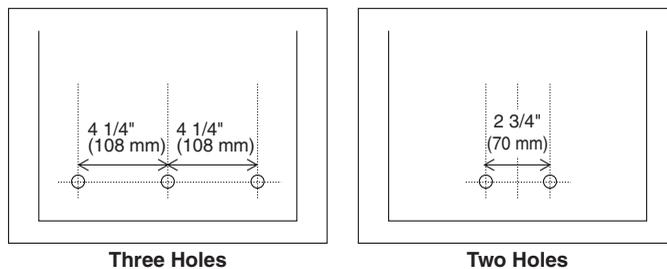
The Hole Punch mode punches two or three holes (depending on the paper size) in the printed sheets.

 **NOTE**

- The hole punched areas are shown in the illustration below.



- The distance between the punch holes is shown in the illustration below.



 **IMPORTANT**

- The Hole Punch mode is available only if the Puncher Unit-R1 is attached.
- Only the following paper sizes can be hole punched: 11" x 17", LGL, LTR, or LTRR.
- Holes cannot be punched in transparencies, envelopes, pre-punched paper, tracing paper, or labels.
- The machine automatically selects how many holes to punch depending on the selected paper size.
 - Two holes: LGL, LTRR
 - Three holes: 11" x 17", LTR

 **NOTE**

The following are paper sizes that can be output to the output trays of the machine. However, some paper sizes may not be output, depending on the set functions.

✓: Available –: Unavailable

Paper Size		Output Tray
11" x 17"		✓
LGL		✓
LTR		✓
LTRR		✓
STMTR		✓
EXEC		✓
Envelope	COM10 No.10	✓
	Monarch: Catalog Glove No.8	✓
	DL	✓
	ISO-B5	✓
	ISO-C5	✓
	Yougata	✓
Free size	3 7/8" x 5 7/8" to 11 3/4" x 17" (99 mm x 148 mm to 299 mm x 432 mm)	✓

Finisher-AE1/Saddle Finisher-AE2/Puncher Unit-M1

The Finisher-AE1 and Saddle Finisher-AE2 are equipped with the following finishing modes: Collate, Group, Offset, and Staple.

The Saddle Finisher-AE2 is also equipped with the Saddle Stitch mode.

The Puncher Unit-M1 is equipped with the Hole Punch mode.

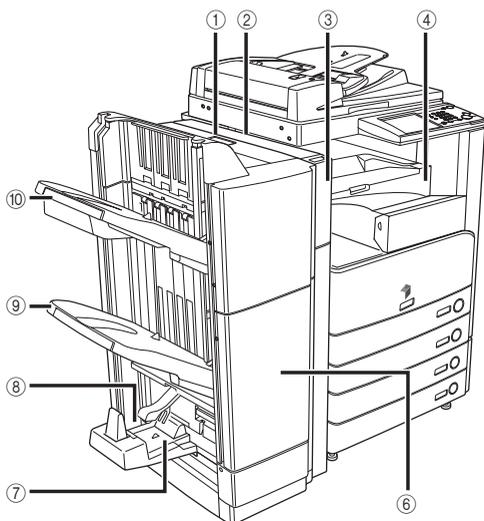
IMPORTANT

To attach the Finisher-AE1 or Saddle Finisher-AE2, the optional Buffer Pass Unit-E2 is required.

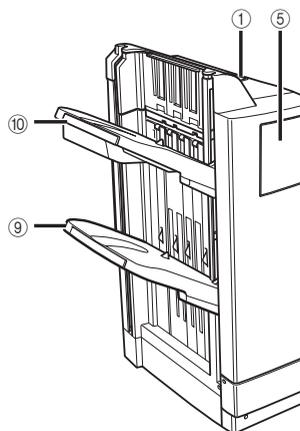
NOTE

- Either the Finisher-AE1 or Saddle Finisher-AE2 can be attached to the main unit.
- The Puncher Unit-M1 can be attached only if the Finisher-AE1 or Saddle Finisher-AE2 is attached.

Parts and Their Functions



The Saddle Finisher-AE2, Puncher Unit-M1, and Buffer Pass Unit-E2 are attached.



The Finisher-AE1

① Top Cover of the Finisher

Open this cover to remove jammed paper. (See "Inside the Top Cover of the Finisher-AE1/Saddle Finisher-AE2 (Optional)," on p. 8-53.)

② Top Cover of the Puncher Unit-M1

Open this cover to remove jammed paper. (See "Puncher Unit-M1 (Optional)," on p. 8-65.)

③ Front Cover of the Punch Waste Tray

Open this cover to remove punch waste or to remove jammed paper. (For instructions on removing punch waste, see "Removing Punch Waste," on p. 7-43. For instructions on clearing a paper jam, see "Puncher Unit-M1 (Optional)," on p. 8-65.)

④ Buffer Pass Unit-E2

Open the Buffer Pass Unit-E2 to remove jammed paper. (See "Inside the Buffer Pass Unit-E2 of the Finisher-AE1/Saddle Finisher-AE2 (Optional)," on p. 8-56.)

⑤ Front Cover of the Finisher-AE1

Open this cover to replace the staple cartridge in the stapler unit, or to clear a staple jam. (For instructions on replacing the staple cartridge, see "Replacing the Staple Cartridge in the Stapler Unit," on p. 7-36. For instructions on clearing a staple jam, see "Finisher-AE1/Saddle Finisher-AE2 (Optional)," on p. 8-78.)

⑥ Front Cover of the Saddle Finisher-AE2

Open this cover to replace the staple cartridge, remove jammed paper, or to clear a staple jam in the stapler unit and saddle stitcher unit. (For instructions on replacing the staple cartridge in the stapler unit, see "Replacing the Staple Cartridge in the Stapler Unit," on p. 7-36. For instructions on replacing the staple cartridge in the saddle stitcher unit, see "Replacing the Staple Cartridge in the Saddle Stitcher Unit," on p. 7-40. For instructions on clearing a paper jam, see "Inside the Front Cover of the Saddle Finisher-AE2 (Optional)," on p. 8-58, and "Saddle Stitcher Unit (Optional)," on p. 8-61. For instructions on clearing a staple jam in the stapler unit, see "Finisher-AE1/Saddle Finisher-AE2 (Optional)," on p. 8-78. For instructions on clearing a staple jam in the saddle stitcher unit, see "Saddle Stitcher Unit (Optional)," on p. 8-81.)

⑦ Booklet Tray (Saddle Finisher-AE2 Only)

Prints that are saddle stitched are output to this tray.

⑧ Booklet Tray Guide (Saddle Finisher-AE2 Only)

Set this guide to match the size of the output paper. (See "Finishing Modes," on p. 3-33.)

⑨ Lower Output Tray

Prints are output to this tray. You can set the Tray Designation mode to designate this tray for outputting prints when using certain functions. (See "Output Tray Designation," on p. 4-37.)

⑩ Upper Output Tray

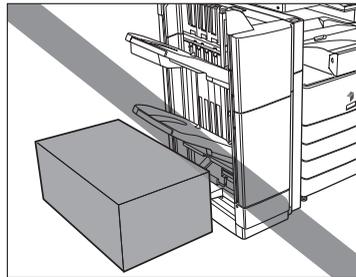
Prints are output to this tray. You can set the Tray Designation mode to designate this tray for outputting prints when using certain functions. (See "Output Tray Designation," on p. 4-37.)

Finishing Modes

The Finisher-AE1 and Saddle Finisher-AE2 are equipped with the following finishing modes.

CAUTION

- Do not place anything other than output paper in the trays of the finisher, as doing so may damage the trays.
- Do not place anything under the trays of the finisher, as doing so may damage the trays.



NOTE

If the Collate or Group mode is set, the output trays move downward as the stack of paper that is output increases in quantity and thickness. Once an output tray has reached its stacking limit, subsequent prints are automatically delivered to the next available tray. If all of the available trays have reached their stacking limits, printing stops temporarily. Remove all of the output paper from the trays. The trays move upward, and printing resumes.

■ Collate Mode

The prints are automatically collated into sets arranged in page order. The collated print sets can be shifted by pressing [Offset].

■ Group Mode

All prints of the same original page are grouped together. The grouped print sets can be shifted by pressing [Offset].

■ Offset Mode

The print output is shifted alternately to the front and back of the tray, in a vertical (portrait) orientation, or a horizontal (landscape) orientation, depending on the orientation of your originals. For example, if you place LTRR originals, the paper is output and shifted in the horizontal direction. If you place LTR originals, the paper is output and shifted in the vertical direction.

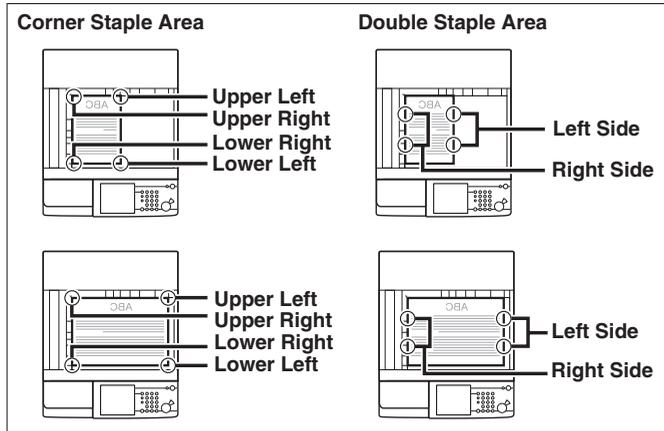
 **NOTE**

If you press [Offset] when either the Collate or Group mode is set, each set of prints is shifted approximately 1 1/4" (30 mm) before it is delivered to the output tray.

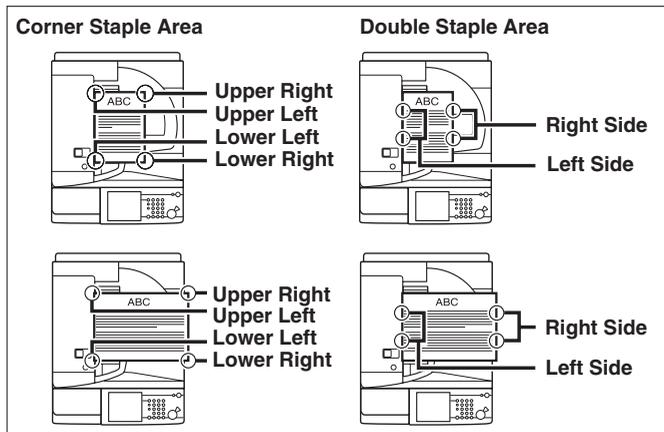
■ **Staple Mode**

The prints are automatically collated into sets arranged in page order and stapled. Prints are stapled in the following places:

- If an original is placed on the platen glass:

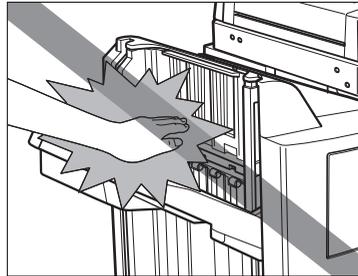


- If originals are placed in the optional feeder:



CAUTION

If a finisher is attached to the machine, do not place your hand in the part of the tray where stapling is performed or where the rollers are located, as this may result in personal injury.



IMPORTANT

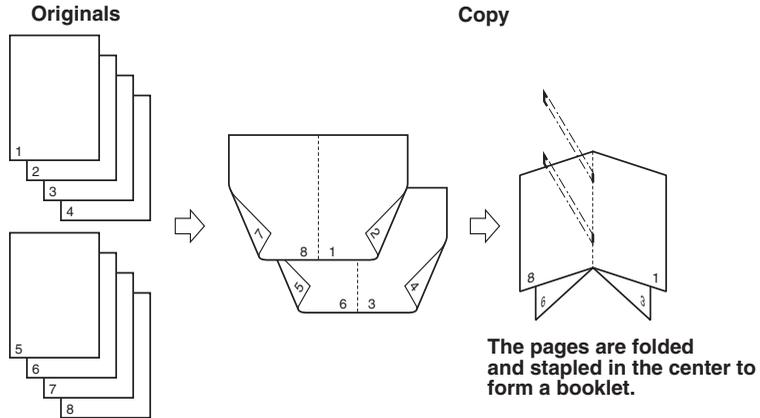
- If the Staple mode is set, the output trays move downward as the stack of paper that is output increases in quantity and thickness. Once an output tray has reached its stacking limit, or after 30 sets of prints have been output, printing and stapling stop temporarily. Remove all of the stapled prints from the output tray, and printing and stapling resume.
- You can corner and double staple 11" x 17", LGL, LTR, LTRR, and EXEC paper.
- You cannot staple transparencies, envelopes, tracing paper, or labels.
- Do not pull copies or prints out of the output area while they are being stapled. Remove the copies or prints after they are output to one of the output trays.

NOTE

- The maximum number of sheets, including cover sheets, that can be stapled together is as follows:
 - LTR, EXEC
50 sheets (Main Document: 17 to 20 lb bond (64 to 80 g/m²); Cover Page: 17 to 32 lb bond (64 to 128 g/m²))
 - 11" x 17", LGL, LTRR
30 sheets (Main Document: 17 to 20 lb bond (64 to 80 g/m²); Cover Page: 17 to 32 lb bond (64 to 128 g/m²))
- If the machine stops while stapling and the message <Load staples.> appears, almost all of the staples have been used, and the staple cartridge must be replaced. To proceed, replace the staple cartridge. (See "Replacing the Staple Cartridge in the Stapler Unit," on p. 7-36.)

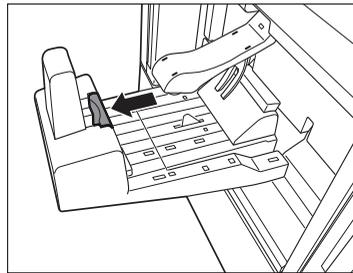
■ Saddle Stitch Mode

The Saddle Stitch mode enables you to make booklets, consisting of pages folded and stapled in the center.

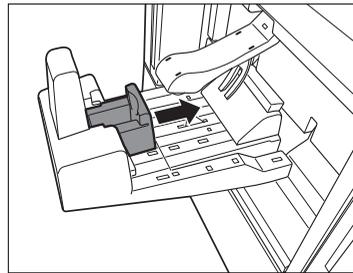


IMPORTANT

- The Saddle Stitch mode is available only if the Saddle Finisher-AE2 is attached.
- The maximum number of sheets, including cover sheets, that can be saddle stitched is as follows:
 - 15 sheets: Main Document: 17 to 20 lb bond (64 to 80 g/m²)
 - Cover Page: 17 to 32 lb bond (64 to 128 g/m²)
- To change the amount of pages that can be saddle stitched, contact your local authorized Canon dealer.
- The paper sizes that can be saddle stitched are: 11" x 17", LGL, or LTRR.
- The accuracy of folds created in the Saddle Stitch mode may vary depending on the paper type and the number of sheets.
- Make sure to adjust the Booklet Tray guide to match the size of the output paper before outputting saddle stitched prints, as shown below.



11" x 17"/LGL



LTRR

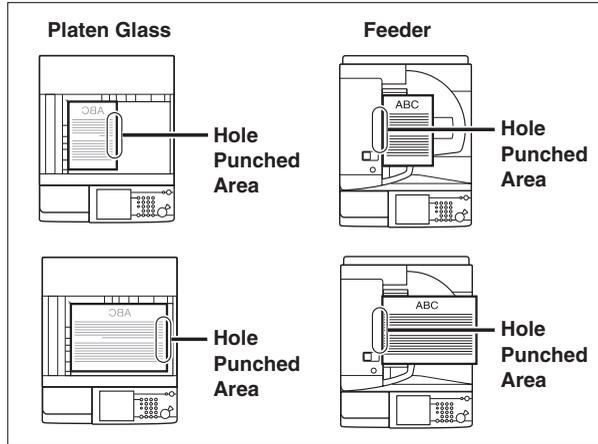
- A paper jam may occur if the Booklet Tray guide is not adjusted to match the size of the output paper.

■ Hole Punch Mode

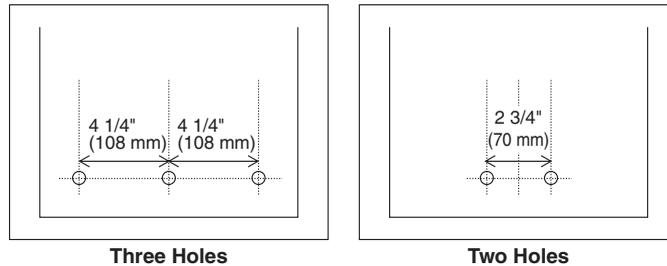
The Hole Punch mode punches two or three holes (depending on the paper size) in the printed sheets.

NOTE

- The hole punched areas are shown in the illustration below.



- The distance between the punch holes is shown in the illustration below.



IMPORTANT

- Only the following paper sizes can be hole punched: 11" x 17", LGL, LTR, or LTRR.
- Holes cannot be punched in transparencies, envelopes, pre-punched paper, tracing paper, or labels.
- The machine automatically selects how many holes to punch depending on the selected paper size.
 - Two holes: LGL, LTRR
 - Three holes: 11" x 17", LTR

 **NOTE**

The following are paper sizes that can be output to the output trays of the machine. However, some paper sizes may not be output, depending on the set functions.

✓: Available –: Unavailable

Paper Size		Output Tray			
		Tray A	Tray B	Tray C	Booklet Tray
11" x 17"		✓	✓	✓	✓
LGL		✓	✓	✓	✓
LTR		✓	✓	✓	–
LTRR		✓	✓	✓	✓
STMTR		✓	✓	✓	–
EXEC		✓	✓	✓	–
Envelope	COM10 No.10	✓	✓	✓	–
	Monarch: Catalog Glove No.8	✓	✓	✓	–
	DL	✓	✓	✓	–
	ISO-B5	✓	✓	✓	–
	ISO-C5	✓	✓	✓	–
	Yougata 4	✓	✓	✓	–
Free Size	3 7/8" x 5 7/8" to 11 3/4" x 17" (99 mm x 148 mm to 297 mm x 432 mm)	✓	✓	–	–

The Booklet Tray can only be used when the Saddle Finisher-AE2 is attached.

Inner 2 Way Tray-D1

If you attach the Inner 2 Way Tray-D1 to the machine, prints can be delivered to both the main tray and the Inner 2 Way Tray-D1.

Additionally, if the optional Copy Tray-J1 is attached to the right side of the machine, prints can be delivered to three different locations.

When the Inner 2 Way Tray-D1 is attached to the machine, the following finishing modes are available:



IMPORTANT

If the optional Finisher-S1, Finisher-AE1, or Saddle Finisher-AE2 is attached, the Inner 2 Way Tray-D1 cannot be attached.

■ Collate Mode

The prints are automatically collated into sets arranged in page order before they are delivered to the Inner 2 Way Tray-D1.

■ Group Mode

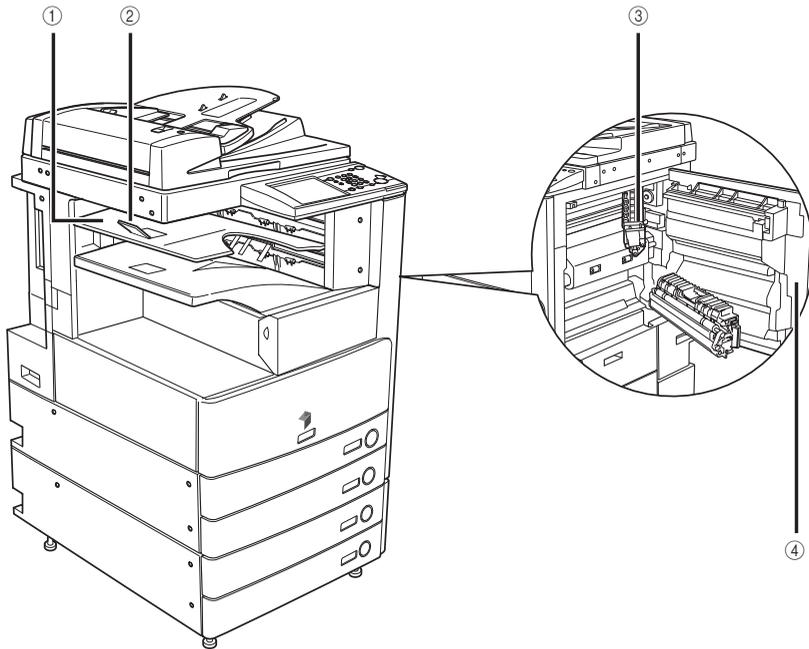
All prints of the same original page are grouped together into sets before they are delivered to the Inner 2 Way Tray-D1.

■ Rotate Mode

If originals of the same size are printed, the prints are automatically collated into sets arranged in page order, and are output in alternating directions to the Inner 2 Way Tray-D1.

Parts and Their Functions

3 Optional Equipment



① **Inner 2 Way Tray**

Prints are output to this tray.

② **Output Paper Tray Guide**

Tilt up the output paper tray guide to catch the printouts.

③ **Paper Output Unit**

Pull out the Paper Output Unit to remove jammed paper. (See "Inner 2 Way Tray-D1 (Optional)," on p. 8-67.)

④ **Main Unit's Right Cover**

Open this cover when clearing a paper jam inside the main unit. (See "Screens Indicating the Locations of Paper Jams," on p. 8-4.)

 **NOTE**

The following are paper sizes that can be output to the output trays of the machine. However, some paper sizes may not be output, depending on the set functions.

✓: Available –: Unavailable

Paper Size		Output Tray	
		Tray A	Tray B
11" x 17"		✓	✓
LGL		✓	✓
LTR		✓	✓
LTRR		✓	✓
STMTR		✓	✓
EXEC		✓	✓
Envelope	COM10 No.10	✓	✓
	Monarch: Catalog Glove No.8	✓	✓
	DL	✓	✓
	ISO-B5	✓	✓
	ISO-C5	✓	✓
	Yougata 4	✓	✓
Free Size	3 7/8" x 5 7/8" to 11 3/4" x 17" (99 mm x 148 mm to 297 mm x 432 mm)	✓	✓

Copy Tray-J1

If the Copy Tray-J1 is attached to the machine, the following finishing modes are available:

■ Collate Mode

The prints are automatically collated into sets arranged in page order before they are delivered to the output tray.

■ Group Mode

All prints of the same original page are grouped together into sets before they are delivered to the output tray.

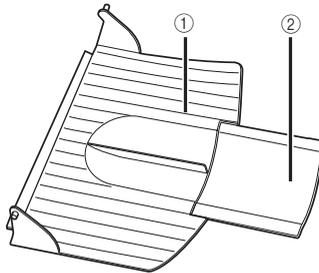
■ Rotate Mode

If originals of the same size are printed, the prints are automatically collated into sets arranged in page order, and are output in alternating directions to the output tray.

NOTE

[Rotate] can only be selected when the Copy Tray-J1 and the optional Inner 2 Way Tray-D1 are attached.

Parts and Their Functions



① Output Tray

Prints are output to this tray.

② Auxiliary Tray

Pull out the auxiliary tray if you are printing on large size paper (11" x 17", LGL, or LTRR).

 **NOTE**

The following are paper sizes that can be output to the output trays of the machine. However, some paper sizes may not be output, depending on the set functions.

✓: Available –: Unavailable

Paper Size		Output Tray
11" x 17"		✓
LGL		✓
LTR		✓
LTRR		✓
STMTR		✓
EXEC		✓
Envelope	COM10 No.10	–
	Monarch: Catalog Glove No.8	–
	DL	–
	ISO-B5	–
	ISO-C5	–
	Yougata 4	–
Free Size	3 7/8" x 5 7/8" to 11 3/4" x 17" (99 mm x 148 mm to 297 mm x 432 mm)	–

Card Reader-C1

If the Card Reader-C1 is attached to the machine, you must insert a control card to operate it. The Card Reader-C1 performs Department ID Management by using the control card.

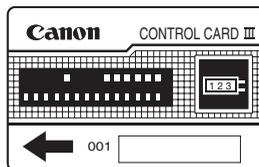
IMPORTANT

- If you are using a login service other than default authentication, the Limit Functions mode will not be available.
- If SSO is set as the login service, you cannot use the optional Card Reader-C1.
- If SDL is set as the login service, enter your card number in the Card ID field. For more information, see the *MEAP SMS Administrator Guide*.

NOTE

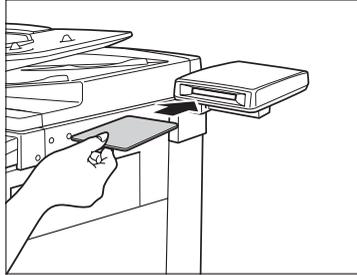
- If the Basic Features screen does not appear on the touch panel display when the control card is inserted, make sure that:
 - The control card is inserted in the correct direction.
 - The control card is inserted as far as it can go.
 - An unusable control card is not inserted. (For example, cards which are damaged or cards prohibited from use.)
- Insert a usable control card correctly.
- For instructions on turning the power ON, see "Main Power and Control Panel Power," on p. 1-15.
- If the Card Reader-C1 is attached, the type of card shown below can be used. An optical type card can manage up to 200 departments.

Optical Type Card

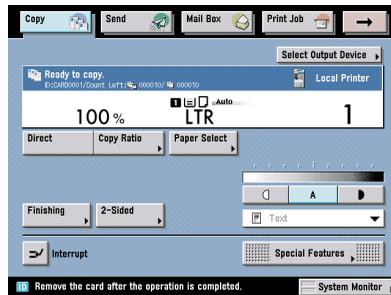


Procedure before Using the Machine

- 1 Insert the control card into the card slot, making sure that it is facing in the correct direction.

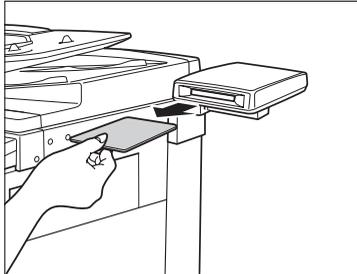


The Basic Features screen of the selected function appears on the touch panel display.



Procedure after Using the Machine

- 1 After you finish using the machine, remove the control card.



The touch panel display returns to the screen for inserting the control card.



IMPORTANT

Once you have removed the control card, you cannot operate the machine until the control card is inserted again.

Department ID Management

This section describes how to change the password and page limit, and how to check the print totals when the control card is being used.



The maximum number of digits that you can register for the password is seven. If you enter fewer than seven digits, the machine registers the password with leading zeros.
- Example: If <321> is entered, <0000321> is registered.

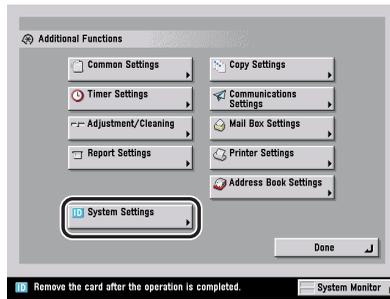
Flow of Additional Functions Operations

This section describes the flow of Additional Functions operations when the optional Card Reader-C1 is attached.



Settings specified from the Additional Functions screen are never changed when you press  (Reset).

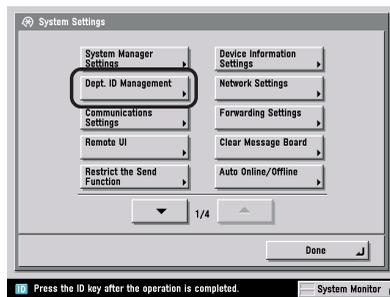
1 Press (Additional Functions) → [System Settings].



If the System Manager ID and System Password have been set, enter the System Manager ID and System Password using  -  (numeric keys) → press  (Log In/Out).

The System Settings screen is displayed.

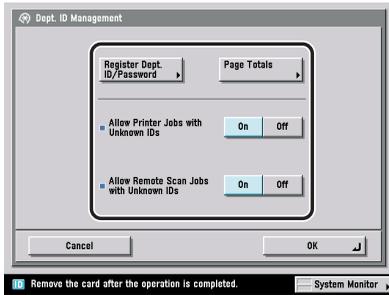
2 Press [Dept. ID Management].



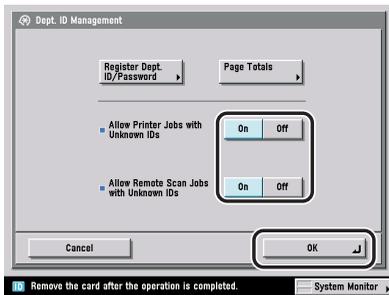
NOTE

If the desired setting is not displayed, press  or  to scroll to the desired setting.

3 Select the desired mode.



4 Specify the desired mode → press [OK].



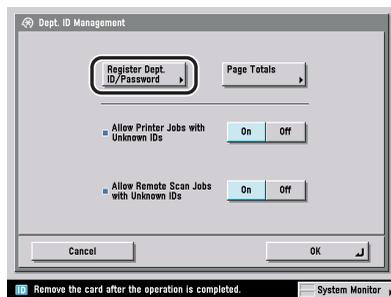
5 Press [Done] repeatedly until the Basic Features screen appears.

3

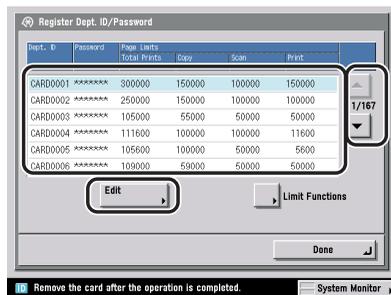
Optional Equipment

Changing the Password and Page Limit

- 1 Press  (Additional Functions) → [System Settings] → [Dept. ID Management].
- 2 Press [Register Dept. ID/Password].



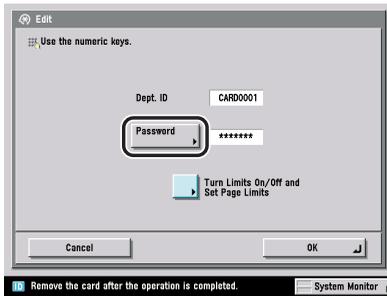
- 3 Press  or  to display the department whose password you want to change → select the department → press [Edit].



NOTE

Press and hold down  or  to quickly and continuously scroll through the available Department ID pages. Continuous scrolling is useful when a large number of Department IDs are registered.

4 Enter the new password (up to seven digits) using 0 - 9 (numeric keys).



- Press [Password].
- Press [Password] → enter the desired password.
- Press [Confirm] → enter the same number to confirm the password → press [OK].

You cannot store a password with only zeros as the number, such as <0000000>. If you enter a number that begins with zeros, the leading zeros are ignored.

Example: If <02> or <002> is entered, <0000002> is stored.

NOTE

- If you make a mistake when entering the password, press © (Clear) to clear the password.
- You cannot change the Department ID.
- If Use Asterisks to Enter Access No./Passwords in System Settings (from the Additional Functions screen) is set to 'Off', passwords you enter are not displayed as asterisks (*****). (See "Setting the Display Method When Entering a Password," on p. 6-59.)

5 If you want to change or set a page limit restriction, press [Turn Limits On/Off and Set Page Limits].

6 Set the page limit restriction.

- Press [On] under the desired function(s).

To cancel setting a page limit restriction for a function, press [Off] under the desired function's name.

NOTE

<Total Print Limit> is the sum of <Copy Limit> and <Print Limit>.

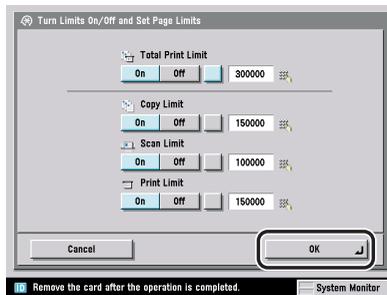
- Press [] (Page Limit) next to [On]/[Off] of the desired function(s) → enter the page limit restriction using \odot - \odot (numeric keys).

IMPORTANT

- The machine stops sending a fax if the Scan Limit is reached while faxing a document either from memory or directly to the recipient.
- The machine stops scanning if a scan limit is reached while the machine is scanning originals that are being fed from the optional feeder. (Those originals that were scanned before the limit is reached are not added to the scan count.)

NOTE

- If you make a mistake when entering a number, press \odot (Clear) to clear the number.
 - You can set the page limit from 0 to 999,999 pages. Once the page limit is reached, copying, scanning, or printing is not possible.
 - The page limit refers to the number of printed surfaces. Therefore, a two-sided print is counted as two pages.
- Press [OK] → [OK].



7 If you would like to limit users to certain functions of the machine, press [Limit Functions].

8 Press [On] or [Off] next to the functions you want to limit using Department ID Management → press [OK].

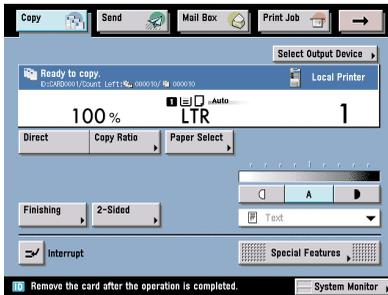
If you select [On] for all of the functions on the screen, Department ID Management is set for all of the machine's functions.

If you select [Off] for all of the functions on the screen, Department ID Management is set only for copying or printing operations from computers.

[Send] appears if the Universal Send Kit is activated, and the optional Super G3 FAX Board or Super G3 Multi-Line FAX Board is installed, or if only the Universal Send Kit is activated. If only the optional Super G3 FAX Board or Super G3 Multi-Line FAX Board is installed, [Fax] appears.

9 Press [Done] → [OK].

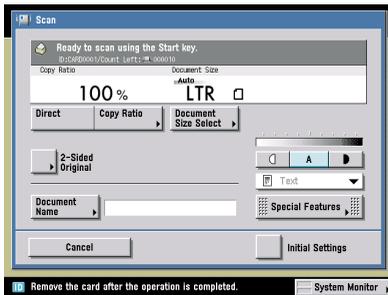
If the page limit setting is set to 'On', the remaining number of pages that can be printed (page limit minus the current page count) is displayed on the screen, as shown below.



Copy Basic Features Screen

The icons that are displayed on the screen are explained below:

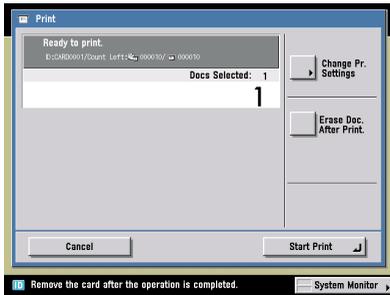
-  Total number of sheets remaining that can be copied or printed
-  Remaining number of sheets that can be copied



Scan Screen

The item that is displayed on the Scan screen is explained below:

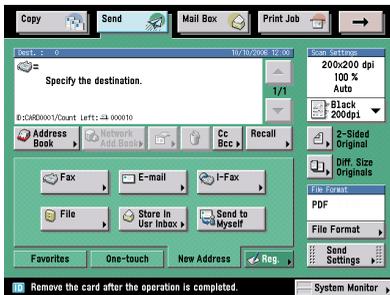
-  Remaining number of sheets that can be scanned



Print Screen

The icon that is displayed on the Print screen is displayed below.

-  Total number of sheets remaining that can be copied or printed
-  Remaining number of sheets that can be printed



Send Screen

The icon that is displayed on the Send screen is explained below:

-  Remaining number of sheets that can be scanned



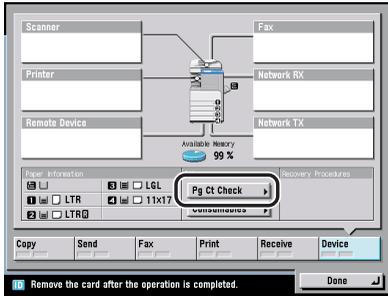
NOTE

- Only the page limits for functions that are set to 'On' are displayed.
- The Send screen appears only if the optional Universal Send Kit is activated, and the optional Super G3 FAX Board or Super G3 Multi-Line FAX Board is installed, or if only the Universal Send Kit is activated.

Checking the Page Counts on a Control Card

You can check the page counts on the control card you are currently using.

- 1 Press [System Monitor].
- 2 Press [Pg Ct Check].

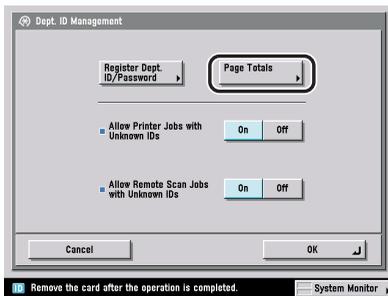


- 3 Check the page counts → press [Done] → [Done].

Checking and Printing Counter Information

You can display and print a list of how much paper was used by each department.

- 1 Press  (Additional Functions) → [System Settings] → [Dept. ID Management].
- 2 Press [Page Totals].



3 Check or print the page total count.

The print page totals that belong to print jobs without a Department ID (left blank) are the number of prints from computers that do not correspond with a registered Department ID. These prints are referred to as prints with unknown IDs.

The scan page totals that belong to scan jobs without a Department ID (left blank) are the number of pages that have been scanned from computers that do not correspond with a registered Department ID. The scanned pages from computers are referred to as network scans with unknown IDs.

● If you only want to check the counter information:

- Press [▼] or [▲] to display the desired Department ID → press [◀] or [▶] to display and view the desired page totals.



NOTE

Press and hold down [▼] or [▲] to quickly and continuously scroll through the available Department ID pages. Continuous scrolling is useful when a large number of Department IDs are registered.

● If you want to print the displayed list:

- Press [Print List].
- Press [Yes].



NOTE

- To cancel printing, press [Cancel].
- To close the screen that is displayed while the machine is printing the Page Count List, press [Done].
- The counter information can be printed only if 11" x 17", LGL, LTR, or LTRR (plain, recycled, or color paper) is loaded in a paper source that is set to 'On' when you press [Other] to select a paper source in Drawer Eligibility For APS/ADS in Common Settings (from the Additional Functions screen). (See "Auto Paper Selection/Auto Drawer Switching," on p. 4-31.)

4 Press [Done] → [OK].

Clearing Page Totals

You can clear the page totals made for all departments or for specific departments.

1 Press  (Additional Functions) → [System Settings] → [Dept. ID Management].

2 Press [Page Totals].

If necessary, see the screen shot in step 2 of "Checking and Printing Counter Information," on p. 3-54.

3 Press [Clear All Totals].

To clear one page total at a time by department, press [▼] or [▲] to display the desired department → select the department → press [Clear].

4 Press [Yes].

5 Press [Done] → [OK].

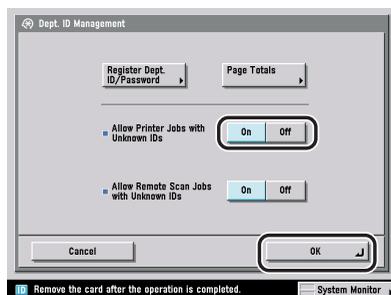
Accepting Print and Scan Jobs with Unknown IDs

You can specify whether to accept or reject print and network scan jobs from computers that do not correspond with a registered Department ID.

NOTE

- The setting for <Allow Printer Jobs with Unknown IDs> is valid only if the machine is equipped with the Printer function. The setting for <Allow Remote Scan Jobs with Unknown IDs> is valid only if the machine is equipped with the Network Scan function.
- For more information on the Network Scan function, see the *Network ScanGear User's Guide*.

- 1** Press  (**Additional Functions**) → **[System Settings]** → **[Dept. ID Management]**.
- 2** Select **[On]** or **[Off]** → press **[OK]**.



<Allow Printer Jobs with Unknown IDs>:

[On]: The machine accepts print jobs from computers that do not correspond with a registered Department ID.

[Off]: The machine does not accept print jobs from computers that do not correspond with a registered Department ID.

<Allow Remote Scan Jobs with Unknown IDs>:

[On]: The machine accepts remote scan jobs from computers that do not correspond with a registered Department ID.

[Off]: The machine does not accept remote scan jobs from computers that do not correspond with a registered Department ID.

4

CHAPTER

Customizing Settings

This chapter explains how to change the machine's Common Settings, and customizing them to suit your needs.

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4. Customizing Settings

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What Are Additional Functions?

Additional Functions enable you to customize the machine's various settings.

IMPORTANT

- If you are performing user authentication using the SDL or SSO login service, you cannot change the Additional Functions settings of the machine if you are logged in as a general user.
- If you are logged in as an Administrator, you can change the Additional Functions settings of the machine. (When the dialog box prompting you to enter the System Manager ID and System Password appears, enter the System Manager ID and System Password).

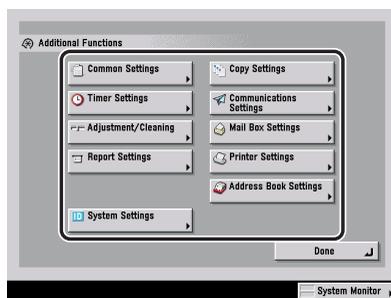
NOTE

Settings specified from the Additional Functions screen are never changed, even if you press  (Reset).

1 Press (Additional Functions).

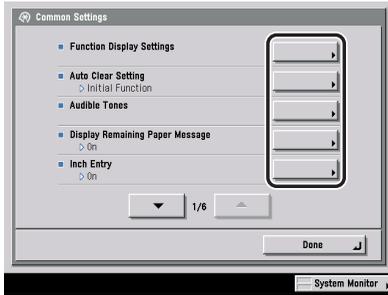
The Additional Functions screen is displayed.

2 Select an Additional Functions setting.



If you select System Settings and the System Manager ID and System Password have been set, enter the System Manager ID and System Password using  -  (numeric keys) → press  (Log In/Out).

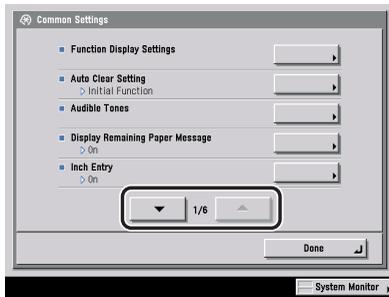
3 Press a mode key to specify its settings.



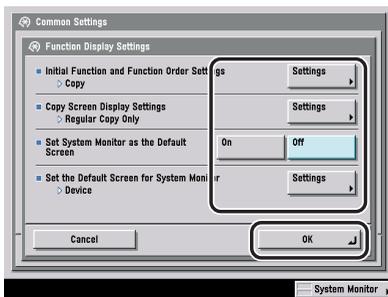
For an overview of all the settings you can change from the Additional Functions screen, see "Additional Functions Settings Table," on p. 4-6.

NOTE

The Common Settings, Adjustment/Cleaning, System Settings, and Copy Settings screens consist of a list of individual settings. Press [▼] or [▲] to scroll to the desired setting.



4 Specify the desired mode → press [OK].



The selected mode is set.

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

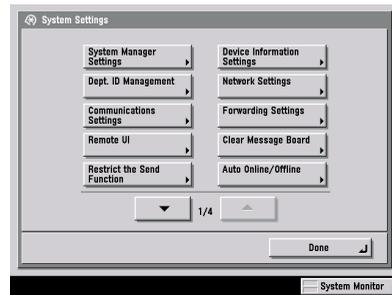
Additional Functions Settings Table

The following settings can be selected or stored from the Additional Functions screen. (*1 indicates the default setting.) For more information, consult the following guides.

- Copy Settings: *Copying and Mail Box Guide*
- Report Settings, Communications Settings, and Address Book Settings: *Sending and Facsimile Guide*
- Mail Box Settings: *Copying and Mail Box Guide*
- Printer Settings and Report Settings: *PS/PCL/UFR II Printer Guide*
- Network Settings and Report Settings: *Network Guide*
- Remote UI Settings: *Remote UI Guide*



The Additional Functions Screen



The System Settings Screen

■ Common Settings

Item	Settings	Delivered	Applicable Page
Function Display Settings			
Initial Function and Function Order Settings	Copy* ¹ , Send, Mail Box, Print Job, Scan, MEAP		
Copy Screen Display Settings	Regular Copy Only* ¹ , Regular and Express Copy (Regular Copy Screen Priority: On* ¹ , Off), Express Copy Only	No	p. 4-26
Set System Monitor as the Default Screen	On, Off* ¹		
Set the Default Screen for System Monitor	Copy, Send, Fax, Print, Receive, Device* ¹		
Auto Clear Setting	Initial Function* ¹ , Selected Function	Yes	p. 4-29
Audible Tones	Entry Tone: On* ¹ , Off Invalid Entry Tone: On, Off* ¹ Restock Supplies Tone: On, Off* ¹ Error Tone: On* ¹ , Off Job Done Tone: On* ¹ , Off	Yes	p. 4-30
Display Remaining Paper Message	On* ¹ , Off	No	p. 4-30
Inch Entry	On* ¹ , Off	Yes	p. 4-31
Drawer Eligibility For APS/ADS	Copy, Printer, Mail Box, Receive/Fax, Other: (Stack Bypass: On, Off* ¹ , All Other Paper Sources: On* ¹ , Off) Copy: Consider Paper Type: On, Off* ¹	No	p. 4-31
Envelope Cassette	Env. 1: COM10 No.10, ISO-B5, Monarch: Catalog Glove No.8, ISO-C5, DL, Yougata 4* ¹ Env. 2: COM10 No.10 * ¹ , ISO-B5, Monarch: Catalog Glove No.8, ISO-C5, DL, Yougata 4	Yes	p. 4-33
Register Paper Type	Plain* ¹ , Recycled, Color, Pre-punched, Bond Paper, Heavy, Tracing Paper, Transparency, Labels	No	p. 4-34
Paper Select Screen Priority	Simple* ¹ , Detailed	No	p. 4-35

Item	Settings	Delivered	Applicable Page
Energy Consumption in Sleep Mode	Low* ¹ , High	Yes	p. 4-36
Tray Designation* ²	<p>If the Optional Copy Tray-J1 Is Attached</p> <p>Tray A: Copy*¹, Mail Box*¹, Printer, Receive/Fax, Other</p> <p>Tray B: Copy, Mail Box, Printer*¹, Receive/Fax*¹, Other*¹</p> <p>If the Optional Inner 2 Way Tray-D1 Is Attached</p> <p>Tray A: Copy*¹, Mail Box*¹, Printer, Receive/Fax, Other</p> <p>Tray B: Copy, Mail Box, Printer*¹, Receive/Fax*¹, Other*¹</p> <p>If the Optional Inner 2 Way Tray-D1 and Copy Tray-J1 Are Attached</p> <p>Tray A: Copy*¹, Mail Box*¹, Printer, Receive/Fax, Other</p> <p>Tray B: Copy, Mail Box, Printer*¹, Receive/Fax, Other</p> <p>Tray C: Copy, Mail Box, Printer, Receive/Fax*¹, Other*¹</p> <p>If the Optional Finisher-S1 and Additional Finisher Tray-B1 Are Attached</p> <p>Tray A: Copy*¹, Mail Box*¹, Printer, Receive/Fax, Other</p> <p>Tray B: Copy, Mail Box, Printer*¹, Receive/Fax*¹, Other*¹</p> <p>If the Optional Finisher-S1 and Copy Tray-J1 Are Attached</p> <p>Tray A: Copy*¹, Mail Box*¹, Printer*¹, Receive/Fax, Other</p> <p>Tray B: Copy, Mail Box, Printer, Receive/Fax*¹, Other*¹</p>	Yes* ³	p. 4-37

Item	Settings	Delivered	Applicable Page
Tray Designation ²	<p>If the Optional Finisher-S1, Copy Tray-J1, and Additional Finisher Tray-B1 Are Attached</p> <p>Tray A: Copy^{*1}, Mail Box^{*1}, Printer, Receive/Fax, Other</p> <p>Tray B: Copy, Mail Box, Printer^{*1}, Receive/Fax, Other</p> <p>Tray C: Copy, Mail Box, Printer, Receive/Fax^{*1}, Other^{*1}</p> <p>If the Optional Finisher-AE1 or Saddle Finisher-AE2, and Buffer Pass Unit-E2 Are Attached</p> <p>Tray A: Copy^{*1}, Mail Box^{*1}, Printer, Receive/Fax, Other</p> <p>Tray B: Copy, Mail Box, Printer^{*1}, Receive/Fax, Other</p> <p>Tray C: Copy, Mail Box, Printer, Receive/Fax^{*1}, Other^{*1}</p> <p>Tray Home Position: Tray A^{*1}, Tray B, Off</p>	Yes ^{*3}	p. 4-37
Printing Priority	Copy: 1 ^{*1} , 2, 3 Printer: 1, 2 ^{*1} , 3 Mail Box, Receive/Fax, Other: 1, 2, 3 ^{*1}	Yes	p. 4-40
Register Form for Form Composition	Register (Entire Image Composition/ Transparent Image), Erase, Check Print, Details	No	p. 4-41
Register Characters for Page No./Watermark	Register, Edit, Erase	Yes	p. 4-44
Stack Bypass Standard Settings	On, Off ^{*1}	No	p. 4-46
Paper Feed Method Switch	Speed Priority ^{*1} , Print Side Priority	No	p. 4-47

Item	Settings	Delivered	Applicable Page
Standard Local Print Settings			
Paper Select	All Paper Sources, Auto ^{*1}		
Copies	1 ^{*1} to 9,999 sets		
Finishing	<p>If No Finisher Is Attached or Only the Optional Inner 2 Way Tray-D1 is Attached:</p> <p>Do Not Collate, Collate^{*1}, Rotate Collate, Group, Rotate Group</p> <p>If the Optional Finisher-S1 Is Attached:</p> <p>Do Not Collate, Collate, Offset Collate^{*1}, Group, Offset Group, Staple (Corner)</p> <p>If the Optional Finisher-S1 and Puncher Unit-R1 Are Attached:</p> <p>Do Not Collate, Collate, Offset Collate^{*1}, Group, Offset Group, Staple (Corner), Hole Punch</p> <p>If the Optional Finisher-AE1 or Saddle Finisher-AE2, and Buffer Pass Unit-E2 Are Attached:</p> <p>Do Not Collate, Collate, Offset Collate^{*1}, Group, Offset Group, Staple (Corner: Top Left, Bottom Left, Top Right, Bottom Right), (Double: Left, Right)</p> <p>If the Optional Finisher-AE1 or Saddle Finisher-AE2, and Buffer Pass Unit-E2 and Puncher Unit-M1 Are Attached:</p> <p>Do Not Collate, Collate, Offset Collate^{*1}, Group, Offset Group, Staple (Corner: Top Left, Bottom Left, Top Right, Bottom Right), (Double: Left, Right), Hole Punch</p>	No	p. 4-49
2-Sided Print	On, Off ^{*1}		
Erase Document After Printing	On, Off ^{*1}		
Merge Documents	On, Off ^{*1}		

Item	Settings	Delivered	Applicable Page
Language Switch	On, Off ^{*1}	Yes	p. 4-50
Reversed Display (Color)	On, Off ^{*1}	Yes	p. 4-51
Offset Jobs ^{*2}	On ^{*1} , Off	Yes	p. 4-51
Job Separator between Jobs	On, Off ^{*1}	Yes	p. 4-52
Job Separator between Copies	On, Off ^{*1}	No	p. 4-53
Job Duration Display	Copy: On, Off ^{*1} Mail Box: On, Off ^{*1} Other: On, Off ^{*1}	No	p. 4-54
Different Paper Sizes for the Output Tray ^{*2}	On ^{*1} , Off	Yes	p. 4-54
Cleaning Display for the Original Scanning Area ^{*4}	On ^{*1} , Off	No	p. 4-55
Limited Functions Mode ^{*2}	On, Off ^{*1}	Yes	p. 4-55
Shutdown Mode	Press [Start]	No	p. 1-21
Initialize Common Settings	Initialize	No	p. 4-56

*1 Indicates the default setting.

*2 Indicates items that appear only when the appropriate optional equipment is attached.

*3 Indicates information that is delivered only if the number of output trays in the host machine and client machines is the same.

*4 Indicates items that appear only when the appropriate optional equipment is attached to the imageRUNNER 3030/3025. For the imageRUNNER 3045/3035, these items are displayed by default.

■ Timer Settings

Item	Settings	Delivered	Applicable Page
Time Fine Adjustment	00:00 to 23:59, in one minute increments	No	p. 4-57
Auto Sleep Time	10 seconds, 1 ^{*1} , 2, 10, 15, 20, 30, 40, 50 min., 1 hour, 90 min., 2, 3, 4 hours	Yes	p. 4-58
Auto Clear Time	0 (Off) to 9 minutes, in one minute increments; 2 min. ^{*1}	Yes	p. 4-58
Daily Timer Settings	Sunday to Saturday, 00:00 to 23:59, in one minute increments	Yes	p. 4-59

^{*1} Indicates the default setting.

■ Adjustment/Cleaning

Item	Settings	Delivered	Applicable Page
Zoom Fine Adjustment	X, Y: -1.0% to +1.0%, in 0.1% increments; 0.0% ^{*1}	No	p. 4-60
Saddle Stitcher Staple Repositioning ^{*2}	Press [Start]	No	p. 4-60
Saddle Stitch Position Adjustment ^{*2}	All paper sizes: -2.0 mm to +2.0 mm, in 0.25 mm increments; 0.00 mm ^{*1}	Yes	p. 4-61
Exposure Recalibration	Copy/Inbox, Send: Light, Dark: 1 to 9 levels; 5 ^{*1}	No	p. 4-62
Character/Background Contrast Adjustment ^{*2}	Relative Contrast Value: -7 to +7; 1 ^{*1} (for the imageRUNNER 3045/3035/3030), -1 ^{*1} (for the imageRUNNER 3025), Sample Print, Sample Print Settings Standard Value Settings: 0 to 64; 16 ^{*1} (for the imageRUNNER 3045/3035/3030), 28 ^{*1} (for the imageRUNNER 3025), Print, Print Settings Latent String Density: 0 to 36; 7 ^{*1} (for the imageRUNNER 3045/3035/3030), 11 ^{*1} (for the imageRUNNER 3025)	No	p. 4-62
Feeder Cleaning ^{*4}	Press [Start]	No	p. 4-65

^{*1} Indicates the default setting.

^{*2} Indicates items that appear only when the appropriate optional equipment is attached.

*4 Indicates items that appear only when the appropriate optional equipment is attached to the imageRUNNER 3030/3025. For the imageRUNNER 3045/3035, these items are displayed by default.

■ Report Settings*2

Item	Settings	Delivered	Applicable Page
Settings: Send			<i>Sending and Facsimile Guide</i>
TX Report	For Error Only*1, On, Off Report with TX Image: On*1, Off	Yes	
Activity Report		Yes	
Auto Print	On*1, Off		
Daily Activity Report Time	On, Off*1 Timer Setting: 00:00 to 23:59		
Send/Receive Separate	On, Off*1		
Settings: Fax			
Fax TX Report	For Error Only*1, On, Off Report with TX Image: On*1, Off	Yes	
Fax Activity Report		Yes	
Auto Print	On*1, Off		
Daily Activity Report Time	On, Off*1 Timer Setting: 00:00 to 23:59		
Send/Receive Separate	On, Off*1		
Fax RX Report	For Error Only, On, Off*1	Yes	
Confidential Fax Inbox RX Report	On*1, Off	Yes	
Print List: Send			
Address Book List	Address Book 1 to 10; One-touch Buttons, Print List	No	
User Data List	Print List	No	
Print List: Fax			
User Data List	Print List	No	

*1 Indicates the default setting.

*2 Indicates items that appear only when the appropriate optional equipment is attached.

■ System Settings

Item	Settings	Delivered	Applicable Page
System Manager Settings			
System Manager ID	Seven digit number maximum	Yes	p. 6-3
System Password	Seven digit number maximum		
System Manager	32 characters maximum		
E-mail Address	64 characters maximum		
Contact Information	32 characters maximum		
Comment	32 characters maximum		
Dept. ID Management			
Dept. ID Management	On, Off ^{*1}	Yes	p. 6-5
Register Dept. ID/ Password	Register, Edit, Erase, Limit Functions	Yes	
Page Totals	Clear, Print List, Clear All Totals	No	
Allow Printer Jobs with Unknown IDs	On ^{*1} , Off	Yes	
Allow Remote Scan Jobs with Unknown IDs	On ^{*1} , Off	Yes	
Communications Settings^{*2}			
E-mail/I-Fax Settings			
Maximum Data Size for Sending	0 (Off), 1 to 99 MB; 3 MB ^{*1}	Yes	<i>Sending and Facsimile Guide</i>
Full Mode TX Timeout	1 to 99 hours; 24 hours ^{*1}		
Divided Data RX Timeout	0 to 99 hours; 24 hours ^{*1}		
Default Subject	40 characters maximum; Attached Image ^{*1}		

Item	Settings	Delivered	Applicable Page
Print MDN/DSN on Receipt	On, Off*1	Yes	<i>Sending and Facsimile Guide</i>
Always send notice for RX errors	On*1, Off		
Use Send Via Server	On, Off*1		
Allow MDN Not Via Server	On*1, Off		
Fax Settings			
Send Start Speed	33600 bps*1, 14400 bps, 9600 bps, 7200 bps, 4800 bps, 2400 bps	Yes	
Receive Start Speed	33600 bps*1, 14400 bps, 9600 bps, 7200 bps, 4800 bps, 2400 bps	Yes	
Receive Password	20 digits maximum	No	
PIN Code Access	On, Off*1	Yes	
Memory RX Inbox Settings			
Memory RX Inbox Password	Seven digit number	No	
Use Fax Memory Lock	On, Off*1	Yes	
Use I-Fax Memory Lock	On, Off*1	Yes	
Memory Lock Start Time	Everyday, Select Days, Off*1	Yes	
Memory Lock End Time	Everyday, Select Days, Off*1	Yes	
Remote UI	On*1, Off Use SSL *5: On, Off*1	Yes	p. 6-17

Item	Settings	Delivered	Applicable Page
Restrict the Send Function ²			<i>Sending and Facsimile Guide</i>
Address Book Password	Seven digit number	Yes	
Access Number Management	On, Off ¹	Yes	
Restrict New Addresses	Fax: On, Off ¹ E-mail: On, Off ¹ I-fax: On, Off ¹ File: On, Off ¹	Yes	
Allow Fax Driver TX	On ¹ , Off	Yes	
Confirm Entered Fax Numbers	On, Off ¹	Yes	
E-mail/I-Fax Domain Sending Restriction	Restrict Sending to Domains; On, Off ¹ Register, Edit, Erase	Yes	
Allow PDF Send with Expired Certificates	On, Off ¹	Yes	
Always Add Device Signature to Send PDF	On, Off ¹	Yes	
Device Information Settings		No	p. 6-19
Device Name	32 characters maximum		
Location	32 characters maximum		
Forwarding Settings	Receive Type, E-mail Priority, Edit, Erase, Print List	No	<i>Sending and Facsimile Guide</i>
	Validate/Invalidate, Register (Registered Forwarding Settings), Forward w/o Conditions	Yes	
Clear Message Board	Clear	No	p. 6-20
Auto Online/Offline		Yes	p. 6-21
Auto Online	On, Off ¹		p. 6-21
Auto Offline	On, Off ¹		p. 6-22

Item	Settings	Delivered	Applicable Page
Date & Time Settings	Date and Time Setting (12 digit number) Time Zone: GMT -12:00 to GMT +12:00; GMT -05:00*1 Daylight Saving Time: On*1, Off	No	p. 6-23
License Registration	24 characters maximum	No	p. 6-25
System Monitor Screen Restriction			
Display Status Before Authentication	On*1, Off	No	p. 6-28
Allow Secured Print from Print Status Screen	On, Off*1	No	p. 6-29
Job Log Display	On*1, Off Obtain Job Log From Management Software: Permit, Do Not Allow*1	No	p. 6-29
Register LDAP Server *2	Register, Edit, Erase, Register/Edit LDAP Search, Print List	No	<i>Sending and Facsimile Guide</i>
MEAP Settings			
Use HTTP	On*1, Off Use SSL*5: On, Off*1	Yes	p. 6-31
Print System Information	Print	No	p. 6-32
Copy Set Numbering Option Settings	Copy Set Num. Op: On (ID/User Name: On, Off; Date: On, Off; Characters: On, Off), Off*1	Yes	p. 6-35
Display ID/User Name	On*1, Off	No	p. 6-37
USB Settings			
Use USB Device	On*1, Off	Yes	p. 6-38
Use USB Host	On*1, Off	Yes	p. 6-38

Item	Settings	Delivered	Applicable Page
Device Information Delivery Settings			p. 6-39
Register Destinations	Auto Search/Register, Register, Details, Erase, Print List		p. 6-42
Auto Delivery Settings	Everyday, Select Days, Off* ¹ Add. Functions Settings Value: On (Network Settings: Include, Exclude* ¹), Off* ¹ Dept. ID: On, Off* ¹ Address Book: On, Off* ¹ Printer Settings: On, Off* ¹		p. 6-47
Manual Delivery	Add. Functions Settings Value: On (Network Settings: Include, Exclude* ¹), Off* ¹		p. 6-50
	Dept. ID: On, Off* ¹		
	Address Book: On, Off* ¹		
	Printer Settings: On, Off* ¹		
Restrictions for Receiving Device Info.	On* ¹ , Off		p. 6-51
Restore Data	Add. Functns Set. Value, Dept. ID, Address Book, Printer Settings		p. 6-52
Receive Restriction for Each Function	Add. Functions Settings Value: On* ¹ , Off		p. 6-53
	Dept. ID: On* ¹ , Off		
	Address Book: On* ¹ , Off		
	Printer Settings: On, Off* ¹		
Communication Log	Details, Print List, Report Settings		p. 6-54
	Auto Print: On* ¹ , Off		
	Daily Activity Report Time: On (00:00 to 23:59), Off* ¹		
	Separate Report Type: On, Off* ¹		
Initialize All Data/ Settings	Initialize	No	p. 6-56

Item	Settings	Delivered	Applicable Page
Use Asterisks to Enter Access No./ Passwords	On* ¹ , Off	Yes	p. 6-59
Forced Secure Watermark Mode ^{*2}	Copy: Do Not Set* ¹ , Set Mail Box: Do Not Set* ¹ , Set Printer: Do Not Set* ¹ , Set	Yes	p. 6-60
Encrypted Print Settings ^{*2}			
Only Allow Encrypted Print Jobs	On, Off* ¹	No	p. 6-63
Settings for All User Inboxes			
Time until Document Auto Erase	0 = Off, 1, 2, 3, 6, 12 hours, 1, 2, 3* ¹ , 7, 30 days	No	p. 6-64
Print Upon Storing From the Printer Driver	On, Off* ¹	No	p. 6-65
Paper Type Management Settings	Details/Edit Name, Category, Basis Weight, Finish, Type	Yes	p. 6-66
	Duplicate, Erase, Sort List by	No	

*1 Indicates the default setting.

*2 Indicates items that appear only when the appropriate optional equipment is attached.

*5 Indicates items that are not delivered as device information.

■ Copy Settings

Item	Settings	Delivered	Applicable Page
Paper Select Key Size for Express Copy Screen	Large* ¹ : Four paper sources maximum (Stack Bypass, Stack Bypass Settings, 1: Paper Drawer 1, 2: Paper Drawer 2, 3: Paper Drawer 3, 4: Paper Drawer 4, 5: Paper Deck-Q1), Small	No	<i>Copying and Mail Box Guide</i>
Standard Key 1, 2 Settings for Regular Screen	Various modes; No Settings* ¹	No	
Standard Key Settings for Express Copy Screen	Displayed Standard Keys: Up to 5 Set Keys* ¹ , Up to 10 Set Keys, Settings: Various modes; No Settings* ¹	No	
Auto Collate* ⁴	On* ¹ , Off	Yes	
Auto Orientation	On* ¹ , Off	Yes	
Photo Mode	On, Off* ¹	Yes	
Standard Settings	Store, Initialize	No	
Register Remote Device	Register (Seven devices maximum), Details, Erase, Move To Top	No	
Remote Device Transmission Timeout	5 to 30 seconds; 30 seconds * ¹	Yes	
Initialize Copy Settings	Initialize	No	

*¹ Indicates the default setting.

*⁴ Indicates items that appear only when the appropriate optional equipment is attached to the imageRUNNER 3030/3025. For the imageRUNNER 3045/3035, these items are displayed by default.

■ Communications Settings*2

Item	Settings	Delivered	Applicable Page
Common Settings: TX Settings			
Sender's Names (TTI)	01 to 99, Register/Edit, Erase	No	<i>Sending and Facsimile Guide</i>
Unit Name	24 characters maximum	No	
Erase Failed TX	On*1, Off	Yes	
Handle Documents with Forwarding Errors	Always Print, Store/Print, Off*1	Yes	
Photo Mode	On, Off*1	Yes	
Retry Times	0 to 5 times; 3 times*1	Yes	
Edit Standard Send Settings	Scanning Mode: Black 200x200 dpi File Format: TIFF/PDF Stamp: Off	No	
Register Favorites Button	Register/Edit, Erase (M1 to M18), Display Comment: On, Off*1	Yes	
Display Confirmation for Favorites Button	On*1, Off	No	
PDF(OCR) Settings	Smart Scan: On*1, Off Num. of Char. for Doc. Name Setting: 1 to 24 characters; 24 characters*1	Yes	
Check Device Signature Certificate	Certificate Details: Certificate Verification	No	
Check User Signature Certificate	Certificate Details: Certificate Verification	No	
Default Screen for Send	Favorites Buttons, One-touch Buttons, New Address*1	No	
TX Terminal ID	On*1 (Printing Position: Inside, Outside*1; Display Destination Name: On*1, Off; Telephone # Mark: FAX*1, TEL), Off	Yes	
Use Chunked Encoding with WebDav Sending	On*1, Off	Yes	
Initialize TX Settings	Initialize	No	

Item	Settings	Delivered	Applicable Page
Common Settings: RX Settings			<i>Sending and Facsimile Guide</i>
2-Sided Print	On, Off ¹	Yes	
Select Drawer	Switch A: On ¹ , Off Switch B: On ¹ , Off Switch C: On ¹ , Off Switch D: On ¹ , Off	Yes	
Receive Reduction	On ¹ : RX Reduction: Auto ¹ , Fixed Reduction Reduce %: 75 to 97% (in 1% increments); 90% ¹ Reduce Direction: Vertical & Horizontal, Vertical Only ¹ Off	Yes	
Received Page Footer	On, Off ¹	Yes	
2 On 1 Log	On, Off ¹	Yes	
Fax Settings: User Settings			
Unit Telephone #	20 digits maximum	No	
Tel Line Type	Pulse, Tone ¹	No	
Volume Control	Alarm Volume: 0 to 8 levels; 4 ¹ Monitor Volume: 0 to 8 levels; 4 ¹	Yes	

Item	Settings	Delivered	Applicable Page
Fax Settings: TX Settings^{*2}			<i>Sending and Facsimile Guide</i>
ECM TX	On ^{*1} , Off	Yes	
Pause Time	1 to 15 seconds; 2 seconds ^{*1}	Yes	
Auto Redial	On ^{*1} : Option: Redial Times: 1 to 10 times; 2 times ^{*1} Redial Interval: 2 to 99 minutes; 2 minutes ^{*1} TX Error Resend Error and 1st Page ^{*1} , All pages, Off Off	Yes	
Check Dial Tone Before Sending	On ^{*1} , Off	Yes	
Fax Settings: RX Settings			
ECM RX	On, Off ^{*1}	Yes	
Fax Settings: Dual Line Options			
Unit Telephone #	20 digits maximum	No	
Unit Name	24 characters maximum	No	
Tel Line Type	Pulse, Tone ^{*1}	No	
TX Line Selection	Line 1: Priority TX ^{*1} , Prohibit TX Line 2: Priority TX, Prohibit TX	No	

*1 Indicates the default setting.

*2 Indicates items that appear only when the appropriate optional equipment is attached.

■ Mail Box Settings

Item	Settings	Delivered	Applicable Page
User Inboxes Settings	Inbox No.: 00 to 99 Register Inbox Name: 24 characters maximum Password: Seven digits Time until Document Auto Erase: 0 (Off), 1, 2, 3, 6, 12 hours, 1, 2, 3 ^{*1} , 7, 30 days URL Send Settings Print upon storing from the printer driver: On, Off ^{*1} Initialize ^{*5}	Yes ^{*6}	<i>Copying and Mail Box Guide</i>
Photo Mode	On, Off ^{*1}	Yes	
Standard Scan Settings	Store, Initialize	No	
Confidential Fax Inboxes Settings ^{*2}	Inbox No.: 00 to 49 Register Inbox Name: 24 characters maximum Password: Seven digits maximum URL Send Settings Initialize ^{*5}	Yes ^{*6}	

*1 Indicates the default setting.

*2 Indicates items that appear only when the appropriate optional equipment is attached.

*5 Indicates items that are not delivered as device information.

*6 Information is not delivered if a password is set for the inbox.

■ Address Book Settings^{*2}

Item	Settings	Delivered	Applicable Page
Register Address	Register New Address, Edit, Erase	Yes	<i>Sending and Facsimile Guide</i>
Register Address Book Name	Register Name	Yes	
One-touch Buttons	Register/Edit (from 001 to 200), Erase	Yes	

*2 Indicates items that appear only when the appropriate optional equipment is attached.



IMPORTANT

- If you are performing user authentication using the SDL or SSO login service, you cannot change the Additional Functions settings of the machine if you are logged in as a general user.
- If you are logged in as an Administrator, you can change the Additional Functions settings of the machine. (When the dialog box prompting you to enter the System Manager ID and System Password appears, enter the System Manager ID and System Password).



NOTE

Information that is delivered when the Device Information Delivery Settings mode is set, is marked with "Yes" in the "Delivered" column. For information on the Device Information Delivery Settings, see "Specifying Device Information Delivery Settings," on p. 6-39.

Specifying Common Settings

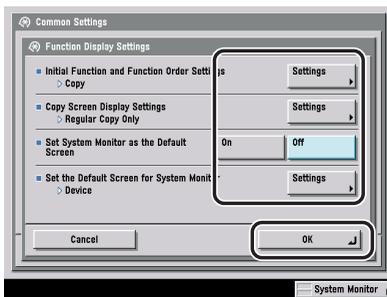
You can specify the settings that are common to the Copy, Mail Box, Send, and Fax functions.

Initial Function at Power ON

You can specify the screen that is displayed when you turn ON the main power, or after the Auto Clear mode initiates.

1 Press **Ⓜ** (Additional Functions) → [Common Settings] → [Function Display Settings].

2 Specify each setting → press [OK].



● **If you want to change the initial function screen or change the order of the function keys:**

Press [Settings] for <Initial Function and Function Order Settings>.

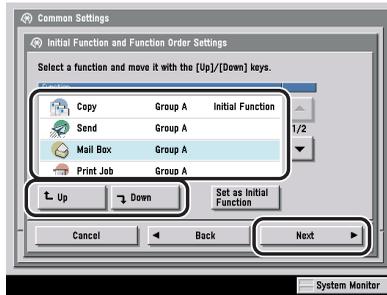
Select a function.

To set the screen of the selected function as the initial function screen, press [Set as Initial Function].

 **NOTE**

If you select [MEAP], it takes longer to start the machine. If no MEAP applications are installed, a message telling you that there are no MEAP applications installed appears.

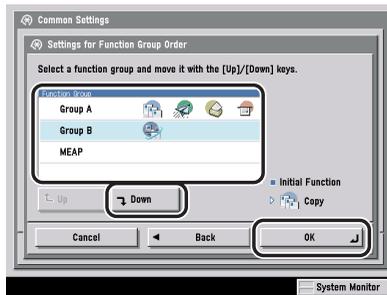
- Press [Up] or [Down] to move the function's key to the desired position or group → press [Next].



The function keys are divided into the following groups:

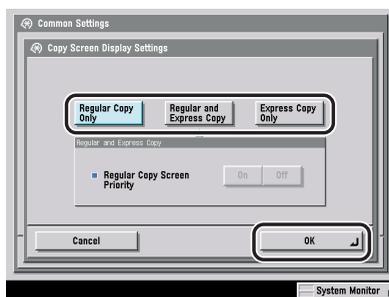
- Group A: The selected function keys are displayed on page 1 of the Basic Features screen.
- Group B: The selected function keys are displayed on page 2 of the Basic Features screen.

- Select a function group.
- Press [Up] or [Down] to move the function group to the desired position → press [OK].



● If you want to set the display for the Copy Basic Features screen:

- Press [Settings] for <Copy Screen Display Settings>.
- Press [Regular Copy Only], [Regular and Express Copy], or [Express Copy Only] → press [OK].



If you select [Regular and Express Copy], select [On] or [Off] for <Regular Copy Screen Priority>.

[On]: When the main power switch is turned ON, the Regular Copy Basic Features screen is displayed. Press [Express Copy] to display the Express Copy Basic Features screen.

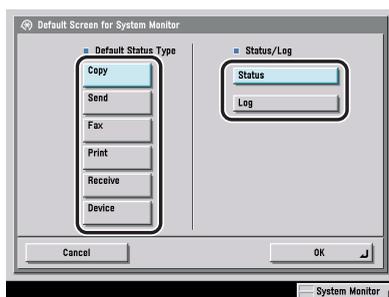
[Off]: When the main power switch is turned ON, the Express Copy Basic Features screen is displayed.

● If you want to set the System Monitor screen as the initial function screen:

- Press [On] for <Set System Monitor as the Default Screen>.

● If you want to set the default System Monitor screen:

- Press [Settings] for <Set the Default Screen for System Monitor>.
- Select [Copy], [Send], [Fax], [Print], [Receive], or [Device] under <Default Status Type> → select [Status] or [Log] under <Status/Log>.



- Press [OK].

Default Display after Auto Clear

You can set whether the screen specified as the Initial Function is displayed after the Auto Clear mode initiates.

 **NOTE**

The time necessary for the Auto Clear mode to initiate can be set. (See "Auto Clear Time," on p. 4-58.)

1 Press  (**Additional Functions**) → [**Common Settings**] → [**Auto Clear Setting**].

2 Select [**Initial Function**] or [**Selected Function**] → press [**OK**].

Details of each item are shown below.

[Initial Function]: The screen specified as the initial function is displayed after the Auto Clear mode initiates. For example, if you set the System Monitor screen as the initial screen, and the Auto Clear mode initiates while a settings screen for the Mail Box function is shown, the display returns to the System Monitor screen.

[Selected Function]: The display returns to the main screen of the function that was displayed before the Auto Clear mode initiated. For example, if you set the System Monitor screen as the initial screen, and the Auto Clear mode initiates while a settings screen for the Mail Box function is shown, the display returns to the Inbox Selection screen of the Mail Box Function.

Tone Settings

You can set whether to sound audible tones. The following tones sound at the following times:

- **Entry Tone:** When pressing keys on the control panel or keys on the touch panel display
- **Invalid Entry Tone:** When an invalid key on the control panel or touch panel display is pressed, or when the maximum number of characters allowed is exceeded
- **Restock Supplies Tone:** When the toner cartridge needs to be replaced
- **Error Tone:** When a malfunction occurs (e.g., paper jam or operational error)
- **Job Done Tone:** After a job completes (e.g., outputting, stapling, or faxing is complete)

1 Press  (Additional Functions) → [Common Settings] → [Audible Tones].

2 Select [On] or [Off] for the desired tones → press [OK].

Display the Remaining Paper Message

You can set to display the message indicating that the remaining paper loaded in a paper drawer is low.

1 Press  (Additional Functions) → [Common Settings] → [Display Remaining Paper Message].

2 Select [On] or [Off] → press [OK].

Inch Entry

Specifying this setting ensures that the key for entering values in inches is displayed on the various numeric entry screens.

NOTE

Even if Inch Entry is set to 'On', you still have the option to enter measurements in millimeters by pressing [mm] on the various numeric entry screens.

- 1** Press  (Additional Functions) → [Common Settings] → [Inch Entry].
- 2** Select [On] or [Off] → press [OK].

Auto Paper Selection/Auto Drawer Switching

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

NOTE

Paper sources set to 'On' are used for the following functions:

- APS (Auto Paper Selection): The machine automatically selects the appropriate paper size (paper source) based on the original's size and copy ratio settings (when making a copy), or the set ratio of the image (when receiving a fax).
- ADS (Auto Drawer Switching): If a paper source runs out of paper during a continuous print job, the machine automatically selects another paper source with the same paper size, and begins feeding paper from that paper source.

- 1** Press  (Additional Functions) → [Common Settings] → [Drawer Eligibility For APS/ADS].

2 Select [Copy], [Printer], [Mail Box], [Receive/Fax], or [Other].

[Printer] appears only if the optional UFR II/PCL Printer Kit or PS Printer Kit is activated.

[Receive/Fax] appears if the Universal Send Kit is activated, and the optional Super G3 FAX Board or Super G3 Multi-Line FAX Board is installed. If only the Universal Send Kit is activated, [Receive] appears. If only the optional Super G3 FAX Board or Super G3 Multi-Line FAX Board is installed, [Fax] appears.

[Other] is used for specifying the paper source for printing reports.

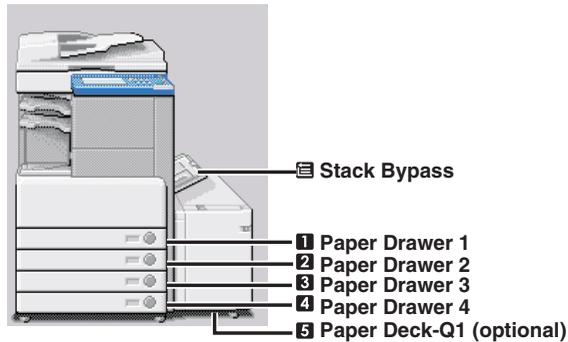
3 Select [On] or [Off] for the stack bypass and the other paper sources → press [OK].

Details of each item are shown below.

[On]: The paper source is eligible for APS/ADS.

[Off]: The paper source is ineligible for APS/ADS.

The numbers on the screen represent the following paper sources:



The optional Cassette Feeding Unit-Y3 and Paper Deck-Q1 are attached.

 **NOTE**

- Regardless of the stack bypass setting, you cannot select 'Off' for all of the paper sources at the same time. At least one of the paper sources, besides the stack bypass must be set to 'On'.
- The settings under [Copy] include an option called [Consider Paper Type], which determines whether the machine considers the paper type loaded in a paper source.
 - If [Consider Paper Type] is set to 'On', paper is not fed from another paper source when the original paper source runs out of paper, unless another paper source is loaded with the same paper size and type. For more information on stored paper types, see "Identifying the Type of Paper in a Paper Source," on p. 4-34.
 - If [Consider Paper Type] is set to 'Off', paper is fed from another paper source when paper in the current paper source runs out, as long as the same paper size/type is loaded in that paper source.
- If you selected [Printer] in step 2, the Stack Bypass icon (⏏) will not be displayed on the paper selection screen.

Designating the Envelope Type

You can use Paper Drawer 1 as an envelope cassette, if you attach the optional Envelope Feeder Attachment-C2, set the size switch to the appropriate envelope type, and the paper size dial to 'ENV.'

 **IMPORTANT**

This procedure is necessary only if the optional Envelope Feeder Attachment-C2 is attached to Paper Drawer 1.

1 Press  (Additional Functions) → [Common Settings] → [Envelope Cassette].

2 Select [ENV.1] or [ENV.2] → select the envelope type → press [OK].

Make sure that the selected envelope type is the same envelope type that is loaded in Paper Drawer 1.

Identifying the Type of Paper in a Paper Source

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

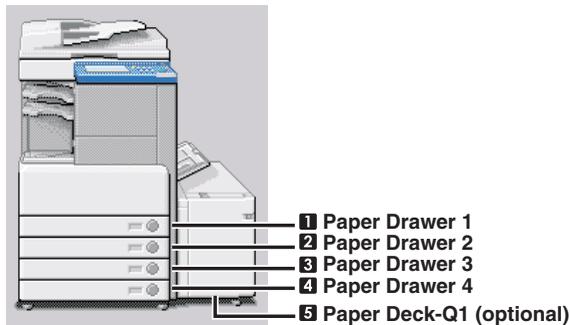
IMPORTANT

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

1 Press  (Additional Functions) → [Common Settings] → [Register Paper Type].

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

The numbers on the screen represent the following paper sources:



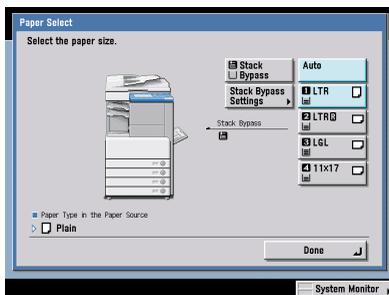
The optional Cassette Feeding Unit-Y3 and Paper Deck-Q1 are attached.

3 Select the desired paper type loaded in the paper source → press [OK].

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

 **NOTE**

- For more information on paper types, see "Available Paper Stock," on p. 2-54.
- You can register a paper type that is not listed in [Detailed Settings] in the Stack Bypass Settings: Selecting the Paper Type screen. For details on registering paper types, see "Storing/Editing Irregular Paper Types," on p. 6-66.
- The registered paper type information is displayed through the use of icons on the paper selection screen, as shown below.



Paper Select Screen Priority

You can set whether priority is given to the simple setting screen for paper type, or the detailed setting screen when displaying the paper type selection screen from the paper size selection screen.

- 1** Press  (Additional Functions) → [Common Settings] → [Paper Select Screen Priority].
- 2** Select [Simple] or [Detailed] → press [OK].

Energy Consumption in the Sleep Mode

You can set the amount of energy that the machine consumes when it is in the Sleep mode.

 **NOTE**

- The machine may not enter the Sleep mode completely, depending on the status and type of installed MEAP applications (e.g., there still may be applications running in the background consuming power).
- If there are less than 10 minutes remaining before a Delayed Send job is to be sent, the machine will not enter the Sleep mode completely.
- If you are using a management application (such as NetSpot Console) to view or manage the settings and status of the machine via the network, the machine may not enter the Sleep mode completely.
- If you are using the machine as a Windows printer, the machine may not enter the Sleep mode completely if SNMP Status is enabled for your operating system (unless your computer is turned OFF). For more information on disabling SNMP Status, contact your network administrator.
- In some cases, the energy consumption level in the Sleep mode is 'High' even when the energy consumption level is set to 'Low' when:
 - A job is being processed (including a forwarding job, report job, receive job, and sending a forwarding done notice).
 - Any of the following settings are set from the Additional Functions screen:

Report Settings		
Settings	Send	The Daily Activity Report Time setting for the Activity Report is set to 'On'. ^{*1}
	Fax	The Daily Activity Report Time setting for the FAX Activity Report is set to 'On'. ^{*1}
System Settings		
Communications Settings	Memory RX Inbox Settings	Time limit for receiving fax documents in memory is set. ^{*1}
Network Settings	TCP/IP Settings	DHCP is set to 'On'.
	NetWare Settings	NetWare is set to 'On'.
	AppleTalk Settings	AppleTalk is set to 'On'.
	SMB Settings	SMB is set to 'On'.
	E-Mail/I-Fax	The POP Interval setting is set to less than '10' minutes (except when the POP Interval setting is set to '0').

^{*1} If there is more than 10 minutes remaining before the specified time, the machine consumes the same amount of energy as when the energy consumption level is set to 'Low'.

1 Press **Ⓜ** (Additional Functions) → [Common Settings] → [Energy Consumption in Sleep Mode].

2 Select [Low] or [High] → press [OK].

Details of each item are shown below.

[Low]: Energy consumption in the Sleep mode is low, but it takes longer to recover from the Sleep mode.

[High]: Energy consumption in the Sleep mode is high, but it takes shorter to recover from the Sleep mode.



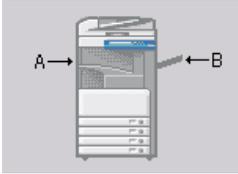
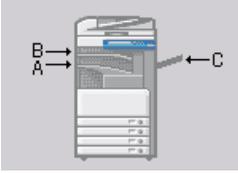
NOTE

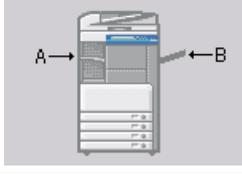
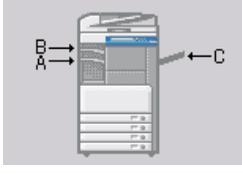
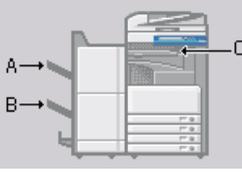
If Energy Consumption in Sleep Mode is set to 'Low', it may take more than 10 seconds for the touch panel to be displayed after pressing the control panel power switch.

Output Tray Designation

You can designate the machine's output trays to be used for specific functions.

The output trays indicated by Tray A, B, and C vary according to the attached optional equipment.

Options Attached	Default Settings	Tray A/B/C
Copy Tray-J1	Tray A: Copy, Mail Box Tray B: Printer, Receive/Fax, Other	
Inner 2 Way Tray-D1	Tray A: Copy, Mail Box Tray B: Printer, Receive/Fax, Other	
Inner 2 Way Tray-D1 and Copy Tray-J1	Tray A: Copy, Mail Box Tray B: Printer Tray C: Receive/Fax, Other	

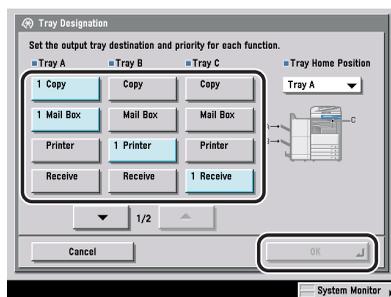
Options Attached	Default Settings	Tray A/B/C
Finisher-S1 and Additional Finisher Tray-B1	Tray A: Copy, Mail Box Tray B: Printer, Receive/Fax, Other	
Finisher-S1 and Copy Tray-J1	Tray A: Copy, Mail Box, Printer Tray B: Receive/Fax, Other	
Finisher-S1, Additional Finisher Tray-B1, and Copy Tray-J1	Tray A: Copy, Mail Box Tray B: Printer Tray C: Receive/Fax, Other	
Finisher-AE1 or Saddle Finisher-AE2, and Buffer Pass Unit-E2	Tray A: Copy, Mail Box Tray B: Printer Tray C: Receive/Fax, Other Tray Home Position: Tray A	

 NOTE

The same output tray can be designated for multiple functions.

- 1** Press  (Additional Functions) → [Common Settings] → [Tray Designation].

2 Select the functions for which to designate output Trays A, B, and C → press [OK].



The optional Saddle Finisher-AE2 is attached.

[Printer] appears only if the optional UFR II/PCL Printer Kit or PS Printer Kit is activated.

[Other] is used for designating a tray for printing reports.

[Receive/Fax] appears if the Universal Send Kit is activated, and the optional Super G3 FAX Board or Super G3 Multi-Line FAX Board is installed. If only the Universal Send Kit is activated, [Receive] appears. If only the optional Super G3 FAX Board or Super G3 Multi-Line FAX Board is installed, [Fax] appears.

If the optional Super G3 Multi-Line FAX Board is installed, you can set two different trays for receiving faxes.

If you want to use an output tray for only one function, select only that function.

IMPORTANT

- If a certain tray reaches its stacking limit, the machine automatically uses another tray that is designated for the same function. However, it is recommended that you only designate one tray for fax/l-fax documents to prevent them from getting lost.
- If the optional Finisher-S1 and Copy Tray-J1 are attached and the Staple mode is set, the sheets are output to Tray A, regardless of the Tray Designation settings.
- If the optional Finisher-S1 and Copy Tray-J1 are attached and the following paper is selected, the sheets are output to trays other than the Copy Tray-J1, regardless of the Tray Designation settings: nonstandard, envelopes, heavy paper, transparencies, labels, or tracing paper.
- If the optional Inner 2 Way Tray-D1 and Copy Tray-J1 are attached and the following paper is selected, the sheets are output to trays other than the Copy Tray-J1, even if the Copy Tray-J1 is specified as the destination: nonstandard, envelopes, heavy paper, transparencies, labels, or tracing paper.

● **If you want to select the tray home position (when the optional Finisher-AE1, Saddle Finisher-AE2, or Finisher-S1 and Additional Finisher Tray-B1 are attached):**

- Press the Tray Home Position drop-down list → select the tray home position to be used while jobs are being processed.

Tray Home Position

[Tray A]: Tray A moves closer to the output area.

[Tray B]: Tray B moves closer to the output area.

[Off]: The tray home position is not set. The output tray stops at the position it is in when printing finishes.

Setting the Printing Priority

You can set the machine's printing priority. A job that belongs to a function with a higher set priority is printed after the job currently being processed is complete.

 **NOTE**

Priority printing does not take place until the current job is complete. However, if the current job is paused, the printing of a job that belongs to a function with a higher set priority may start, depending on the settings.

1 Press  (Additional Functions) → [Common Settings] → [Printing Priority].

2 Select the printing priority for the various functions → press [OK].

If you select [1] for a function, that function is given the highest printing priority.

[Printer] appears only if the optional UFR II/PCL Printer Kit or PS Printer Kit is activated.

[Receive/Fax] appears if the Universal Send Kit is activated, and the optional Super G3 FAX Board or Super G3 Multi-Line FAX Board is installed. If only the Universal Send Kit is activated, [Receive] appears. If only the optional Super G3 FAX Board or Super G3 Multi-Line FAX Board is installed, [Fax] appears.

<Other> is used for setting the priority for printing reports.

PDL prints from MEAP applications are included in <Printer>. However, local print jobs from MEAP applications are included in <Mail Box>.

 NOTE

If the same printing priority has been specified for multiple functions, printing starts with the first processed print job.

Image Form

You can store image forms and superimpose them on the output using the Form Composition mode in the Copy and Mail Box functions. For instructions on using the Form Composition mode, see Chapter 4, "Special Copying and Mail Box Features," in the *Copying and Mail Box Guide*.

 IMPORTANT

- Up to 100 image forms can be stored. However, this number varies depending on the capacity of the hard disk.
- Be sure to place the original that contains the image form on the platen glass. It is not possible to scan an image form from the feeder.

 NOTE

Image forms can also be retrieved from a personal computer and stored in the machine.

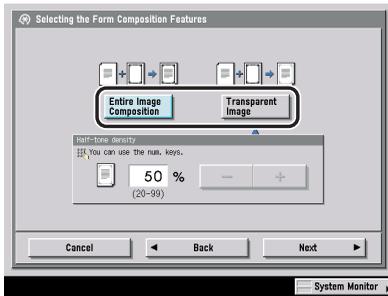
Storing an Image Form

- 1** Press  (Additional Functions) → [Common Settings] → [Register Form for Form Composition].
- 2** Press [Register].
- 3** Select the size of the original that contains the image form → press [Next].

 NOTE

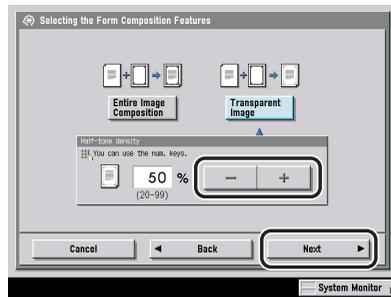
To select an A or B series paper size, press [A/B-size].

4 Select [Entire Image Composition] or [Transparent Image] → press [Next].



● If [Transparent Image] is selected:

- Press [-] or [+] to adjust the halftone density → press [Next].



5 Set the desired scan settings.

If you want to change the zoom ratio, press [Copy Ratio]. (See Chapter 3, "Basic Copying and Mail Box Features," in the *Copying and Mail Box Guide*.)

If you want to change the scan exposure, press [⏪] or [⏩]. (See Chapter 3, "Basic Copying and Mail Box Features," in the *Copying and Mail Box Guide*.)

If you want to select the image quality for scanning, select the original type from the original type drop-down list. (See Chapter 3, "Basic Copying and Mail Box Features," in the *Copying and Mail Box Guide*.)

If you want to invert images, adjust the contrast of images, or set the automatic copy/scan exposure, press [Special Features], and then set each function. (See Chapter 4, "Special Copying and Mail Box Features," in the *Copying and Mail Box Guide*.)

If you want to assign a name to the image form, press [Form Name] → enter a name → press [OK].

 NOTE

- For instructions on entering characters, see "Entering Characters from the Touch Panel Display," on p. 2-22.
- If you press [OK] without entering any characters, the machine automatically assigns the image form a name using the year, month, day, and time the image form was stored.

6 Place the original that contains the image form on the platen glass → press (Start).

 NOTE

The following two types of icons appear on the screen:

- : Transparent Image
- : Entire Image Composition

Checking Image Form Details

1 Press (Additional Functions) → [Common Settings] → [Register Form for Form Composition].

2 Select the desired image form → press [Details].

 NOTE

To check the image of the stored form, press [Check Print] → select the paper size → press [Start Print]. (See Chapter 4, "Special Copying and Mail Box Features," in the *Copying and Mail Box Guide*.)

3 Check the detailed information → press [Done].

If you want to change the name of the image form, press [Change Form Name].

 NOTE

For instructions on entering characters, see "Entering Characters from the Touch Panel Display," on p. 2-22.

Erasing an Image Form

- 1 Press  (Additional Functions) → [Common Settings] → [Register Form for Form Composition].
- 2 Select the image form that you want to erase → press [Erase].



NOTE

To check the image of the stored form, press [Check Print] → select the paper size → press [Start Print]. (See Chapter 4, "Special Copying and Mail Box Features," in the *Copying and Mail Box Guide*.)

- 3 Press [Yes].

User-Defined Text for Page Numbers and Watermarks

You can register specific text to be placed on your documents using the Pg/Copy Set Numbering, Print Watermark/Date, or [Watermark] for the Secure Watermark mode. For instructions on using the Pg/Copy Set Numbering, Print Watermark/Date, and Secure Watermark modes, see Chapter 4, "Special Copying and Mail Box Features," in the *Copying and Mail Box Guide*.



NOTE

The maximum number of user-defined text strings for watermarks and page numbers that can be registered is 30.

Registering User-Defined Text

- 1 Press  (Additional Functions) → [Common Settings] → [Register Characters for Page No./Watermark].
- 2 Press [Register] → enter the desired characters → press [OK].



NOTE

For instructions on entering characters, see "Entering Characters from the Touch Panel Display," on p. 2-22.

- 3 Press [Done].

Editing User-Defined Text

- 1** Press  (Additional Functions) → [Common Settings] → [Register Characters for Page No./Watermark].
- 2** Select the text to edit → press [Edit].
- 3** Enter the new text → press [OK].



NOTE

For instructions on entering characters, see "Entering Characters from the Touch Panel Display," on p. 2-22.

- 4** Press [Done].

Erasing User-Defined Text

- 1** Press  (Additional Functions) → [Common Settings] → [Register Characters for Page No./Watermark].
- 2** Select the text to erase → press [Erase].
- 3** Press [Yes].
- 4** Press [Done].

Standard Paper for the Stack Bypass

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

If the Stack Bypass Standard Settings are stored when using the optional Fax function, you can also use the stack bypass to receive faxes.

IMPORTANT

When printing on special types of paper, such as heavy paper or transparencies, be sure to correctly set the paper type, especially if you are using heavy paper. If the type of paper is not set correctly, it could adversely affect the quality of the image. Moreover, the fixing unit may become dirty and require a service repair, or the paper could jam.

NOTE

If you are using the stack bypass as a paper source for the Copy, Mail Box, and Fax (Receive) functions, you must select the stack bypass when specifying the Drawer Eligibility for APS/ADS setting. (See "Auto Paper Selection/Auto Drawer Switching," on p. 4-31.)

1 Press  (Additional Functions) → [Common Settings] → [Stack Bypass Standard Settings].

2 Press [On] → [Store].

If you press [Off], proceed to step 5.

3 Select the desired paper size.

● If you want to select a standard paper size:

- Select the desired paper size → press [Next].

 NOTE

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

● If you want to select an irregular paper size:

- Press [Free Size].
- Press [Next].

● **If you want to select an envelope size:**

- ❑ Press [Envelope].
- ❑ Select the envelope type → press [OK].



IMPORTANT

If the envelope type is not selected correctly, a paper jam will occur.

- ❑ Press [OK] → proceed to step 5.

4 Select the desired paper type → press [OK].



NOTE

- [Transparency] can be selected only if [LTR] is selected as the paper size.
- For more information on paper types, see "Available Paper Stock," on p. 2-54.
- You can register a paper type that is not listed in [Detailed Settings] in the Stack Bypass Settings: Selecting the Paper Type screen. For details on registering paper types, see "Storing/Editing Irregular Paper Types," on p. 6-66.

5 Press [OK].

Setting the Speed or Print Side Priority

You can set whether the printer speed is the priority for your job, or whether to print on a specific side of the paper. This is useful when you want to make one or two-sided prints on preprinted paper (paper which has logos or patterns already printed on it) without changing the orientation of the paper loaded in a paper source.



NOTE

When using preprinted paper (paper which has logos or patterns already printed on it) whose orientation is important, it is recommended that you set [Print Side Priority] for the paper source which is loaded with that paper.

1 Press  (Additional Functions) → [Common Settings] → [Paper Feed Method Switch].

2 Select [Speed Priority] or [Print Side Priority] for each paper source → press [OK].

Details of each item are shown below.

[Speed Priority]: When you feed one or two-sided prints into the machine, the method for delivering paper inside the machine changes, and this affects the printing speed. Therefore, to maximize the printing speed, load the paper manually as follows:

One-Sided Prints: Load the paper face up in a paper drawer, or face down into the stack bypass and the optional paper deck. The side facing up in the paper drawer, and the side facing down in the stack bypass and paper deck are the sides printed on.

Two-Sided Prints: Load the paper face down in a paper drawer, or face up in the stack bypass and the paper deck. The side facing down in the paper drawer, and the side facing up in the stack bypass and paper deck are the first sides that are printed on.

[Print Side Priority]: If you load paper in a paper drawer and select [Print Side Priority], no matter whether you are printing one or two-sided prints, the side of the paper facing up is always the one printed on first. (The side facing down is the one printed on first for the stack bypass and paper deck.) However, some speed will be sacrificed when printing one-sided prints.

If [Print Side Priority] is selected for a paper source, and Drawer Eligibility For APS/ADS in Common Settings (from the Additional Functions screen) is set to 'On', the Automatic Paper Selection and Automatic Drawer Switching settings are ignored. Also, the machine's printing speed may become slower when you print one-sided documents.

Standard Local Print Settings

You can set the standard print settings for the machine. The Standard Local Print Settings are used in the following cases:

- If you print documents stored in inboxes without changing the print settings
- If you merge and print multiple documents stored in an inbox
- If you reset the settings before printing a document that has been sent from a computer and stored in an inbox

1 Press **Ⓞ** (Additional Functions) → [Common Settings] → [Standard Local Print Settings].

2 Select the desired standard local print settings for each mode → press [Done].

Details of each item are shown below.

[Paper Select]: Select the paper source.

[Copies]: Set the number of copies from 1 to 9,999 sets.

[Finishing]: Set the type of collating.

[2-Sided Print]: Set whether to perform two-sided printing.

[Erase Document After Printing]: Set whether to erase a document from memory after it prints.

[Merge Documents]: Set whether to merge documents, if you select multiple documents that are stored in an inbox for printing.

Changing the Language Shown on the Touch Panel Display

You can select the language displayed on the touch panel display.

NOTE

- If Language Switch is set to 'On', some characters are restricted and cannot be entered. To be able to enter all characters, set Language Switch to 'Off'.
- Even if Language Switch is set to 'On', there are some languages that cannot be displayed.

1 Press  (Additional Functions) → [Common Settings] → [Language Switch].

2 Press [On] → select the desired language → press [OK].

If you do not want to change the display language, press [Off].

If you press [Display Shortcut Key],  will be displayed next to [System Monitor] on the Basic Features screen.  is a shortcut key to the Language Switch screen.

IMPORTANT

- Some messages may not be displayed properly in the language that you just selected. In this case, restart the machine (turn the machine OFF, and then back ON). For instructions on restarting (turning the main power switch OFF and then ON) the machine, see "Main Power and Control Panel Power," on p. 1-15.
- If SSO is set as the login service, and there is a difference between the language set on the machine and the one set in Active Directory, the sender's full name will not be displayed in e-mail messages sent to the recipient.

Reversing the Contrast of the Touch Panel Display

You can reverse the contrast on the touch panel display for better viewing. The Reversed Display mode reverses the light and dark areas on the touch panel display. If you find it hard to read what is being shown on the touch panel display, try using this mode.

1 Press  (Additional Functions) → [Common Settings] → [Reversed Display (Color)].

2 Select [On] or [Off] → press [OK].

Details of each item are shown below.

[On]: The colors of the touch panel display screen are reversed (i.e., the areas that are normally light become dark, and the dark areas become light).

[Off]: The touch panel display screen returns to its default colors.

Alternating the Print Output (Offset Jobs)

The Offset Jobs mode automatically sorts the print output by job when multiple print jobs are specified. It also ensures that output pages are always sorted even if you forget to specify a finishing mode.

 **NOTE**

[Offset Jobs] is displayed only if an optional finisher is attached.

1 Press  (Additional Functions) → [Common Settings] → [Offset Jobs].

2 Select [On] or [Off] → press [OK].

Inserting a Job Separation Sheet between Print Jobs

This mode enables you to insert blank pages before the first page of each print job from a selected paper drawer. This is useful when you want to separate one print job from another when printing multiple jobs.



IMPORTANT

If you are using the Booklet or Saddle Stitch mode, job separation sheets cannot be inserted between jobs.

1 Press  (Additional Functions) → [Common Settings] → [Job Separator between Jobs].

2 Select [On] or [Off].

● If you select [On]:

- Press [Paper Select] → select the paper drawer containing the desired paper size for the job separation sheet → press [OK].
- Press [OK].

● If you select [Off]:

- Press [OK].

Inserting a Job Separation Sheet between Copy Sets

If you are using the Collate, Offset Collate, or Staple mode, you can insert blank pages from a selected paper drawer to separate a specified number of copies.

IMPORTANT

If you are using the Do not Collate, Rotate Collate, Group, Offset Group, Booklet, or Saddle Stitch mode, job separation sheets cannot be inserted between copy sets.

1 Press  (Additional Functions) → [Common Settings] → [Job Separator between Copies].

2 Select [On] or [Off].

● If you select [On]:

- Press [Paper Select] → select the paper drawer containing the desired paper size for the job separation sheet → press [OK].
- Use  -  (numeric keys) to specify the number of pages after which a job separation sheet will be inserted.
- Press [OK].

● If you select [Off]:

- Press [OK].

Job Duration Display

If the Job Duration Display mode is set to 'On', the remaining time that it takes to complete an operation is displayed in minutes on the touch panel display.

NOTE

- The wait time is displayed as <Approx Prt Time> (approximate printing time) on the screen that is displayed when the machine is printing.
- Even if Job Duration Display is set to 'On', the wait time is not displayed if the wait time is less than one minute.

- 1** Press  (Additional Functions) → [Common Settings] → [Job Duration Display].
- 2** Select [On] or [Off] for each function → press [OK].

Setting an Output Tray to Hold Different Paper Sizes

This mode enables you to output different paper sizes to the same output tray.

IMPORTANT

This mode is available only if an optional finisher is attached.

- 1** Press  (Additional Functions) → [Common Settings] → [Different Paper Sizes for the Output Tray].
- 2** Select [On] or [Off] → press [OK].

If Different Paper Sizes for the Output Tray is set to 'Off', and the message <Remove the paper from the output tray.> is displayed, printing stops. Remove all of the paper from the output tray, and printing resumes.

If both the Different Size Originals and Staple modes are set, outputs are stapled and collated, regardless of the Different Paper Sizes settings.

 NOTE

- Even if you set Different Paper Sizes for the Output Tray to 'Off', different paper sizes are output to the same output tray in the same way as when Different Paper Sizes for the Output Tray is set to 'On' when outputting to the Copy Tray-J1 or Buffer Pass Unit-E2.
- Even if you set Different Paper Sizes for the Output Tray to 'Off', different paper size may be output to the same output tray if there is only a small amount of paper in the paper tray.

Clean the Original Scanning Area Prompt

You can use the Cleaning Display for the Original Scanning Area mode to prompt you to clean the scanning area when the machine detects streaks or stains. If the feeder is not clean, the machine will scan and print dust and grime on the output. The Clean the Original Scanning Area Prompt appears when originals are placed in the feeder. For instructions on cleaning the feeder's scanning area, see "Manual Feeder Cleaning," on p. 7-53.

 NOTE

[Cleaning Display for the Original Scanning Area] appears only if the optional Feeder (DADF-N1) (standard-equipped for the imageRUNNER 3045/3035) is attached.

- 1** Press  (Additional Functions) → [Common Settings] → [Cleaning Display for the Original Scanning Area].
- 2** Select [On] or [Off] → press [OK].

Limiting Functions

If a problem frequently occurs when using the Finishing modes, such as Offset Collate and Staple, you can temporarily limit the use of these finishing modes by setting Limited Functions Mode to 'On'.

In addition, when the Service Call Message screen appears indicating a finishing mode malfunction and you temporarily set the Limited Functions Mode to clear the Service Call Message screen, you can deactivate the Limited Functions Mode by setting this mode to 'Off' from the Additional Functions screen. However, after the Limited Functions Mode is deactivated, the Service Call Message screen may appear again, unless the cause of the malfunction is cleared. (See "Setting the Limited Functions Mode from the Service Call Message Screen," on p. 8-102.)

 NOTE

[Limited Functions Mode] is displayed only if an optional finisher is attached.

1 Press  (Additional Functions) → [Common Settings] → [Limited Functions Mode].

2 Select [On] or [Off] → press [OK].

 NOTE

The Limited Functions Mode is enabled only after you restart the machine (the main power switch is turned OFF, and then back ON). For instructions on restarting (turning the main power switch OFF and then ON) the machine, see "Main Power and Control Panel Power," on p. 1-15.

Returning the Common Settings to Their Defaults

You can restore all of the Common Settings to their defaults (initial settings).

 NOTE

- If you set Language Switch to 'On', and then return the Common Settings to their default settings, Language Switch is turned 'Off', but the language shown on the touch panel display remains unchanged. (See "Changing the Language Shown on the Touch Panel Display," on p. 4-50.)
- If you set Limited Functions Mode to 'On', and then return the Common Settings to their default settings, the setting for the Limited Functions Mode remains unchanged.
- Image forms registered for Register Form for Form Composition are not erased.

1 Press  (Additional Functions) → [Common Settings] → [Initialize Common Settings].

2 Press [Yes].

Timer Settings

You can make various timer related settings for the machine, such as adjusting the current time, and specifying the time it takes for the machine to enter into the Sleep mode or Low-Power mode.

Current Time Adjustment

You can make adjustments to the current time. For instructions on setting the current date and time, see "Current Date and Time," on p. 6-23.

- 1** Press  (Additional Functions) → [Timer Settings] → [Time Fine Adjustment].
- 2** Press [-] or [+] to adjust the current time → press [OK].



NOTE

Even if you change the time from 00:00 to 23:59, or 23:59 to 00:00, the date will not be changed.

Auto Sleep Time

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

NOTE

- You can register a paper type that is not listed in [Detailed Settings] in the Stack Bypass Settings: Selecting the Paper Type screen. For details on registering paper types, see "Storing/Editing Irregular Paper Types," on p. 6-66.
- For more information on the Sleep mode, see "Energy Consumption in the Sleep Mode," on p. 4-36.

- 1** Press  (Additional Functions) → [Timer Settings] → [Auto Sleep Time].
- 2** Press [▼] or [▲] to enter the desired Auto Sleep Time → press [OK].

Auto Clear Time

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

NOTE

If '0' is selected, the Auto Clear Time mode is not set.

- 1** Press  (Additional Functions) → [Timer Settings] → [Auto Clear Time].
- 2** Press [-] or [+] to enter the desired Auto Clear Time → press [OK].

Daily Timer Settings

You can set the time that the machine automatically enters the Sleep mode each day of the week.

 **NOTE**

If the Auto Sleep Time and Daily Timer modes are both set, the Auto Sleep Time setting has priority.

1 Press **Ⓜ** (Additional Functions) → [Timer Settings] → [Daily Timer Settings].

2 Select the day of the week → enter the time using **0** - **9** (numeric keys) → press [OK].

Enter the time in 24-hour notation as four digits (including zeros) without a space.

Examples: 7:05 a.m. → 0705

11:18 p.m. → 2318

If you make a mistake when entering the time, select the day of the week again → enter another four digit number.

You can also press **Ⓢ** (Clear) to clear the incorrect values.

Adjusting the Machine

This section describes how you can make fine adjustments to the settings of the machine, such as making a fine adjustment to the printed image and the page number or watermark position.

It is recommended that you perform an Automatic Gradation Adjustment and clean the machine regularly.

4

Zoom Fine Adjustment

When you print a copy or a document from an inbox, a slight difference in size may occur between the size of the original image, and the size of the copied/printed image. In this case, you can perform a fine adjustment to compensate for this difference.

1 Press  (Additional Functions) → [Adjustment/Cleaning] → [Zoom Fine Adjustment].

2 Press [-] or [+] to adjust the percentage (%) → press [OK].

If you are making an adjustment to either the X (horizontal) or Y (vertical) direction, press [-] or [+] to enter a value for that direction only.

Saddle Stitch Staple Repositioning

You can reposition the stapler of the saddle stitcher unit after clearing a staple jam, or after replacing the staple cartridge. Saddle stitch staple repositioning works by feeding several sheets of paper into the saddle stitcher unit and stapling them together.

 **IMPORTANT**

- Only use 12" x 18", 11" x 17", LGL, or LTRR paper for the saddle stitch staple repositioning procedure.
- Make sure to remove all output booklets from the optional Booklet Tray before performing the saddle stitch staple repositioning procedure.

 NOTE

- Saddle stitch staple repositioning can be performed only if the optional Saddle Finisher-AE2 is attached.
- Paper that is required for the saddle stitch staple repositioning procedure is automatically fed to the saddle stitcher unit by the machine.

1 Press  (Additional Functions) → [Adjustment/Cleaning] → [Saddle Stitcher Staple Repositioning].

2 Press [Start].

Saddle Stitch Position Adjustment

If you are using the Saddle Stitch mode of the optional Saddle Finisher-AE2, and you notice that the folds of the paper are not exactly in the middle of the booklet, you can make adjustments to the saddle stitch position to compensate for this error.

 NOTE

The saddle stitch position can only be adjusted if the optional Saddle Finisher-AE2 is attached.

1 Press  (Additional Functions) → [Adjustment/Cleaning] → [Saddle Stitch Position Adjustment].

2 Select the paper size for which you want to adjust the saddle stitch position.

 NOTE

Some of the paper sizes displayed may not be available in certain countries.

3 Press [▼] or [▲] to adjust the saddle stitch position → press [OK].

Exposure Recalibration

You can recalibrate the exposure adjustment scale if differences between the image on the original and the print occur.

- 1 Press  (Additional Functions) → [Adjustment/Cleaning] → [Exposure Recalibration].
- 2 Press [Light] or [Dark] for each function to adjust the exposure → press [OK].

Character/Background Contrast Adjustment

This mode enables you to adjust the relative contrast (brightness) of the hidden text and the background when using the Secure Watermark mode. For more information on the Secure Watermark mode, see Chapter 4, "Special Copying and Mail Box Features," in the *Copying and Mail Box Guide*.



IMPORTANT

Load LTR or 11" x 17" size regular or heavy paper when making sample prints.



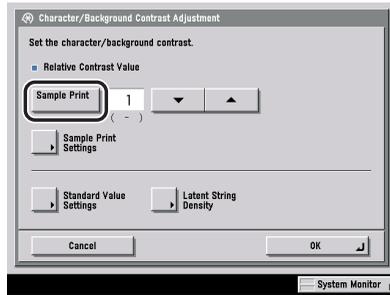
NOTE

[Character/Background Contrast Adjustment] is displayed only if the optional Secure Watermark is activated.

- 1 Press  (Additional Functions) → [Adjustment/Cleaning] → [Character/Background Contrast Adjustment].

You can adjust the relative contrast (brightness) of the hidden text and the background when using the Secure Watermark mode.

2 Press [Sample Print] → [Yes].

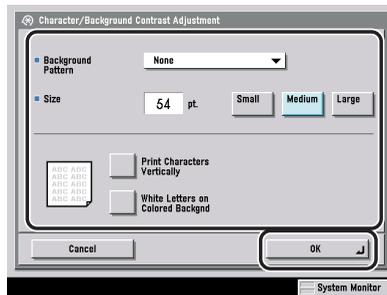


The setting range for the Relative Contrast Value will differ, depending on the Standard Value Settings you have set.

Standard Value Settings	Relative Contrast Value
0	0 to +7
4	-4 to +7
8 to 56	-7 to +7
60	-7 to +4
64	-7 to 0

● If you want to specify print settings for the sample print:

- Press [Sample Print Settings] → specify the desired settings → press [OK].

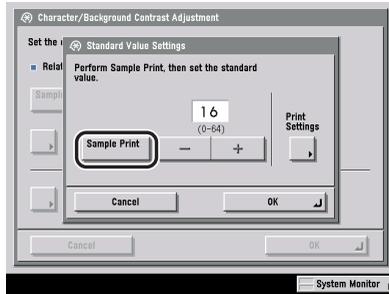


You can set the background pattern, text size, color, and orientation.

3 Refer to the sample print and set the contrast value indicated for an image where the hidden text is difficult to see using [▼] or [▲].

- If there is no image where the text is difficult to see:

- Press [Standard Value Settings] → [Sample Print] → [Yes].



- Refer to the standard value sample print and set the standard value indicated for the image which has the most even contrast for the inner and outer squares.
- Press [OK] → return to step 2.

- If you want to adjust the density of the text:

- Press [Latent String Density] → adjust the density using [-] or [+].
- Press [OK] → return to step 2.

4 Press [OK].

The more even the contrast between the hidden text and the background, the harder it will be to see the hidden text on the original, but the less the hidden text will appear when it is copied. It is recommended you make a copy of the original after adjusting the contrast to confirm that the secure watermark becomes visible as desired.

Automatic Feeder Cleaning

If your originals have black streaks or appear dirty after scanning them through the feeder, clean the rollers of the feeder.

 **NOTE**

- [Feeder Cleaning] appears only if the optional Feeder (DADF-N1) (standard-equipped for the imageRUNNER 3045/3035) is attached.
- It takes approximately 20 seconds to clean the feeder.

1 Press  (Additional Functions) → [Adjustment/Cleaning] → [Feeder Cleaning].

2 Place 10 sheets of blank paper into the feeder → press [Start].

Make sure that you fan the sheets of paper well.

Use LTR paper (16 to 20 lb bond (60 to 80 g/m²)).

When cleaning is complete, try scanning again.

 **NOTE**

To cancel feeder cleaning while it is in progress, press [Cancel].

Checking Job and Device Status

5

CHAPTER

This chapter explains how to check the counter, and how to use the System Monitor screen to change or check the status of print and copy jobs.

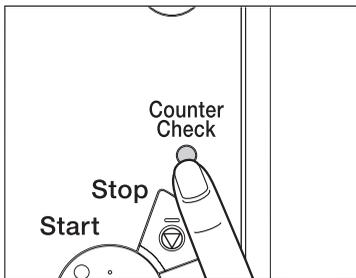
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Checking the Counter

You can check the machine's copy and print page counts.

You can also check print and scan page counts that are performed by users who log on to MEAP applications using a login service.

1 Press (Counter Check) on the control panel.



The various counts are shown on the touch panel display.

2 Check the Send/Fax or MEAP counter.

● To check the Send/Fax counter:

- Press [Send/Fax Cntr Check].

[Send/Fax Cntr Check] appears if the Universal Send Kit is activated, and the optional Super G3 FAX Board or Super G3 Multi-Line FAX Board is installed.

[Send Counter Check] appears if the Universal Send Kit is activated, but the optional Super G3 FAX Board or Super G3 Multi-Line FAX Board is not installed.

[Fax Counter Check] appears if the optional Super G3 FAX Board or Super G3 Multi-Line FAX Board is installed, but the Universal Send Kit is not activated.

- Press [Done].

● **To check the MEAP counter:**

- Press [MEAP Counter].
- Press the Application Name drop-down list → select the desired application.
To check the version information of an application, the MEAP Contents version information, etc., press [Version Information].
- Press [Done].

3 Press [Done].



Checking Job Status

If you press [System Monitor], the System Monitor screen appears, enabling you to check and change the status of Copy, Send, Fax, Print, and Receive jobs. For example, you can change the order of jobs in the print queue, cancel a job, or check the details of a job.

By displaying the status for each job type, it is possible to check the current job or a job waiting to be processed. By displaying the Log, you can view all of the completed jobs or confirm that a job has been processed. It is also possible to print a fax transmissions/receptions report from the System Monitor screen.

Press [Print Jobs] to confirm or edit print jobs on the Print Job screen.

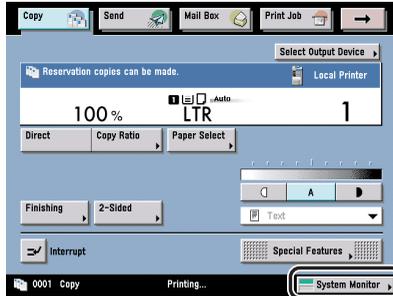
From the System Monitor screen, it is possible to quickly acquire information about the machine, check the amount of paper remaining in all of the standard and optional paper sources, check the available system memory, and the status of consumables. You can also view a list of error messages.

 **NOTE**

- If Department ID Management or a login service (such as SSO or SDL) is set and Display Status Before Authentication in System Monitor Screen Restriction in System Settings (from the Additional Functions screen) is set to 'Off', operations other than displaying the Device Status screen cannot be performed from the System Monitor screen before logging in to the machine. (See "Restricting Access to the System Monitor Screen," on p. 6-28.)
- If the Job Log Display in System Settings (from the Additional Functions screen) is set to 'Off', the following items are not displayed:
 - On the System Monitor screen
<Activity Report (RX)>, [Details], and [Print List] on the Receive screen
Copy, Send, Fax, and Print job logs
 - On the Print Job screen
[Log]
- For information on the operations that can be performed on printer jobs using the Print function, see the *PS/PCL/UFR II Printer Guide*.
- Many of the check/change operations can also be performed from the Remote User Interface. (See Chapter 2, "Checking and Managing Functions," in the *Remote UI Guide*.)
- The status bars on the keys located on the bottom of the System Monitor screen, flash in red or green to indicate the status of jobs. The status bars flash green when there are current jobs that are being processed, and maintain a steady green light when there are jobs in the print queue. Flashing red status bars indicate errors. For instructions on resolving errors, see Chapter 8, "Troubleshooting."
- The Send function is available only if the Universal Send Kit is activated.
- The Fax function is available only if the optional Super G3 FAX Board or Super G3 Multi-Line FAX Board is installed.
- The Print function is available only if the UFR II/PCL Printer Kit or PS Printer Kit is activated.

Checking Job Status from the System Monitor Screen

1 Press [System Monitor].

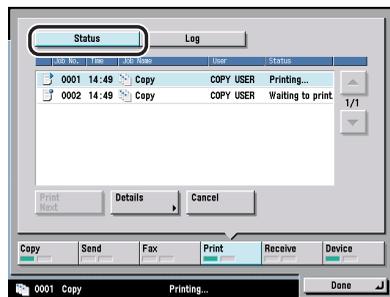


To cancel remote or cascade copy jobs from the machine that is scanning the original, press [Copy] on the System Monitor Screen.

2 From the keys located at the bottom of the System Monitor screen, select the job type that you want to check or change, or press [Device] to display the current status of the machine.

● If a job type ([Copy], [Send], [Fax], [Print], or [Receive]) is selected:

- Press [Status] to check the jobs currently being processed or waiting to be processed.



The example above shows the screen that is displayed when [Print] is selected.

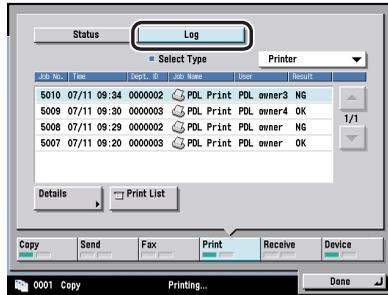
If [Fax] is selected, press [Send Job Status] or [Received Job Status] instead.

If [Receive] is selected, press [Forwarding Status].

 **NOTE**

For instructions on checking the status of Send, Fax, or Receive jobs, see Chapter 8, "Checking/Changing the Send/Receive Status," in the *Sending and Facsimile Guide*.

- ❑ Press [Log] to check the jobs that have already been processed.



The log is organized according to the type of job. Press the Select Type drop-down list → select the type of job whose log you want to check.

If you select [RX Print] from the Select Type drop-down list, the log for all receive jobs is displayed in chronological order.

 **NOTE**

- The status of Receive jobs can only be confirmed by the log.
- The table below describes the icons that are displayed on the status and log screens.

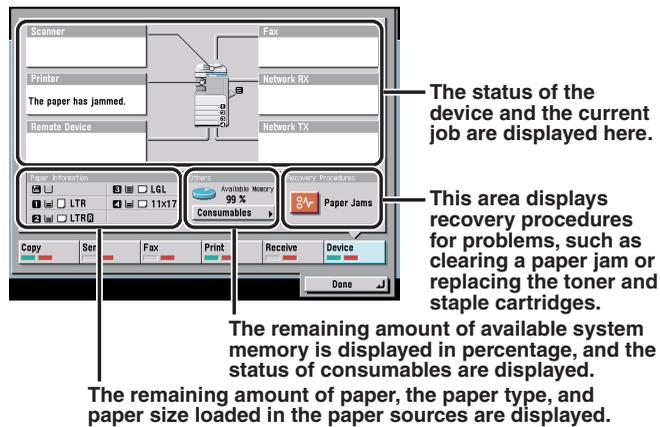
Icon (Job Status)	Description
	Executing
	Waiting
	Error
	Canceling
	Paused
	Secured Print
	Sent

Icon (Job Type)	Description
	Copy Job
	Send/Fax Job
	Mail Box Job
	Print Job
	Report Print Job

- The most recent 100 copy, fax, or print jobs, and a total of the most recent 100 send and receive jobs are displayed in the log.

● If [Device] is selected:

- Check the current machine status.



- Press [Consumables] to display the remaining amount of toner and staples.
- When you are finished checking the status of the consumables, press [Done].

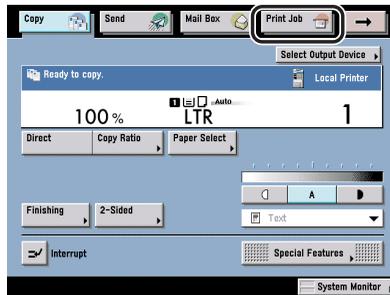
 NOTE

All displays are approximations of the actual amount of consumables remaining.

3 Press [Done].

Checking Job Status from the Print Job Screen

1 Press [Print Job].



2 Check the status of the print jobs.

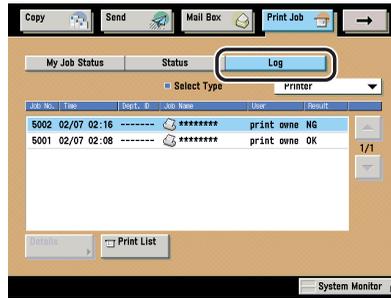
- Press [Status] to check the jobs currently being processed or waiting to be processed.



NOTE

If you are using a login service, [My Job Status] is displayed. Press this key to display only the jobs for the user that is currently logged on to the machine.

- ❑ Press [Log] to check the jobs that have already been processed.



- ❑ Press the Select Type drop-down list → select the type of job whose log you want to check.



NOTE

For information on the displayed icons, see "Checking Job Status from the System Monitor Screen," on p. 5-6.

Job Details

You can check the details of copy and print jobs, such as the date and time the machine received and processed the jobs, and the number of pages.

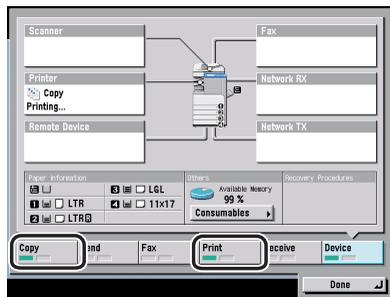
NOTE

- If the Job Log Display in System Settings (from the Additional Functions screen) is set to 'Off', the following items are not displayed on the System Monitor screen:
 - On the System Monitor screen
 - <Activity Report (RX)>, [Details], and [Print List] on the Receive screen
 - Copy, Send, Fax, and Print job logs
 - On the Print Job screen
 - [Log]
- For information on the operations that can be performed on printer jobs using the Print function, see the *PS/PCL/UFR II Printer Guide*.
- Only operations for print jobs can be performed on the Print Job screen.

Checking Copy/Print Job Details

Checking Copy/Print Job Details from the System Monitor Screen

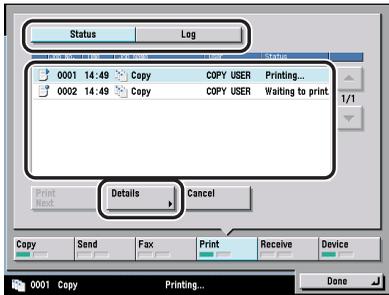
- 1** Press [System Monitor] → select the job type ([Copy] or [Print]).



IMPORTANT

To check the details of jobs specified through a MEAP application, select [Print] for both MEAP copy and print jobs.

- 2 Press [Status] or [Log] → select the job whose details you want to check → press [Details].



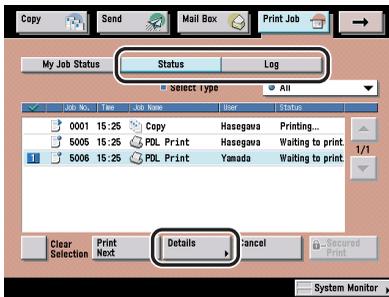
- 3 Check the detailed information → press [Done] repeatedly until the Basic Features screen appears.

Checking Copy/Print Job Details from the Print Job Screen

- 1 Press [Print Job].

If necessary, see the screen shot in step 1 of "Checking Job Status from the System Monitor Screen," on p. 5-6.

- 2 Press [Status] or [Log] → select the job whose details you want to check → press [Details].



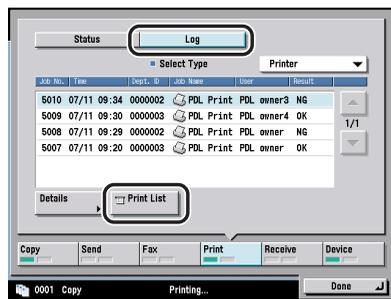
- 3 Check the detailed information → press [Done] repeatedly until the Basic Features screen appears.

Printing Copy/Print Log from the System Monitor Screen

1 Press [System Monitor] → select the job type ([Copy] or [Print]).

If necessary, see the screen shot in step 1 of "Checking Job Status from the System Monitor Screen," on p. 5-6.

2 Press [Log] → [Print List].



If you selected [Print], press the Select Type drop-down list → select the type of job whose log you want to print → press [Print List].

NOTE

The log can be printed only if 11" x 17", LGL, LTR, or LTRR (plain, recycled, or color paper) is loaded in one of the paper sources that are set to 'On' when you press [Other] to select a paper source in Drawer Eligibility For APS/ADS in Common Settings (from the Additional Functions screen). (See "Auto Paper Selection/Auto Drawer Switching," on p. 4-31.)

3 Press [Yes].

If you selected [Copy], the Copy Log List is printed. If you selected [Print], the Print Log List is printed.

4 Press [Done].

NOTE

For samples of the Copy and Print Logs, see "Sample Reports," on p. 9-3.

Printing the Copy/Print Log from the Print Job Screen

- 1 Press [Print Job] → [Log].
- 2 Press the Select Type drop-down list → select the type of job whose log you want to print → press [Print List].



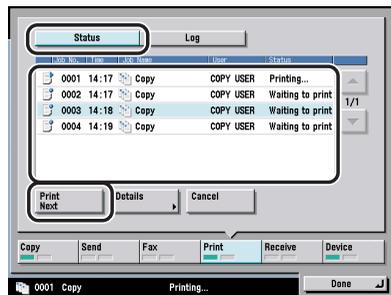
- 3 Press [Yes].

Priority Printing

You can change the printing priority of a job, so that it is printed right after the current job is complete.

Selecting the Job for Priority Printing from the System Monitor Screen

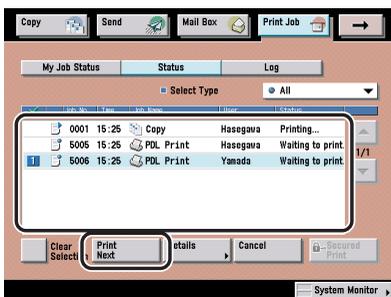
- 1 Press [System Monitor] → [Print].
- 2 Press [Status] → select the job for priority printing → press [Print Next].



- 3 Press [Done].

Selecting the Job for Priority Printing from the Print Job Screen

- 1 Press [Print Job] → [Status].
- 2 Select the job for priority printing → press [Print Next].



6

CHAPTER

System Manager Settings

This chapter describes the settings that can be made by the person in charge of the machine's operation, such as the System Manager.

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6. System Manager Settings

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Specifying the System Manager Settings

You can set an ID and a password for the System Manager. Once the System Manager ID/password is set, restrictions can be placed on storing or changing the System Settings.

IMPORTANT

- Attaching the optional Card Reader-C1 erases the System Manager ID and System Password that have been stored.
- Depending on the login service being used, if Department ID Management is set to 'Off' and a System Manager ID or password is not specified, all users of the machine may be considered as the Administrator even without authentication.
- If you are performing user authentication using the SDL or SSO login service, the System Settings mode is restricted in the following way:
 - Users registered as a general user cannot change the System Settings, regardless of the System Manager ID setting.
 - Users registered as an Administrator can change the System Settings by entering the correct System Manager ID and System Password or registering them in their user data in advance.

NOTE

- If the optional Card Reader-C1 is attached, the numbers 1 to 1,000 cannot be used for the System Manager ID. Numbers 1 to 1,000 are reserved for control cards by default.
- For instructions on entering characters, see "Entering Characters from the Touch Panel Display," on p. 2-22.
- The maximum number of digits that you can store for the System Manager ID and System Password is seven. If you enter fewer than seven digits for either setting, the machine stores them with leading zeros.
 - Example: If <321> is entered, <0000321> is stored.

-
- 1** Press  (Additional Functions) → [System Settings] → [System Manager Settings].

2 Specify the desired settings → press [OK].

[System Manager ID]:

Press [System Manager ID] → enter a number (up to seven digits) using 0 - 9 (numeric keys).

You must set a System Manager ID in order to manage the operations of the machine.

[System Password]:

Press [System Password] → [Password] → enter a number (up to seven digits) → press [Confirm] → enter same number to confirm the password → press [OK].

You cannot store a System Manager ID or System Password with only zeros as the number, such as <0000000>. If you enter a number that begins with zeros, the leading zeros are ignored.

Example: If <02> or <002> is entered, <0000002> is stored.

[System Manager]:

Press [System Manager] → enter the System Manager's name → press [OK].

[E-mail Address]:

Press [E-mail Address] → enter the System Manager's e-mail address → press [OK].

[Contact Information]:

Press [Contact Information] → enter the contact information for the System Manager → press [OK].

[Comment]:

Press [Comment] → enter any comment for the System Manager → press [OK].

NOTE

- If you make a mistake when entering a number or character, press © (Clear) to clear your entry.
- If Asterisks for Entering Access No./Passwords in Use Asterisks to Enter Access No./Passwords in System Settings (from the Additional Functions screen) is set to 'Off', passwords you enter are not displayed as asterisks (*****). (See "Setting the Display Method When Entering a Password," on p. 6-59.)

Department ID Management

You can register a Department ID and password for each department, and manage the machine by limiting its use to only those who enter the correct Department ID and password. This is called Department ID Management. Department IDs and passwords for up to 1,000 departments can be registered. Use Department ID Management to keep track of the copy, scan, and print totals for each department.

With Department ID Management, the following settings can be specified:

- Turn Department ID Management 'On' or 'Off'.
- Register the Department ID and password.
- Set page limits for scans, prints, and copies.
- Set whether to use Department ID Management for the Mail Box, Send, Fax, and Network Scan functions. If the Copy function is specified, it is automatically restricted when Department ID Management is set.
- Set up copy, scan, and print restrictions.

**IMPORTANT**

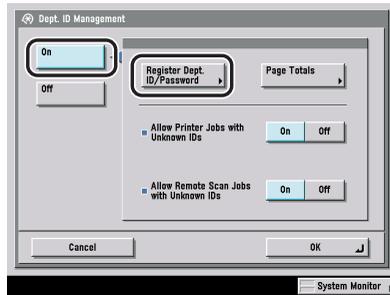
- Optional imageWARE Accounting Manager software is necessary to use the Domain Authentication system of SSO (including when performing domain authentication with the 'Domain Authentication + Local Device Authentication' system) and Department ID Management simultaneously. If imageWARE Accounting Manager is not installed, and SSO is set as the login service, make sure that Department ID Management is set to 'Off'. Otherwise, you will not be able to log on.
- If you are using SSO and set Department ID Management to 'On', you may not be able to log on. In this case, change the login service to Default Authentication, and then set Department ID Management to 'Off'. For instructions on setting a login service, see Chapter 4, "MEAP System Management," in the *MEAP SMS Administrator Guide*.
- If the optional Card Reader-C1 is attached, and SDL or Default Authentication is set as the login service, Department ID Management is automatically activated. (See "Card Reader-C1," on p. 3-44.)
- If SDL or SSO is set as the login service, Department ID Management is performed on the Department ID that shares the same user name and password as the one registered for MEAP User Authentication.
- The user information registered for SDL or the Local Device Authentication system of SSO, and the registered Department ID and password set for Department ID Management must match. If the registered Department ID and password have been changed because information was updated or changed by the Device Information Delivery Settings mode, make sure that you change/update the user information registered for SDL or the Local Device Authentication system of SSO accordingly. For instructions on registering SDL or SSO user information, see the *MEAP SMS Administrator Guide*.
- If SDL or SSO is set as the login service, the Limit Functions mode will not be available.

**NOTE**

- The maximum number of digits that you can store for the Department ID and password is seven. If you enter fewer than seven digits for either setting, the machine stores them with leading zeros.
 - Example: If <321> is entered, <0000321> is stored.
- Other than using Department ID Management, this machine enables you to manage user information using SDL or SSO.

Registering the Department ID, Password, and Page Limit

- 1 Press **Ⓜ** (Additional Functions) → [System Settings] → [Dept. ID Management].
- 2 Press [On] → [Register Dept. ID/Password].

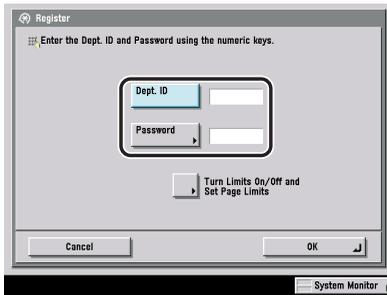


If you do not want to store a Department ID, password, or page limit restriction, proceed to step 10.

- 3 Press [Register].



4 Use **0** - **9** (numeric keys) to enter the Department ID and password.



- Press [Dept. ID] → enter the Department ID.
- Press [Password].
- Press [Password] → enter the desired password.
- Press [Confirm] → enter the same number to confirm the password → press [OK].

You cannot register a Department ID or password with only zeros as the number, such as <0000000>. If you enter a number that begins with zeros, the leading zeros are ignored.

Example: If <02> or <002> is entered, <0000002> is stored.

NOTE

- If you make a mistake when entering a number, press **C** (Clear) to clear the entire number → enter the correct number.
- If you do not want to set a password, you can use the machine by entering only the Department ID.
- If Use Asterisks to Enter Access No./Passwords in System Settings (from the Additional Functions screen) is set to 'Off', passwords you enter are not displayed as asterisks (*****). (See "Setting the Display Method When Entering a Password," on p. 6-59.)

5 Press [Turn Limits On/Off and Set Page Limits].

6 Set the page limits.

- Press [On] under the desired function(s).

If you do not want to set a page limit restriction for a function, press [Off] under the desired function's name.

NOTE

<Total Print Limit> is the sum of <Copy Limit> and <Print Limit>.

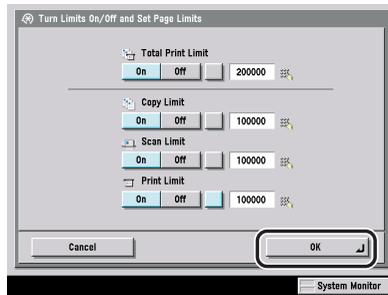
- ❑ Press [] (Page Limit) next to [On]/[Off] of the desired function(s) → enter the page limit restriction using \odot - \odot (numeric keys).

IMPORTANT

- The machine stops sending a fax if the Scan Limit is reached while faxing a document either from memory or directly to the recipient.
- The machine stops scanning if a scan limit is reached while the machine is scanning originals that are being fed from the optional feeder. (Those originals that were scanned before the limit is reached are not added to the scan count.)

NOTE

- If you make a mistake when entering a number, press \odot (Clear) to clear the number → enter the correct number.
 - You can set the page limit from 0 to 999,999 pages. Once a page limit is reached, copying, scanning, or printing is not possible.
 - The page limit refers to the number of printed surfaces. Therefore, a two-sided print is counted as two pages.
- ❑ Press [OK] → [OK].



7 If you would like to limit users to certain functions of the machine, press [Limit Functions].

8 Select [On] or [Off] next to the functions (other than the Copy function) you want to limit using Department ID Management → press [OK].

Details of each item are shown below.

[On]: Department ID Management is set for the selected function(s).

[Off]: Department ID Management is set only for copying and printing operations from computers.

[Send] appears if the Universal Send Kit is activated, and the optional Super G3 FAX Board or Super G3 Multi-Line FAX Board is installed, or if only the Universal Send Kit is activated. If only the optional Super G3 FAX Board or Super G3 Multi-Line FAX Board is installed, [Fax] appears.

9 Press [Done].

10 Press [OK].



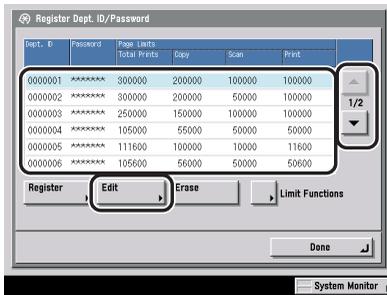
NOTE

If you selected [On] in step 2, pressing [OK] activates Department ID Management.

Changing the Password and Page Limit

You can change the password and page limit settings that you have registered.

- 1** Press  (Additional Functions) → [System Settings] → [Dept. ID Management].
- 2** Press [On] → [Register Dept. ID/Password].
- 3** Press [▼] or [▲] to display the department whose password you want to change → select the department → press [Edit].



NOTE

Press and hold down [▼] or [▲] to quickly and continuously scroll through the available Department ID pages. Continuous scrolling is useful when a large number of Department IDs are registered.

4 Enter the new password (up to seven digits) using 0 - 9 (numeric keys).

- Press [Password].
- Press [Password] → enter the desired password using 0 - 9 (numeric keys).
- Press [Confirm] → enter the same number to confirm the password using 0 - 9 (numeric keys) → press [OK].

You cannot store a password with only zeros as the number, such as <0000000>. If you enter a number that begins with zeros, the leading zeros are ignored.

Example: If <02> or <002> is entered, <0000002> is stored.

NOTE

- If you make a mistake when entering the password, press © (Clear) to clear the password → enter the correct password.
- You cannot change the Department ID.
- If Use Asterisks to Enter Access No./Passwords in System Settings (from the Additional Functions screen) is set to 'Off', passwords you enter are not displayed as asterisks (*****). (See "Setting the Display Method When Entering a Password," on p. 6-59.)

5 If you want to change or set a page limit restriction, press [Turn Limits On/Off and Set Page Limits].

6 Change the page limit restriction, if necessary.

- Press [On] under the desired function(s).
- Press [] (Page Limit) next to [On]/[Off] of the desired function(s) → enter the page limit restriction using 0 - 9 (numeric keys).
- Press [OK] → [OK].

If you do not want to set a page limit restriction for a function, press [Off] under the desired function's name.

NOTE

- If you make a mistake when entering a number, press © (Clear) to clear the number → enter the correct number.
- You can set the page limit from 0 to 999,999 pages. Once a page limit is reached, copying, scanning, or printing is not possible.
- The page limit refers to the number of printed surfaces. Therefore, a two-sided print is counted as two pages.

7 Press [Done] → [OK].



NOTE

If you selected [On] in step 2, pressing [OK] activates Department ID Management.

Erasing the Department ID and Password

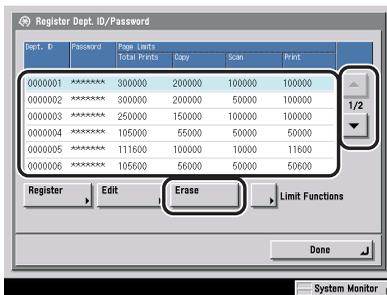
You can erase the Department ID and password that you have registered.



NOTE

If Department ID Management is activated through the optional Card Reader-C1, you cannot delete the Department ID.

- 1 Press  (Additional Functions) → [System Settings] → [Dept. ID Management].
- 2 Press [On] → [Register Dept. ID/Password].
- 3 Press [▼] or [▲] to display the Department ID that you want to erase → select the Department ID → press [Erase].



NOTE

Press and hold down [▼] or [▲] to quickly and continuously scroll through the available Department ID pages. Continuous scrolling is useful when a large number of Department IDs are registered.

- 4 Press [Yes].

5 Press [Done] → [OK].



NOTE

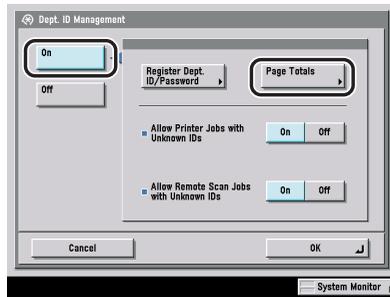
If you selected [On] in step 2, pressing [OK] activates Department ID Management.

Checking and Printing Counter Information

You can display and print a list of how much paper was used by each department.

1 Press (Additional Functions) → [System Settings] → [Dept. ID Management].

2 Press [On] → [Page Totals].



3 Check or print the page total count.

The page totals that belong to print jobs without a Department ID (left blank) are the number of prints from computers that do not correspond with a registered Department ID. These prints are referred to as prints with unknown IDs.

The page totals that belong to scan jobs without a Department ID (left blank) are the number of pages that have been scanned from computers that do not correspond with a registered Department ID. These scanned pages from computers are referred to as network scans with unknown IDs.

● If you only want to check the counter information:

- Press [▼] or [▲] to display the desired Department ID → view the desired page totals.

 **NOTE**

Press and hold down [▼] or [▲] to quickly and continuously scroll through the available Department ID pages. Continuous scrolling is useful when a large number of Department IDs are registered.

● **If you want to print the displayed list:**

- Press [Print List].
- Press [Yes].

 **NOTE**

- To cancel printing, press [Cancel].
- To close the screen that is displayed while the machine is printing the Page Count List, press [Done].
- The counter information can be printed only if 11" x 17", LGL, LTR, or LTRR (plain, recycled, or color paper) is loaded in a paper source that is set to 'On' when you press [Other] to select a paper source in Drawer Eligibility For APS/ADS in Common Settings (from the Additional Functions screen). (See "Auto Paper Selection/Auto Drawer Switching," on p. 4-31.)

4 Press [Done] → [OK].

 **NOTE**

If you selected [On] in step 2, pressing [OK] activates Department ID Management.

Clearing Page Totals

You can clear the page totals for all departments or for specific departments.

1 Press  (Additional Functions) → [System Settings] → [Dept. ID Management].

2 Press [On] → [Page Totals].

If necessary, see the screen shot in step 2 of "Checking and Printing Counter Information," on p. 6-13.

3 Press [Clear All Totals].

To clear one page total at a time by department, press [▼] or [▲] to display the desired department → select the department → press [Clear].

4 Press [Yes].

5 Press [Done] → [OK].



NOTE

If you selected [On] in step 2, pressing [OK] activates Department ID Management.

Accepting Print and Scan Jobs with Unknown IDs

You can specify whether to accept or reject print and network scan jobs from computers that do not correspond with a registered Department ID.



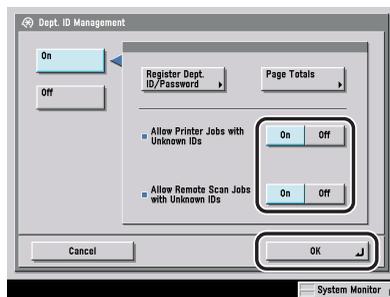
NOTE

<Allow Printer Jobs with Unknown IDs> is displayed only if the optional UFR II/PCL Printer Kit or PS Printer Kit is activated.

1 Press  (Additional Functions) → [System Settings] → [Dept. ID Management].

2 Press [On].

3 Select [On] or [Off] → press [OK].



Allow Printer Jobs with Unknown IDs

[On]: The machine accepts print jobs from computers that do not correspond with a registered Department ID.

[Off]: The machine does not accept print jobs from computers that do not correspond with a registered Department ID

Allow Remote Scan Jobs with Unknown IDs

[On]: The machine accepts network scan jobs from computers that do not correspond with a registered Department ID.

[Off]: The machine does not accept network scan jobs from computers that do not correspond with a registered Department ID.



NOTE

If you selected [On] in step 2, pressing [OK] activates Department ID Management.

Remote UI

You can set whether to enable the Remote UI (User Interface) to operate the machine and change settings.



NOTE

For more information on the Remote UI, see the *Remote UI Guide*.

1 Press  (Additional Functions) → [System Settings] → [Remote UI].

2 Select [On] or [Off].

Details of each item are shown below.

[On]: Settings can be specified and the machine can be operated through the Remote UI.

[Off]: Settings cannot be specified and the machine cannot be operated through the Remote UI.

● **If you select [On]:**

Select [On] or [Off] for <Use SSL> → press [OK].

Use SSL (Secure Sockets Layer)

[On]: SSL is used to communicate.

[Off]: SSL is not used to communicate.

● **If you select [Off]:**

Press [OK].

 **NOTE**

- Before setting <Use SSL> to 'On', it is necessary to set a default key in Network Settings (from the Additional Functions screen). (See Chapter 3, "Using a TCP/IP Network," in the *Network Guide*.)
- The Remote UI is enabled only after you restart the machine (the main power switch is turned OFF, and then back ON). For instructions on restarting (turning the main power switch OFF and then ON) the machine, see "Main Power and Control Panel Power," on p. 1-15.
- Any changes made to <Use SSL> are also applied to <Use SSL> in <Use HTTP> in MEAP Settings in System Settings (from the Additional Functions screen).

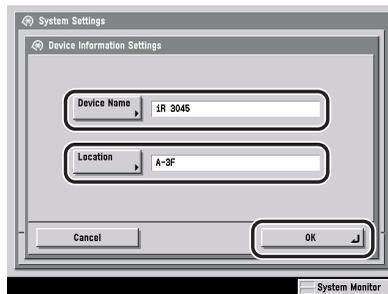
Device Information Settings

Device Information Settings enables you to set a name for the machine, and enter information regarding its location.

1 Press **Ⓞ** (Additional Functions) → [System Settings] → [Device Information Settings].

2 Enter the name and location of the machine.

- Press [Device Name] → enter the name of the machine → press [OK].
- Press [Location] → enter the place where the machine is located → press [OK].
- Press [OK].



NOTE

For instructions on entering characters, see "Entering Characters from the Touch Panel Display," on p. 2-22.

Clearing the Message Board

The Message Board is a function used by the System Manager to display messages for users on the touch panel display. Message board settings are made from the Remote UI, but can be cleared from the main unit.

 NOTE

For instructions on creating messages using the Remote UI, see Chapter 3, "Customizing Settings," in the *Remote UI Guide*.

- 1** Press  (Additional Functions) → [System Settings] → [Clear Message Board].
- 2** Press [Yes].

Auto Online/Offline

To use the optional Network Scan function, the machine must be connected to a network, and must be separately switched online to the network. This section explains how to switch the machine online and offline to use the Network Scan function.

 **NOTE**

For more information on the Network Scan function, see the *Network ScanGear User's Guide*.

Auto Online

If Auto Online is set to 'On', the machine automatically goes online when you press [Scan] on the Basic Features screen.

- 1** Press  (**Additional Functions**) → **[System Settings]** → **[Auto Online/Offline]** → **[Auto Online]**.
- 2** Select **[On]** or **[Off]** → press **[OK]**.

Auto Offline

If the machine is connected to a network that is online, scanning is not possible with the Copy or Mail Box function. By setting Auto Offline to 'On', the machine automatically goes offline when the Auto Clear mode initiates.

1 Press  (Additional Functions) → [System Settings] → [Auto Online/Offline] → [Auto Offline].

2 Select [On] or [Off] → press [OK].



NOTE

If Auto Offline is set to 'On', the machine automatically goes offline once the Auto Clear mode initiates. If the Auto Clear mode is not set (the Auto Clear Time is set to '0'), the machine automatically goes offline after approximately two minutes. (See "Auto Clear Time," on p. 4-58.)

Current Date and Time

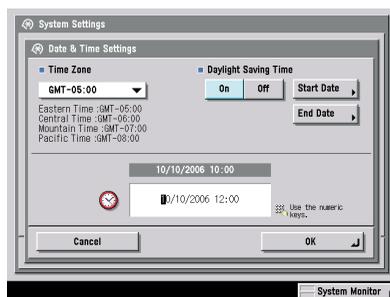
Setting the current date and time is very important. The current date and time settings are used as standard timer settings for functions that require them.

- **GMT:** The time at the Greenwich Observatory in England is called GMT (Greenwich Mean Time).
- **Time Zone:** The standard time zones of the world are expressed globally in terms of the difference in hours (\pm up to 12 hours) from GMT (\pm 0 hours). A time zone is a region throughout which this time difference is the same.
- **Daylight Saving Time:** In some countries, time is advanced throughout the summer season. The period in which this is applied is called "Daylight Saving Time."

NOTE

You can also specify to automatically synchronize the date and time with a server on the network from the Additional Functions screen. (See Chapter 3, "Using a TCP/IP Network," in the *Network Guide*.)

- 1** Press  (**Additional Functions**) \rightarrow [**System Settings**] \rightarrow [**Date & Time Settings**].
- 2** Enter the current date (month, day, year) and time using  -  (numeric keys).



Enter the month and the day using four digits (including zeros).

Enter all four digits of the year, and the time in 24-hour notation, as four digits (including zeros) without a space.

Examples: May 6 → 0506

7:05 a.m. → 0705

11:18 p.m. → 2318

 **NOTE**

If you make a mistake when entering values, press © (Clear) → enter the values again, starting with the month.

● **If you are setting the Time Zone:**

- Press the Time Zone drop-down list → select the time zone in which the machine is located.

● **If you are setting Daylight Saving Time:**

- Press [On] → [Start Date].
- Select the month and day from the Month and Day drop-down lists, respectively.
- Press [-] or [+] to enter the time of day you want Daylight Saving Time to take effect → press [OK].
- Press [End Date] → select the month, day, and time at which Daylight Saving Time ends → press [OK].

 **NOTE**

If you set Daylight Saving Time, the machine automatically sets the standard time of the machine one hour forward at the specified date and time.

3 Press [OK].

License Registration

You must register a license key to enable optional modes and functions.

Each optional mode and function requires their own license key to be registered. There is no limit to the number of license keys that can be registered in the machine.

 **IMPORTANT**

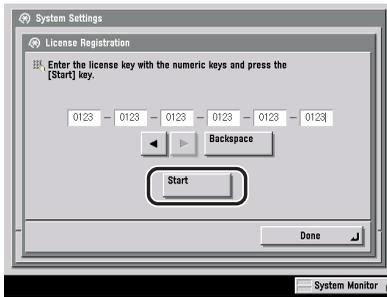
Some optional modes and functions require optional equipment to be installed in addition to obtaining and registering a license key. For more information, see "System Options," on p. 3-6, and "Available Combination of Options," on p. 3-10.

 **NOTE**

A license key can be obtained via a Web browser to access the license management system. Access the system by entering the following URL: <http://www.canon.com/lms/license/>. For more information on obtaining the license key, see the License Access Number Certificate and the License Registration Booklet included with the various optional kits.

-
- 1** Press  (Additional Functions) → [System Settings] → [License Registration].

2 Enter the license key using 0 - 9 (numeric keys) → press [Start].

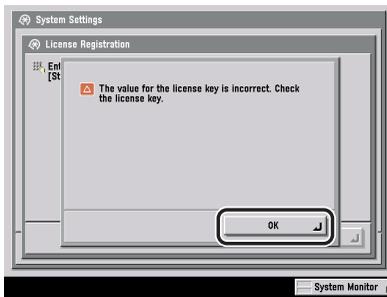


Details of each item are shown below.

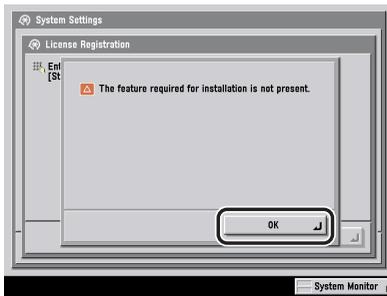
[◀][▶]: Press to move the cursor to the desired position.

[Backspace]: Press to delete the last number entered.

If the following screen is displayed, press [OK] → enter the correct license key.



If the following screen is displayed, the required optional equipment needed for license registration has not been installed. Press [OK] → install the required optional equipment or make sure that the required optional equipment is installed properly → try registering the license key again.



3 Press [OK].

Setting System Monitor Screen Restrictions

You can set restrictions relating to the System Monitor screen.

Restricting Access to the System Monitor Screen

If you are using a login service, you can restrict access to the System Monitor screen.

1 Press  (Additional Functions) → [System Settings] → [System Monitor Screen Restriction] → [Display Status Before Authentication].

2 Select [On] or [Off] → press [OK].

If the Display Status Before Authentication mode is set to 'Off':

✓: Displayed -: Not Displayed

Department ID Management or Log In Service, such as SSO and SDL	The System Monitor Screen	
	Print, Copy, Send, Fax, and Receive Status Screens	Device Status Screen
Before Logging In	–	✓
After Logging In	✓	✓

 **IMPORTANT**

Even if you set the Display Status Before Authentication mode to 'Off', access to the System Monitor screen is only restricted if a login service is set.

Setting to Allow Secured Printing from the System Monitor Screen

You can set whether to allow secured printing from the System Monitor screen.

- 1** Press **Ⓜ** (Additional Functions) → [System Settings] → [System Monitor Screen Restriction] → [Allow Secured Print from Print Status Screen].
- 2** Select [On] or [Off] → press [OK].

Setting to Display Job Logs from the System Monitor Screen

You can set whether to display job logs from the System Monitor screen.

- 1** Press **Ⓜ** (Additional Functions) → [System Settings] → [System Monitor Screen Restriction] → [Job Log Display].
- 2** Select [On] or [Off].

Details of each item are shown below.

[On]: Job logs are displayed.

[Off]: Job logs are not displayed.

If [Off] is selected, the following items are not displayed/cannot be selected.

- On the System Monitor screen:
 - [Details] and [Print List] on the Receive screen
 - [Log] on the Copy, Send, Fax, and Print screens
- On the Print Job screen:
 - [Log]

● **If you select [On]:**

- Press [OK].

● **If you select [Off]:**

- Select [Permit] or [Do Not Allow] for <Obtain Job Log From Management Software> → press [OK].

Obtain Job Log From Management Software

[Permit]: Permits collection of job logs using management software.

[Do Not Allow]: Does not permit collection of job logs using management software.

MEAP Settings

You can print information about installed MEAP applications.

Use HTTP Server

Set Use HTTP to 'On' to access this machine from a Web browser, and utilize the installed MEAP applications.

IMPORTANT

- To access [User Management/Settings] from the SDL, set USE HTTP to 'On'.
- To manage user information for the Local Device Authentication system of SSO, set USE HTTP to 'On'.
- To change the SSO user authentication system to Domain Authentication, Domain Authentication + Local Device Authentication, or Local Device Authentication, set USE HTTP to 'On'.
- To use the Remote UI, set USE HTTP to 'On'.

NOTE

- Set Use HTTP to 'On' if HTTP is required for MEAP functions and MEAP applications. To use HTTP for functions other than MEAP (e.g., the Remote UI), set Use HTTP in Network Settings (from the Additional Functions screen) to 'On'. (See Chapter 3, "Using a TCP/IP Network," in the *Network Guide*.)
- If you set Use HTTP in System Settings (from the Additional Functions screen) to 'On', the port number for MEAP functions and MEAP applications is automatically set to '8000'.

1 Press  (**Additional Functions**) → [**System Settings**] → [**MEAP Settings**] → [**Use HTTP**].

2 Select [**On**] or [**Off**].

Details of each item are shown below.

[On]: An HTTP server is used.

[Off]: An HTTP server is not used.

● If you select [On]:

- Select [On] or [Off] for <Use SSL> → press [OK].

Use SSL (Secure Sockets Layer)

[On]: SSL is used to communicate.

[Off]: SSL is not used to communicate.

● If you select [Off]:

- Press [OK].

**NOTE**

- Before setting <Use SSL> to 'On', it is necessary to set a default key in Network Settings (from the Additional Functions screen). (See Chapter 3, "Using a TCP/IP Network," in the *Network Guide*.)
- The Use HTTP mode is enabled only after you restart the machine (the main power switch is turned OFF, and then back ON). For instruction on restarting (turning the main power switch OFF and then ON) the machine, see "Main Power and Control Panel Power, " on p. 1-15.
- Any changes made to <Use SSL> are also applied to <Use SSL> in Remote UI in System Settings (from the Additional Functions screen).

Printing Installed Application Information

You can print the MEAP application information, as well as certain system application information.

**NOTE**

The information is printed as a report.

- 1** Press  (Additional Functions) → [System Settings] → [MEAP Settings] → [Print System Information].

2 Press [Yes].

```
*****  
*** System Information ***  
*****  
  
MEAP Specifications : 5,6,7,9,10,11,13  
MEAP Contents : 00.16  
  
Application Name : PortalService  
Application ID/System Application Name : 0906ebfc-d39e-4149-9cc5-3caa528fcd03  
Application Version : 2.0.0  
Status : Active  
Installed on : Thu Apr 14 15:53:24 GMT+09:00 2005  
Vendor : Canon Inc.  
License Status : Unnecessary  
Maximum Memory Usage : 220  
Registered Service : com.canon.meap.service.portalservice.PortalService
```

Items printed for each application are as follows:

- MEAP Specifications: Prints information regarding the MEAP function.
- MEAP Contents: Prints the MEAP version.
- Application Name: Prints the name of the application.
- Application ID/System Application Name: Prints the system application's file name or the Application ID of a standard application.
- Application Version: Prints the application's version number.
- Status: Prints the status of the application.
 - Installed: The application has been installed successfully.
 - Active: The application is running.
 - Stopped: The application is idle.
- Installed on: Prints the date and time the application was installed.
- Vendor: Prints the name of the application vendor.
- License Status: Prints the license status.
 - Installed: An effective license has been installed.
 - Invalid: The license is invalid.
 - Overlimit: The installed license has exceeded its user limit.
 - Unnecessary: You do not need a license to run the application.
- License Expires After: Prints the expiration date of the license. If License Status shows "Unnecessary" as its value, the expiration date is not printed.
- License Upper Limit: Prints the upper license limit for each counter. If License Status shows "Unnecessary" as its value, the upper license limit is not printed.
- Counter Value: Prints the current value for each counter. If License Status shows "Unnecessary" as its value, the current counter value is not printed.

- **Maximum Memory Usage:** Prints the maximum amount of memory that can be used by each application. The Maximum Memory Usage number is printed in kilobytes (KB).
- **Registered Service:** Prints the service registered on the MEAP framework from the application. The Registered Service is printed only if there is data that corresponds to it.



NOTE

- The printed items are subject to change, as we are constantly improving our products.
- In the sample printout, an application called "PortalService" is installed on the machine. This application can be installed using the MEAP Administration Software CD-ROM.

Copy Set Numbering Options

You can specify the detailed settings of the Copy Set Numbering mode for both the Copying and Mail Box functions. For instructions on using the Copy Set Numbering mode, see Chapter 4, "Special Copying and Mail Box Features," in the *Copying and Mail Box Guide*.

1 Press **Ⓜ** (Additional Functions) → [System Settings] → [Copy Set Numbering Option Settings].

2 Select [On] or [Off] for <Copy Set Num. Op>.

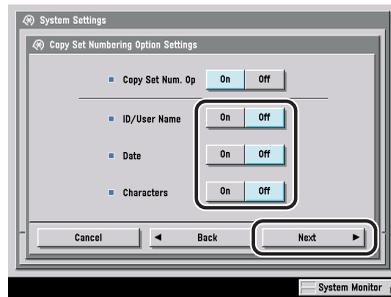
Details of each item are shown below.

[On]: [Full Surface] and [Numbers in 5 Locations] are grayed out, and cannot be selected on the Orientation and Position Settings screen when you set the Copy Set Numbering mode. The font sizes of the copy set numbers are as follows: [Small]: 10.5 point, [Medium]: 12 point, [Large]: 14 point

[Off]: [Full Surface] and [Numbers in 5 Locations] can be selected on the Orientation and Position Settings screen when you set the Copy Set Numbering mode. The font sizes of the copy set numbers are as follows: [Small]: 12 point, [Medium]: 24 point, [Large]: 36 point

● If you select [On]:

- Select [On] or [Off] for each of the items → press [Next].

**ID/User Name**

[On]: The Department ID is printed. If you are using a login service other than Department ID Management, the user name is printed instead.

[Off]: Only the user name is printed.

Date

[On]: The date is printed.

[Off]: The date is not printed.

Characters

[On]: User-defined text is printed.

[Off]: User-defined text is not printed.

- If you select [On] for <Date>, select the date format → press [Next].

If you select [Off] for <Date>, proceed to the next step.

- If you select [On] for <Characters>, press [Enter] → enter the text to print → press [OK] → [Next].

If you select [Off] for <Characters>, proceed to the next step.

If you have registered characters in Register Characters for Page No./ Watermark in Common Settings (from the Additional Functions screen), you can select the characters from the list.

- Select the way you would like to align the selected or entered characters on the page → press [OK].

● If you select [Off]:

- Press [OK].

Displaying the Current Department ID/User Name

If you are using a login service, you can display the Department ID or user name which is currently being used to log on to the machine in the Job/Print Status Display Area.

The item displayed for each login service is shown below:

Login Service		Item Displayed
Default Authentication		Department ID
SDL (Simple Device Login)		User Name
SSO (Single Sign-On)	If you logged on to the domain to which the machine belongs:	User Name
	If you logged on to a domain to which the machine does not belong:	User Name
	If you logged on using the Local Device Authentication system:	User Name

1 Press  (Additional Functions) → [System Settings] → [Display ID/User Name].

2 Select [On] or [Off] → press [OK].

 **IMPORTANT**

If you set Display ID/User Name to 'On', and you are not using a login service, the Department ID/user name is not displayed.

USB Settings

This mode enables you to specify the USB settings.

NOTE

Changes are only effective after you restart the machine (the main power switch is turned OFF, and then back ON). For instruction on restarting (turning the main power switch OFF and then ON) the machine, see "Main Power and Control Panel Power," on p. 1-15.

Using a USB Device

Set Use USB Device to 'On' to connect a computer to the machine via the USB port.

- 1** Press  (Additional Functions) → [System Settings] → [USB Settings] → [Use USB Device].
- 2** Select [On] or [Off] → press [OK].

Using a USB Host

Set Use USB Host to 'On' to connect a host device with the machine via the USB port.

NOTE

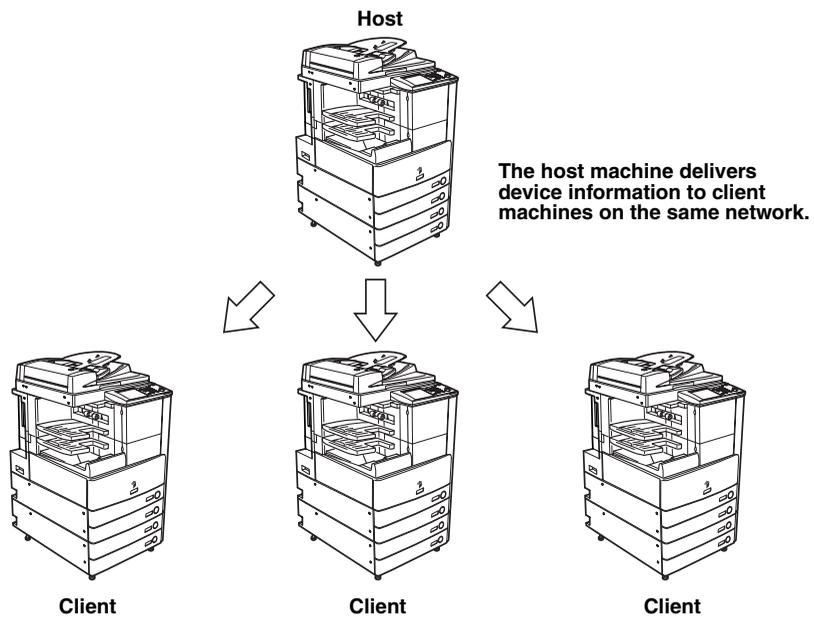
[Use USB Host] is displayed only if the optional USB Application Interface Board is attached.

- 1** Press  (Additional Functions) → [System Settings] → [USB Settings] → [Use USB Host].
- 2** Select [On] or [Off] → press [OK].

Specifying Device Information Delivery Settings

Registering device information in your machine enables you to set the machine to deliver the same device information to other machines that are connected to the same network. This enables you to easily manage multiple machines at the same time.

Your machine is capable of both sending and receiving device information, which can be delivered manually and automatically.



The following device information can be delivered:

Delivered Information	Contents	Notes
Address Book	The Address Book, forwarding settings, and favorites buttons	<ul style="list-style-type: none"> • All of the currently stored destinations are deleted, and then the destinations that are delivered are registered. • Sending and receiving of the Address Book is available only if the Universal Send Kit is activated or the optional Super G3 FAX Board or Super G3 Multi-Line FAX Board is attached.
Department ID	System Manager and Department ID Management settings	<ul style="list-style-type: none"> • Only Department IDs existing in the client machines are deleted. • If an identical Department ID exists in the client machine, its password and set counter limits are overwritten. Counter values, however, are not overwritten. • If a Department ID exists in the host machine, but not in the client machine, the Department ID, password, and set counter limits from the host machine are added to the client machine. Counter values are also added and reset. • If the optional Card Reader-C1 is attached to the host machine and is not attached to the client machine, or vice versa, only System Manager Settings are delivered.
Printer Settings	Printer Settings	<ul style="list-style-type: none"> • Some Additional Functions settings are not delivered. For more information, see the <i>PS/PCL/UFR II Printer Guide</i>.

Delivered Information	Contents	Notes
Additional Functions Settings Value	Settings made from the Additional Functions screen (excluding the above settings)	<ul style="list-style-type: none"> • Some Additional Functions settings are not delivered. For more information, see "Additional Functions Settings Table," on p. 4-6. • Information for inboxes set with a password is not delivered. Information for inboxes set with a password in the client machine is not overwritten. • If you do not deliver Additional Functions settings and the Address Book at the same time, the settings in URL Send Settings in Mail Box Settings (from the Additional Functions screen) may be erased.

 **CAUTION**

Preparing for delivery and updating the information after it is received may take several minutes. Do not turn the main power OFF until these operations are complete. Doing so may result in loss of data or damage to the data.

 **IMPORTANT**

- Device information can be shared between machines of the same model (imageRUNNER 3045/3035/3030/3025), and which have the Device Information Delivery Settings mode. However, some information may not be delivered correctly depending on the optional equipment that is attached to the machines.
- If [Restrictions for Receiving Device Info.] under <Receiving Settings> is set to 'Off' in System Settings (from the Additional Functions screen), device information can be delivered from different machine models; however, some information may not be delivered correctly. (See "Restricting the Reception of Device Information," on p. 6-51.)
- Device information cannot be delivered if the System Manager ID and System Password registered in the client machine differs from the System Manager ID and System Password registered in the host machine.

 **NOTE**

Unique machine information, such as the IP address, is not delivered.

Registering/Deleting/Printing Delivery Destinations

You can register, confirm, and delete delivery destinations.

 **NOTE**

The maximum number of destinations you can register is 100.

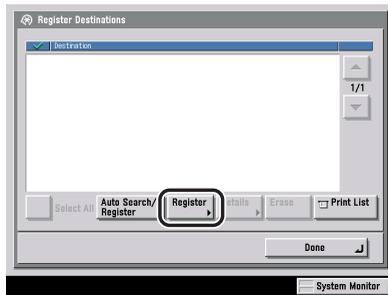
Registering Delivery Destinations

1 Press  (Additional Functions) → [System Settings] → [Device Information Delivery Settings] → [Register Destinations] under <Transmitting Settings>.

2 Register a destination.

● To manually register a destination:

□ Press [Register].



□ Enter the IP address of the destination or FQDN (Fully Qualified Domain Name) (i.e., starfish.organization.company.com) → press [OK].

 **NOTE**

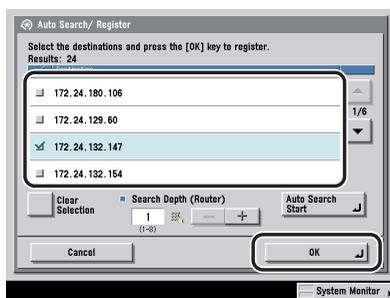
- For instructions on entering characters, see "Entering Characters from the Touch Panel Display," on p. 2-22.
- If any of the following is true for the destination machine, a message <Could not retrieve information for the device to register. Register as a destination?> is displayed. If you press [Yes], <Deliverable Settings> on the Details screen will be blank.
 - The main power is turned OFF
 - The destination machine is not connected to the network
 - A default key is not set
 - Every function in Receive Restriction for Each Function under <Receiving Settings> in Device Information Delivery Settings is set to 'On'

● **To automatically search for destinations:**

- Press [Auto Search/Register].
- Press [Auto Search Start].
 - Press [-] or [+] to set the search depth (how many routers to search).

 **NOTE**

- Since searching uses SLP (Service Location Protocol), machines behind a router will not be detected if the router is set to restrict passing with the SLP protocol.
- If any of the following is true for the destination machine, you cannot search the destination.
 - The main power is turned OFF
 - The destination machine is not connected to the network
 - Every function in Receive Restriction for Each Function under <Receiving Settings> in Device Information Delivery Settings is set to 'On'
- Select the destination → press [OK].



To select all of the destinations, press [Select All]. However, if a destination is selected, this key changes to [Clear Selection].



NOTE

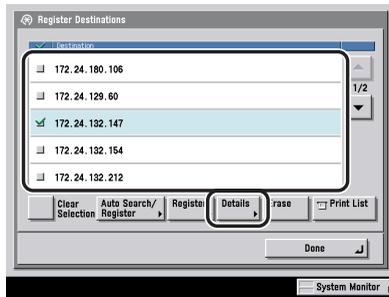
- You can cancel a selection by selecting the destination again.
- To cancel all destinations, press [Clear Selection]. ([Clear Selection] changes to [Select All].)

3 Press [Done].

Confirming Delivery Destination Settings

1 Press  (Additional Functions) → [System Settings] → [Device Information Delivery Settings] → [Register Destinations] under <Transmitting Settings>.

2 Select the destination whose settings you want to confirm → press [Details].



3 Confirm the settings → press [OK].

If you have changed the destination machine's settings in Receive Restriction for Each Function under <Receiving Settings> in Device Information Delivery Settings, press [Get Information] to update the destination machine's information.



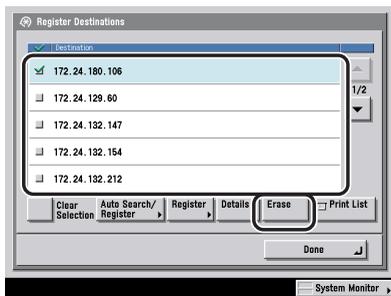
NOTE

If any of the following is true for the destination machine whose settings you want to confirm, <Deliverable Settings> on the Details screen will be blank.

- The main power is turned OFF
- The destination machine is not connected to the network
- Every function in Receive Restriction for Each Function under <Receiving Settings> in Device Information Delivery Settings is set to 'On'

Deleting a Delivery Destination

- 1 Press **Ⓜ** (Additional Functions) → [System Settings] → [Device Information Delivery Settings] → [Register Destinations] under <Transmitting Settings>.
- 2 Select the destination that you want to erase → press [Erase].



To select all destinations, press [Select All]. However, if a destination is selected, this key changes to [Clear Selection].



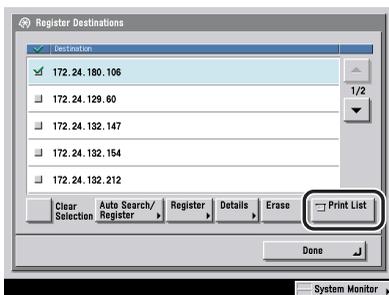
NOTE

- You can cancel a selection by selecting the destination again.
- To cancel all destinations, press [Clear Selection]. ([Clear Selection] changes to [Select All].)

- 3 Press [Yes].

Printing the Delivery Destinations

- 1 Press **Ⓜ** (Additional Functions) → [System Settings] → [Device Information Delivery Settings] → [Register Destinations] under <Transmitting Settings>.
- 2 Press [Print List].



NOTE

The delivery destination list can be printed only if 11" x 17", LGL, LTR, or LTRR (plain, recycled, or color paper) is loaded in a paper source that is set to 'On' when you press [Other] to select a paper source in Drawer Eligibility For APS/ADS in Common Settings (from the Additional Functions screen). (See "Auto Paper Selection/Auto Drawer Switching," on p. 4-31.)

- 3 Press [Yes].

Setting Automatic Delivery

You can set to automatically deliver device information at a specified time. You can also select which information to deliver.

IMPORTANT

- When delivering device information, the following machines will not update their information:
 - Machines which are processing a send job
 - Machines importing or exporting data via the Remote UI
 - Machines which are executing functions from the Additional Functions screen
- In addition to the above, machines which are having their address books accessed or are sending a job will not update their address books, and machines performing a print job will not update their Printer Settings.
- Machines which could not receive device information because of a power failure or network trouble, will not receive updated information until the first automatic update after the machine recovers.

NOTE

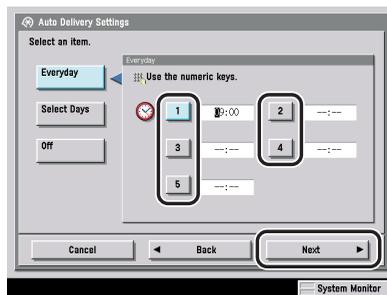
Device information is not delivered if the machine goes into the Shutdown mode, even if an automatic delivery time is set.

1 Press  (Additional Functions) → [System Settings] → [Device Information Delivery Settings] → [Auto Delivery Settings] under <Transmitting Settings>.

2 Select [Everyday], [Select Days], or [Off].

● If you select [Everyday]:

- Select a number ([1] to [5]) → enter the start time using  -  (numeric keys) → press [Next].



You can store up to five different start times.

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

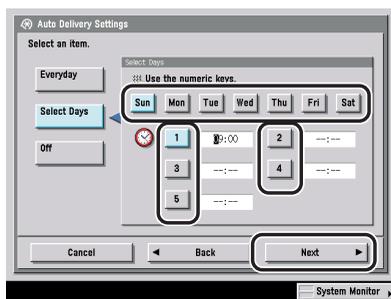
Examples: 7:05 a.m. → 0705

11:18 p.m. → 2318

If you make a mistake when entering the time, press \odot (Clear) to clear your entry → enter another four digit number.

● **If you select [Select Days]:**

- Select a day of the week ([Sun] to [Sat]) → select a number ([1] to [5]).
- Enter the start time using \odot - \odot (numeric keys) → press [Next].



You can store up to five different start times for each day of the week.

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

Examples: 7:05 a.m. → 0705

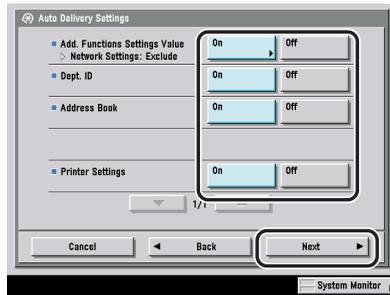
11:18 p.m. → 2318

If you make a mistake when entering the time, press \odot (Clear) to clear your entry → enter another four digit number.

● **If you select [Off]:**

- Press [OK].

3 Select which device information you want to deliver → press [Next].



Details of each item are shown below.

[On]: The machine will deliver the selected device information.

[Off]: The machine will not deliver the selected device information.

<Network Settings>:

Available when [On] is selected for <Add. Functions Settings Value>. Select [Include] to deliver the network settings, or [Exclude] to not deliver the network settings → press [Done].

4 Select the destinations → press [OK].

Setting Manual Delivery

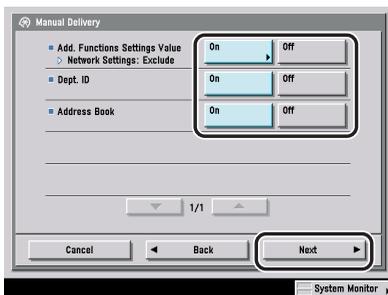
You can set to manually deliver device information.

IMPORTANT

- When delivering device information, the following machines will not update their information:
 - Machines which are processing a send job
 - Machines importing or exporting data via the Remote UI
 - Machines which are executing functions from the Additional Functions screen
 - Machines which are having their address books accessed
- In addition to the above, machines which are having their address books accessed or are sending a job will not update their address books, and machines performing a print job will not update their Printer Settings.

1 Press  (**Additional Functions**) → **[System Settings]** → **[Device Information Delivery Settings]** → **[Manual Delivery]** under **<Transmitting Settings>**.

2 Select which device information you want to deliver → press **[Next]**.



Details of each item are shown below.

[On]: The machine delivers the selected device information.

[Off]: The machine does not deliver the selected device information.

<Network Settings>:

Available when [On] is selected for <Add. Functions Settings Value>. Select [Include] to deliver the network settings, or [Exclude] to not deliver the network settings → press [Done].

3 Select the destinations → press [Manual delivery Start].



NOTE

Even if you press [Cancel] on the delivery in progress screen, delivery will not be canceled for machines to which information has already been delivered. Delivery to the next selected machine will be canceled.

4 When delivery is complete, confirm the delivery results displayed in the <Status> column on the Manual Delivery screen.

Restricting the Reception of Device Information

You can set whether to receive delivered device information from other model machines, besides the imageRUNNER 3045/3035/3030/3025, which have the Device Information Delivery Settings mode.

1 Press (Additional Functions) → [System Settings] → [Device Information Delivery Settings] → [Restrictions for Receiving Device Info.] under <Receiving Settings>.

2 Select [On] or [Off] → press [OK].

Details of each item are shown below.

[On]: Device information can only be delivered from other imageRUNNER 3045/3035/3030/3025 machines with the Device Information Delivery Settings mode.

[Off]: Device information can be delivered from different machine models.

Restoring Device Information

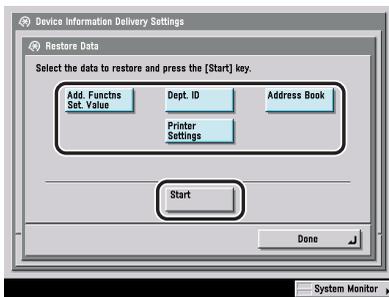
You can restore device information to what it was before it was updated. This is useful when you have accidentally updated the device information.

 **NOTE**

You can return device information only to what it was at the time of the very last update.

1 Press  (Additional Functions) → [System Settings] → [Device Information Delivery Settings] → [Restore Data] under <Receiving Settings>.

2 Select the information to restore → press [Start].



 **IMPORTANT**

If you do not restore the Additional Functions settings and the Address Book at the same time, the URL Send Settings in Mail Box Settings (from the Additional Functions screen) may be erased.

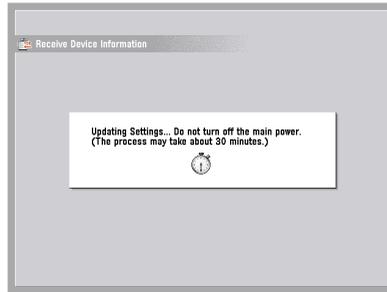
3 Press [Yes].

Restricting the Type of Information That Is Updated

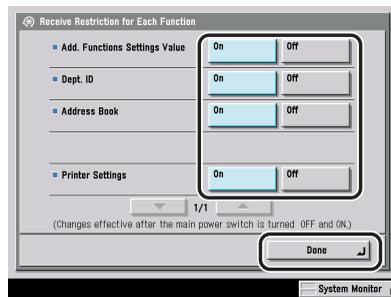
You can restrict the type of device information that is received and updated.

IMPORTANT

While receiving and updating device information, the screen indicating that the settings are being updated is displayed. Operations on this machine cannot be performed until the update completes.



- 1** Press  (Additional Functions) → [System Settings] → [Device Information Delivery Settings] → [Receive Restriction for Each Function] under <Receiving Settings>.
- 2** Select [On] or [Off] next to the functions you want to restrict → press [Done].



Details of each item are shown below.

[On]: The machine is restricted, and does not update the selected device information.

[Off]: The machine is not restricted, and updates the device information.



NOTE

- Before setting <Add. Functions Settings Value>, <Dept. ID>, or <Address Book> to 'Off', it is necessary to set a default key in Network Settings (from the Additional Functions screen). (See Chapter 3, "Using a TCP/IP Network," in the *Network Guide*.)
- Changes are only effective after you restart the machine (the main power switch is turned OFF, and then back ON). For instructions on restarting (turning the main power switch OFF and then ON) the machine, see "Main Power and Control Panel Power," on p. 1-15.

Checking/Printing the Communication Log

You can check and print the following information on the Communication log: Start time, destination address, delivery result, end time, data content, and end code.

Checking the Communication Log

- 1** Press  (Additional Functions) → [System Settings] → [Device Information Delivery Settings] → [Communication Log].
- 2** Check the communication logs → press [Done].



NOTE

To view the detailed information of a communication log, select the log → press [Details].

Printing the Communication Log



NOTE

For details on the Device Information Communication Log, see "Device Information Communication Log Report," on p. 9-6.

- 1** Press  (Additional Functions) → [System Settings] → [Device Information Delivery Settings] → [Communication Log].

2 Press [Print List].

If you want to print the list automatically at a specified time, press [Report Settings].

● If you select [Report Settings]:

- Specify the desired print settings → press [OK].

Auto Print

[On]: The communication log is automatically printed when the number of send and receive transmissions reaches 100.

[Off]: The communication log is not printed automatically.

Daily Activity Report Time

If you select [On], enter the time using  -  (numeric keys).

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

Examples: 7:05 a.m. → 0705

11:18 p.m. → 2318

If you make a mistake when entering the time, press  (Clear) to clear your entry → enter another four digit number.

If the number of send and receive transmissions exceed 100 before the specified Auto Print time is reached, a communication log of the most recent 100 transmissions is printed.

[Separate Report Type]

If you want to print the delivery and receive logs separately, press [Separate Report Type].



NOTE

The communication log can be printed only if 11" x 17", LGL, LTR, or LTRR (plain, recycled, or color paper) is loaded in a paper source that is set to 'On' when you press [Other] to select a paper source in Drawer Eligibility For APS/ADS in Common Settings (from the Additional Functions screen). (See "Auto Paper Selection/Auto Drawer Switching," on p. 4-31.)

3 Press [Yes].

Initializing All Data/Settings

This mode enables you to erase the following data stored in the machine. It is not normally necessary to use this mode, but it is useful to erase personal or confidential information when returning or disposing of the machine.

- Data stored in inboxes
- Address data stored in the Address Book
- Scan settings registered for the Sending function
- Mode Memory settings registered for the Copy or Mail Box function
- MEAP applications and license files
- Data saved from MEAP applications
- The password for the SMS (Service Management Service) login service of MEAP (If you changed the password, it returns to the default password.)
- User authentication information registered in SDL (Simple Device Login)
- User authentication information registered in the Local Device Authentication system of SSO (Single Sign-On)
- Unsent documents (reserved documents and documents set with the Delayed Send mode)
- Job history
- Additional Functions settings
- Forms registered for the Image Composition mode
- Registered forwarding settings
- Key Pair and Server Certificate registered in Certificate Settings in TCP/IP Settings in Network Settings in System Settings (from the Additional Functions screen)

CAUTION

- **Before initiating the Initialize All Data/Settings mode, make sure that the data you are erasing is completely unnecessary. Note that Canon will not be liable for any damages resulting from the loss of data.**
- **If the optional Card Reader-C1 is attached to the machine, and does not operate properly after initializing the data, contact your local authorized Canon dealer.**



IMPORTANT

- To prevent other users from accidentally erasing all the data on the hard disk, it is recommended to register a System Manager ID and System Password so that only the System Manager can perform this procedure.
- Confirm that there are no current jobs being processed before using the Initialize All Data/Settings mode.
- Back up any necessary data before initializing the data in the machine. You can back up the following data:
 - Address Book, Additional Functions settings, Forwarding Settings, and User Inbox Document Data
(For information on exporting this data, see the *Remote UI Guide*.)
 - License files for MEAP applications
(For information on downloading license files, see the *MEAP SMS Administrator Guide*.)
 - User authentication information registered in SDL (Simple Device Login)
 - User authentication information registered in the Local Device Authentication System of SSO (Single Sign-On)
(For information on exporting authentication information, see the *MEAP SMS Administrator Guide*.)
 - Settings which can be sent using the Device Information Delivery mode
(Can only be backed up if you have another imageRUNNER machine with the Device Information Delivery mode. It is not necessary to back up this data if you want to use the data already registered in the other imageRUNNER machine. For more information on the Device Information Delivery mode, see "Specifying Device Information Delivery Settings," on p. 6-39.)
 - Data saved from MEAP applications
(Depending on the MEAP application, you may be able to back up this data. For more information, see the *MEAP SMS Administrator Guide*.)
- You cannot access the machine while the hard disk is being initialized.
- The Initialize All Data/Settings mode does not delete any data the machine has stored on a server or computer.

1 Press  (Additional Functions) → [System Settings] → [Initialize All Data/Settings].

2 Press [Yes].

It may take more than 30 minutes to initialize the hard disk.



IMPORTANT

If there are any current jobs being processed, they will be canceled, and then erased.

3 After the hard disk is initialized, press the main power switch to OFF ("" side).

Setting the Display Method When Entering a Password

You can set whether to display asterisks when entering confidential information, such as a password.

 **NOTE**

When the information is being displayed as asterisks, a screen prompting the user to re-enter the information for confirmation purposes is displayed.

1 Press  (Additional Functions) → [System Settings] → [Use Asterisks to Enter Access No./Passwords].

2 Select [On] or [Off].

Details of each item are shown below.

[On]: When registering confidential information, it will be displayed as asterisks.

[Off]: When registering confidential information, it will be displayed directly on the screen.

Forced Secure Watermark Mode

The Forced Secure Watermark mode enables you to set the machine to always print the specified hidden watermark on prints and copies. For more information on the Secure Watermark mode, see Chapter 4, "Special Copying and Mail Box Features," in the *Copying and Mail Box Guide*.

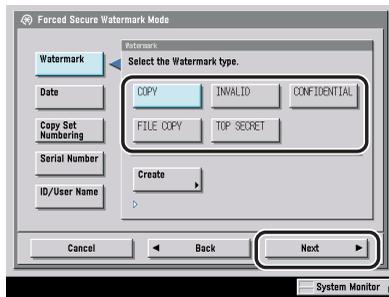
NOTE

The Forced Secure Watermark Mode can be set only if the optional Secure Watermark is activated.

- 1** Press  (Additional Functions) → [System Settings] → [Forced Secure Watermark Mode].
- 2** Press [Set] for the desired function.
- 3** Select the type of secure watermark to embed (Watermark, Date, Copy Set Numbering, Serial Number, or ID/User Name).

● If you select [Watermark]:

- Select a preset watermark → press [Next].



● If you select [Watermark] → [Create]:

- Press [Enter] → enter the desired text → press [OK] → [OK] → [Next].

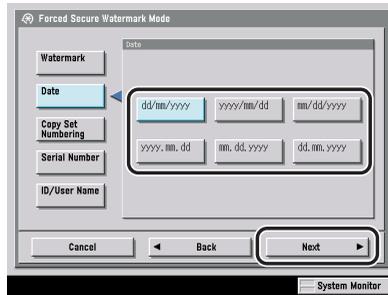
If you have registered characters in Register Characters for Page No./ Watermark in Common Settings (from the Additional Functions screen), you can select the characters from the list.

 **NOTE**

For instructions on entering characters, see "Entering Characters from the Touch Panel Display," on p. 2-22.

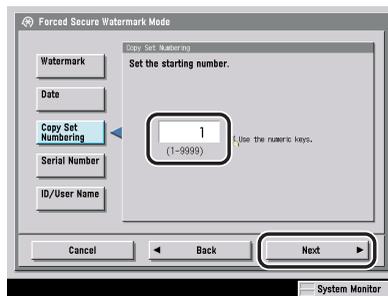
● **If you select [Date]:**

- Select the date format → press [Next].



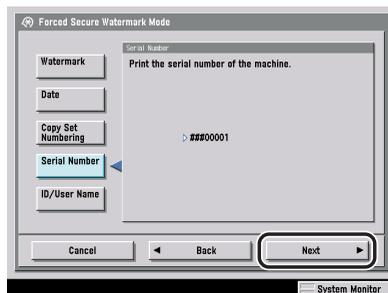
● **If you select [Copy Set Numbering]:**

- Enter the starting number using 0 - 9 (numeric keys) → press [Next].



● **If you select [Serial Number]:**

- Press [Next].



 **NOTE**

The serial number that is displayed in the Job/Print Status Display Area when you press  (Counter Check) on the control panel is printed.

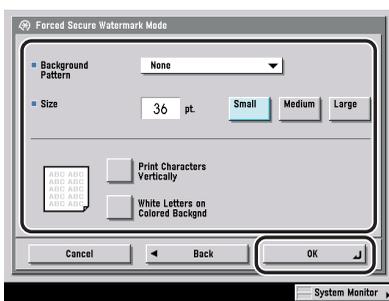
● **If you select [ID/User Name]:**

- Press [Next].

 **NOTE**

- The ID or User Name of the user printing the document is printed.
- The watermark "COPY" is printed if a login service is not set.

4 **Select the background pattern → select the size of the text → press [OK].**



To print pattern on the background of copy, select the background pattern from the Background Pattern drop-down list.

You can select [Small] (36 pt.), [Medium] (54 pt.), or [Large] (72 pt.) for the size of the text.

To print the characters vertically across the page, press [Print Characters Vertically].

To use white letters on a colored background, press [White Letters on Colored Backgnd].

Specifying Encrypted Secured Printing Settings

You can specify settings relating to encrypted secured printing.

 **NOTE**

Encrypted Print Settings can be set only if the Encrypted Secure Print Software is activated.

Setting to Receive Only Encrypted Secured Print Jobs

You can set the machine to only receive encrypted secured print jobs from computers.

- 1** Press  (Additional Functions) → [System Settings] → [Encrypted Print Settings] → [Only Allow Encrypted Print Jobs].
- 2** Select [On] or [Off] → press [OK].

Specifying Settings for All User Inboxes

You can specify settings for the time until documents in all of the user inboxes are erased automatically, as well as whether to print upon storing from the printer driver.

IMPORTANT

- If these settings have been previously specified for individual user inboxes, the settings set in [Settings for All User Inboxes] are given priority, regardless of password settings for each user inbox.
- If settings for individual user inboxes are changed after specifying settings in [Setting for All User Inboxes], the settings for each individual user inbox are given priority.

Setting the Time until Documents Are Automatically Erased

You can specify the time until the documents in user inboxes are automatically erased.

- 1** Press  (Additional Functions) → [System Settings] → [Settings for All User Inboxes] → [Time until Document Auto Erase].
- 2** Press [▼] or [▲] to set the time until documents are automatically erased → press [OK].

Printing upon Storing from the Printer Driver

When storing documents from a computer into a user inbox, you can set whether to print the result of the storing process. Select [On] to print the results.

- 1** Press **Ⓞ** (Additional Functions) → [System Settings] → [Settings for All User Inboxes] → [Print Upon Storing From the Printer Driver].
- 2** Select [On] or [Off] → press [OK].

Storing/Editing Irregular Paper Types

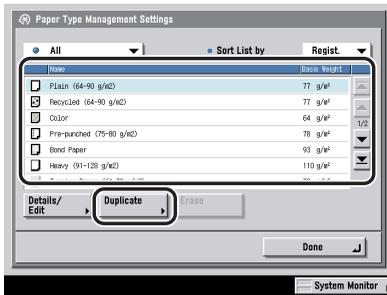
You can register up to 200 paper types with new names other than the default paper types registered in the machine. You can register a paper type by editing the name after duplicating the closest paper type from a registered paper type.

IMPORTANT

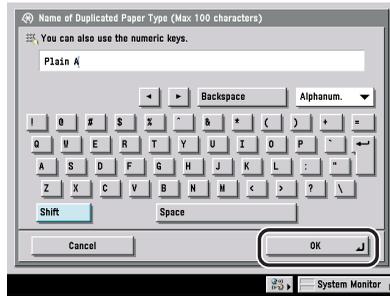
When printing the received document, paper types that the user specifies are not available.

Storing Irregular Paper Types

- 1** Press  (Additional Functions) → [System Settings] → [Paper Type Management Settings].
- 2** Select from the list a paper type that has closely resembling characteristics to the paper type you are going to register → press [Duplicate].



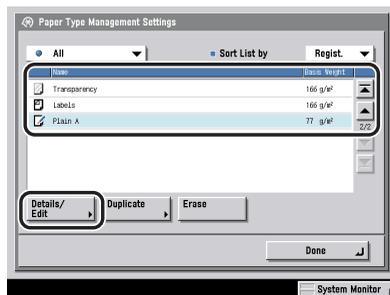
3 Enter a name → press [OK].



Editing Irregular Paper Types

1 Press (Additional Functions) → [System Settings] → [Paper Type Management Settings].

2 Select a paper type that you have registered from the list → press [Details/Edit].



3 Press [Change].



IMPORTANT

If you change the name of irregular paper types that are currently loaded in a paper source, you must re-register the paper type for paper drawers, stack bypass, and paper decks. For more information on registering the paper type in a paper source, see "Identifying the Type of Paper in a Paper Source," on p. 4-34.

NOTE

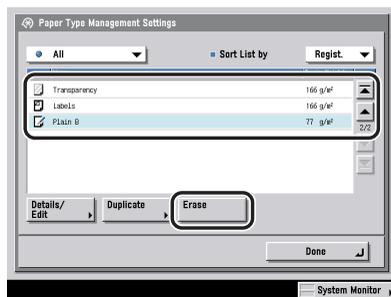
- The names of the paper types registered by default cannot be changed.
- You can only edit the contents for <Name>. Detailed information for <Category>, <Basis Weight>, <Finish>, and <Type> are displayed.

4 Enter the name → press [OK].



Erasing Irregular Paper Types

- 1 Press **Ⓜ** (Additional Functions) → [System Settings] → [Paper Type Management Settings].
- 2 Select a paper type that you have registered from the list → press [Erase].



ⓘ **IMPORTANT**
Confirm the contents to be erased.

- 3 Press [Yes].

7

CHAPTER

Routine Maintenance

This chapter describes how to load paper, perform routine cleaning operations, and replace consumables, such as toner and staple cartridges.

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Paper Drawers

This section describes how to load paper into the paper drawers.

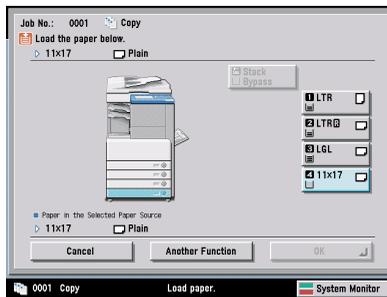
NOTE

- The following paper sizes can be loaded into Paper Drawers 1, 2, 3, and 4.
 - Paper Drawer 1: LGL, LTR, LTRR, STMTR, EXEC, and envelopes
 - Paper Drawer 2, 3, 4: 11" x 17", LGL, LTR, LTRR, STMTR, and EXEC
 - Envelopes can be loaded into Paper Drawer 1 only if the optional Envelope Feeder Attachment-C2 is attached.
 - Paper Drawers 3 and 4 can only be used if the optional Cassette Feeding Unit-Y3 is attached.
- For more information on available paper stock that can be loaded into the paper drawers, see "Available Paper Stock," on p. 2-54.

Loading Paper

If the selected paper runs out, or the selected paper drawer runs out of paper during printing, a screen prompting you to load paper appears on the touch panel display.

Follow the procedure below to load paper into the paper drawers.



CAUTION

When loading paper, take care not to cut your hands on the edges of the paper.

IMPORTANT

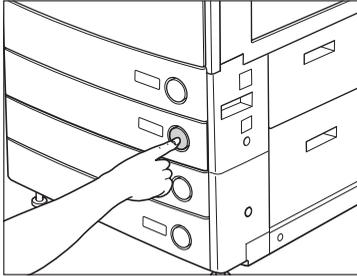
- A screen prompting you to load paper also appears if the selected paper drawer is not fully inserted into the machine. Make sure that the paper drawer is properly in place.
- Do not load nonstandard paper sizes into the paper drawers.
- Do not load the following types of paper into the paper drawers. Doing so may cause a paper jam.
 - Severely curled or wrinkled paper
 - Thin straw paper
 - Transparencies
 - Paper which has been printed on using a thermal transfer printer (Do not print on the reverse side of this paper either.)
- Fan the stack of paper well before loading it, and align the edges of the paper stack on a flat surface.
- Never place paper or any other items in the empty part of the drawer next to the paper stack. Doing so may cause paper jams.

NOTE

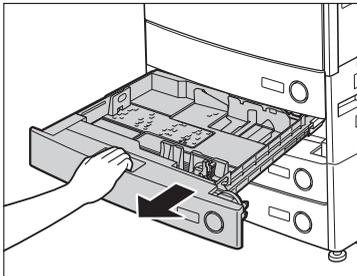
- If a message prompting you to load paper appears during printing, the remaining prints are automatically made after you load the correct paper. If you select another paper drawer, the remaining prints are made after you press [OK].
- To cancel printing, press [Cancel].
- To use another available function, press [Another Function] → select [Copy], [Send], [Mail Box], or [Scan] → press [Done].



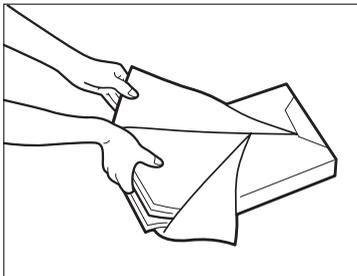
- 1** Press and release the button on the paper drawer in which you want to load paper.



- 2** Grip the handle, and pull out the paper drawer until it stops.



- 3** Open a package of paper, and remove the paper stack.



CAUTION

When loading paper, take care not to cut your hands on the edges of the paper.



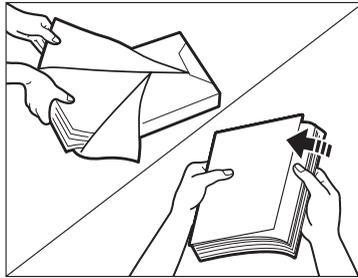
IMPORTANT

Rewrap any remaining paper in its original package, and store it in a dry place, away from direct sunlight.



NOTE

- For high-quality printouts, use paper recommended by Canon.
- Before loading paper, always fan the sheets several times, and align the edges to facilitate feeding.

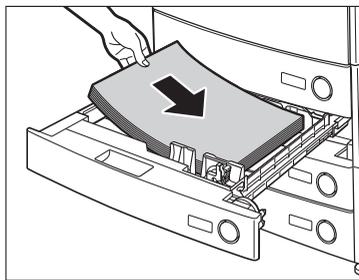


4 Load the paper stack into the paper drawer.

Even out the edges of the paper stack. Load the paper stack against the right wall of the paper drawer.

When loading paper into the paper drawer for the first time, set the paper size dial to match the paper size being loaded. (See "Adjusting a Paper Drawer to Hold a Different Paper Size," on p. 7-7.)

When loading paper into the paper drawer, make sure that the paper size setting is the same size as the paper being loaded.



IMPORTANT

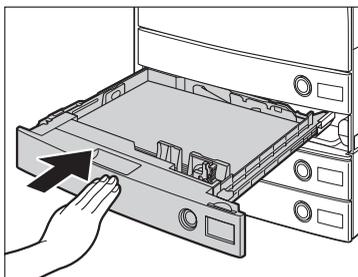
- Paper which has been rolled or curled must be straightened out prior to use.
- Make sure that the height of the paper stack does not exceed the loading limit mark () at the back of the paper drawer.



NOTE

- Each paper drawer holds approximately 550 sheets of paper (20 lb bond (80 g/m²)).
- If there are instructions on the package of paper about which side of the paper to load, follow those instructions.
- When the paper is loaded into the paper drawer, the side facing up is the one printed on.
- If problems occur, such as poor print quality or paper jams, try turning the paper stack over, and reload it.
- For more information on the print direction of preprinted paper (paper which has logos or patterns already printed on it), see "Relationship between Original Orientation and Preprinted Paper Output Chart," on p. 9-25.

5 Gently push the paper drawer back into the machine until it clicks into place in the closed position.



CAUTION

When returning the paper drawer to its original position, be careful not to get your fingers caught, as this may result in personal injury.



IMPORTANT

You will not be able to make copies or print if you load paper that exceeds the loading limit, or if the paper drawer is not completely pushed into the machine. Always check that the paper drawers are in place, and that the paper does not exceed the loading limit.



NOTE

If paper runs out during copying or printing, load a new paper stack, and follow the instructions on the touch panel display. The machine automatically restarts, and produces the remaining copies or prints.

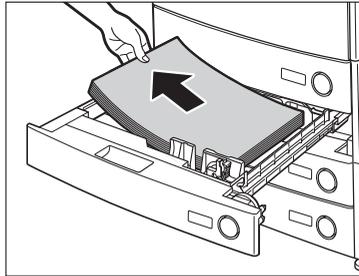
Adjusting a Paper Drawer to Hold a Different Paper Size

If you want to load a different paper size into a paper drawer, follow the procedure described below to adjust the paper drawer guides.

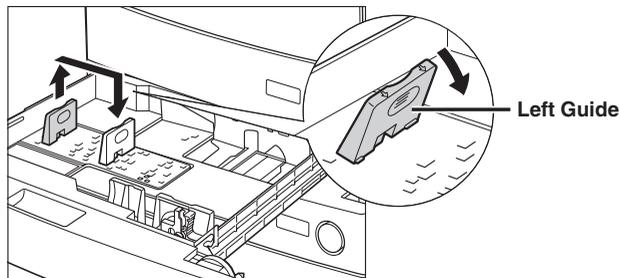
IMPORTANT

Only LTR transparencies can be used. Make sure that the paper size dial is set to 'LTR' when loading transparencies in a paper drawer. If transparencies of a different size (other than LTR) are loaded in a paper drawer, the paper size and remaining amount of paper will not be detected correctly.

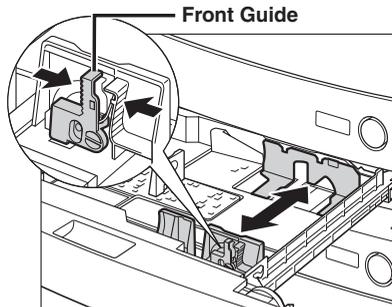
- 1** Press and release the button on the paper drawer that you want to adjust. Grip the handle, and pull out the paper drawer until it stops. Remove all of the remaining paper.



- 2** Lift out the left guide, and insert it into the holes marked for the desired paper size.



- 3** Squeeze the lever on the front guide, as shown below. Without releasing the lever, slide the front guide to align it with the mark for the desired paper size.



IMPORTANT

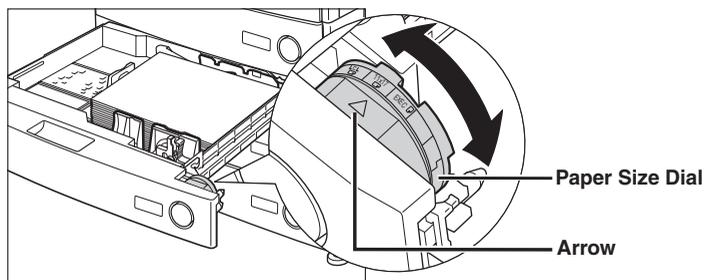
Adjust the guides correctly to avoid causing a paper jam, dirty prints, or making the inside of the machine dirty.

- 4** Load the appropriate size paper into the paper drawer.

CAUTION

When loading paper, take care not to cut your hands on the edges of the paper.

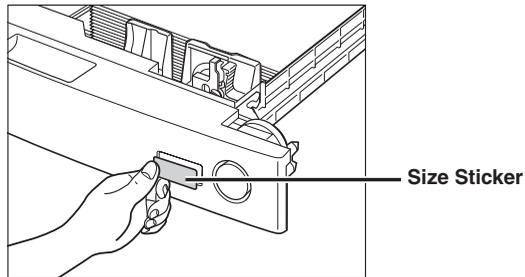
- 5** Turn the paper size dial on the right side of the paper drawer, so that the arrow points to the paper size being loaded.



IMPORTANT

If the paper size dial is not positioned correctly to the paper size loaded in the paper drawer, the wrong paper size will be shown on the touch panel display. This may also cause paper jams, dirty prints, or make the inside of the machine dirty.

- 6** Change the paper drawer's size sticker to match the new paper size.



- 7** Gently push the paper drawer back into the machine until it clicks into place in the closed position.



CAUTION

When returning the paper drawer to its original position, be careful not to get your fingers caught, as this may result in personal injury.

Paper Deck-Q1 (Optional)

If you attach the optional Paper Deck-Q1 to the machine, you have one additional source of paper for printing jobs. The Paper Deck-Q1 holds up to 2,700 sheets of paper (20 lb bond (80 g/m²)).

IMPORTANT

If the machine is in the Sleep mode (the touch panel is not displayed, and only the main power indicator is lit), you may not be able to open the paper deck. In this case, press the control panel power switch to reactivate the machine, and then press the open button on the paper deck.

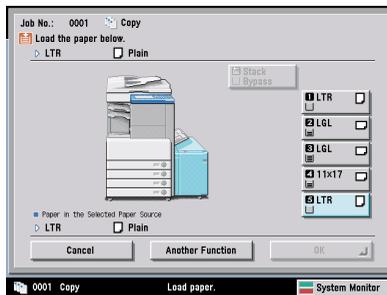
NOTE

The paper size of the optional Paper Deck-Q1 is fixed to LTR.

Loading Paper

If you select the paper deck when it has no paper, or if the paper deck runs out of paper during a print job, a screen prompting you to load paper appears on the touch panel display.

Follow the procedure below to load paper into the paper deck.



CAUTION

When loading paper, take care not to cut your hands on the edges of the paper.

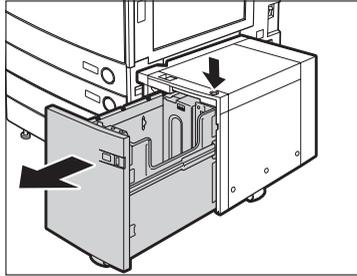
IMPORTANT

The paper deck can only accommodate paper from 17 to 20 lb bond (64 to 80 g/m²) in weight. Use the stack bypass to load paper that is heavier.

 **NOTE**

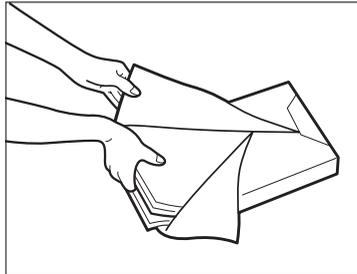
If a message prompting you to load paper appears during printing, the remaining prints are automatically made after you load the correct paper. If you select another paper source, the remaining prints are made after you press [OK].

1 Press the open button to open the paper deck.



The inside lifter automatically descends to the paper loading position.

2 Open a package of paper, and remove the paper stack.



 **CAUTION**

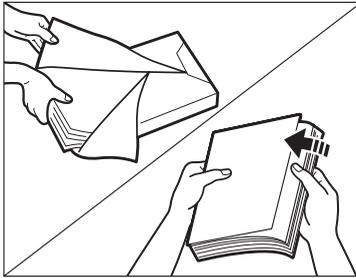
When loading paper, take care not to cut your hands on the edges of the paper.

IMPORTANT

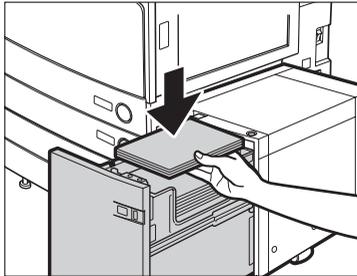
- Rewrap any remaining paper in its original package, and store it in a dry place, away from direct sunlight.
- Do not load the following types of paper into the paper deck. Doing so may cause a paper jam.
 - Severely curled or wrinkled paper
 - Thin straw paper
 - Transparencies
 - Paper which has been printed on using a thermal transfer printer (Do not print on the reverse side of this paper either.)

NOTE

- For high-quality printouts, use paper recommended by Canon.
- Before loading paper, always fan the sheets several times, and align the edges to facilitate feeding.

**3 Load the paper stack into the paper deck.**

Make sure that the inside lifter has lowered before loading paper, and even out the edges of the paper stack.

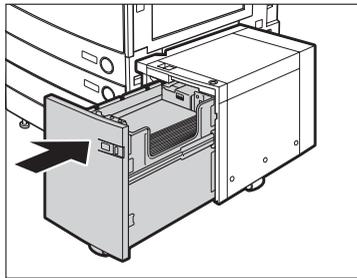
**IMPORTANT**

- Paper which has been rolled or curled must be straightened out before loading it into the paper deck.
- Make sure that the height of the paper stack does not exceed the loading limit mark (📏) on the inside of the paper deck.

 **NOTE**

- The paper deck holds approximately 2,700 sheets of paper (20 lb bond (80 g/m²)).
- Load the paper stack in stages, adding approximately 500 sheets of paper (20 lb bond (80 g/m²)) at a time. If the paper deck can accommodate more paper, the lifter will descend.
- Only load LTR paper into the paper deck. Paper cannot be loaded horizontally.
- If there are instructions on the package of paper about which side of the paper to load, follow those instructions.
- When paper is loaded in the paper deck, the side facing down is the one printed on.
- If problems occur, such as poor print quality or paper jams, try turning the paper stack over, and reload it.
- For more information on the print direction of preprinted paper (paper which has logos or patterns already printed on it), see "Relationship between Original Orientation and Preprinted Paper Output Chart," on p. 9-25.

4 Close the paper deck.



The inside lifter automatically rises, and prepares the paper deck for feeding.

 **CAUTION**

When closing the paper deck, be careful not to get your fingers caught, as this may result in personal injury.

Envelope Feeder Attachment-C2 (Optional)

This section explains how to use the optional Envelope Feeder Attachment-C2.



IMPORTANT

The optional Envelope Feeder Attachment-C2 can only be attached to Paper Drawer 1.

How to Use the Envelope Feeder Attachment

The following six types of envelopes can be loaded into the envelope feeder attachment: COM10 No.10, Monarch: Catalog Glove No.8, DL, ISO-B5, ISO-C5, and Yougata 4.

If you are using COM10 No. 10 envelopes, load them after checking the following:

- Make sure that [COM10] is selected for ENV.1 in Common Settings (from the Additional Functions screen).
- The guides are adjusted to hold COM10 No. 10 envelopes.
- The paper size dial is set to 'Env.', and the size switch is set to 'ENV.1'.



IMPORTANT

- When you attach the envelope feeder attachment to the paper drawer, do not forcefully move the front guide of the paper drawer in the wrong direction. Doing so may detach the envelope feeder attachment from the paper drawer.
- Do not print on both sides of an envelope. Doing so may cause paper jams, dirty prints, or make the inside of the machine dirty.
- Do not load the following types of envelopes inside the envelope cassette. Doing so may cause paper jams, dirty prints, or make the inside of the machine dirty.
 - Curled, creased, or folded envelopes
 - Very thick or thin envelopes
 - Damp or wet envelopes
 - Torn envelopes
 - Irregularly shaped envelopes
 - Envelopes with clasps or windows
 - Envelopes that have already been sealed
 - Envelopes with holes or perforations
 - Envelopes with specially coated surfaces
 - Envelopes made of surface treated colored paper

- Envelopes that are self-sticking, which use ink, glue, or other substances that can melt, burn, vaporize, or emit smells under the heat of a fixing unit (approximately 418°F). Depending on the materials used for the seal, the glue may melt under the fixing unit's heat, sealing the envelopes.
- If the optional Copy Tray-J1 and Finisher-S1 are attached, envelopes are output to any output tray other than the Copy Tray-J1, even if the Copy Tray-J1 is designated as the output tray destination.
- If the optional Copy Tray-J1 and Inner 2 Way Tray-D1 are attached, envelopes are output to any output tray other than the Copy Tray-J1, even if the Copy Tray-J1 is designated as the output tray destination.
- If you are printing on envelopes, empty the output tray when up to 10 printed envelopes accumulate in the tray.
- Envelopes should be stored in a place away from high-temperatures and humidity.
- If there is a temperature difference between the location where the envelopes were stored and the location where the envelopes are being printed, leave the envelopes in the printing location at room temperature before you use them.
- Correctly match the paper size dial, size switch, and Envelope Cassette settings in Common Settings (from the Additional Functions screen) with the size of the envelopes being loaded. Failure to do so may cause paper jams, dirty prints, or make the inside of the machine dirty.
- The width guides on the envelope feeder attachment can be changed so that the following envelopes can be loaded. Using envelopes other than these may result in paper jams, dirty prints, or make the inside of the machine dirty.

- COM10 No.10:	Mailwell No.582
- Monarch: Catalog Glove No.8:	Mailwell No.553
- DL:	Mailwell/Schneidersöne No.11345
- Yougata 4:	Uzumaki Y-401
- If you want to adjust the width guides to load ISO-C5 or ISO-B5 envelopes, contact your local authorized Canon dealer.

 **NOTE**

- For more information on using envelopes other than COM10 No.10, see "Changing Envelope Sizes," on p. 7-20.
- For more information on envelope types that can be loaded in the envelope feeder attachment, see "Available Paper Stock," on p. 2-54.

Preparing the Envelopes

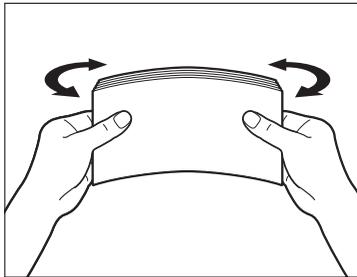
This section explains how to prepare the envelopes before loading them into the paper drawer.

 **IMPORTANT**

Using curled, creased, or folded envelopes may cause paper jams. Load envelopes after following the procedure below.

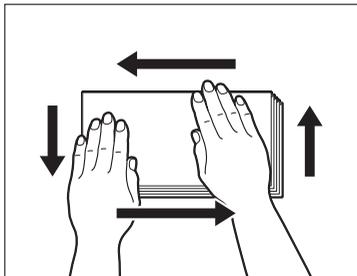
1 Take five envelopes, loosen them as shown, and stack them together.

Repeat this step five times for each set of five envelopes.

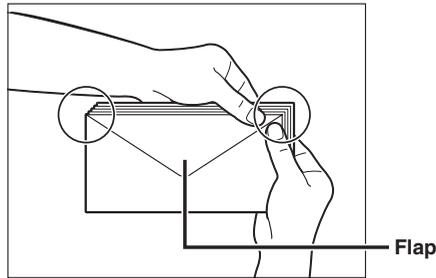


2 Place the envelopes on a clean, level surface, and press all the way around the envelopes by hand, in the direction of the arrows, to remove any curls.

Repeat this step five times for each set of five envelopes.



If you are using ISO-B5, ISO-C5, COM10 No.10, Monarch: Catalog Glove No.8, or DL envelopes, hold down the four corners of the envelopes firmly, so that they and the sealed or glued portion stay flat.

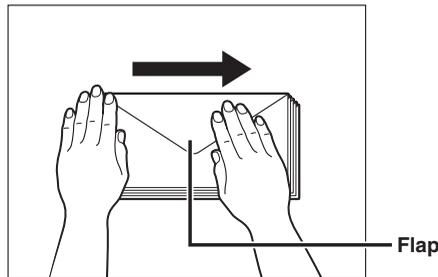


If you are using Yougata 4 envelopes, load the envelopes without folding them.



IMPORTANT

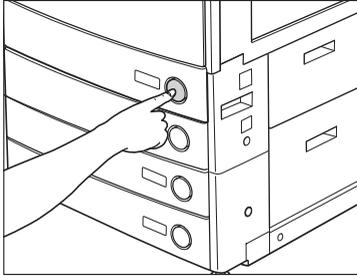
- If you use envelopes that have glue attached to their flaps, the glue may melt due to the heat and pressure of the fixing unit.
- Take particular care to spread the envelopes out in the direction that they will be fed.
- Do not print on the back side of the envelopes (the side with the flap).
- If the envelopes become filled with air, flatten them by hand before loading them into the envelope feeder attachment.



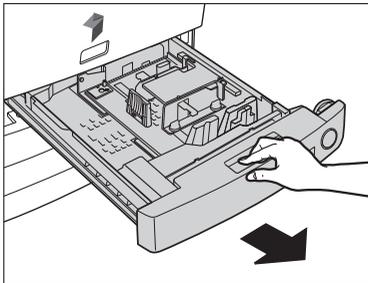
Loading Envelopes

This section explains how to load envelopes into Paper Drawer 1.

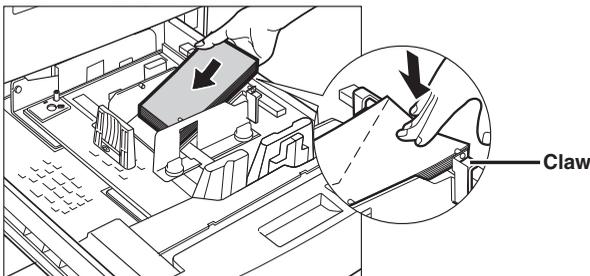
- 1 Press and release the button on Paper Drawer 1.**



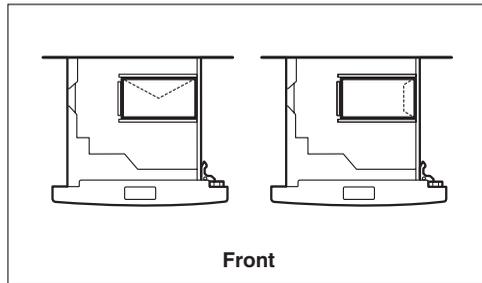
- 2 Grip the handle, and pull out the paper drawer until it stops.**



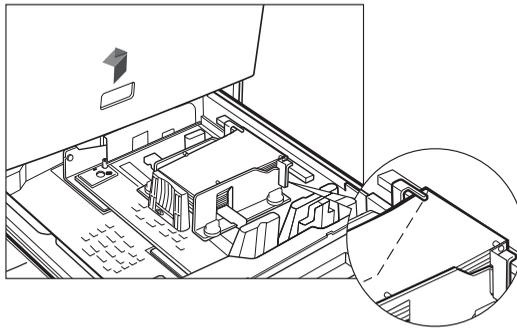
- 3 Load 10 envelopes at a time with the side you want to print on face up. While loading the envelopes, press down on the right side of the receptacle to lock them into place.**



Load the envelopes, as shown below.



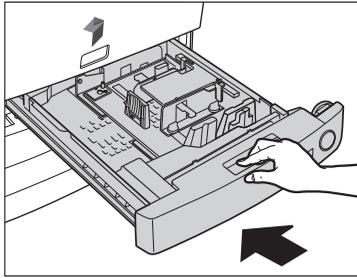
Align the leading edges of the envelopes, and make sure that they are held in place under the claw.



IMPORTANT

- Envelopes which have been rolled or curled must be straightened out prior to use.
- Make sure that the height of the envelope stack does not fall below the height limit mark (≡≡≡).
- The maximum height (quantity) of envelopes that can be loaded into the cassette is approximately 1 1/4" (30 mm).
- The maximum height (quantity) of envelopes varies according to the envelope type and user operating conditions, but as a reference, 1 1/4" (30 mm) is approximately 50 envelopes.

- 4 Gently push the paper drawer back into the machine until it clicks into place in the closed position.**



⚠ CAUTION

When returning the paper drawer to its original position, be careful not to get your fingers caught, as this may result in personal injury.

👉 IMPORTANT

Never place paper or any other items in the empty part of the paper drawer next to the envelopes. Doing so may cause paper jams.

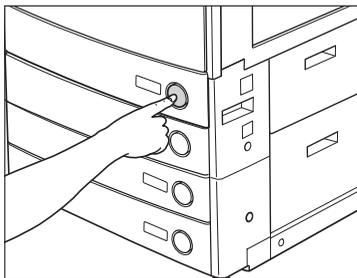
📝 NOTE

If output has been stopped due to an insufficient number of envelopes, load more envelopes, and follow the instructions on the touch panel display. Printing resumes.

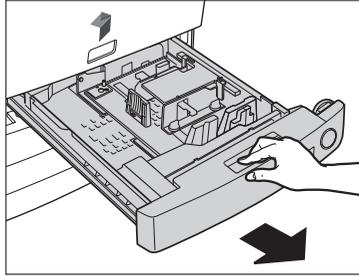
Changing Envelope Sizes

This section explains how to load different types of envelopes into the envelope cassette from the settings made in Envelope Cassette in Common Settings (from the Additional Functions screen).

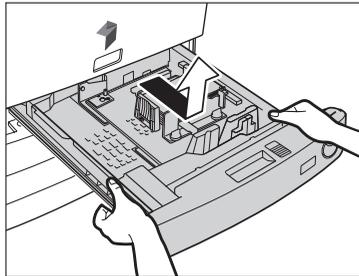
- 1 Press and release the button on Paper Drawer 1.**



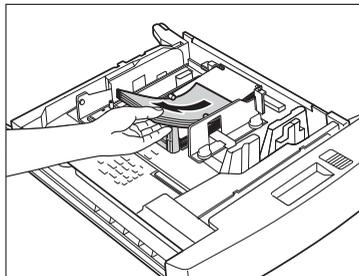
- 2** Grip the handle, and pull out the paper drawer until it stops.



- 3** Pull and lift the paper drawer out of the machine by holding its left and right sides with both hands.

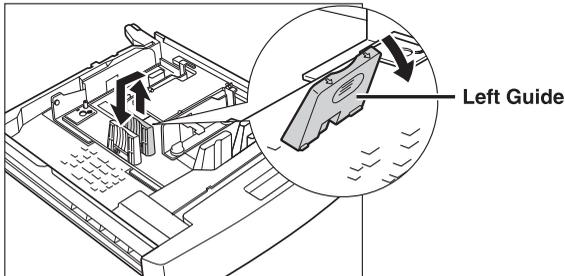


- 4** Remove all of the envelopes that are loaded in the paper drawer (several envelopes at a time).

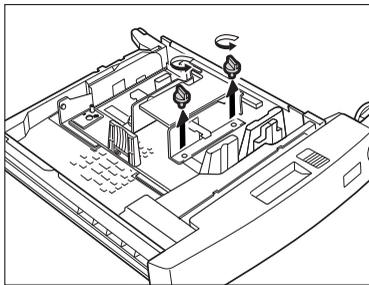


- 5** Remove the left guide of the envelope feeder attachment, and insert the left guide into the appropriate slot for the desired envelope size.

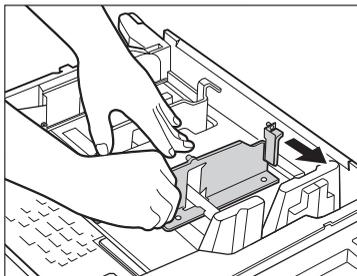
To remove the left guide, tilt the left guide to the right, and then pull it up.



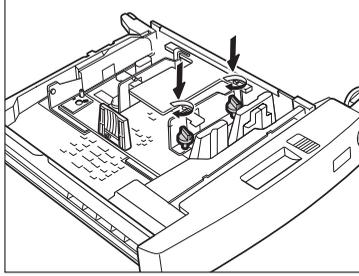
- 6** Loosen the two screws fixing the front width guide of the envelope feeder attachment.



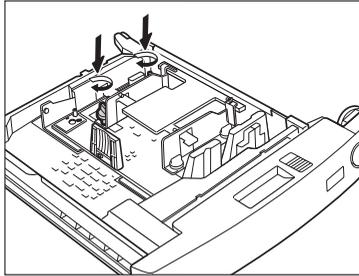
- 7** Press down on the envelope receptacle, and move the front width guide to align it with the mark for the desired envelope size.



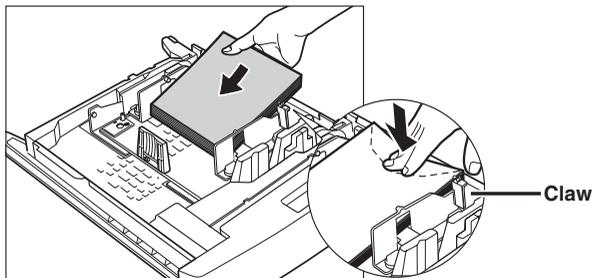
- 8** Fix the front width guide in place with the screws.



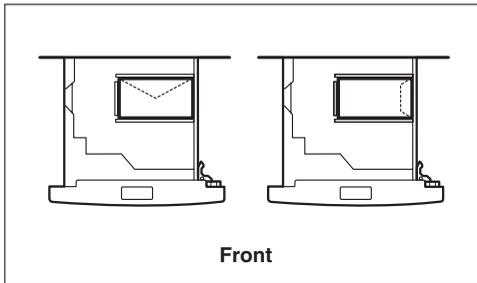
- 9** Move the back width guide of the envelope feeder attachment in accordance with steps 6 to 8.



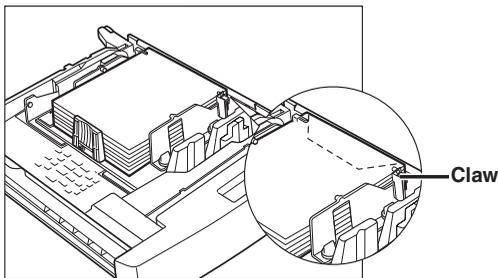
- 10** Load 10 envelopes at a time with the side you want to print on face up. While loading the envelopes, press down on the right side of the receptacle to lock them into place.



Load the envelopes, as shown below.



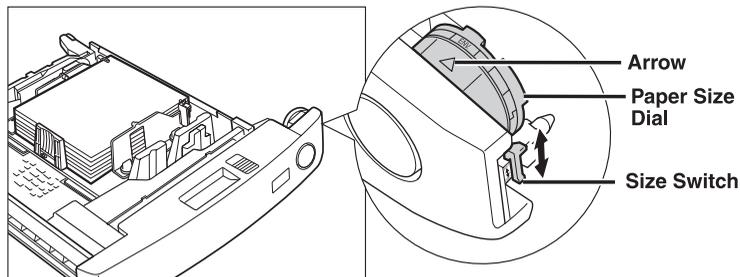
Align the leading edges of the envelopes, and make sure that they are held in place under the claw.



IMPORTANT

- Envelopes which have been rolled or curled must be straightened out prior to use.
- Make sure that the height of the envelope stack does not fall below the height limit mark (≡≡≡).
- The maximum height (quantity) of envelopes that can be loaded into the cassette is approximately 1 1/4" (30 mm).
- The maximum height (quantity) of envelopes varies according to the envelope type and user operating conditions, but as a reference, 1 1/4" (30 mm) is approximately 50 envelopes.

- 11** Turn the paper size dial on the right side of the paper drawer, so that the arrow points to 'ENV.'. Then, set the size switch to 'ENV.1' or 'ENV.2'.



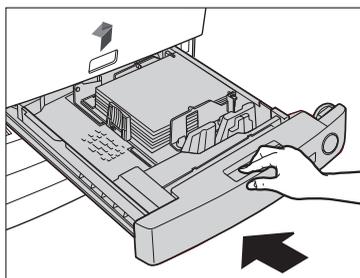
[ENV.1] enables the envelope size and type stored in ENV.1 in Envelope Cassette in Common Settings (from the Additional Functions screen) to be loaded.

[ENV.2] enables the envelope size and type stored in ENV.2 in Envelope Cassette in Common Settings (from the Additional Functions screen) to be loaded.

 **NOTE**

To change the stored envelope setting, see "Designating the Envelope Type," on p. 4-33.

- 12** Gently push the paper drawer back into the machine until it clicks into place in the closed position.



 **CAUTION**

When returning the paper drawer to its original position, be careful not to get your fingers caught, as this may result in personal injury.

 **IMPORTANT**

Never place paper or any other items in the empty part of the paper drawer next to the envelopes. Doing so may cause paper jams.



NOTE

If output has been stopped due to an insufficient number of envelopes, load more envelopes, and follow the instructions on the touch panel display. Printing resumes.

13 Check the size switch, and store the envelope size and type in Envelope Cassette in Common Settings (from the Additional Functions screen).

For more information on storing the envelope type, see "Designating the Envelope Type," on p. 4-33.

Feeder (DADF-N1) (Optional)

Originals sent by fax or the Send function via the feeder, can be stamped to indicate that they have been sent. Replace the stamp cartridge when this mark is faint or no longer visible.

IMPORTANT

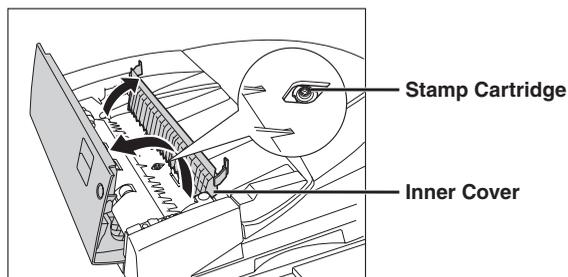
When replacing the stamp cartridge, take care not to allow toner to come into contact with your hands or clothing. If toner gets onto your hands or clothing, wash it off immediately with cold water.

NOTE

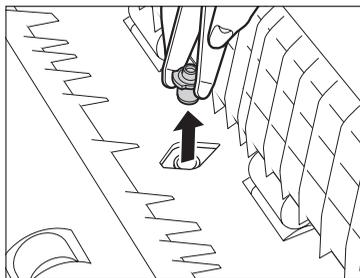
The Feeder (DADF-N1) is standard-equipped for the imageRUNNER 3045/3035.

Replacing the Stamp Cartridge

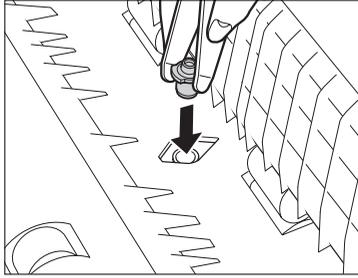
- 1** Open the feeder cover, and then open the inner cover.



- 2** Remove the old stamp cartridge, using tweezers.



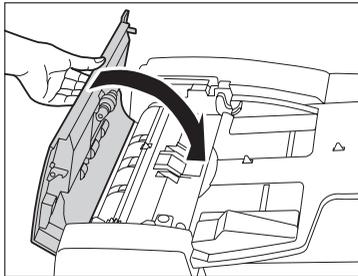
3 Push in the new stamp cartridge until it clicks, using tweezers.



IMPORTANT

- Make sure that the stamp cartridge is not protruding from the surface.
- Insert the stamp cartridge properly, or paper jams may occur.

4 Gently close the inner cover, and then close the feeder cover.



CAUTION

When closing the covers, be careful not to get your fingers caught, as this may result in personal injury.

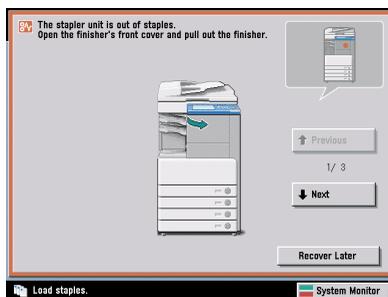
Finisher-S1/Puncher Unit-R1 (Optional)

This section describes the procedure for replacing the staple cartridge in the optional Finisher-S1, and removing punch waste from the optional Puncher Unit-R1.

Replacing the Staple Cartridge

When the optional Finisher-S1 is almost out of staples and the staple cartridge must be replaced, a screen similar to the one shown below appears on the touch panel display. Follow the procedure described below to replace the staple cartridge.

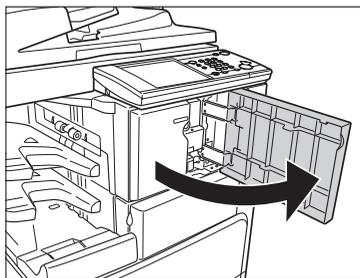
Use only staple cartridges intended for use with this machine.



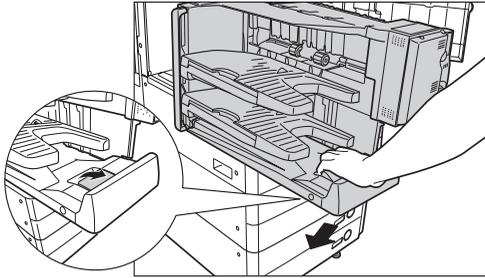
NOTE

We recommend that you order staple cartridges from your local authorized Canon dealer before your stock runs out.

1 Open the front cover of the finisher.



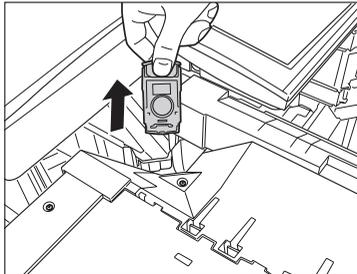
- 2** Lift the handle of the finisher unit up, and then pull it out to the left.



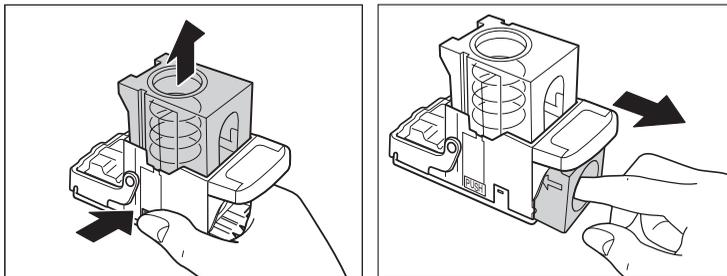
⚠ CAUTION

Do not place any objects on the finisher unit, or lean on it, as doing so may damage the machine, or cause the machine to fall over, resulting in personal injury.

- 3** Lift and pull out the staple case from the stapler unit, holding it by the green tab.

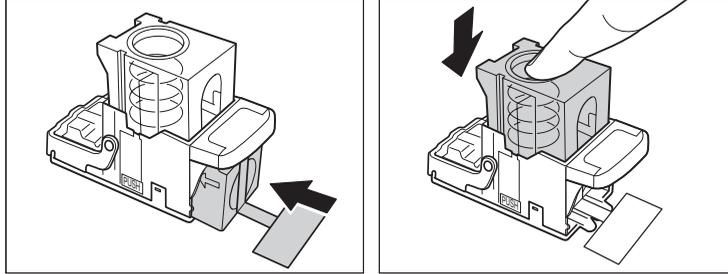


- 4** Place the staple case, as shown below, press the area indicated by PUSH, and then pull out the staple cartridge.



5 Insert the new staple cartridge.

Press the spring-loaded case down until it clicks into place.



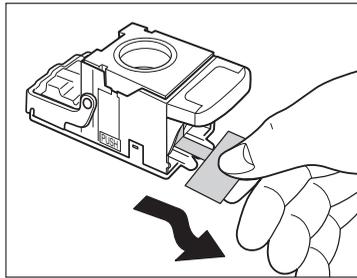
IMPORTANT

- Use only staple cartridges intended for use with this machine.
- Do not remove the seal that holds the staples together before you place the staple cartridge into the staple case.

NOTE

Only one staple cartridge can be inserted at a time.

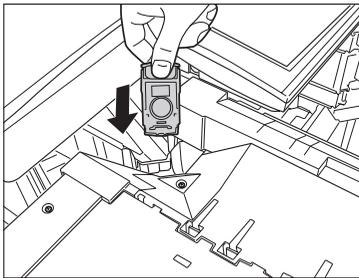
6 Remove the seal holding the staples together, by pulling it straight out, and then down.



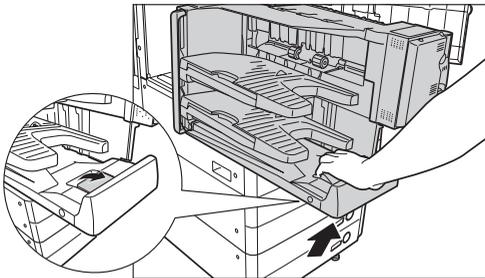
IMPORTANT

Make sure that you pull the seal straight out, and then down. If you pull it out at an angle, it may tear.

- 7** Gently push the staple case back into the finisher until it is securely in place.



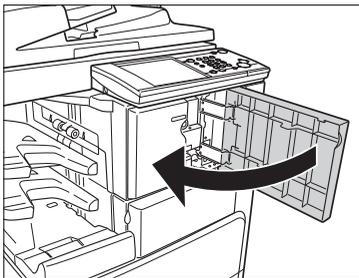
- 8** Lift the handle of the finisher unit up, and then return the finisher unit to its original position.



⚠ CAUTION

When returning the finisher unit to its original position, do not place your fingers or hands under the finisher, as they may get caught, resulting in personal injury.

- 9** Close the front cover of the finisher.



CAUTION

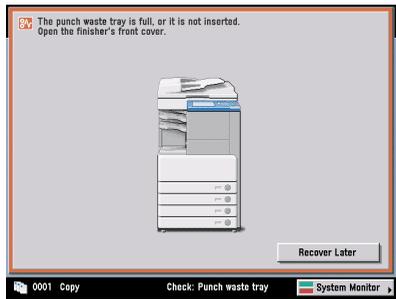
When closing the front cover of the finisher, be careful not to get your fingers caught, as this may result in personal injury.

NOTE

If there are no staples ready for stapling after the cover is closed, the stapler unit automatically performs a "dry" stapling operation to reposition the staples.

Removing Punch Waste

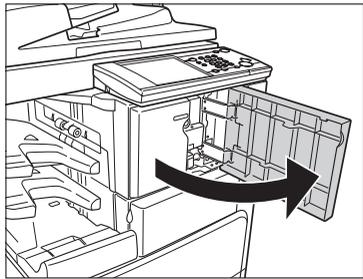
When the punch waste tray of the optional Puncher Unit-R1 becomes full, a screen similar to the one shown below appears on the touch panel display. Follow the procedure described below to remove the punch waste.



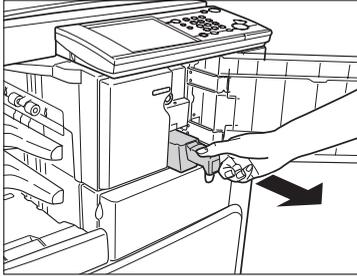
NOTE

This procedure is necessary only if the optional Puncher Unit-R1 is attached.

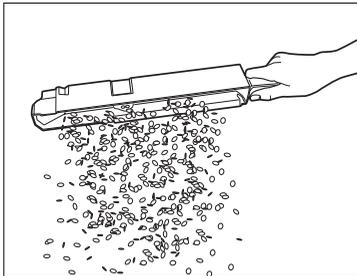
1 Open the front cover of the finisher.



2 Pull out the punch waste tray.



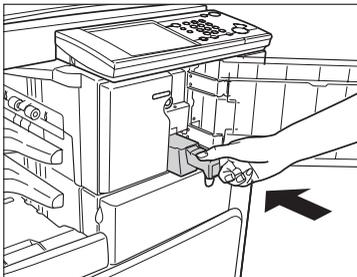
3 Discard the punch waste.



NOTE

Make sure that the punch waste tray is completely emptied.

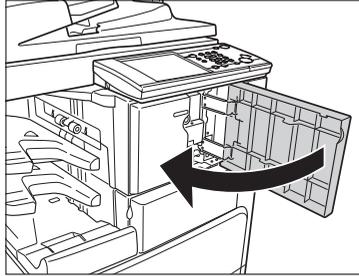
4 Return the punch waste tray to its original position.



NOTE

If the punch waste tray is not securely in place, you cannot make prints in the Hole Punch mode.

5 Close the front cover of the finisher.



CAUTION

When closing the front cover of the finisher, be careful not to get your fingers caught, as this may result in personal injury.

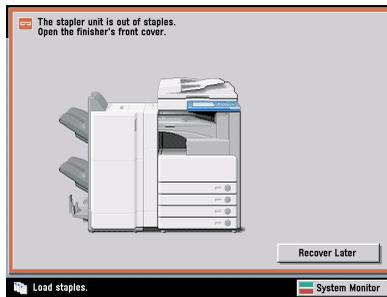
Finisher-AE1/Saddle Finisher-AE2/Puncher Unit-M1 (Optional)

This section describes the procedure for replacing the staple cartridge in the optional Finisher-AE1 or optional Saddle Finisher-AE2, and how to remove the punch waste from the optional Puncher Unit-M1.

Replacing the Staple Cartridge in the Stapler Unit

When the optional Finisher-AE1 or Saddle Finisher-AE2 is almost out of staples, and the staple cartridge in the stapler unit must be replaced, a screen similar to the one shown below appears on the touch panel display. Follow the procedure described below to replace the staple cartridge.

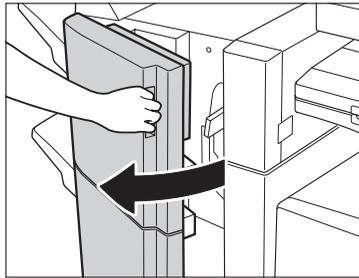
Use only staple cartridges intended for use with this machine.



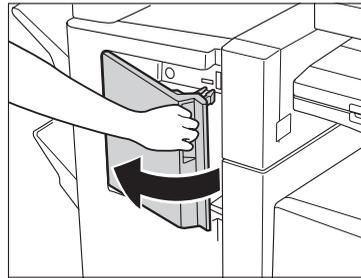
NOTE

We recommend that you order staple cartridges from your local authorized Canon dealer before your stock runs out.

1 Open the front cover of the finisher.

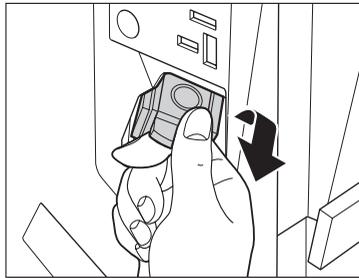


The Optional Saddle Finisher-AE2

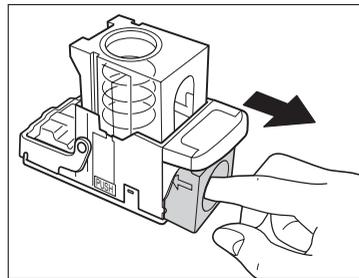
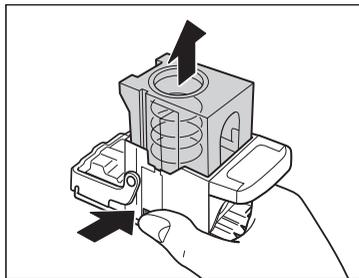


The Optional Finisher-AE1

2 Lift and pull out the staple case from the stapler unit, holding it by the green tab.

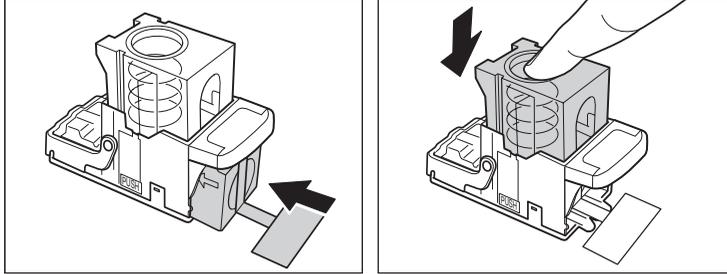


3 Place the staple case, as shown below, press the area indicated by PUSH, and then pull out the staple cartridge.



4 Insert the new staple cartridge.

Press the spring-loaded case down until it clicks into place.



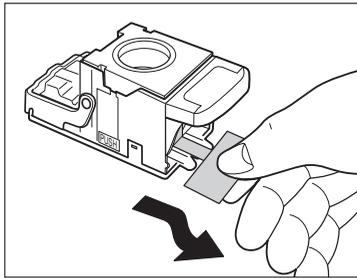
IMPORTANT

- Use only staple cartridges intended for use with this machine.
- Do not remove the seal that holds the staples together before you place the staple cartridge into the staple case.

NOTE

Only one staple cartridge can be inserted at a time.

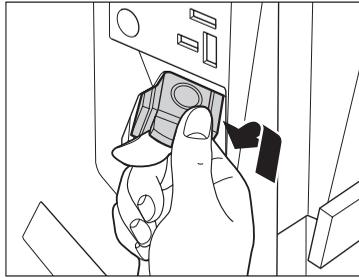
5 Remove the seal holding the staples together, by pulling it straight out, and then down.



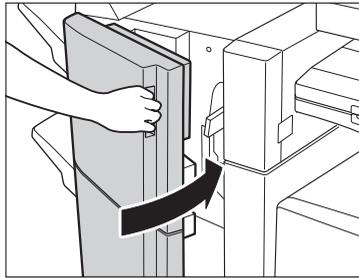
IMPORTANT

Make sure that you pull the seal straight out, and then down. If you pull it out at an angle, it may tear.

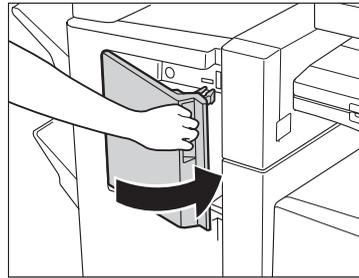
- 6** Gently push the staple case into the stapler unit, until it is securely in place.



- 7** Close the front cover of the finisher.



The Optional Saddle Finisher-AE2



The Optional Finisher-AE1

CAUTION

When closing the front cover of the finisher, be careful not to get your fingers caught, as this may result in personal injury.

NOTE

If there are no staples ready for stapling after the cover is closed, the stapler unit automatically performs a "dry" stapling operation to reposition the staples.

Replacing the Staple Cartridge in the Saddle Stitcher Unit

When the saddle stitcher unit of the optional Saddle Finisher-AE2 is almost out of staples, and the staple cartridge must be replaced, a screen similar to the one shown below appears on the touch panel display. Follow the procedure described below to replace the staple cartridge.

Use only staple cartridges intended for use with this machine.



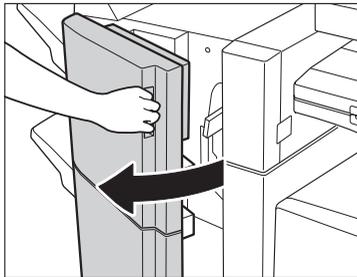
IMPORTANT

If necessary, remove all of the output paper in the Booklet Tray before replacing the staple cartridge in the saddle stitcher unit.

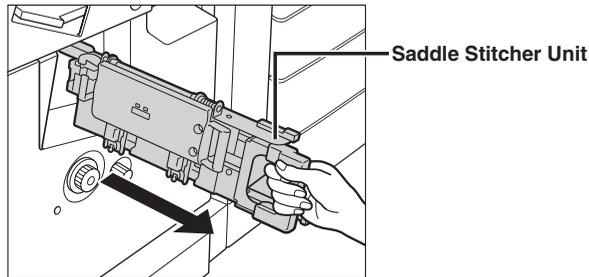
NOTE

- This procedure is necessary only if the optional Saddle Finisher-AE2 is attached.
- We recommend that you order staple cartridges from your local authorized Canon dealer before your stock runs out.

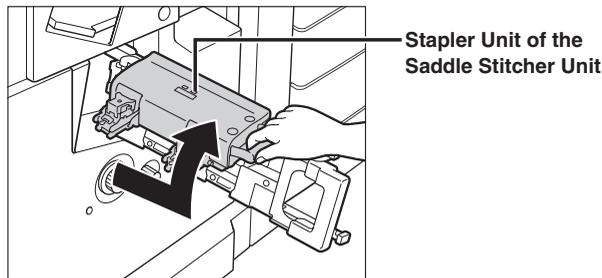
1 Open the front cover of the finisher.



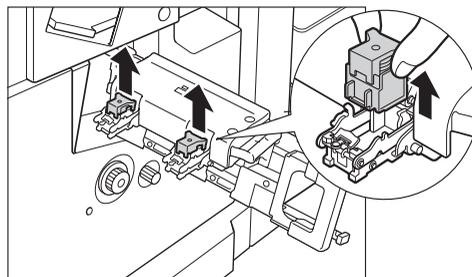
- 2** Grip the saddle stitcher unit by its handle, and pull it out of the finisher until it stops.



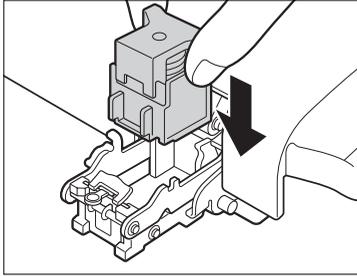
- 3** Pull the stapler unit of the saddle stitcher unit towards you, and then push it up.



- 4** Pull out the empty staple cartridge, holding it by its left and right sides.



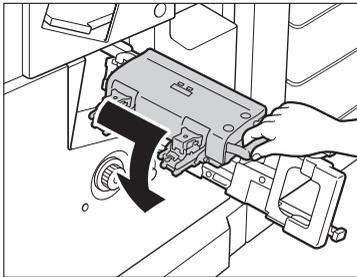
5 Insert the new staple cartridge.



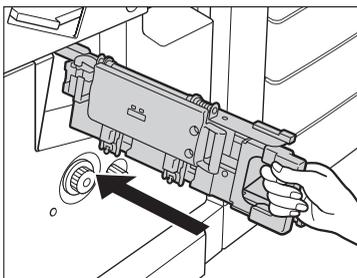
NOTE

Only one staple cartridge can be inserted at a time.

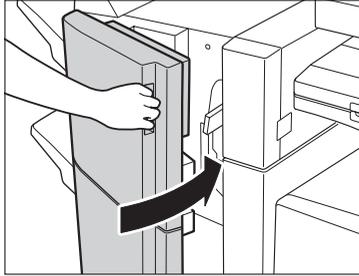
6 Pull the stapler unit of the saddle stitcher unit towards you, and then push it down into its original position.



7 Gently push the saddle stitcher unit back into its original position.



8 Close the front cover of the finisher.



CAUTION

When closing the front cover of the finisher, be careful not to get your fingers caught, as this may result in personal injury.



IMPORTANT

When you have replaced the staple cartridge, be sure to manually reposition the staples in the saddle stitcher unit. (See "Saddle Stitch Staple Repositioning," on p. 4-60.)

Removing Punch Waste

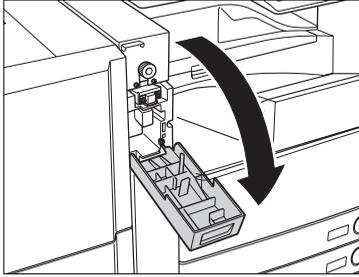
When the punch waste tray of the optional Puncher Unit-M1 becomes full, a screen similar to the one shown below appears on the touch panel display. Follow the procedure described below to remove the punch waste.



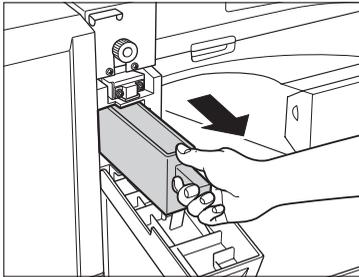
NOTE

This procedure is necessary only if the optional Puncher Unit-M1 is attached.

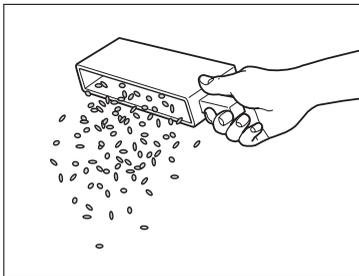
-
- 1** Open the front cover of the punch waste tray.



- 2** Pull out the punch waste tray.



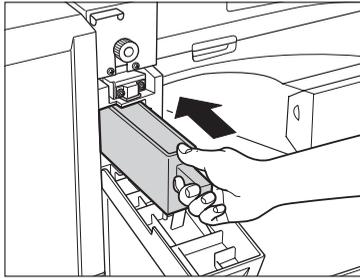
- 3** Discard the punch waste.



NOTE

Make sure that the punch waste tray is completely emptied.

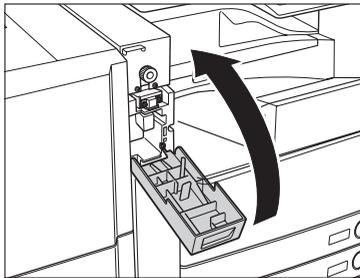
4 Return the punch waste tray to its original position.



NOTE

If the punch waste tray is not securely in place, you cannot make prints in the Hole Punch mode.

5 Close the front cover of the punch waste tray.

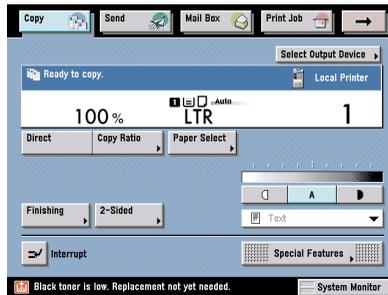


CAUTION

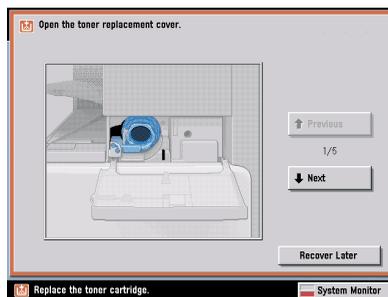
When closing the front cover of the punch waste tray, be careful not to get your fingers caught, as this may result in personal injury.

Replacing the Toner Cartridge

When there is only a small amount of toner remaining inside the machine, the following message appears on the touch panel display. You can continue printing, but at this time you should purchase a new toner cartridge to have it available when needed.



When toner runs out completely and prints can no longer be made, a screen with instructions on how to replace the toner cartridge, like the one shown below, appears on the touch panel display. Follow the instructions on the touch panel display, and the procedure described below to help you replace the toner cartridge.



If you press [Recover Later], you can continue operations, such as setting modes and scanning originals, even if you do not replace the toner cartridge immediately.

WARNING

Do not burn or throw used toner cartridges into open flames, as this may cause the toner remaining inside the cartridges to ignite, resulting in burns or a fire.

CAUTION

- Keep toner out of the reach of small children. If toner is ingested, consult a physician immediately.
- Take care not to allow toner to come into contact with your hands or clothing. If toner gets onto your hands or clothing, wash it off immediately with cold water. Washing it off with warm water will set the toner, and make it impossible to remove the toner stains.

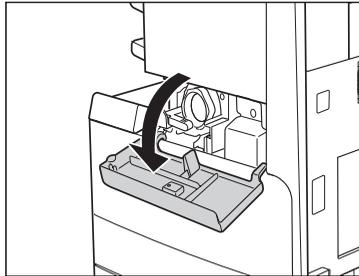
IMPORTANT

- Use only toner cartridges intended for use with this machine.
- Do not replace toner cartridges until the message prompting you to do so appears.
- Do not attempt to replace the toner cartridge while the machine is printing.

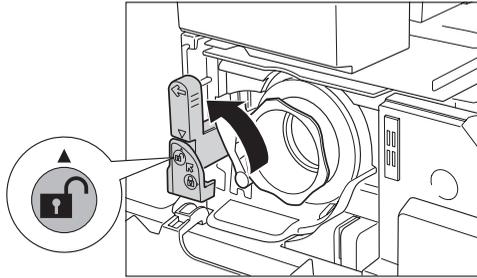
NOTE

- When the message <Black Toner is low. Replacement not yet needed.> appears, approximately 1,000 pages can be printed. It is recommended that you get a new toner cartridge ready for replacement before the toner runs out.
- Complete instructions on how to replace the toner cartridge can be accessed by pressing [Previous] or [Next] on the touch panel display.
- If toner runs out during a print job, the remaining prints are made after you replace the toner cartridge.

1 Open the toner supply port cover.



2 Lift up the locking lever until it becomes vertical.

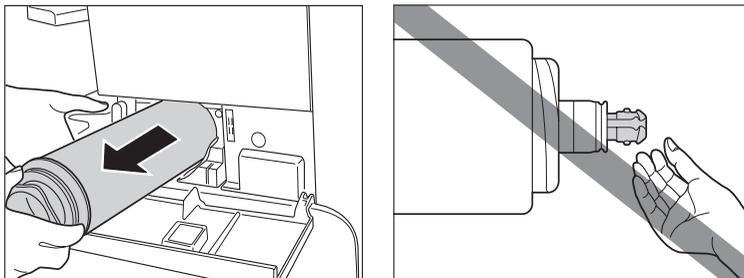


IMPORTANT

Make sure that the ▼ (down arrow) on the locking lever is aligned with the ▲ (up arrow) of the  (Unlock) icon position before proceeding.

3 Pull the toner cartridge out of the toner supply port.

Pull the toner cartridge out halfway, and then remove it completely while supporting it and keeping it straight with your other hand from underneath.



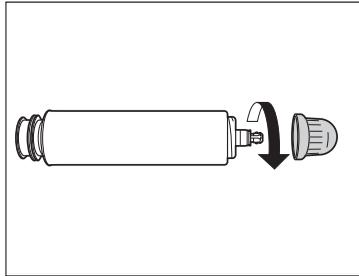
WARNING

Do not burn or throw used toner cartridges into open flames, as this may cause the toner remaining inside the cartridges to ignite resulting in burns or a fire.

CAUTION

If the toner cartridge cannot be pulled out, check that the knob is turned all the way to the appropriate position.

- 4** Twist the red protective cap of the new toner cartridge in the direction of the arrow (counterclockwise) to remove it.

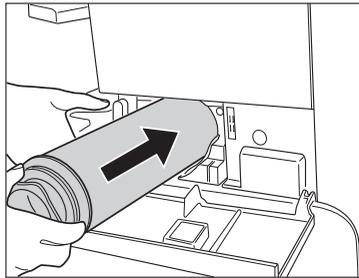


CAUTION

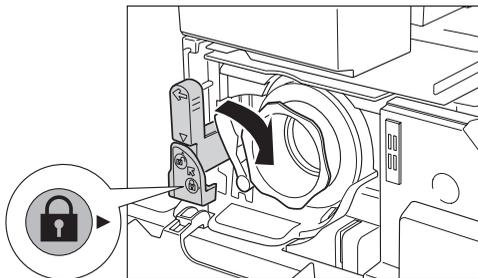
Do not touch the tip of the toner cartridge or subject it to shock by hitting it. Doing so may cause the toner cartridge to leak.

- 5** Push the new toner cartridge in as far as possible.

Support the new toner cartridge with your hand from underneath while pushing it into the machine with your other hand.



- 6** Push the locking lever down into its original position.



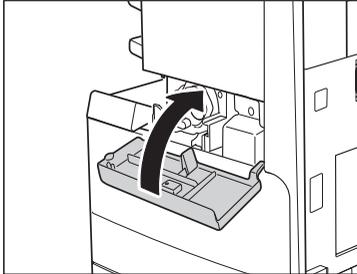
 **IMPORTANT**

Make sure that the ▼ (down arrow) on the locking lever is aligned with the ► (right arrow) of the  (Lock) icon position.

 **NOTE**

If you insert a toner cartridge intended for use in a different machine, the locking lever will not move.

7 Close the toner supply port cover.



 **CAUTION**

When closing the toner supply port cover, be careful not to get your fingers caught, as this may result in personal injury.

Routine Cleaning

If the original is not copied clearly, clean the following parts of the machine. For high-quality printouts, we recommend cleaning these parts once or twice a month.

- Platen glass
- Underside of the platen cover
- Feeder's rollers

WARNING

- **When cleaning the machine, first turn OFF the main power switch, and disconnect the power cord. Failure to observe these steps may result in a fire or electrical shock.**
- **Do not use alcohol, benzene, paint thinner, or other solvents for cleaning. Doing so may result in damage to the plastic parts.**
- **Disconnect the power cord from the power outlet regularly, and clean the area around the base of the power plug's metal pins and the power outlet with a dry cloth to ensure that all dust and grime is removed. If the power cord is connected for a long period of time in a damp, dusty, or smoky location, dust can build up around the power plug and become damp. This may cause a short circuit and result in a fire.**

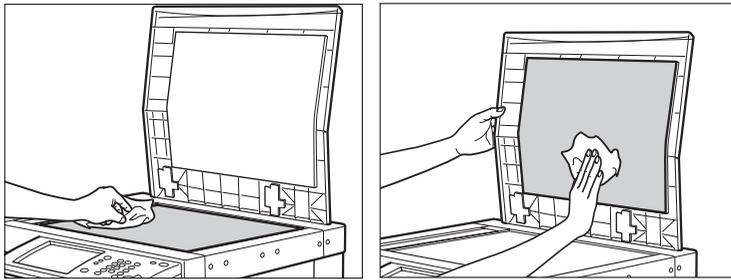
Platen Glass and Cover

Clean the platen glass and the underside of the optional platen cover by following the procedure below.

 **IMPORTANT**

If the platen glass or the underside of the optional platen cover is dirty, the original may not be scanned clearly, or the size of the original may be detected incorrectly.

- 1 Clean the platen glass and the underside of the optional platen cover with a cloth dampened with water, and then wipe them clean with a soft, dry cloth.**



 **CAUTION**

Do not dampen the cloth too much, as this may damage the original or break the machine.

Manual Feeder Cleaning

If originals that have been fed through the feeder have streaks or appear dirty, clean the feeder's rollers.

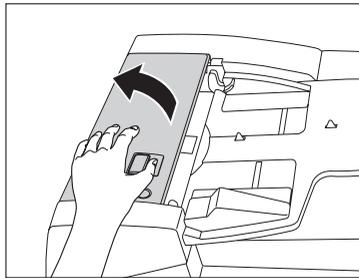
CAUTION

Do not dampen the cloth too much, as this may damage the original or break the machine.

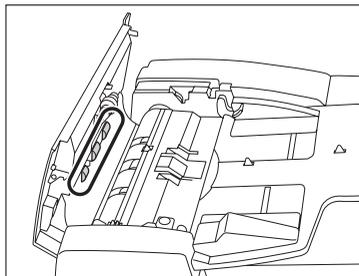
IMPORTANT

- Spin the rollers while cleaning them.
- This procedure is necessary only if the optional Feeder (DADF-N1) (standard-equipped for the imageRUNNER 3045/3035) is attached.

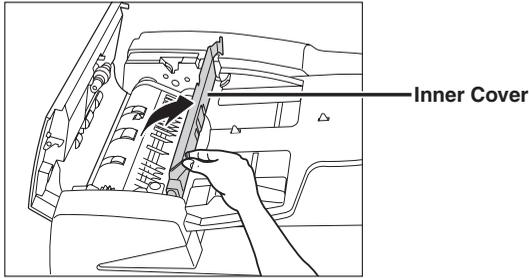
1 Open the feeder cover.



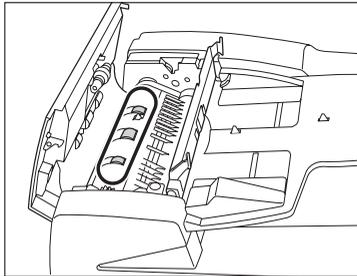
2 Clean the rollers (a total of three places) inside the feeder cover with a cloth dampened with water. Then, wipe the area with a soft, dry cloth.



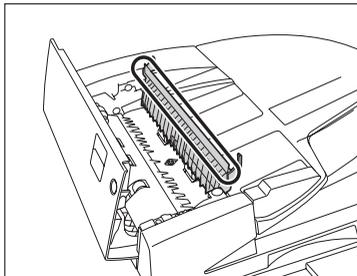
- 3** Open the inner cover, holding it by its front tab.



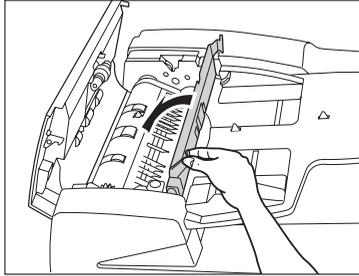
- 4** Clean the rollers (a total of three places) inside the inner cover with a cloth dampened with water. Then, wipe the area with a soft, dry cloth.



- 5** Clean the transparent plastic part of the inner cover with a cloth dampened with water. Then, wipe the area with a soft, dry cloth.



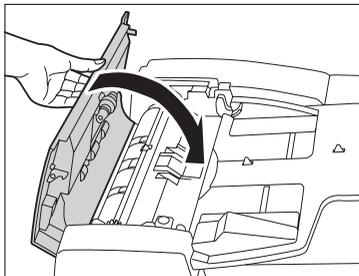
6 Close the inner cover.



CAUTION

When closing the inner cover, be careful not to get your fingers caught, as this may result in personal injury.

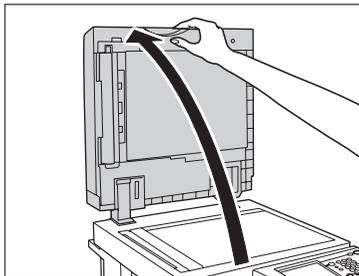
7 Close the feeder cover.



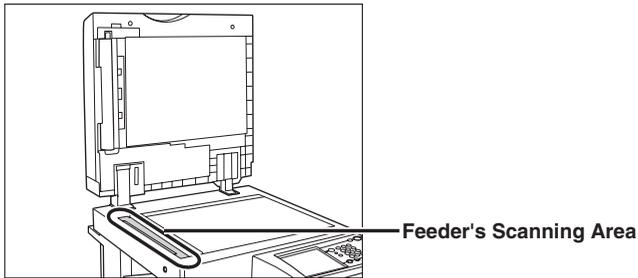
CAUTION

When closing the feeder cover, be careful not to get your fingers caught, as this may result in personal injury.

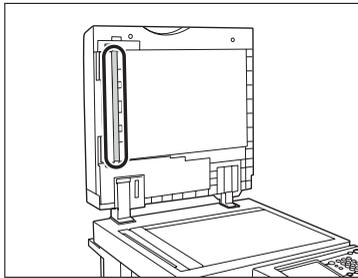
8 Lift the feeder.



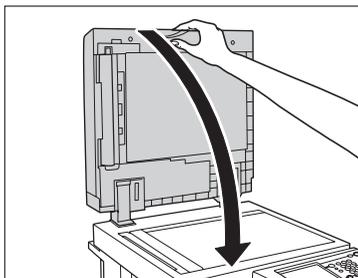
- 9** Clean the feeder scanning area with a cloth dampened with water. Then, wipe the area with a soft, dry cloth.



- 10** Clean the metal part located next to the rubber roller with a cloth dampened with water. Then, wipe the area with a soft, dry cloth.



- 11** Close the feeder.



⚠ CAUTION

- When closing the feeder, be careful not to get your fingers caught, as this may result in personal injury.
- Be aware that the light emitted from the platen glass may be very bright when closing the feeder.

Automatic Feeder Cleaning

If your originals have black streaks or appear dirty after scanning them through the feeder, clean the rollers of the feeder.



IMPORTANT

This procedure is necessary only if the optional Feeder (DADF-N1) (standard-equipped for the imageRUNNER 3045/3035) is attached.



NOTE

It takes approximately 20 seconds to clean the feeder.

- 1 Press  (Additional Functions) → [Adjustment/Cleaning] → [Feeder Cleaning].**
- 2 Place 10 sheets of blank paper into the feeder → press [Start].**

Make sure that you fan the sheets of paper well.

Use LTR paper (16 to 20 lb bond (60 to 80 g/m²)).

When cleaning is complete, try scanning again.



NOTE

To cancel feeder cleaning while it is in progress, press [Cancel].

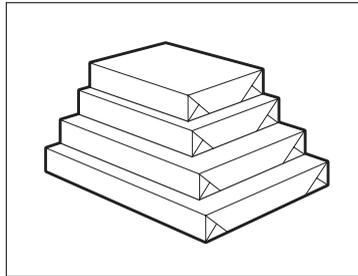
Consumables

The following consumables are available from Canon. For more information, contact your local authorized Canon dealer.

We recommend that you order paper stock and toner from your local authorized Canon dealer before your stock runs out.

■ Paper Stock

In addition to plain paper (11" x 17", LGL, LTR, and STMT), recycled paper, color paper, transparencies (recommended for this machine), tracing paper, labels, and other types of paper stock are available. For more information, contact your local authorized Canon dealer.



⚠ CAUTION

Do not store paper in places exposed to open flames, as this may cause the paper to ignite, resulting in burns or a fire.

👤 IMPORTANT

To prevent moisture build-up, tightly wrap any remaining paper in its original package for storage.

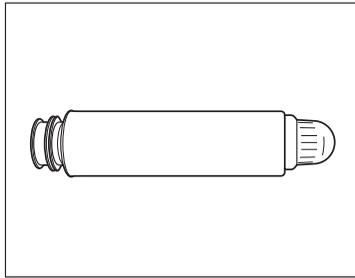
✎ NOTE

- For high-quality printouts, use paper recommended by Canon.
- Some commercially available paper types are not suited for this machine. Contact your local authorized Canon dealer when you need to purchase paper.

■ Toner

If a message prompting you to replace the toner cartridge appears on the touch panel display, replace the used toner cartridge with a new one.

Use only toner cartridges intended for use with this machine.



⚠ WARNING

- Do not burn or throw used toner cartridges into open flames, as this may cause the toner remaining inside the cartridges to ignite, resulting in burns or a fire.
- Do not store toner cartridges in places exposed to open flames, as this may cause the toner to ignite, resulting in burns or a fire.

⚠ CAUTION

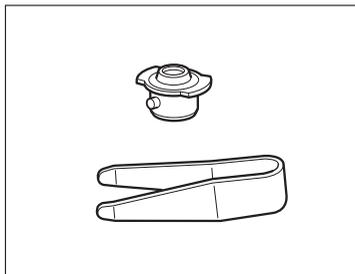
Keep toner and other consumables out of the reach of small children. If these items are ingested, consult a physician immediately.

👐 IMPORTANT

Store toner cartridges in a cool location, away from direct sunlight. (The recommended storage conditions are: temperatures below 86°F, and humidity below 80%.)

■ Stamp Cartridge

The stamp cartridge is used to stamp originals. Use the tweezers provided to remove and replace the stamp cartridge.



■ Genuine Supplies

Canon has developed and manufactured Toner, Parts, and Supplies specifically for use in this machine. For optimal print quality and for optimal machine performance and productivity, we recommend that you use Genuine Canon Toner, Parts, and Supplies. Contact your Canon Authorized Dealer or Service Provider for Genuine Canon Supplies.



Troubleshooting

This chapter explains what to do in response to a paper jam in the main unit, optional units, and an error message display.

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Reducing the Frequency of Paper Jams

If paper jams occur frequently, even though there is no apparent problem with the machine, either one of the following two reasons may be the cause. Follow the instructions described below to reduce the frequency of paper jams.

■ **There are torn pieces of paper left inside the machine.**

Pulling jammed paper out of the machine by force may leave parts of the paper torn inside, leading to frequent paper jams. If paper tears while you are trying to remove jammed paper from the machine, make sure that you remove all of the torn pieces.

■ **The paper size dial is set incorrectly.**

Make sure that the paper size dial located on the right side of a paper drawer matches the size of the paper loaded in the paper drawer. If the paper size dial is set incorrectly, paper jams may occur more frequently.

Clearing Paper Jams

If a paper jam occurs, the following screens appear on the touch panel display.

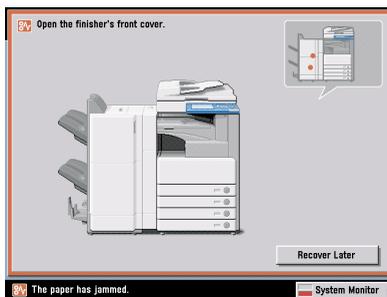
Screens Indicating the Locations of Paper Jams

The screen indicating the location of the paper jam and instructions on how to clear the paper jam appear on the touch panel display. This screen repeatedly appears on the touch panel display until the paper jam is entirely cleared.

■ Example of a Screen Indicating the Location of the Paper Jam

The location of the paper jam is indicated, by a red circle, in the upper right corner of the screen.

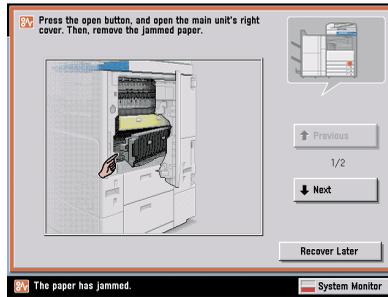
If you press [Recover Later], you can continue operations, such as setting modes and scanning originals, even if the jammed paper is not removed immediately.



🖐️ IMPORTANT

- If a paper jam occurs in the optional Feeder (DADF-N1), you cannot continue operating the machine. Follow the directions on the touch panel display to clear the paper jam. (See "Feeder (DADF-N1) (Optional)," on p. 8-34.)
- If a MEAP application screen is displayed, a message appears in the Job/Print monitor area. Press [System Monitor] → follow the procedures that appear on the touch panel display to help you remove the jammed paper.

■ Example of a Screen Indicating How to Clear the Paper Jam



⚠ WARNING

There are some areas inside the machine which are subject to high-voltages. When removing jammed paper or when inspecting the inside of the machine, do not allow necklaces, bracelets, or other metal objects to touch the inside of the machine, as this may result in burns or electrical shock.

⚠ CAUTION

- When removing jammed originals or paper, take care not to cut your hands on the edges of the originals or paper.
- When removing paper which has become jammed inside the machine, take care not to cut your hands or injure yourself on the inside of the machine. If you cannot remove the paper, contact your local authorized Canon dealer.
- When removing paper which has become jammed inside the machine, take care not to allow the toner on the jammed paper to come into contact with your hands or clothing, as this will dirty your hands or clothing. If they become dirty, wash them immediately with cold water. Washing them with warm water will set the toner, and make it impossible to remove the toner stains.
- When removing paper which has become jammed inside the machine, remove the jammed paper gently to prevent the toner on the paper from scattering and getting into your eyes or mouth. If the toner gets into your eyes or mouth, wash them immediately with cold water and immediately consult a physician.
- The fixing unit and its surroundings inside the machine may become hot during use. When removing jammed paper or when inspecting the inside of the machine, do not touch the fixing unit and its surroundings, as doing so may result in burns or electrical shock.
- After clearing all paper jams, remove your hands from the machine immediately. Even if the machine is not in operation, your hands, hair, or clothing may get caught in the feed rollers, which could result in personal injury or damage if the machine suddenly starts printing.

📎 NOTE

If paper is jammed in several locations, remove the jammed paper in the order indicated on the touch panel display.

1 Inspect all paper jam locations indicated on the touch panel display, and remove any jammed paper.

See the appropriate pages below for instructions on finding and removing jammed paper. Or, you can follow the instructions on the touch panel display.

If jammed paper tears while it is being removed, be sure to remove any remaining pieces from inside the machine.



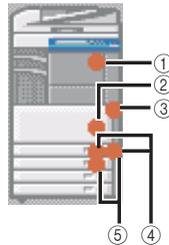
IMPORTANT

If the machine's power is turned OFF when there is a paper jam, detection of paper jams in the paper drawers is not possible after the power is turned back ON. Clear paper jams without turning the power OFF.



NOTE

- Some areas that are shown to have paper jams may not actually have paper jams. However, always check all locations indicated on the touch panel display in the order that is given.
- The following image which is displayed in the upper right corner of the screen, indicates the possible locations where paper jams may occur, and the page number describing how to remove the jammed paper.

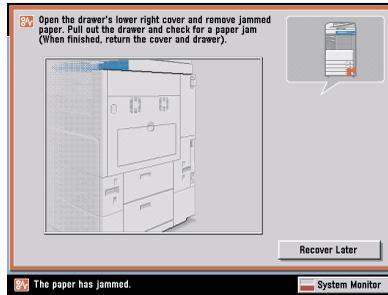


- ① Duplexing Unit (See "Duplexing Unit (Inside the Main Unit)," on p. 8-14.)
- ② Fixing Unit (See "Fixing Unit (Inside the Main Unit)," on p. 8-11.)
- ③ Stack Bypass (See "Stack Bypass," on p. 8-16.)
- ④ Paper Drawer 1 (See "Paper Drawer 1," on p. 8-19.)
- ⑤ Paper Drawer 2 (See "Paper Drawer 2," on p. 8-24.)

2 If a paper jam occurs inside an optional unit, see the instructions on the following pages.

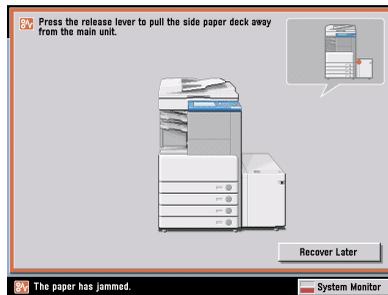
● Cassette Feeding Unit-Y3

- See "Cassette Feeding Unit-Y3 (Optional)," on p. 8-27.



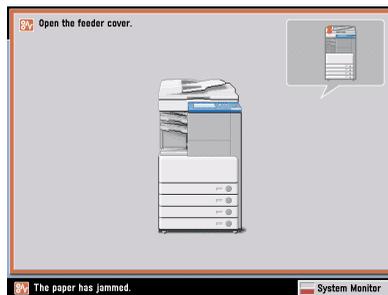
● Paper Deck-Q1

- See "Paper Deck-Q1 (Optional)," on p. 8-30.



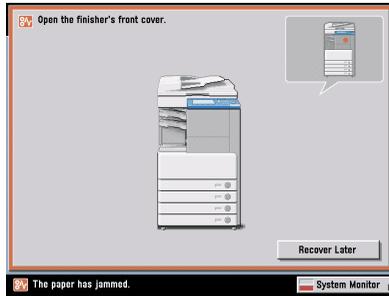
● Feeder (DADF-N1)

- See "Feeder (DADF-N1) (Optional)," on p. 8-34.



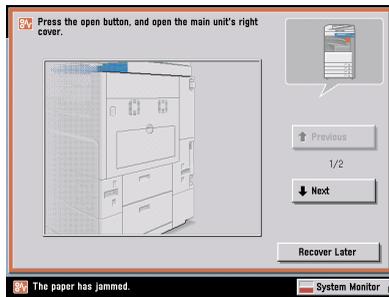
● **Finisher-S1**

- ❑ See "Finisher-S1 (Optional)," on p. 8-38.
- ❑ See "Finisher-S1/Puncher Unit-R1 (Optional)," on p. 8-43.
- ❑ See "Inside the Transfer Cover of the Finisher-S1 (Optional)," on p. 8-49.



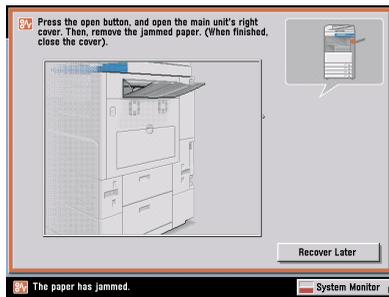
● **Inner 2 Way Tray-D1**

- ❑ See "Inner 2 Way Tray-D1 (Optional)," on p. 8-67.



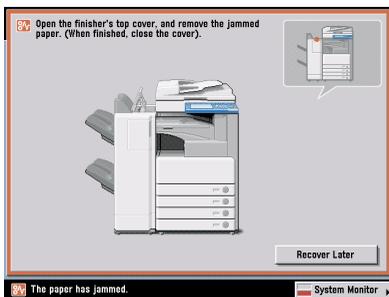
● **Copy Tray-J1**

- ❑ See "Copy Tray-J1 (Optional)," on p. 8-71.



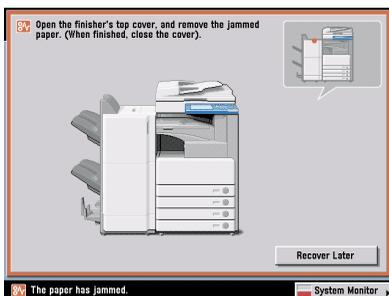
● **Finisher-AE1**

- ❑ See "Inside the Top Cover of the Finisher-AE1/Saddle Finisher-AE2 (Optional)," on p. 8-53.
- ❑ See "Inside the Buffer Pass Unit-E2 of the Finisher-AE1/Saddle Finisher-AE2 (Optional)," on p. 8-56.



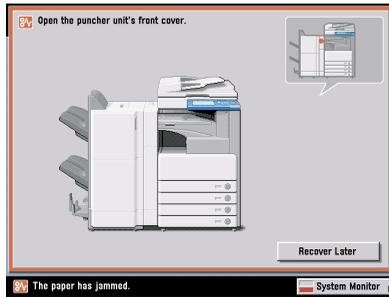
● **Saddle Finisher-AE2**

- ❑ See "Inside the Top Cover of the Finisher-AE1/Saddle Finisher-AE2 (Optional)," on p. 8-53.
- ❑ See "Inside the Buffer Pass Unit-E2 of the Finisher-AE1/Saddle Finisher-AE2 (Optional)," on p. 8-56.
- ❑ See "Inside the Front Cover of the Saddle Finisher-AE2 (Optional)," on p. 8-58.
- ❑ See "Saddle Stitcher Unit (Optional)," on p. 8-61.



● Puncher Unit-M1

- ❑ See "Puncher Unit-M1 (Optional)," on p. 8-65.



- 3** After you have removed all of the jammed paper in the locations indicated on the touch panel display, restore all levers and covers to their original positions.
- 4** Continue to follow the procedure and instructions on the touch panel display.

Once you have removed all of the jammed paper in locations other than the optional feeder, printing or copying resumes.

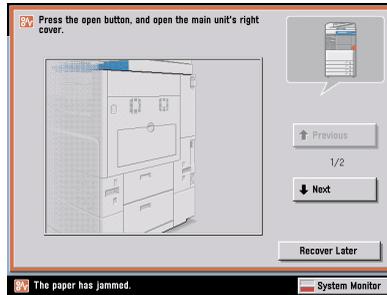
If there is paper that still needs to be removed, a screen indicating how to clear that paper jam appears on the touch panel display. Repeat the procedure from step 1.

NOTE

You do not have to re-enter the number of copies or prints, even if you are printing multiple sets. The machine automatically recalculates the number of copies or prints to make based on the number of sheets that have jammed.

Fixing Unit (Inside the Main Unit)

If a paper jam occurs in the fixing unit area, a screen similar to the one shown below appears on the touch panel display. Check the location of the paper jam, and follow the procedure described below, and the procedure that appears on the touch panel display, to remove the jammed paper.



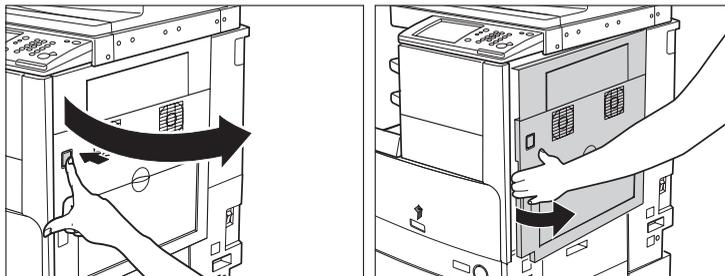
CAUTION

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

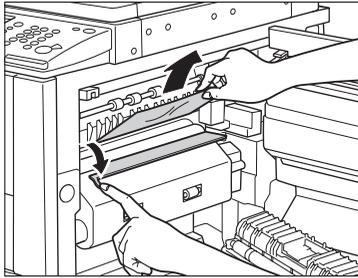
1 Press the button on the right cover of the main unit, and open the right cover.

If the optional Paper Deck-Q1 is attached to the main unit, move the paper deck away from the main unit before proceeding with this procedure. For more information, see "Paper Deck-Q1," on p. 3-18.

If the optional Copy Tray-J1 is attached to the main unit, remove all output paper from the tray. For more information, see "Copy Tray-J1," on p. 3-42.



- 2** Pull down the upper cover of the fixing unit by its tab, and remove any jammed paper.



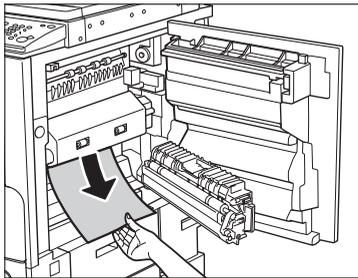
If there is paper jammed in the lower part of the fixing unit, proceed to step 3.



CAUTION

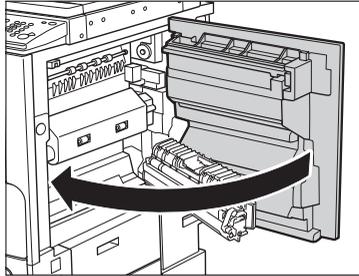
The fixing unit and its surroundings are subject to high-temperatures. When removing jammed paper, take care not to touch anything in this area, except the jammed paper and the upper cover.

- 3** Remove any jammed paper protruding from the lower part of the fixing unit.



- 4 Place your hand where the hand symbol (👉) is located on the right cover of the main unit, and then gently close the right cover until it clicks into place in the closed position.**

If the optional Paper Deck-Q1 was moved away from the main unit, reconnect it to the main unit. For more information, see "Paper Deck-Q1," on p. 3-18.



CAUTION

When closing the right cover of the main unit, be careful not to get your fingers caught, as this may result in personal injury.

- 5 Follow the instructions on the touch panel display.**

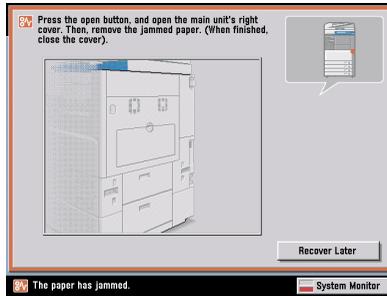


NOTE

The screen indicating the location of the paper jam repeatedly appears on the touch panel display until the paper jam is entirely cleared. For more information, see "Screens Indicating the Locations of Paper Jams," on p. 8-4.

Duplexing Unit (Inside the Main Unit)

If a paper jam occurs inside the duplexing unit, a screen similar to the one shown below appears on the touch panel display. Check the location of the paper jam, and follow the procedure described below, and the procedure that appears on the touch panel display, to remove the jammed paper.



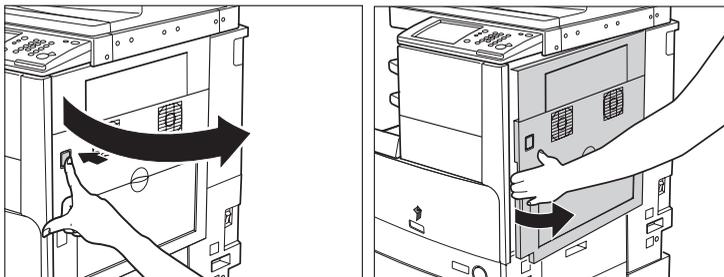
CAUTION

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

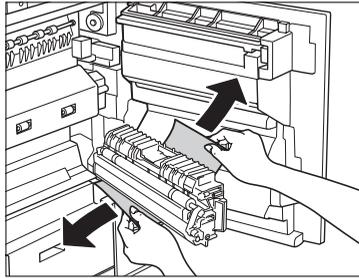
1 Press the button on the right cover of the main unit, and open the right cover.

If the optional Paper Deck-Q1 is attached to the main unit, move the paper deck away from the main unit before proceeding with this procedure. For more information, see "Paper Deck-Q1," on p. 3-18.

If the optional Copy Tray-J1 is attached to the main unit, remove all output paper from the tray. For more information, see "Copy Tray-J1," on p. 3-42.

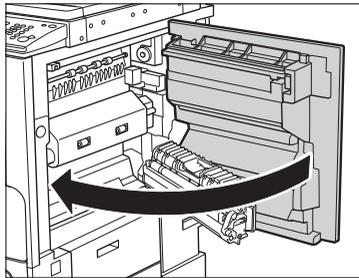


2 Remove any jammed paper.



3 Place your hand where the hand symbol (☞) is located on the right cover of the main unit, and then gently close the right cover until it clicks into place in the closed position.

If the optional Paper Deck-Q1 was moved away from the main unit, reconnect it to the main unit. For more information, see "Paper Deck-Q1," on p. 3-18.



CAUTION

When closing the right cover of the main unit, be careful not to get your fingers caught, as this may result in personal injury.

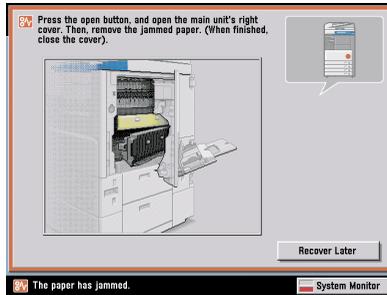
4 Follow the instructions on the touch panel display.

NOTE

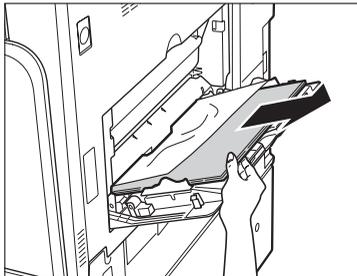
The screen indicating the location of the paper jam repeatedly appears on the touch panel display until the paper jam is entirely cleared. For more information, see "Screens Indicating the Locations of Paper Jams," on p. 8-4.

Stack Bypass

If a paper jam occurs inside the stack bypass, a screen similar to the one shown below appears on the touch panel display. Check the location of the paper jam, and follow the procedure described below, and the procedure that appears on the touch panel display, to remove the jammed paper.



- 1 Remove all of the paper that is not jammed from the stack bypass.**



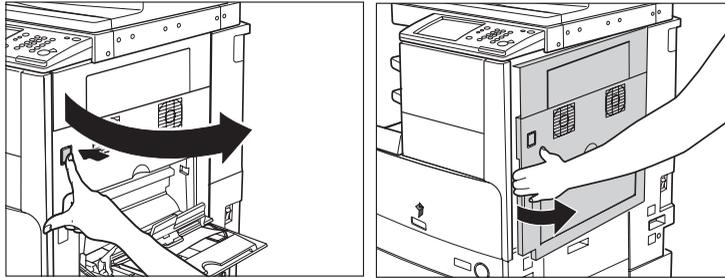
- 2 Remove any jammed paper.**



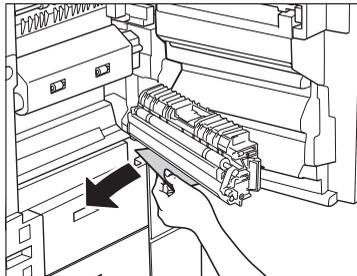
3 Press the button on the right cover of the main unit, and open the right cover.

If the optional Paper Deck-Z1 is attached to the main unit, move the paper deck away from the main unit before proceeding with this procedure. For more information, see "Paper Deck-Q1," on p. 3-18.

If the optional Copy Tray-J1 is attached to the main unit, remove all of the output paper from the tray. For more information, see "Copy Tray-J1," on p. 3-42.

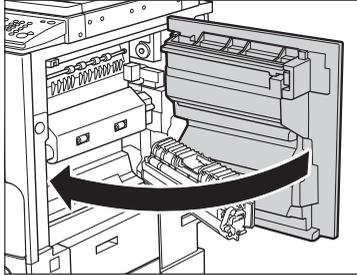


4 Remove any jammed paper from the stack bypass inside the right cover of the main unit.



5 Place your hand where the hand symbol (👉) is located on the right cover of the main unit, and then gently close the right cover until it clicks into place in the closed position.

If the optional Paper Deck-Q1 was moved away from the main unit, reconnect it to the main unit. For more information, see "Paper Deck-Q1," on p. 3-18.



⚠ CAUTION

When closing the upper and lower right covers of the main unit, be careful not to get your fingers caught, as this may result in personal injury.

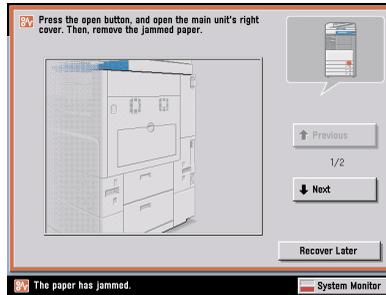
6 Follow the instructions on the touch panel display.

📝 NOTE

The screen indicating the location of the paper jam repeatedly appears on the touch panel display until the paper jam is entirely cleared. For more information, see "Screens Indicating the Locations of Paper Jams," on p. 8-4.

Paper Drawer 1

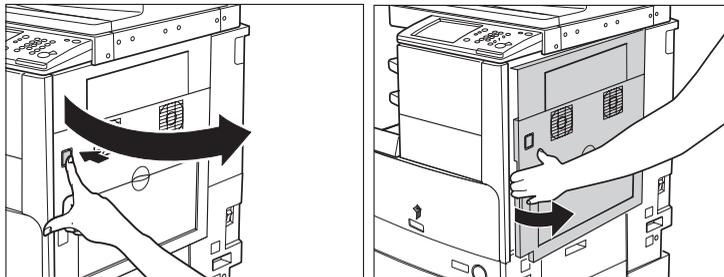
If a paper jam occurs inside Paper Drawer 1, a screen similar to the one shown below appears on the touch panel display. Check the location of the paper jam, and follow the procedure described below, and the procedure that appears on the touch panel display, to remove the jammed paper.



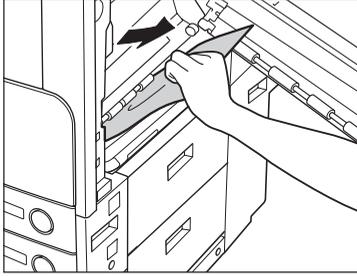
1 Press the button on the right cover of the main unit, and open the right cover.

If the optional Paper Deck-Q1 is attached to the main unit, move the paper deck away from the main unit before proceeding with this procedure. For more information, see "Paper Deck-Q1," on p. 3-18.

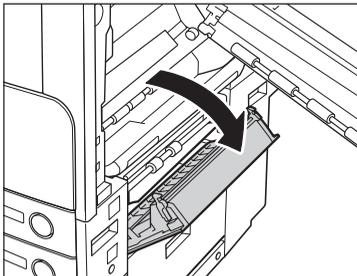
If the optional Copy Tray-J1 is attached to the main unit, remove all output paper from the tray. For more information, see "Copy Tray-J1," on p. 3-42.



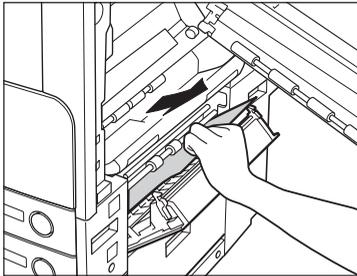
2 Remove any jammed paper.



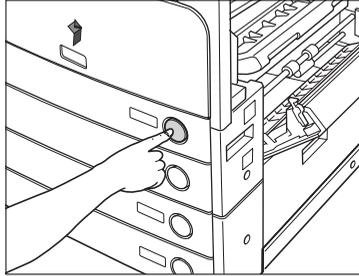
3 Open the paper drawer's right cover.



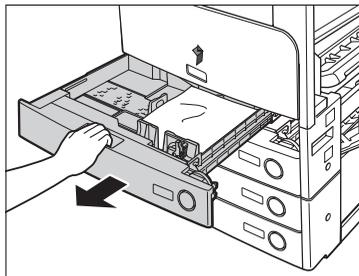
4 Remove any jammed paper.



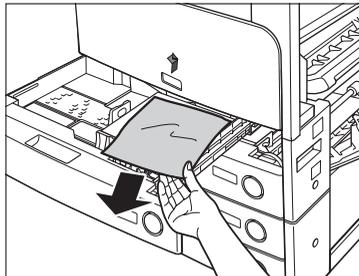
- 5** Press and release the button on Paper Drawer 1.



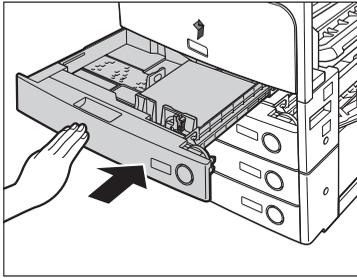
- 6** Grip the handle, and pull out the paper drawer until it stops.



- 7** Remove any jammed paper.



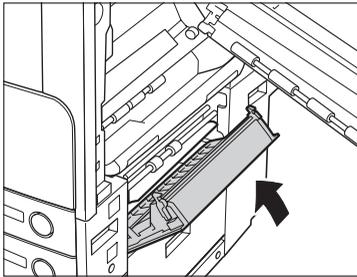
- 8** Gently push Paper Drawer 1 back into the machine until it clicks into place in the closed position.



CAUTION

When returning the paper drawer to its original position, be careful not to get your fingers caught, as this may result in personal injury.

- 9** Close the paper drawer's right cover.

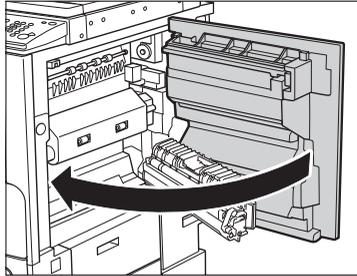


CAUTION

When closing the paper drawer's right cover, be careful not to get your fingers caught, as this may result in personal injury.

10 Place your hand where the hand symbol (👉) is located on the right cover of the main unit, and then gently close the right cover until it clicks into place in the closed position.

If the optional Paper Deck-Q1 was moved away from the main unit, reconnect it to the main unit. For more information, see "Paper Deck-Q1," on p. 3-18.



CAUTION

When closing the right cover of the main unit, be careful not to get your fingers caught, as this may result in personal injury.

11 Follow the instructions on the touch panel display.

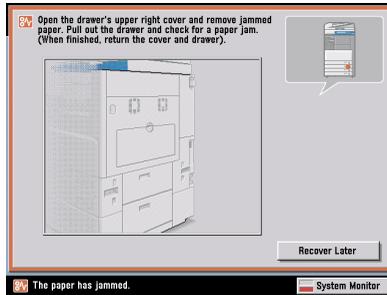


NOTE

The screen indicating the location of the paper jam repeatedly appears on the touch panel display until the paper jam is entirely cleared. For more information, see "Screens Indicating the Locations of Paper Jams," on p. 8-4.

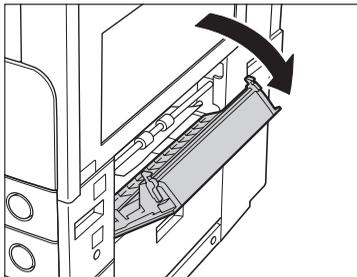
Paper Drawer 2

If a paper jam occurs inside Paper Drawer 2, a screen similar to the one shown below appears on the touch panel display. Check the location of the paper jam, and follow the procedure described below, and the procedure that appears on the touch panel display, to remove the jammed paper.

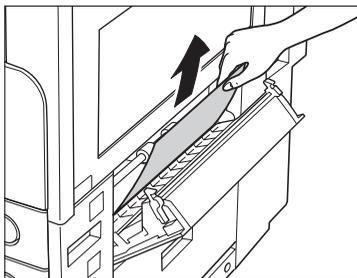


1 Open the paper drawer's right cover.

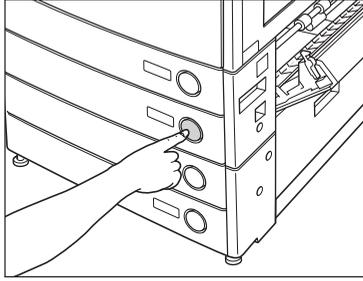
If the optional Paper Deck-Q1 is attached to the main unit, move the paper deck away from the main unit before proceeding with this procedure. For more information, see "Paper Deck-Q1," on p. 3-18.



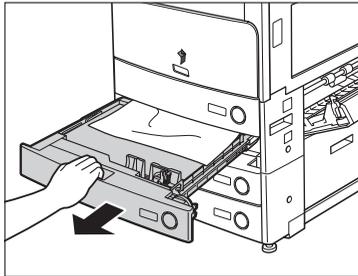
2 Remove any jammed paper.



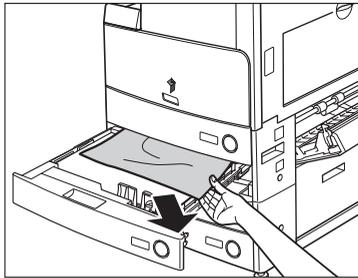
3 Press and release the button on Paper Drawer 2.



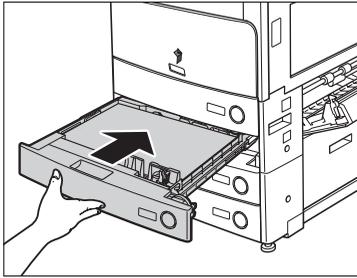
4 Grip the handle, and pull out the paper drawer until it stops.



5 Remove any jammed paper.



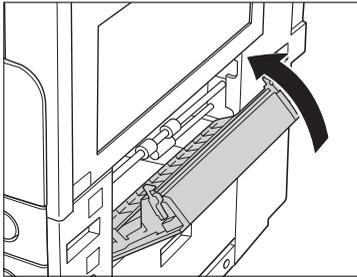
- 6 Gently push Paper Drawer 2 back into the machine until it clicks into place in the closed position.**

**CAUTION**

When returning the paper drawer to its original position, be careful not to get your fingers caught, as this may result in personal injury.

- 7 Close the paper drawer's right cover.**

If the optional Paper Deck-Q1 was moved away from the main unit, reconnect it to the main unit. For more information, see "Paper Deck-Q1," on p. 3-18.

**CAUTION**

When closing the right cover of the paper drawer, be careful not to get your fingers caught, as this may result in personal injury.

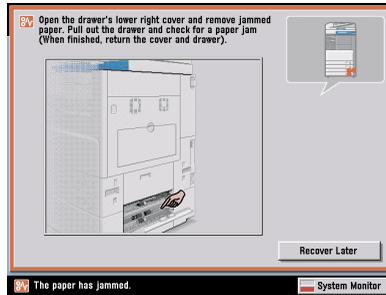
- 8 Follow the instructions on the touch panel display.**

**NOTE**

The screen indicating the location of the paper jam repeatedly appears on the touch panel display until the paper jam is entirely cleared. For more information, see "Screens Indicating the Locations of Paper Jams," on p. 8-4.

Cassette Feeding Unit-Y3 (Optional)

If a paper jam occurs inside the optional Cassette Feeding Unit-Y3, a screen similar to the one shown below appears on the touch panel display. Check the location of the paper jam, and follow the procedure described below, and the procedure that appears on the touch panel display, to remove the jammed paper.



WARNING

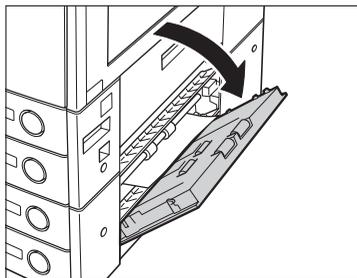
There are some areas inside the machine which are subject to high-voltages. When removing jammed paper or when inspecting the inside of the machine, do not allow necklaces, bracelets, or other metal objects to touch the inside of the machine, as this may result in burns or electrical shock.

CAUTION

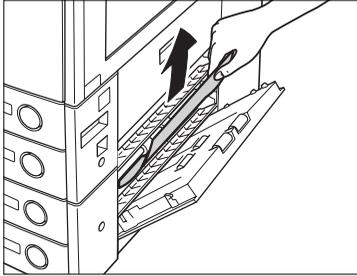
When removing jammed paper, take care not to cut your hands on the edges of the paper.

1 Open the lower right cover of the cassette feeding unit.

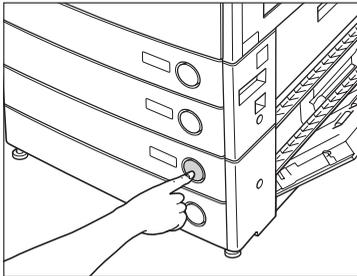
If the optional Paper Deck-Q1 is attached to the main unit, move the paper deck away from the main unit before proceeding with this procedure. For more information, see "Paper Deck-Q1," on p. 3-18.



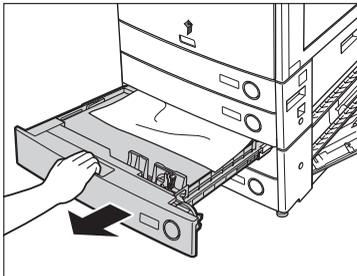
2 Remove any jammed paper.



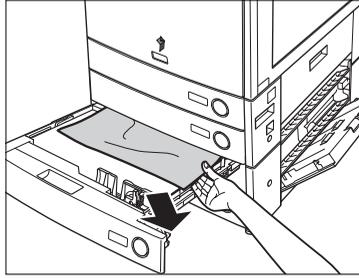
3 Press and release the button on the paper drawer indicated on the touch panel display.



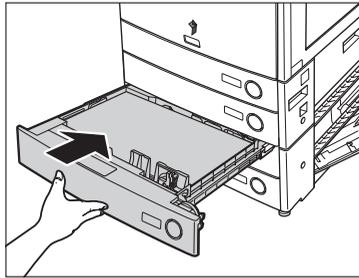
4 Grip the handle, and pull out the paper drawer until it stops.



5 Remove any jammed paper.



6 Gently push the paper drawer back into the machine until it clicks into place in the closed position.

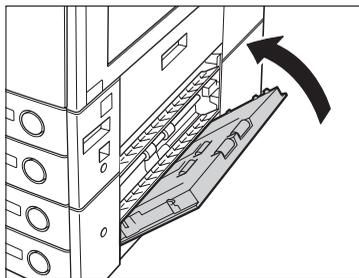


CAUTION

When returning the paper drawer to its original position, be careful not to get your fingers caught, as this may result in personal injury.

7 Close the lower right cover of the cassette feeding unit.

If the optional Paper Deck-Q1 was moved away from the main unit, reconnect it to the main unit. For more information, see "Paper Deck-Q1," on p. 3-18.



⚠ CAUTION

When closing the lower right cover of the cassette feeding unit, be careful not to get your fingers caught, as this may result in personal injury.

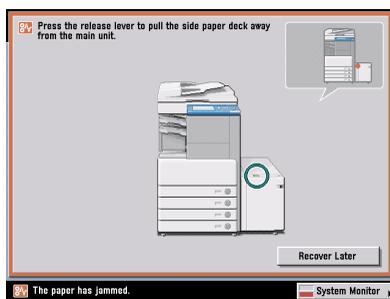
8 Follow the instructions on the touch panel display.

✎ NOTE

The screen indicating the location of the paper jam repeatedly appears on the touch panel display until the paper jam is entirely cleared. For more information, see "Screens Indicating the Locations of Paper Jams," on p. 8-4.

Paper Deck-Q1 (Optional)

If a paper jam occurs in the optional Paper Deck-Q1, a screen similar to the one shown below appears on the touch panel display. Check the location of the paper jam, and follow the procedure described below, and the procedure that appears on the touch panel display, to remove the jammed paper.



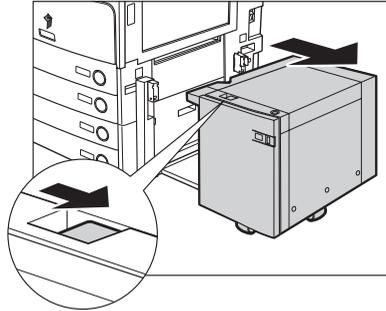
⚠ WARNING

There are some areas inside the machine which are subject to high-voltages. When removing jammed paper or when inspecting the inside of the machine, do not allow necklaces, bracelets, or other metal objects to touch the inside of the machine, as this may result in burns or electrical shock.

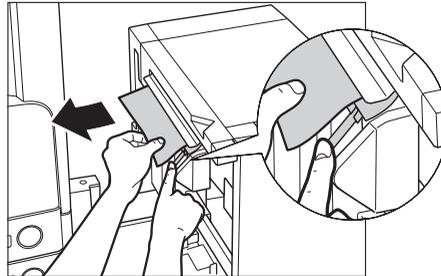
⚠ CAUTION

When removing jammed paper, take care not to cut your hands on the edges of the paper.

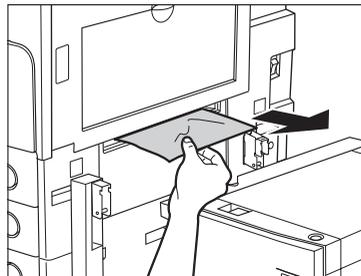
- 1** Press the release button, and move the paper deck away from the main unit.



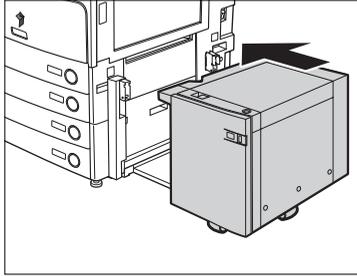
- 2** Pull down the lever on the side of the paper deck that attaches to the main unit, and remove any jammed paper from the feeding area.



Paper can also be jammed in the feeding slot on the side of the main unit. Remove any jammed paper from the feeding slot.



3 Reconnect the paper deck to the main unit.

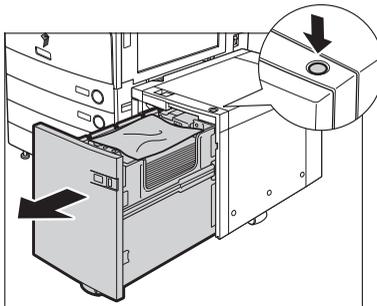


If the screen indicating the paper jam is no longer displayed after reconnecting the paper deck to the main unit, proceed to step 7.

CAUTION

When reconnecting the paper deck to the main unit, be careful not to get your fingers caught, as this may result in personal injury.

4 Press the open button to open the paper deck.



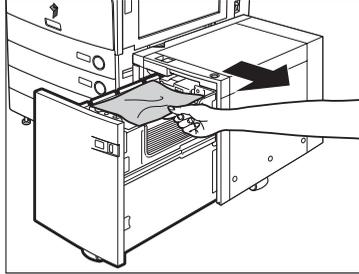
The inside lifter descends automatically.

IMPORTANT

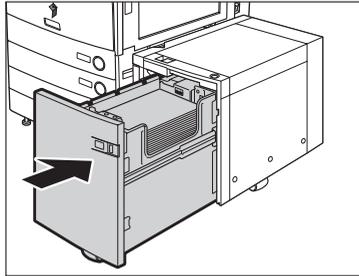
If the machine is in the Sleep mode (the touch panel is not displayed, and only the main power indicator is lit), you may not be able to open the paper deck. In this case, press the control panel power switch to reactivate the machine, and then press the open button on the paper deck.

5 Remove any jammed paper.

Look carefully, as jammed paper may be difficult to see.



6 Close the paper deck.



CAUTION

When closing the paper deck, be careful not to get your fingers caught, as this may result in personal injury.

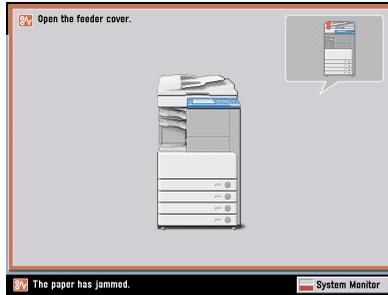
7 Follow the instructions on the touch panel display.

NOTE

The screen indicating the location of the paper jam repeatedly appears on the touch panel display until the paper jam is entirely cleared. For more information, see "Screens Indicating the Locations of Paper Jams," on p. 8-4.

Feeder (DADF-N1) (Optional)

If a paper jam occurs in the optional Feeder (DADF-N1), a screen similar to the one shown below appears on the touch panel display. Check the location of the paper jam, and follow the procedure described below, and the procedure that appears on the touch panel display, to remove the jammed paper.



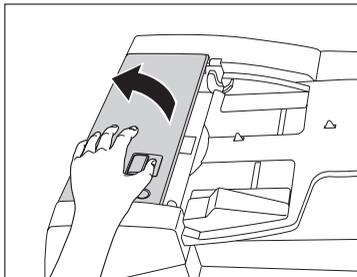
WARNING

There are some areas inside the machine which are subject to high-voltages. When removing jammed paper or when inspecting the inside of the machine, do not allow necklaces, bracelets, or other metal objects to touch the inside of the machine, as this may result in burns or electrical shock.

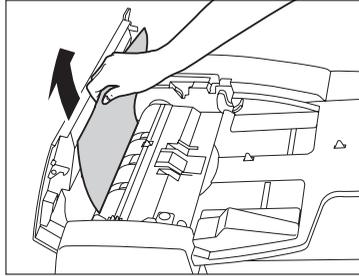
CAUTION

When removing jammed originals, take care not to cut your hands on the edges of the originals.

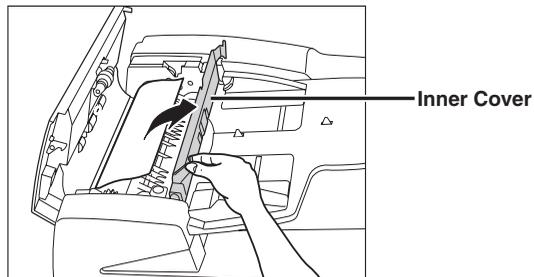
1 Open the feeder cover.



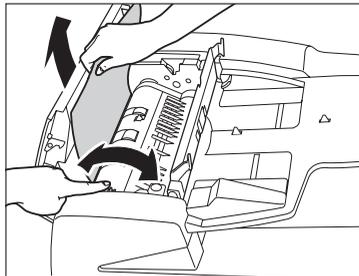
2 Remove any jammed originals.



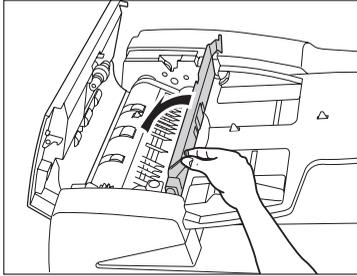
3 Open the inner cover, holding it by its front tab.



4 Turn the feed dial, and remove any jammed originals.



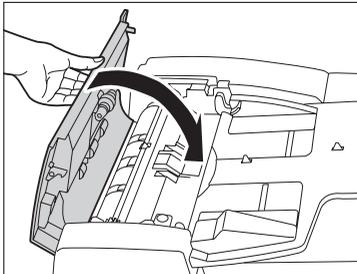
5 Close the inner cover.



CAUTION

When closing the inner cover, be careful not to get your fingers caught, as this may result in personal injury.

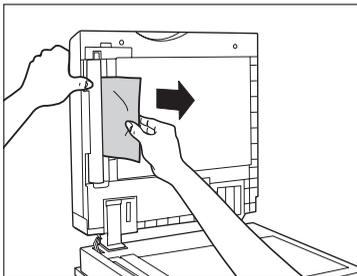
6 Close the feeder cover.



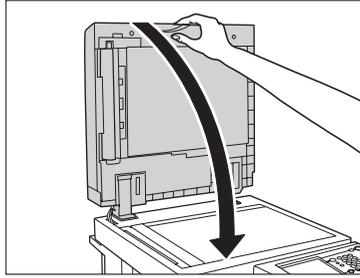
CAUTION

When closing the feeder cover, be careful not to get your fingers caught, as this may result in personal injury.

7 Lift the feeder, and remove any jammed originals.



8 Close the feeder.



CAUTION

When closing the feeder, be careful not to get your fingers caught, as this may result in personal injury.

9 Follow the instructions on the touch panel display.

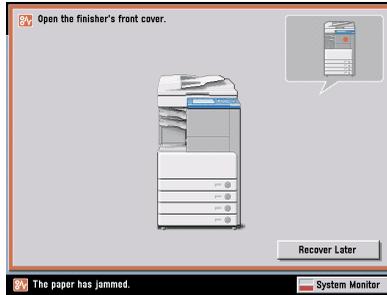


NOTE

The screen indicating the location of the paper jam repeatedly appears on the touch panel display until the paper jam is entirely cleared. For more information, see "Screens Indicating the Locations of Paper Jams," on p. 8-4.

Finisher-S1 (Optional)

If a paper jam occurs in the optional Finisher-S1, a screen similar to the one shown below appears on the touch panel display. Check the location of the paper jam, and follow the procedure described below, and the procedure that appears on the touch panel display, to remove the jammed paper.



WARNING

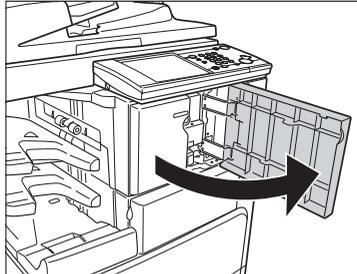
There are some areas inside the machine which are subject to high-voltages. When removing jammed paper or when inspecting the inside of the machine, do not allow necklaces, bracelets, or other metal objects to touch the inside of the machine, as this may result in burns or electrical shock.

CAUTION

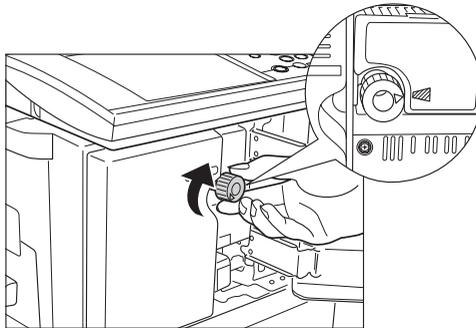
- When removing jammed paper, take care not to cut your hands on the edges of the paper.
- When removing paper which has become jammed inside the machine, take care not to cut your hands or injure yourself on the inside of the machine. If you cannot remove the paper, contact your local authorized Canon dealer.
- When removing paper which has become jammed inside the machine, take care not to allow the toner on the jammed paper to come into contact with your hands or clothing, as this will dirty your hands or clothing. If they become dirty, wash them immediately with cold water. Washing them with warm water will set the toner, and make it impossible to remove the toner stains.
- When removing paper which has become jammed inside the machine, remove the jammed paper gently to prevent the toner on the paper from scattering and getting into your eyes or mouth. If the toner gets into your eyes or mouth, wash them immediately with cold water and immediately consult a physician.

1 Open the front cover of the finisher.

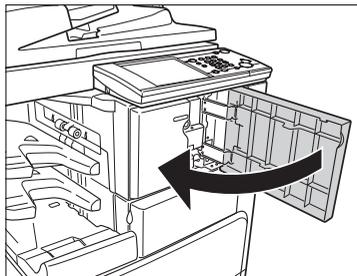
If the optional Puncher Unit-R1 is not attached, this procedure is not necessary. Proceed to step 4.



2 Align the pointed notch on the knob with the shaded region (▨).



3 Close the front cover of the finisher.



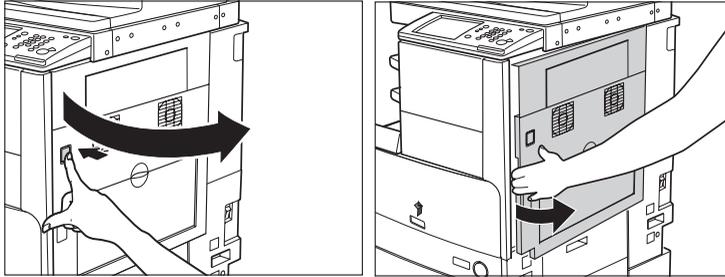
CAUTION

When closing the front cover of the finisher, be careful not to get your fingers caught, as this may result in personal injury.

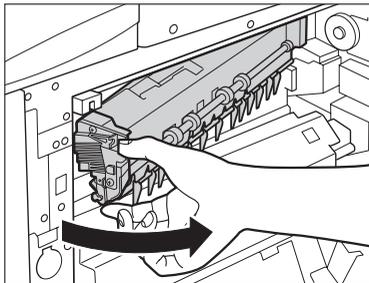
4 Press the button on the right cover of the main unit, and open the right cover.

If the optional Paper Deck-Q1 is attached to the main unit, move the paper deck away from the main unit before proceeding with this procedure. For more information, see "Paper Deck-Q1," on p. 3-18.

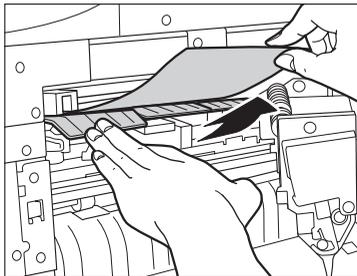
If the optional Copy Tray-J1 is attached to the main unit, remove all output paper from the tray. For more information, see "Copy Tray-J1," on p. 3-42.



5 Pull out the paper output unit.



6 Pull down any one of the four inner guides, and remove any jammed paper.

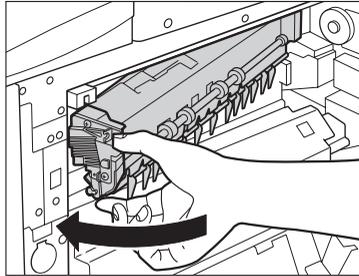




IMPORTANT

If it is impossible to lower one of the four inner guides, try another inner guide. Do not attempt to lower the inner guide too forcefully, as this may break it.

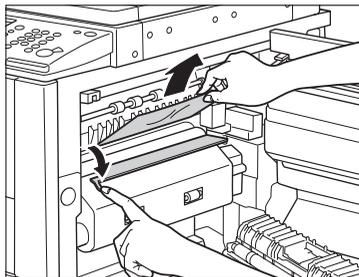
7 Push the paper output unit back into its original position.



CAUTION

When pushing the paper output unit back into its original position, be careful not to get your fingers caught, as this may result in personal injury.

8 Pull down the upper cover of the fixing unit by its tab, and remove any jammed paper.



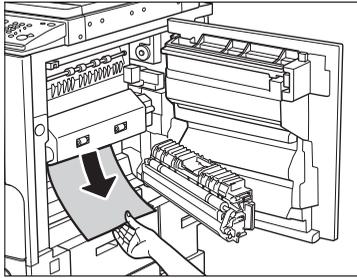
If there is difficulty in removing jammed paper from the bottom of the fixing unit, proceed to step 9.



CAUTION

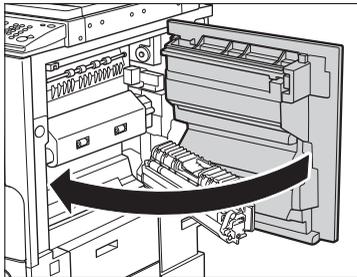
The fixing unit and its surroundings are subject to high-temperatures. When removing jammed paper, take care not to touch anything in this area, except the jammed paper and the upper cover.

- 9** If there is any jammed paper protruding from the lower part of the fixing unit, remove the jammed paper.



- 10** Place your hand where the hand symbol (👉) is located on the right cover of the main unit, and then gently close the right cover until it clicks into place in the closed position.

If the optional Paper Deck-Q1 was moved away from the main unit, reconnect it to the main unit. For more information, see "Paper Deck-Q1," on p. 3-18.



⚠ CAUTION

When closing the right cover of the main unit, be careful not to get your fingers caught, as this may result in personal injury.

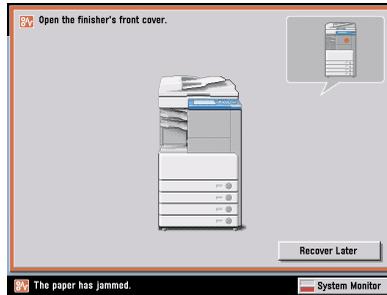
- 11** Follow the instructions on the touch panel display.

📎 NOTE

The screen indicating the location of the paper jam repeatedly appears on the touch panel display until the paper jam is entirely cleared. For more information, see "Screens Indicating the Locations of Paper Jams," on p. 8-4.

Finisher-S1/Puncher Unit-R1 (Optional)

If a paper jam occurs in the optional Finisher-S1 and Puncher Unit-R1, a screen similar to the one shown below appears on the touch panel display. Check the location of the paper jam, and follow the procedure described below, and the procedure that appears on the touch panel display, to remove the jammed paper.



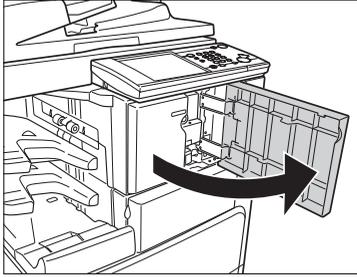
WARNING

There are some areas inside the machine which are subject to high-voltages. When removing jammed paper or when inspecting the inside of the machine, do not allow necklaces, bracelets, or other metal objects to touch the inside of the machine, as this may result in burns or electrical shock.

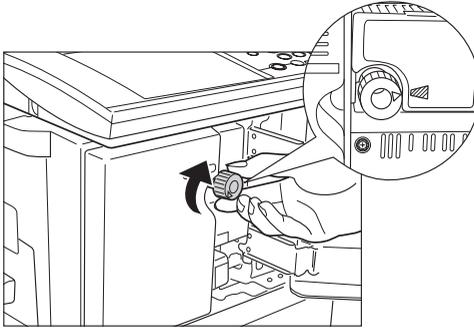
CAUTION

- When removing jammed paper, take care not to cut your hands on the edges of the paper.
- When removing paper which has become jammed inside the machine, take care not to cut your hands or injure yourself on the inside of the machine. If you cannot remove the paper, contact your local authorized Canon dealer.
- When removing paper which has become jammed inside the machine, take care not to allow the toner on the jammed paper to come into contact with your hands or clothing, as this will dirty your hands or clothing. If they become dirty, wash them immediately with cold water. Washing them with warm water will set the toner, and make it impossible to remove the toner stains.
- When removing paper which has become jammed inside the machine, remove the jammed paper gently to prevent the toner on the paper from scattering and getting into your eyes or mouth. If the toner gets into your eyes or mouth, wash them immediately with cold water and immediately consult a physician.

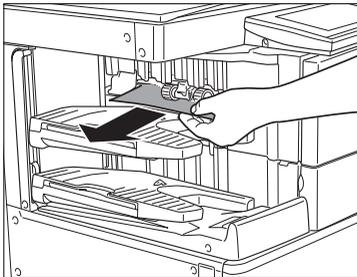
- 1** Open the front cover of the finisher.



- 2** Align the pointed notch of the knob with the shaded region (///).



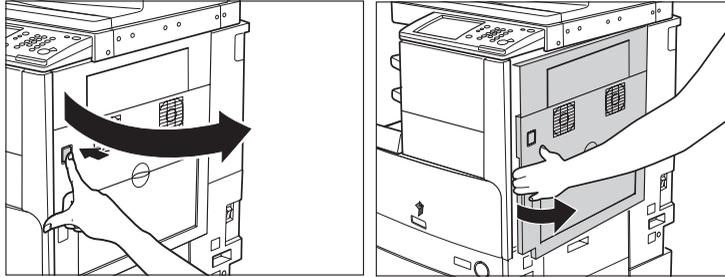
- 3** Remove any jammed paper protruding from the output tray.



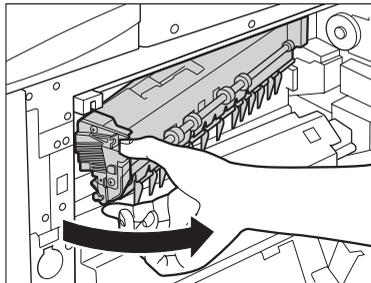
4 Press the button on the right cover of the main unit, and open the right cover.

If the optional Paper Deck-Q1 is attached to the main unit, move the paper deck away from the main unit before proceeding with this procedure. For more information, see "Paper Deck-Q1," on p. 3-18.

If the optional Copy Tray-J1 is attached to the main unit, remove all output paper from the tray. For more information, see "Copy Tray-J1," on p. 3-42.

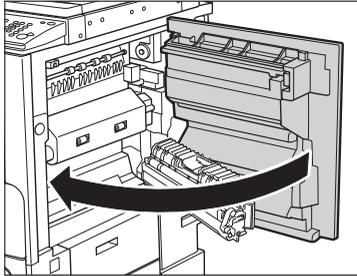


5 Follow steps 5 to 9 in "Finisher-S1 (Optional)" on p. 8-38 to remove the paper jam.



- 6** Place your hand where the hand symbol (👉) is located on the right cover of the main unit, and then gently close the right cover until it clicks into place in the closed position.

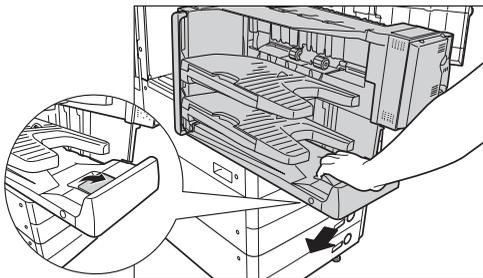
If the optional Paper Deck-Q1 was moved away from the main unit, reconnect it to the main unit. For more information, see "Paper Deck-Q1," on p. 3-18.



⚠ CAUTION

When closing the right cover of the main unit, be careful not to get your fingers caught, as this may result in personal injury.

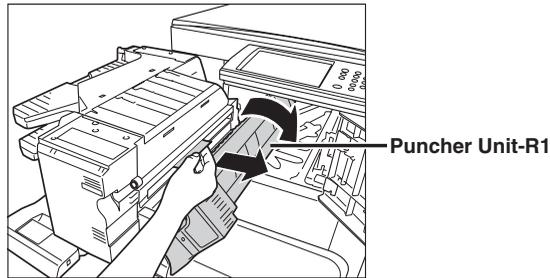
- 7** Lift the handle of the finisher unit up, and then pull it out to the left.



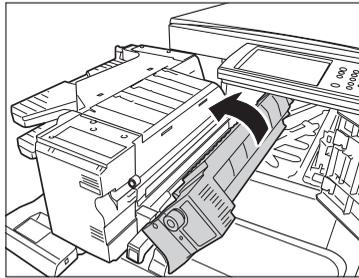
⚠ CAUTION

Do not place any objects on the finisher unit, or lean on it, as doing so may damage the machine, or cause the machine to fall over, resulting in personal injury.

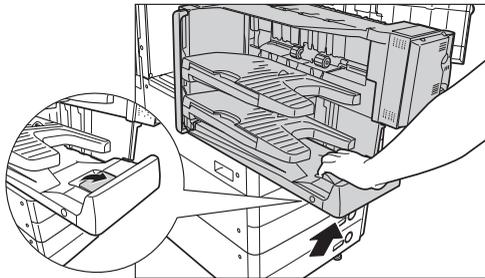
- 8** Pull down the puncher unit, and then remove any jammed paper.



- 9** Return the puncher unit to its original position.



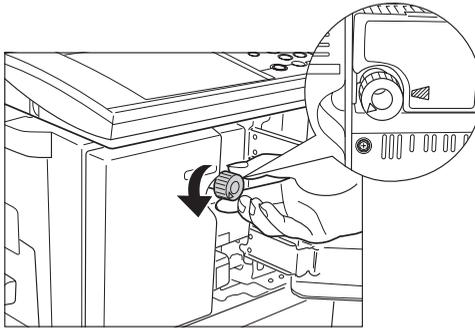
- 10** Lift the handle of the finisher unit up, and then return the finisher unit to its original position.



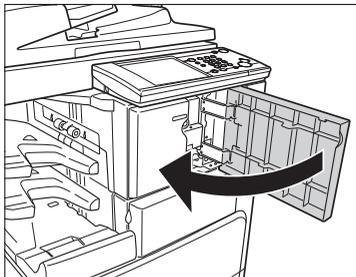
CAUTION

When returning the finisher unit to its original position, do not place your fingers or hands under the finisher, as they may get caught, resulting in personal injury.

- 11** Return the pointed notch on the knob back to its original position.



- 12** Close the front cover of the finisher.



CAUTION

When closing the front cover of the finisher, be careful not to get your fingers caught, as this may result in personal injury.

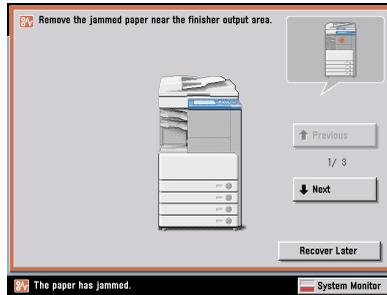
- 13** Follow the instructions on the touch panel display.

NOTE

The screen indicating the location of the paper jam repeatedly appears on the touch panel display until the paper jam is entirely cleared. For more information, see "Screens Indicating the Locations of Paper Jams," on p. 8-4.

Inside the Transfer Cover of the Finisher-S1 (Optional)

If a paper jam occurs inside the transfer cover of the optional Finisher-S1, a screen similar to the one shown below appears on the touch panel display. Check the location of the paper jam, and follow the procedure described below, and the procedure that appears on the touch panel display, to remove the jammed paper.



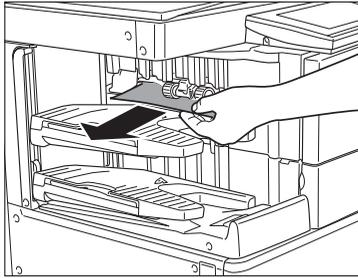
WARNING

There are some areas inside the machine which are subject to high-voltages. When removing jammed paper or when inspecting the inside of the machine, do not allow necklaces, bracelets, or other metal objects to touch the inside of the machine, as this may result in burns or electrical shock.

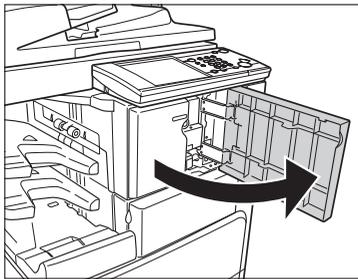
CAUTION

- When removing jammed paper, take care not to cut your hands on the edges of the paper.
- When removing paper which has become jammed inside the machine, take care not to cut your hands or injure yourself on the inside of the machine. If you cannot remove the paper, contact your local authorized Canon dealer.
- When removing paper which has become jammed inside the machine, take care not to allow the toner on the jammed paper to come into contact with your hands or clothing, as this will dirty your hands or clothing. If they become dirty, wash them immediately with cold water. Washing them with warm water will set the toner, and make it impossible to remove the toner stains.
- When removing paper which has become jammed inside the machine, remove the jammed paper gently to prevent the toner on the paper from scattering and getting into your eyes or mouth. If the toner gets into your eyes or mouth, wash them immediately with cold water and immediately consult a physician.

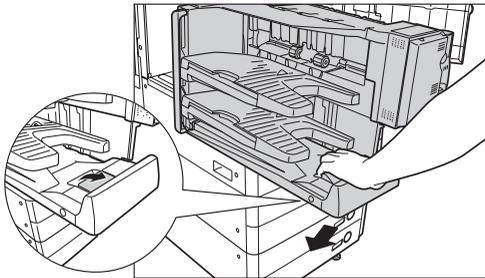
- 1 Remove any jammed paper protruding from the output tray.



- 2 Open the front cover of the finisher.



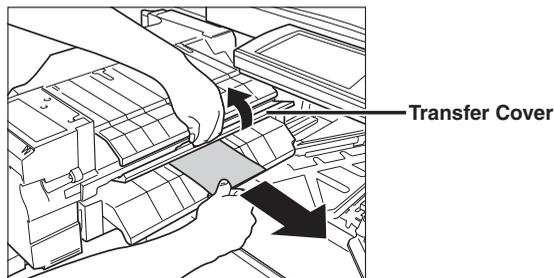
- 3 Lift the handle of the finisher unit up, and then pull it out to the left.



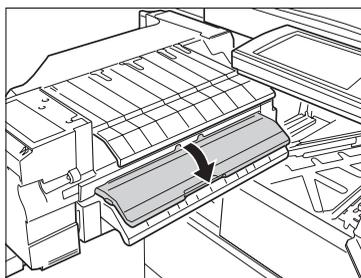
CAUTION

Do not place any objects on the finisher unit, or lean on it, as doing so may damage the machine, or cause the machine to fall over, resulting in personal injury.

- 4** Open the transfer cover, and then remove any jammed paper.



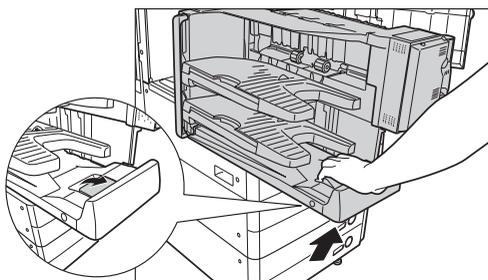
- 5** Close the transfer cover.



! CAUTION

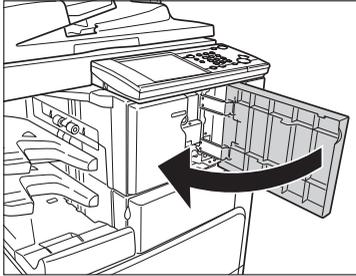
When closing the transfer cover, be careful not to get your fingers caught, as this may result in personal injury.

- 6** Lift the handle of the finisher unit up, and then return the finisher unit to its original position.



⚠ CAUTION

When returning the finisher unit to its original position, do not place your fingers or hands under the finisher, as they may get caught, resulting in personal injury.

7 Close the front cover of the finisher.**⚠ CAUTION**

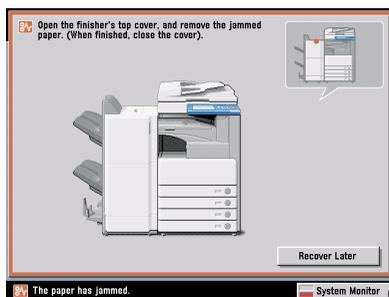
When closing the front cover of the finisher, be careful not to get your fingers caught, as this may result in personal injury.

8 Follow the instructions on the touch panel display.**📎 NOTE**

The screen indicating the location of the paper jam repeatedly appears on the touch panel display until the paper jam is entirely cleared. For more information, see "Screens Indicating the Locations of Paper Jams," on p. 8-4.

Inside the Top Cover of the Finisher-AE1/Saddle Finisher-AE2 (Optional)

If a paper jam occurs inside the top cover of the optional Finisher-AE1 or optional Saddle Finisher-AE2, a screen similar to the one shown below appears on the touch panel display. Check the location of the paper jam, and follow the procedure described below, and the procedure that appears on the touch panel display, to remove the jammed paper.



WARNING

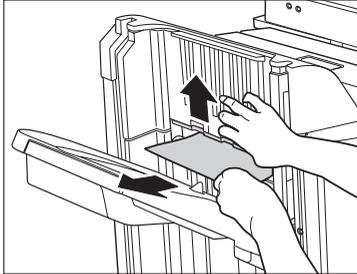
There are some areas inside the machine which are subject to high-voltages. When removing jammed paper or when inspecting the inside of the machine, do not allow necklaces, bracelets, or other metal objects to touch the inside of the machine, as this may result in burns or electrical shock.

CAUTION

- When removing jammed paper, take care not to cut your hands on the edges of the paper.
- When removing paper which has become jammed inside the machine, take care not to cut your hands or injure yourself on the inside of the machine. If you cannot remove the paper, contact your local authorized Canon dealer.
- When removing paper which has become jammed inside the machine, take care not to allow the toner on the jammed paper to come into contact with your hands or clothing, as this will dirty your hands or clothing. If they become dirty, wash them immediately with cold water. Washing them with warm water will set the toner, and make it impossible to remove the toner stains.
- When removing paper which has become jammed inside the machine, remove the jammed paper gently to prevent the toner on the paper from scattering and getting into your eyes or mouth. If the toner gets into your eyes or mouth, wash them immediately with cold water and immediately consult a physician.

1 Open the output slot on the outside of the finisher, and remove any jammed paper that is visible.

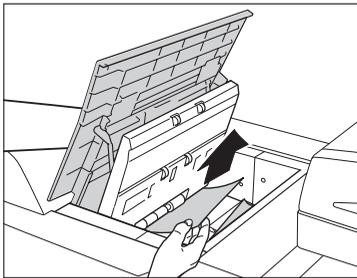
If you cannot see any jammed paper, check if any jammed paper is stuck inside the output area of the finisher.



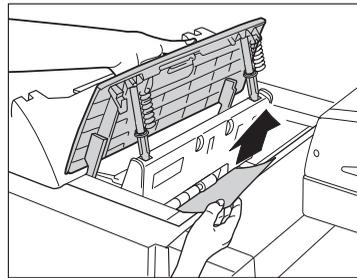
IMPORTANT

If a paper jam occurs when you are printing in the Staple mode, do not remove the output sheets that are waiting to be stapled. (Printing and stapling resume after you clear the paper jam.)

2 Open the top cover of the finisher, and remove any jammed paper.

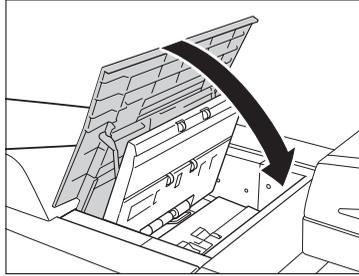


The Optional Saddle Finisher-AE2

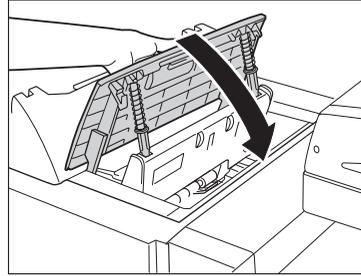


The Optional Finisher-AE1

3 Close the top cover of the finisher.



The Optional Saddle Finisher-AE2



The Optional Finisher-AE1

CAUTION

When closing the top cover of the finisher, be careful not to get your fingers caught, as this may result in personal injury.

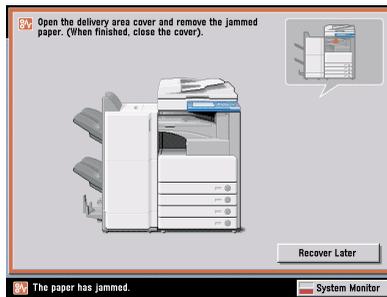
4 Follow the instructions on the touch panel display.

NOTE

The screen indicating the location of the paper jam repeatedly appears on the touch panel display until the paper jam is entirely cleared. For more information, see "Screens Indicating the Locations of Paper Jams," on p. 8-4.

Inside the Buffer Pass Unit-E2 of the Finisher-AE1/Saddle Finisher-AE2 (Optional)

If a paper jam occurs inside the buffer pass unit of the optional Finisher-AE1 or optional Saddle Finisher-AE2, a screen similar to the one shown below appears on the touch panel display. Check the location of the paper jam, and follow the procedure described below, and the procedure that appears on the touch panel display, to remove the jammed paper.



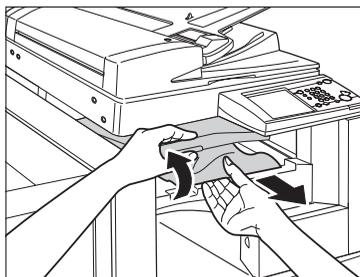
WARNING

There are some areas inside the machine which are subject to high-voltages. When removing jammed paper or when inspecting the inside of the machine, do not allow necklaces, bracelets, or other metal objects to touch the inside of the machine, as this may result in burns or electrical shock.

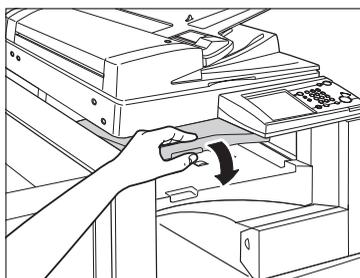
CAUTION

- When removing jammed paper, take care not to cut your hands on the edges of the paper.
- When removing paper which has become jammed inside the machine, take care not to cut your hands or injure yourself on the inside of the machine. If you cannot remove the paper, contact your local authorized Canon dealer.
- When removing paper which has become jammed inside the machine, take care not to allow the toner on the jammed paper to come into contact with your hands or clothing, as this will dirty your hands or clothing. If they become dirty, wash them immediately with cold water. Washing them with warm water will set the toner, and make it impossible to remove the toner stains.
- When removing paper which has become jammed inside the machine, remove the jammed paper gently to prevent the toner on the paper from scattering and getting into your eyes or mouth. If the toner gets into your eyes or mouth, wash them immediately with cold water and immediately consult a physician.

- 1 **Open the buffer pass unit, and remove any jammed paper.**



- 2 **Close the buffer pass unit.**



CAUTION

When closing the buffer pass unit, be careful not to get your fingers caught, as this may result in personal injury.

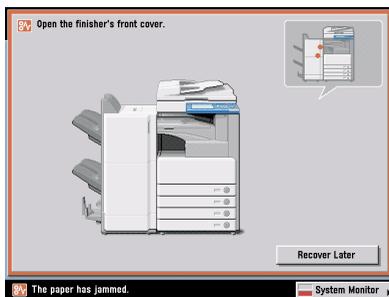
- 3 **Follow the instructions on the touch panel display.**

NOTE

The screen indicating the location of the paper jam repeatedly appears on the touch panel display until the paper jam is entirely cleared. For more information, see "Screens Indicating the Locations of Paper Jams," on p. 8-4.

Inside the Front Cover of the Saddle Finisher-AE2 (Optional)

If a paper jam occurs inside the front cover of the optional Saddle Finisher-AE2, a screen similar to the one shown below appears on the touch panel display. Check the location of the paper jam, and follow the procedure described below, and the procedure that appears on the touch panel display, to remove the jammed paper.



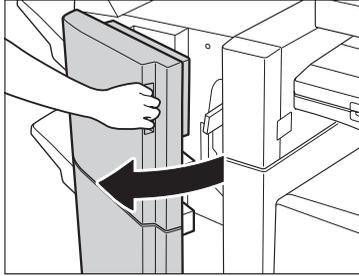
WARNING

There are some areas inside the machine which are subject to high-voltages. When removing jammed paper or when inspecting the inside of the machine, do not allow necklaces, bracelets, or other metal objects to touch the inside of the machine, as this may result in burns or electrical shock.

CAUTION

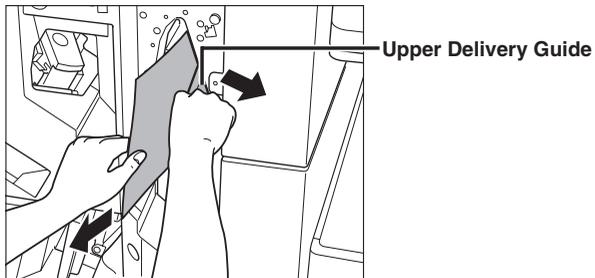
- When removing jammed paper, take care not to cut your hands on the edges of the paper.
- When removing paper which has become jammed inside the machine, take care not to cut your hands or injure yourself on the inside of the machine. If you cannot remove the paper, contact your local authorized Canon dealer.
- When removing paper which has become jammed inside the machine, take care not to allow the toner on the jammed paper to come into contact with your hands or clothing, as this will dirty your hands or clothing. If they become dirty, wash them immediately with cold water. Washing them with warm water will set the toner, and make it impossible to remove the toner stains.
- When removing paper which has become jammed inside the machine, remove the jammed paper gently to prevent the toner on the paper from scattering and getting into your eyes or mouth. If the toner gets into your eyes or mouth, wash them immediately with cold water and immediately consult a physician.

1 Open the front cover of the finisher.



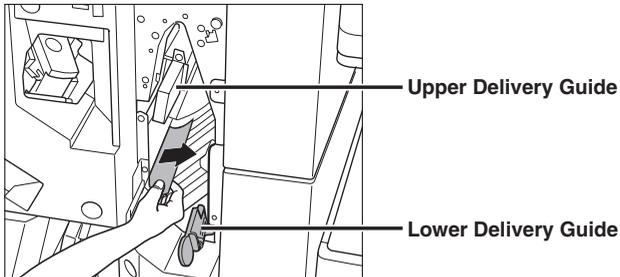
2 Tilt the upper delivery guide to the right, and remove any jammed paper.

Springs are attached to the upper delivery guide, so it returns to its original position when released.

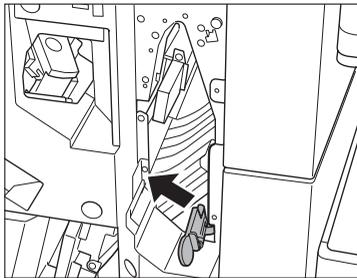


3 Tilt the lower delivery guide to the right, and remove any jammed paper.

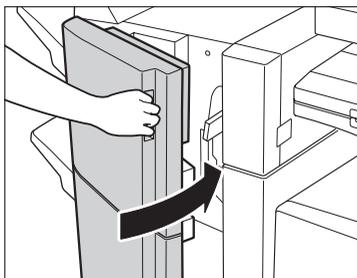
Turn the lever on the lower delivery guide to the right until it stops, and then tilt the lower delivery guide to the right.



4 Return the lower delivery guide to its original position.



5 Close the front cover of the finisher.



CAUTION

When closing the front cover of the finisher, be careful not to get your fingers caught, as this may result in personal injury.

6 Follow the instructions on the touch panel display.

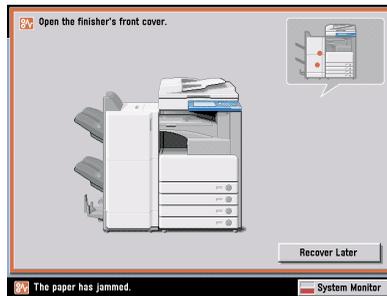


NOTE

The screen indicating the location of the paper jam repeatedly appears on the touch panel display until the paper jam is entirely cleared. For more information, see "Screens Indicating the Locations of Paper Jams," on p. 8-4.

Saddle Sticher Unit (Optional)

If a paper jam occurs inside the saddle sticher unit of the optional Saddle Finisher-AE2, a screen similar to the one shown below appears on the touch panel display. Check the location of the paper jam, and follow the procedure described below, and the procedure that appears on the touch panel display, to remove the jammed paper.

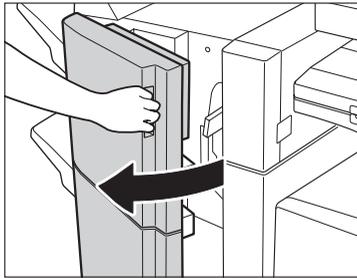
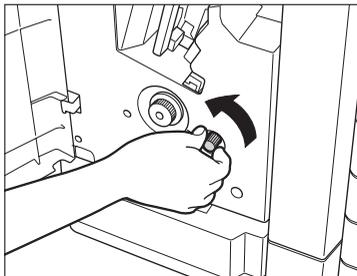


WARNING

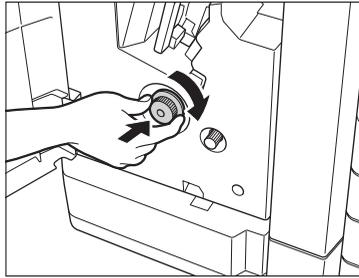
There are some areas inside the machine which are subject to high-voltages. When removing jammed paper or when inspecting the inside of the machine, do not allow necklaces, bracelets, or other metal objects to touch the inside of the machine, as this may result in burns or electrical shock.

⚠ CAUTION

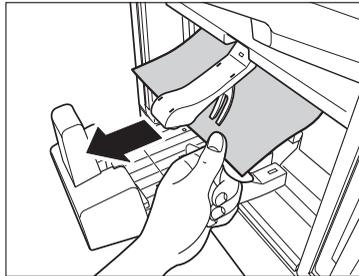
- When removing jammed paper, take care not to cut your hands on the edges of the paper.
- When removing paper which has become jammed inside the machine, take care not to cut your hands or injure yourself on the inside of the machine. If you cannot remove the paper, contact your local authorized Canon dealer.
- When removing paper which has become jammed inside the machine, take care not to allow the toner on the jammed paper to come into contact with your hands or clothing, as this will dirty your hands or clothing. If they become dirty, wash them immediately with cold water. Washing them with warm water will set the toner, and make it impossible to remove the toner stains.
- When removing paper which has become jammed inside the machine, remove the jammed paper gently to prevent the toner on the paper from scattering and getting into your eyes or mouth. If the toner gets into your eyes or mouth, wash them immediately with cold water and immediately consult a physician.

1 Open the front cover of the finisher.**2** Turn the knob on the right in the direction of the arrow (counterclockwise).

- 3** While pushing in the knob on the left, turn it in the direction of the arrow (clockwise).

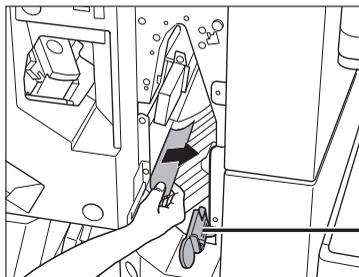


- 4** Remove any jammed paper protruding from the saddle stitcher unit.



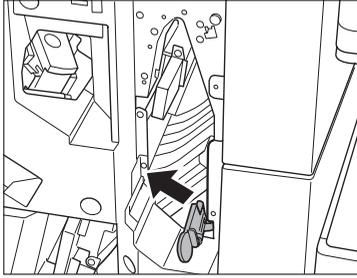
- 5** Tilt the lower delivery guide to the right, and remove any jammed paper.

Turn the lever on the lower delivery guide to the right until it stops, and then tilt the lower delivery guide to the right.

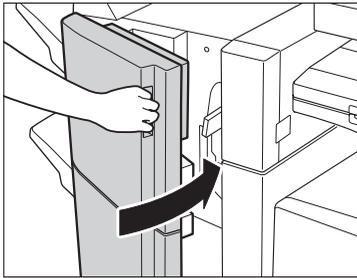


Lower Delivery Guide

6 Return the lower delivery guide to its original position.



7 Close the front cover of the finisher.



CAUTION

When closing the front cover of the finisher, be careful not to get your fingers caught, as this may result in personal injury.

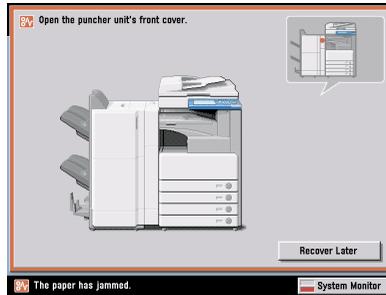
8 Follow the instructions on the touch panel display.

NOTE

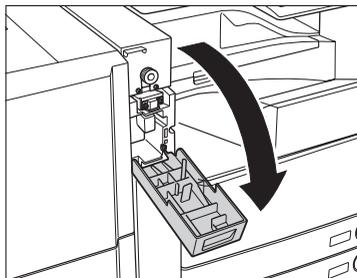
The screen indicating the location of the paper jam repeatedly appears on the touch panel display until the paper jam is entirely cleared. For more information, see "Screens Indicating the Locations of Paper Jams," on p. 8-4.

Puncher Unit-M1 (Optional)

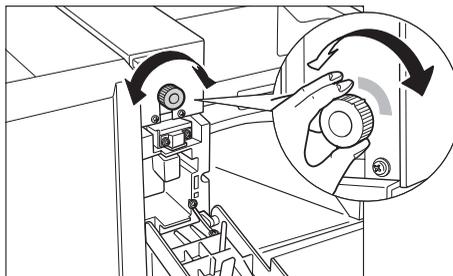
If a paper jam occurs inside the optional Puncher Unit-M1, a screen similar to the one shown below appears on the touch panel display. Check the location of the paper jam, and follow the procedure described below, and the procedure that appears on the touch panel display, to remove the jammed paper.



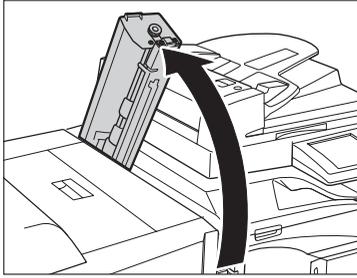
- 1** Open the front cover of the punch waste tray.



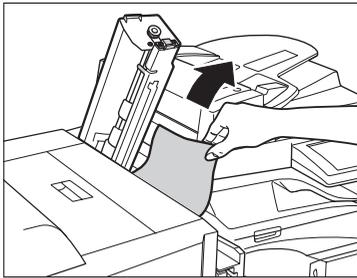
- 2** Align the pointed notch on the knob within the shaded region ().



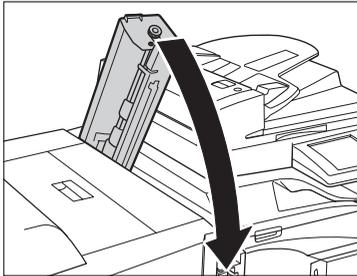
3 Open the top cover of the puncher unit.



4 Remove any jammed paper.



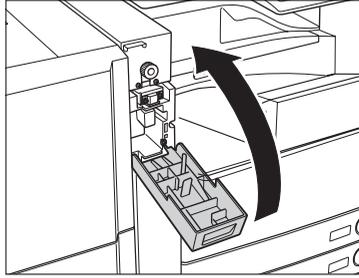
5 Close the top cover of the puncher unit.



⚠ CAUTION

When closing the top cover of the puncher unit, be careful not to get your fingers caught, as this may result in personal injury.

6 Close the front cover of the punch waste tray.



⚠ CAUTION

When closing the front cover of the punch waste tray, be careful not to get your fingers caught, as this may result in personal injury.

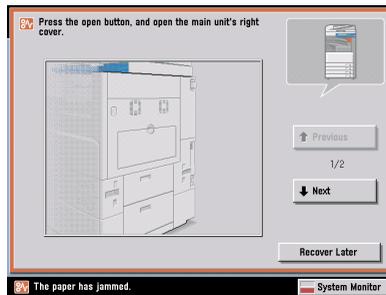
7 Follow the instructions on the touch panel display.

📎 NOTE

The screen indicating the location of the paper jam repeatedly appears on the touch panel display until the paper jam is entirely cleared. For more information, see "Screens Indicating the Locations of Paper Jams," on p. 8-4.

Inner 2 Way Tray-D1 (Optional)

If a paper jam occurs inside the optional Inner 2 Way Tray-D1, a screen similar to the one shown below appears on the touch panel display. Check the location of the paper jam, and follow the procedure described below, and the procedure that appears on the touch panel display, to remove the jammed paper.



⚠ WARNING

There are some areas inside the machine which are subject to high-voltages. When removing jammed paper or when inspecting the inside of the machine, do not allow necklaces, bracelets, or other metal objects to touch the inside of the machine, as this may result in burns or electrical shock.

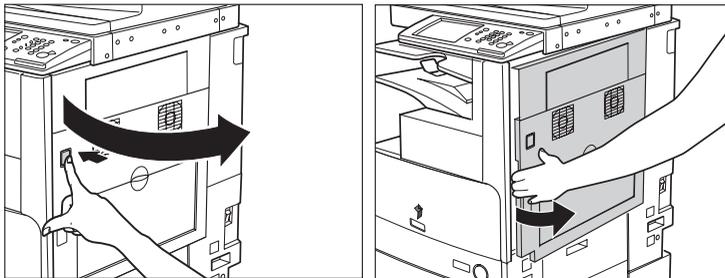
⚠ CAUTION

- When removing jammed paper, take care not to cut your hands on the edges of the paper.
- When removing paper which has become jammed inside the machine, take care not to cut your hands or injure yourself on the inside of the machine. If you cannot remove the paper, contact your local authorized Canon dealer.
- When removing paper which has become jammed inside the machine, take care not to allow the toner on the jammed paper to come into contact with your hands or clothing, as this will dirty your hands or clothing. If they become dirty, wash them immediately with cold water. Washing them with warm water will set the toner, and make it impossible to remove the toner stains.
- When removing paper which has become jammed inside the machine, remove the jammed paper gently to prevent the toner on the paper from scattering and getting into your eyes or mouth. If the toner gets into your eyes or mouth, wash them immediately with cold water and immediately consult a physician.

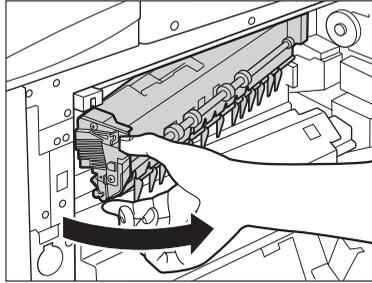
1 Press the button on the right cover of the main unit, and open the right cover.

If the optional Paper Deck-Q1 is attached to the main unit, move the paper deck away from the main unit before proceeding with this procedure. For more information, see "Paper Deck-Q1," on p. 3-18.

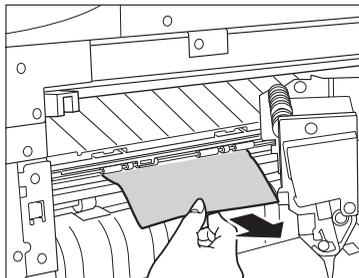
If the optional Copy Tray-J1 is attached to the main unit, remove all output paper from the tray. For more information, see "Copy Tray-J1," on p. 3-42.



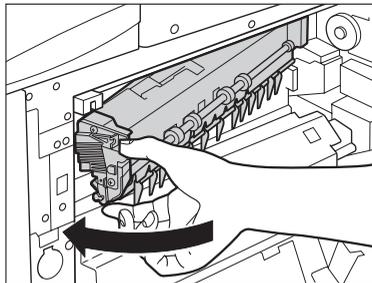
2 Pull out the paper output unit.



3 Remove any jammed paper.



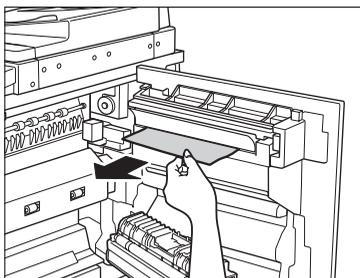
4 Push the paper output unit back into its original position.



CAUTION

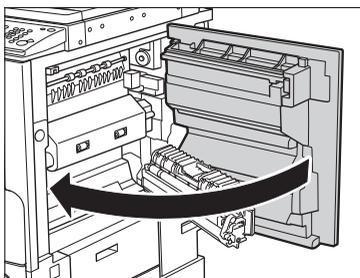
When pushing the paper output unit back into its original position, be careful not to get your fingers caught, as this may result in personal injury.

- 5 Remove any jammed paper from the inside of the main unit's right cover.



- 6 Place your hand where the hand symbol (👉) is located on the right cover of the main unit, and then gently close the right cover until it clicks into place in the closed position.

If the optional Paper Deck-Q1 was moved away from the main unit, reconnect it to the main unit. For more information, see "Paper Deck-Q1," on p. 3-18.



⚠ CAUTION

When closing the right cover of the main unit, be careful not to get your fingers caught, as this may result in personal injury.

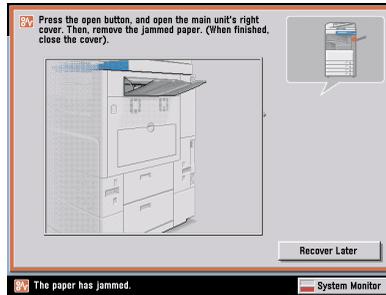
- 7 Follow the instructions on the touch panel display.

📌 NOTE

The screen indicating the location of the paper jam repeatedly appears on the touch panel display until the paper jam is entirely cleared. For more information, see "Screens Indicating the Locations of Paper Jams," on p. 8-4.

Copy Tray-J1 (Optional)

If a paper jam occurs inside the optional Copy Tray-J1, a screen similar to the one shown below appears on the touch panel display. Check the location of the paper jam, and follow the procedure described below, and the procedure that appears on the touch panel display, to remove the jammed paper.



WARNING

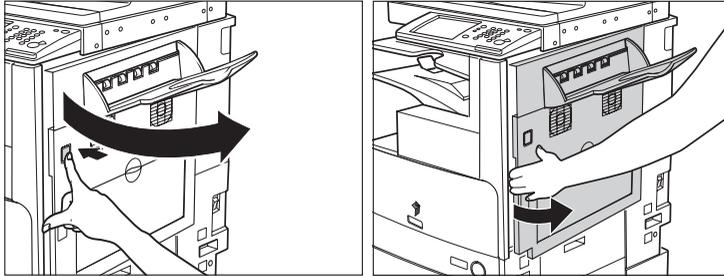
There are some areas inside the machine which are subject to high-voltages. When removing jammed paper or when inspecting the inside of the machine, do not allow necklaces, bracelets, or other metal objects to touch the inside of the machine, as this may result in burns or electrical shock.

CAUTION

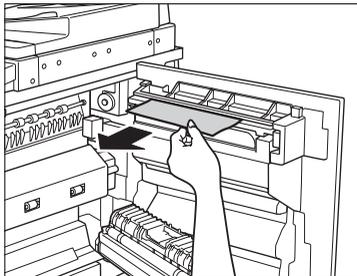
- When removing jammed paper, take care not to cut your hands on the edges of the paper.
- When removing paper which has become jammed inside the machine, take care not to cut your hands or injure yourself on the inside of the machine. If you cannot remove the paper, contact your local authorized Canon dealer.
- When removing paper which has become jammed inside the machine, take care not to allow the toner on the jammed paper to come into contact with your hands or clothing, as this will dirty your hands or clothing. If they become dirty, wash them immediately with cold water. Washing them with warm water will set the toner, and make it impossible to remove the toner stains.
- When removing paper which has become jammed inside the machine, remove the jammed paper gently to prevent the toner on the paper from scattering and getting into your eyes or mouth. If the toner gets into your eyes or mouth, wash them immediately with cold water and immediately consult a physician.

1 Press the button on the right cover of the main unit, and open the right cover.

If the optional Paper Deck-Q1 is attached to the main unit, move the paper deck away from the main unit before proceeding with this procedure. For more information, see "Paper Deck-Q1," on p. 3-18.

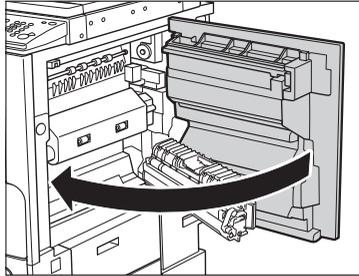


2 Remove any jammed paper protruding from the inside slot of the copy tray.



- 3 Place your hand where the hand symbol (👉) is located on the right cover of the main unit, and then gently close the right cover until it clicks into place in the closed position.**

If the optional Paper Deck-Q1 was moved away from the main unit, reconnect it to the main unit. For more information, see "Paper Deck-Q1," on p. 3-18.



CAUTION

When closing the right cover of the main unit, be careful not to get your fingers caught, as this may result in personal injury.

- 4 Follow the instructions on the touch panel display.**



NOTE

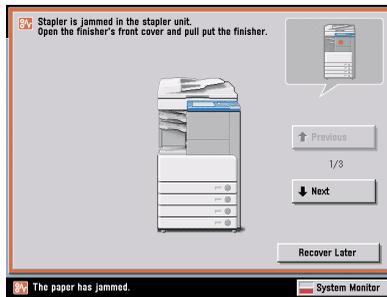
The screen indicating the location of the paper jam repeatedly appears on the touch panel display until the paper jam is entirely cleared. For more information, see "Screens Indicating the Locations of Paper Jams," on p. 8-4.

Clearing Staple Jams

If a staple jam occurs, follow the procedure described below to remove the jammed staples.

Finisher-S1 (Optional)

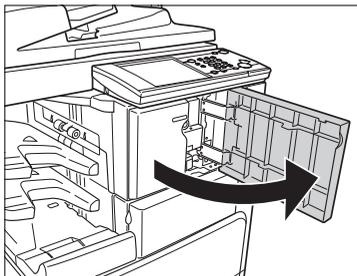
If a staple jam occurs in the optional Finisher-S1, a screen similar to the one shown below appears on the touch panel display. Check the location of the staple jam, and follow the procedure described below, and the procedure that appears on the touch panel display, to remove any jammed staples.



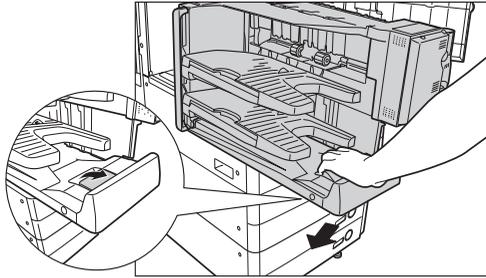
IMPORTANT

Make sure to close all covers and paper drawers of the machine before clearing any staple jams.

1 Open the front cover of the finisher.



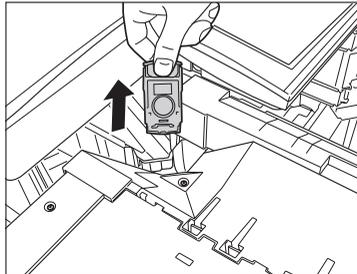
- 2** Lift the handle of the finisher unit up, and then pull it out to the left.



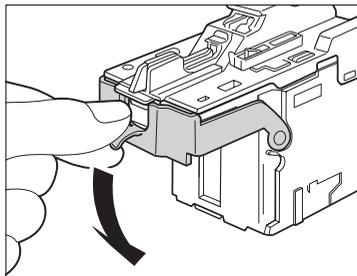
CAUTION

Do not place any objects on the finisher unit, or lean on it, as doing so may damage the machine, or cause the machine to fall over, resulting in personal injury.

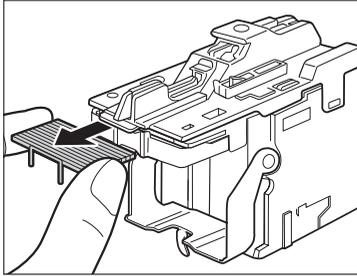
- 3** Lift and pull out the staple case from the stapler unit, holding it by the green tab.



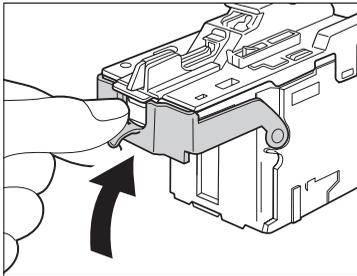
- 4** Push down the tab on the staple case.



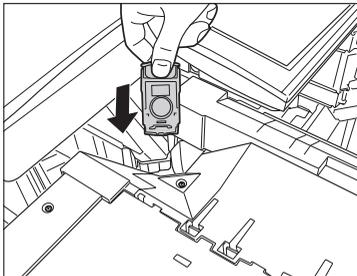
- 5** Remove all of the staples that slide from the staple case.



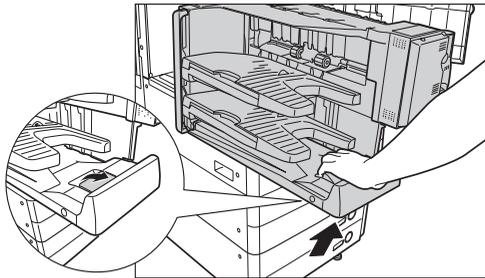
- 6** Return the tab on the staple case to its original position.



- 7** Gently push the staple case back into the finisher until it is securely in place.



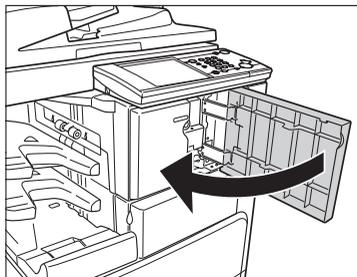
- 8** Lift the handle of the finisher unit up, and then return the finisher unit to its original position.



CAUTION

When returning the finisher unit to its original position, do not place your fingers or hands under the finisher, as they may get caught, resulting in personal injury.

- 9** Close the front cover of the finisher.



CAUTION

When closing the front cover of the finisher, be careful not to get your fingers caught, as this may result in personal injury.



NOTE

If there are no staples ready for stapling after the cover is closed, the stapler unit automatically performs a "dry" stapling operation to reposition the staples.

Finisher-AE1/Saddle Finisher-AE2 (Optional)

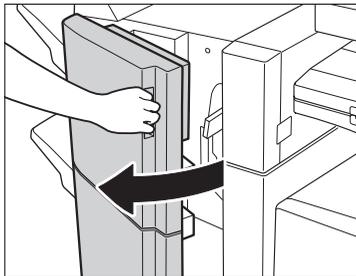
If a staple jam occurs in the stapler unit of the optional Finisher-AE1 or optional Saddle Finisher-AE2, a screen similar to the one shown below appears on the touch panel display. Check the location of the staple jam, and follow the procedure described below, and the procedure that appears on the touch panel display, to remove any jammed staples.



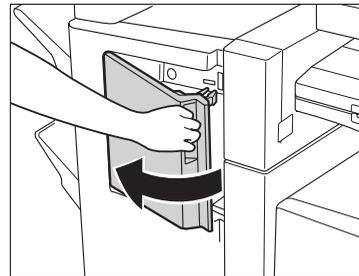
IMPORTANT

Make sure to close all covers and drawers of the machine before clearing any staple jams.

1 Open the front cover of the finisher.

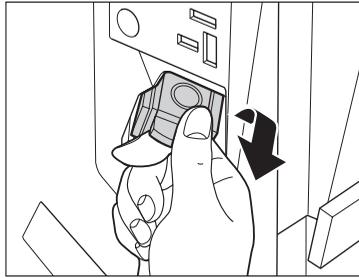


The Optional Saddle Finisher-AE2

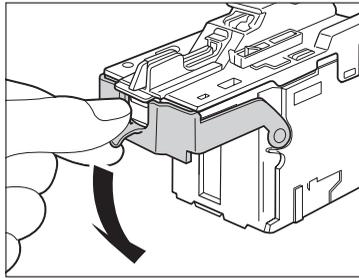


The Optional Finisher-AE1

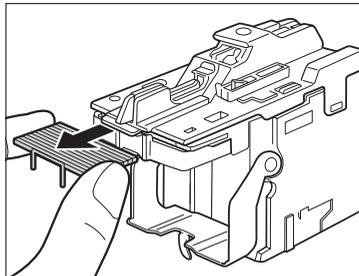
- 2** Lift and pull out the staple case from the stapler unit, holding it by the green tab.



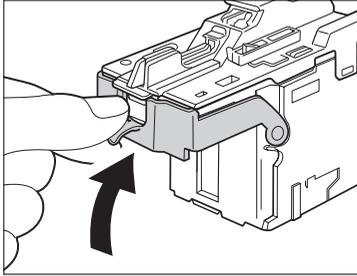
- 3** Push down the tab on the staple case.



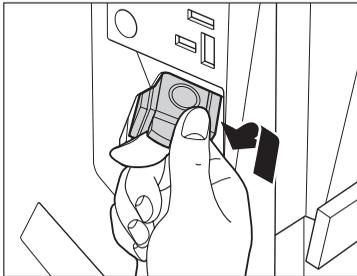
- 4** Remove all of the staples that slide from the staple case.



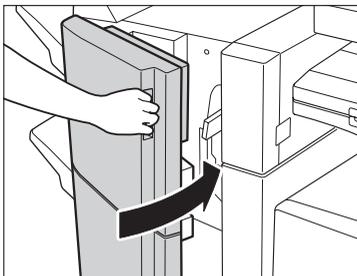
- 5** Return the tab on the staple case to its original position.



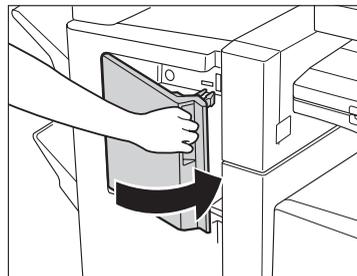
- 6** Gently push the staple case back into the stapler unit until it is securely in place.



- 7** Close the front cover of the finisher.



The Optional Saddle Finisher-AE2



The Optional Finisher-AE1



CAUTION

When closing the front cover of the finisher, be careful not to get your fingers caught, as this may result in personal injury.

 **NOTE**

If there are no staples ready for stapling after the cover is closed, the stapler unit automatically performs a "dry" stapling operation to reposition the staples.

Saddle Stitcher Unit (Optional)

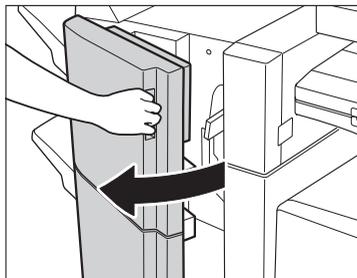
If a staple jam occurs inside the saddle stitcher unit of the optional Saddle Finisher-AE2, a screen similar to the one shown below appears on the touch panel display. Check the location of the staple jam, and follow the procedure described below, and the procedure that appears on the touch panel display, to remove any jammed staples.



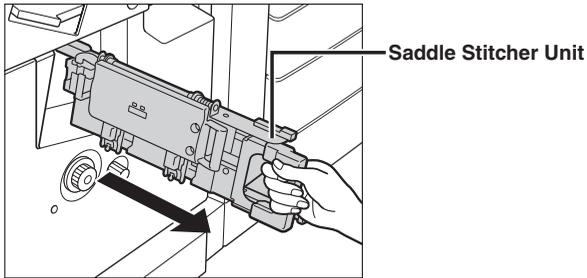
 **IMPORTANT**

- If necessary, make sure to remove all of the paper in the Booklet tray before clearing a staple jam inside the saddle stitcher unit.
- This procedure is necessary only if the optional Saddle Finisher-AE2 is attached.

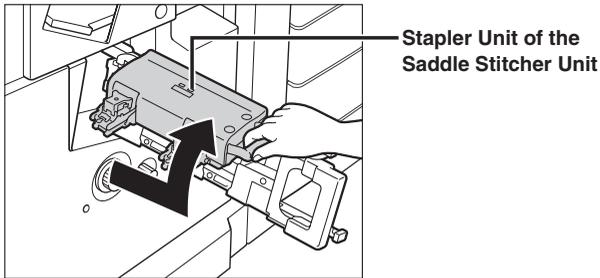
1 Open the front cover of the finisher.



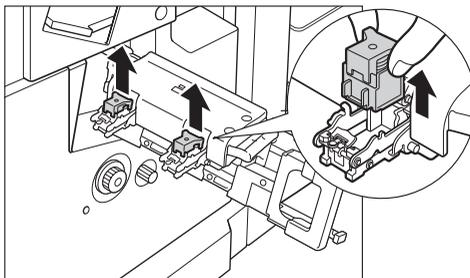
- 2** Grip the saddle stitcher unit by its handle, and pull it out of the finisher until it stops.



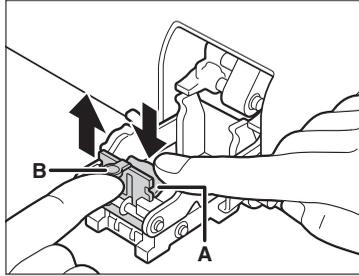
- 3** Pull the stapler unit of the saddle stitcher unit towards you, and then push it up.



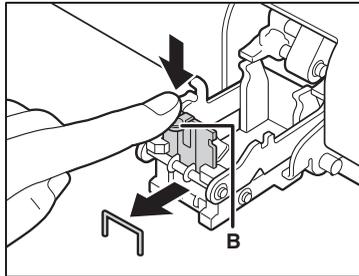
- 4** Pull out the staple cartridge containing the jammed staples, holding it by its left and right sides.



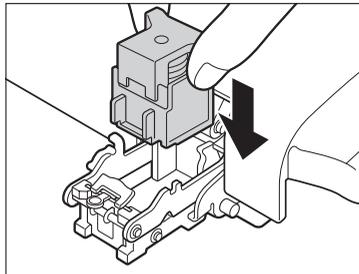
- 5** On the staple case, push down Part A, and push up Part B.



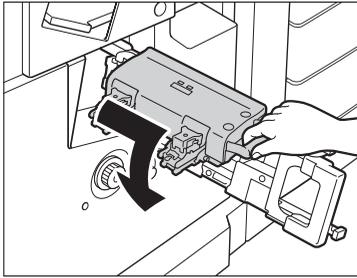
- 6** Remove any jammed staples, and return Part B to its original position.



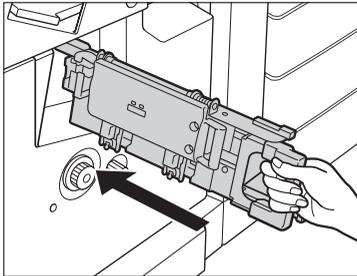
- 7** Return the staple cartridge to its original position.



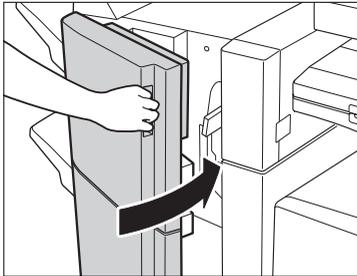
- 8** Pull the stapler unit of the saddle stitcher unit towards you, and then push it down into its original position.



- 9** Gently push the saddle stitcher unit back into its original position.



- 10** Close the front cover of the finisher.



CAUTION

When closing the front cover of the finisher, be careful not to get your fingers caught, as this may result in personal injury.



IMPORTANT

When you have cleared the staple jam, be sure to manually reposition the staples in the saddle stitcher unit. (See "Saddle Stitch Staple Repositioning," on p. 4-60.)

List of Error Messages

This section explains the various messages that appear on the touch panel display, along with possible causes and remedies.

For explanations of messages that are not listed here, see the *Sending and Facsimile Guide*, and the *Network Guide*.

Self-Diagnostic Display

If the machine displays a self-diagnostic error message, follow the instructions on the touch panel display.

Self-diagnostic error messages appear on the touch panel display at the following times:

- When scanning or printing cannot be performed because of an operational error.
- When you need to make a decision or take some action during scanning, copying, or printing.
- When you need to make a decision or take some action while browsing the network.

The following is a list of self-diagnostic error messages, along with their possible causes and remedies.

 Load paper.

Cause 1 The machine has run out of paper. No more prints can be made.

Remedy Load paper. (See "Paper Drawers," on p. 7-2.)

Cause 2 The paper drawer is not correctly inserted.

Remedy Insert the paper drawer as far as it will go. (See "Paper Drawers," on p. 7-2.)

Load LTR size paper.

Cause The optimum paper size selected by the Automatic Paper Selection mode is not available in the machine.

Remedy 1 Load the indicated paper size into the machine. If you press  (Start) while this message is displayed, prints are made with the currently selected paper size.

Remedy 2 If the message continues to be displayed even if the indicated paper size is loaded, set Drawer Eligibility For APS/ADS in Common Settings (from the Additional Functions screen) for that paper drawer to 'On'. (See "Auto Paper Selection/Auto Drawer Switching," on p. 4-31.)

 Return page 1 to the top, and then press the Start key.

Cause Scanning was stopped due to a problem with the optional feeder.

Remedy Arrange the originals in page order with the first page on top. Place the originals back into the feeder's original supply tray, and press  (Start).

 Return page 1 to the top, and then press the Start key. (Data for the scanned original has exceeded limits on the size that can be handled by this machine. Automatically adjust settings and try again.)

Cause Scanning has stopped because the data size of the scanned original exceeds the maximum data size that the machine can handle.

Remedy Try scanning the original again from the first page. If scanning is still not possible, reduce the Sharpness mode setting, and select [Text] for the original type.

 Scanning has stopped because the size of the data for the scanned original exceeds the limit. Scanning may be possible if [Sharpness] is reduced and the type of original is set to [Text].

Cause Scanning has stopped because the data size of the scanned original exceeds the maximum data size that the machine can handle.

Remedy Reduce the Sharpness mode setting, and select [Text] for the original type.

 Remove the paper from the output tray.

Cause Prints from the previous job remain in the output tray.

Remedy Remove the prints remaining in the output tray. Printing automatically resumes.

 Remove the paper from the booklet tray.

Cause Prints from the previous job remain in the Booklet tray of the optional Saddle Finisher-AE2.

Remedy Remove the prints remaining in the Booklet tray. Printing automatically resumes.

 Replace toner cartridge.

Cause Printing is not possible because the toner has run out.

Remedy Replace the toner cartridge. (See "Replacing the Toner Cartridge," on p. 7-46.)

 Place the original on the platen glass.

Cause The specified mode requires that the original be placed on the platen glass, but there is no original on the platen glass.

Remedy Place the original on the platen glass.

 Remove the original from the platen glass.

Cause An original remains on the platen glass.

Remedy Remove the original from the platen glass, and place the new original.

 Remove the original from the feeder.

Cause The machine cannot scan your original using the feeder. An original is placed in the feeder and on the platen glass.

Remedy Remove the original from the feeder.

Original scanning area (thin glass strip) is dirty.

Cause The feeder's scanning area is dirty.

Remedy Clean the feeder's scanning area. (See "Manual Feeder Cleaning," on p. 7-53.)

List of Error Codes without Messages

If a job or operation does not complete successfully, check the error code, and perform the necessary operations according to the error code displayed. You can check the error code on the Details screen when you press [Log] on the System Monitor screen. (See "Job Details," on p. 5-11.)

If a send, receive, or fax job does not complete successfully, the error code is printed in the Results column on the Activity Report and Send Report. However, if a send job is canceled, "STOP" is printed in the Results column on the Send Report. (See Chapter 12, "Printing Communication Reports," in the *Sending and Facsimile Guide*.)

Perform the necessary procedures according to the error code.

001

Cause 1 Different sized originals were scanned without setting the Different Size Originals mode.

Remedy Set the Different Size Originals mode, and then try scanning again.

Cause 2 Different sized originals were scanned in the 2-Sided Original without setting the Different Size Originals mode.

Remedy Set the Different Size Originals mode, and then try scanning again.

009

Cause 1 There is no paper.

Remedy Load paper. (See "Paper Drawers," on p. 7-2.)

Cause 2 The paper drawer is not inserted correctly into the machine.

Remedy Insert the paper drawer properly. (See "Paper Drawers," on p. 7-2.)

037

Cause Documents could not be received because there was insufficient memory available.

Remedy Erase unnecessary documents and documents with errors from memory to increase the amount of available memory. (See Chapter 6, "Receiving Documents," in the *Sending and Facsimile Guide*, and Chapter 2, "Introduction to the Mail Box Functions," in the *Copying and Mail Box Guide*.)

099

Cause Copying/printing was interrupted.

Remedy Try copying/printing again.

701

Cause 1 The specified Department ID does not exist, or the password has changed.

Remedy Enter the correct Department ID or password using  -  (numeric keys) on the control panel, and try again.

Cause 2 The Department ID or password was changed during the job, or <Allow Printer Jobs with Unknown IDs> in Dept. ID Management in System Settings (from the Additional Functions screen) is set to 'Off'.

Remedy Contact your System Manager.

703

Cause The hard disk is full, and no more images can be scanned.

Remedy 1 Wait a few moments, and try scanning again after the current send jobs complete.

Remedy 2 Erase documents stored in inboxes. If the machine still does not operate normally, turn the main power OFF, and then back ON.

#711

Cause The inbox memory is full.

Remedy Erase unnecessary documents stored in the inbox.

712

Cause The maximum number of documents are already stored in the inbox.

Remedy Erase unnecessary documents stored in the inbox.

749

Cause You could not execute the job because a service call message is being displayed.

Remedy Turn the main power OFF, wait for 10 or more seconds, and turn the main power back ON. If the machine still does not work normally, turn the main power OFF, disconnect the machine, and contact your local authorized Canon dealer.

759

Cause An error occurred while sending the URL of a User Inbox.

Remedy Contact your System Manager.

816

Cause You cannot print because the set page limit total has been reached.

Remedy Contact your System Manager.

817

Cause A communication error occurred between your machine and a remote copy printer.

Remedy Check the network connection, and try again. If communication errors continue, contact your System Manager.

823

Cause Unable to connect to a remote copy printer.

Remedy Check the network connection, and try again. If the machine still does not operate normally, contact your System Manager.

824

Cause A communication error occurred in a remote copy printer.

Remedy Check the network connection to the remote copy printer, and try again. If the machine still does not communicate with the remote copy printer, contact your System Manager.

825

Cause 1 The Department ID and password set on the host machine do not match those registered in the remote copy printers.

Remedy 1 Register your Department ID and password in the remote copy printers.

Remedy 2 Use a remote copy printer in which your Department ID and password are registered.

Cause 2 Reserved or current print jobs cannot be performed in the remote copy printer because the Department ID and password have been deleted, or the password has been changed.

Remedy Contact your System Manager, or make sure that the Department ID and password set in the host machine match the ones registered in the remote copy printer.

849

Cause Device information could not be delivered because the client machine is processing a job.

Remedy Try delivering device information again after the client machine finishes processing the job.

850

Cause Device information could not be delivered because a screen relating to the delivered device information is being displayed.

Remedy Try delivering the device information again after the screen is cleared from the client machine.

851

Cause 1 There is insufficient memory remaining in the system.

Remedy Check the system's available memory, and delete any unnecessary documents stored in inboxes.

Cause 2 The machine's memory is full.

Remedy Erase unnecessary documents and documents with errors from memory to increase the amount of available memory. (See Chapter 6, "Receiving Documents," in the *Sending and Facsimile Guide*, and Chapter 2, "Introduction to the Mail Box Functions," in the *Copying and Mail Box Guide*.)

Cause 3 The scanned document cannot be stored because there are more than 2,000 documents in the specified inbox.

Remedy If there are a large number of documents, delete the unnecessary ones from the specified inbox.

852

Cause An error occurred because the main power switch was turned OFF while a job was being processed.

Remedy Check to see if the main power switch is turned ON. Try processing the job again, if necessary.

853

Cause 1 When trying to print a large number of pages, the job is not performed due to insufficient memory resources.

Remedy Reduce the number of pages to print, or perform the print job again when no other jobs are reserved.

Cause 2 The job could not be processed, because it was canceled from the printer driver while the print data was being sent to the machine.

Remedy Try printing again.

Cause 3 The spool memory is full when Use Spooler in Network Settings in System Settings (from the Additional Functions screen) is set to 'On', therefore, data received from the host could not be spooled.

Remedy Set Use Spooler in Network Settings in System Settings (from the Additional Functions screen) to 'Off', and try sending the print data again. (See Chapter 3, "Using a TCP/IP Network," in the *Network Guide*.)

Cause 4 The maximum number of receivable data exceeds the receive limit. (See Chapter 6, "Receiving Documents," in the *Sending and Facsimile Guide*.)

Remedy Try printing the documents again after all current jobs are complete. If you still cannot print, check the sent data

Cause 5 The number of secured documents exceeded the maximum limit that can be reserved at a time.

Remedy Print or erase the secured documents that are stored in the machine, and try printing again.

854

Cause Device information could not be delivered because the client machine has Restrictions for Receiving Device Info. in Device Information Delivery Settings in System Settings (from the Additional Functions screen) set to 'On'.

Remedy Try delivering device information again after setting Restrictions for Receiving Device Info. in Device Information Delivery Settings in System Settings (from the Additional Functions screen) to 'Off'.

855

Cause Device information could not be delivered because a language that the client machine cannot handle was included in the device information.

Remedy Contact your local authorized Canon dealer.

#856

Cause The job was canceled because there was not enough free space on the hard disk to store the temporary data.

Remedy Contact your System Manager.

857

Cause Data reception timed out, or the job was canceled at the host.

Remedy Check that the network is functioning properly, and then try printing again.

858

Cause There is a problem with the print data sent from an external application.

Remedy Check the settings of the data sent to the machine, make sure they are compatible with the machine, and try sending the data again.

859

Cause 1 A compression error occurred with the image data.

Remedy Check the print settings, and try printing again.

Cause 2 An original was not scanned properly, or the orientation of the original was incorrect.

Remedy Check the scan settings, and try scanning again.

860

Cause 1 A paper jam occurred during printing.

Remedy Try printing again.

Cause 2 Recovery printing was not performed.

Remedy Try printing again.

Cause 3 You tried to print on a transparency sheet made for color copies.

Remedy Load transparencies made for black-and-white copies into the machine and then try printing again.

861

Cause 1 An error occurred while processing PDL data or image data.

Remedy Confirm the print settings you made when printing from a computer.

Cause 2 Color data was sent from the external controller to the billing device as monochrome data.

Remedy Change the print data or print settings, and try printing again.

862

Cause 1 The saddle finisher trays have exceeded their stacking limits. (See Chapter 9, Appendix, in the *Reference Guide*.)

Remedy Change the print data or print settings, and try printing again.

Cause 2 A combination of settings which is not supported was set.

Remedy Change the print data or print settings, and try printing again.

Cause 3 Image data or data which is not guaranteed to be compatible was printed.

Remedy Change the print data or print settings, and try printing again.

863

Cause An error occurred while processing PDL data or image data.

Remedy Check the settings, and try printing again.

865

Cause The Mail Box function is restricted.

Remedy Contact your System Manager.

If Memory Becomes Full during Scanning

If memory becomes full during the scanning of originals, the following screens appear on the touch panel display.

NOTE

The machine's memory can store approximately 8,200 pages of scanned images. Approximately 8,000 pages of that total is shared by the various functions, including the Copy, Print, and Mail Box functions. In addition, each function is guaranteed to be able to store the following number of pages:

Copy: 100 pages
Print: 100 pages (excluding Secured Print Jobs)
Others: 50 pages

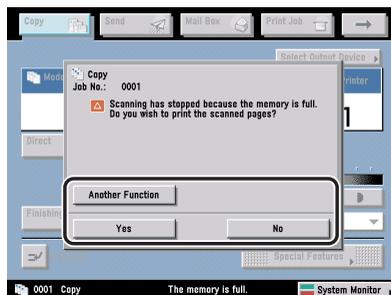
For example, the Copy function can store up to 8,100 pages of scanned images.
 $100 + 8,000 = 8,100$ pages (approximate figures)

However, the number of pages that the machine's memory can store may differ, depending on the amount of memory required for documents stored in inboxes and jobs that are in the print queue.

1 Follow this procedure:

- If the message asking whether to print the pages scanned into memory appears:

Select [Yes], [No], or [Another Function].

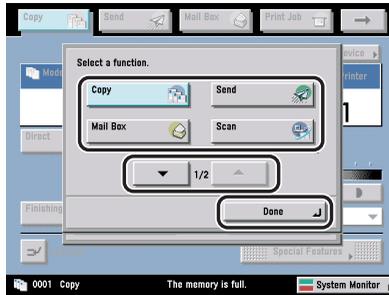


Details of each item are shown below.

[Yes]: The pages scanned into memory are printed. When printing is complete, scan the remaining originals.

[No]: The pages scanned into memory are not printed.

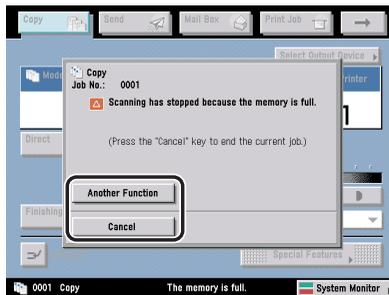
[Another Function]: Select to use another function that is not being used (If the desired function is not displayed, press [▼] or [▲] to scroll to the desired function.) → press [Done].



The Basic Features screen of the selected function appears.

● **If the screen shown below appears:**

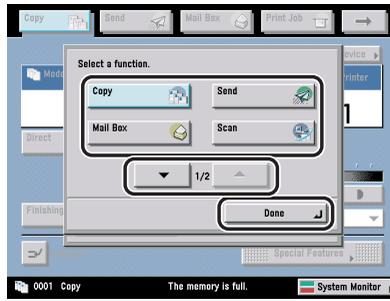
- Select [Cancel] or [Another Function].



Details of each item are shown below.

[Cancel]: The current job is canceled, and the display returns to the Basic Features screen. Scan the job again when the current job is complete.

[Another Function]: Select to use another function that is not being used (If the desired function is not displayed, press [▼] or [▲] to scroll to the desired function.) → press [Done].

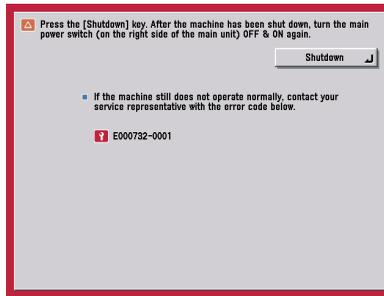


Service Call Message

If a malfunction occurs and the machine cannot operate normally, a screen like the one shown below is displayed. Follow the instructions that appear on the touch panel display.

Contacting Your Local Authorized Canon Dealer

If a message like the one shown below appears, follow the procedure described below.



WARNING

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



CAUTION

Always grasp the power plug when disconnecting the power cord. Pulling on the power cord may expose or snap the core wire, or otherwise damage the power cord. If the power cord is damaged, this could cause current to leak, resulting in a fire or electrical shock.

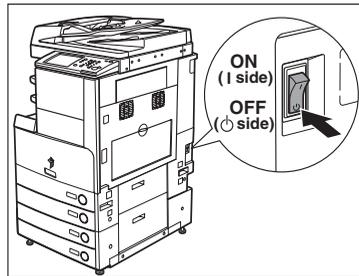


IMPORTANT

If you turn OFF the main power switch when there is a job waiting to print, that job is erased.

- 1 Press [Shutdown] → turn OFF the main power switch.

- 2** Turn OFF the main power switch. Wait at least 10 seconds before turning the main power switch back ON.



- 3** If the machine still does not operate normally, follow the procedure below, and then contact your local authorized Canon dealer.

- Turn OFF the main power.
- Remove the power plug from the power outlet.



NOTE

When you contact your local authorized Canon dealer, have the following information available:

- Product name
- Details of the malfunction
- The error code displayed on the touch panel display

Setting the Limited Functions Mode from the Service Call Message Screen

If the Service Call Message screen appears indicating a malfunction of a Finisher mode, you can clear it by turning the Limited Functions Mode 'On' to temporarily limit the use of the finishing modes. However, after the Limited Functions Mode is deactivated, the Service Call Message screen may appear again, unless the cause of the malfunction is removed.

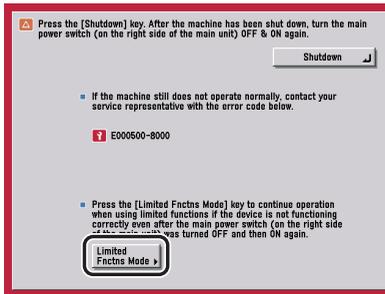
IMPORTANT

If you turn OFF the main power switch when there is a job waiting to print, that job is erased.

NOTE

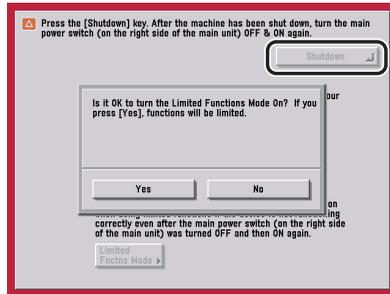
If you set Limited Functions Mode to 'On' from the Service Call Message screen, Limited Functions Mode in Common Settings (from the Additional Functions screen) is also set to 'On'. (See "Limiting Functions," on p. 4-55.)

1 Press [Limited Fcnctns Mode].



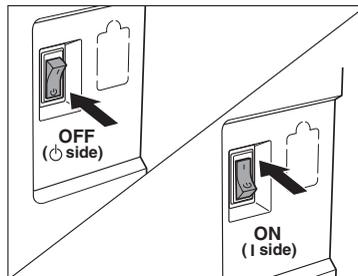
2 Press [Yes].

A message prompting you press [Shutdown] and to turn the main power switch OFF and ON appears.

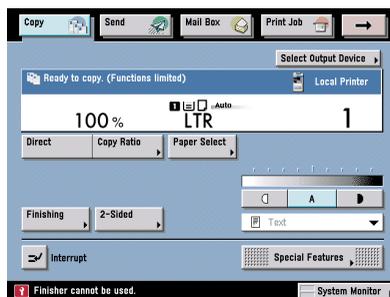


3 Press [Shutdown] to turn the main power switch OFF.

4 Wait at least 10 seconds before turning the main power switch back ON.



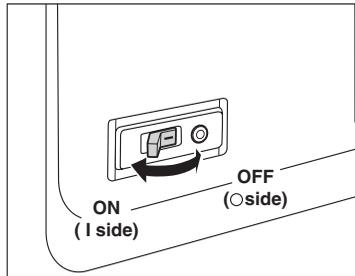
The machine starts up in the Limited Functions mode.



When the Power Does Not Turn ON

If you cannot operate the machine, even though the main power switch and the control panel power switch are both turned ON, always check that the breaker is not in the OFF position.

If the breaker is in the OFF position, contact your local authorized Canon dealer without turning the breaker back ON.



WARNING

If the breaker is in the OFF position, do not switch the current leakage breaker back ON. Doing so may lead to a fire, electrical shock, smoke, or the tripping of other breakers in the facility.

Appendix

This chapter provides the specifications of the main unit, optional equipment, and other useful information.

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9. Appendix

Changing the Mail Box Settings in the System Management Mode 9-39

Sample Reports

Copy Log List

The copy log list contains information about past copy jobs. You can print a copy log list from the System Monitor screen. (See "Printing the Copy/Print Log," on p. 5-13.)

07/06/2006 THU 15:30		iR 3045		001
***** *** COPY LOG LIST *** *****				
DEPT. ID : 8253				
JOB NO.	TIME	SHEET x COPIES	DEVICE NAME	RESULT
0011	07/03 10:48	5x1	LOCAL COPY	OK
0012	07/03 11:36	2x20	LOCAL COPY	NG STOP
0013	07/03 11:38	2x19	LOCAL COPY	OK
0014	07/03 11:46	3x1	LOCAL COPY	OK
0015	07/03 11:50	3x19	LOCAL COPY	OK
0016	07/03 13:07	6x20	LOCAL COPY	NG STOP
0017	07/03 13:11	7x19	LOCAL COPY	OK
0018	07/03 20:29	9x1	LOCAL COPY	OK
0019	07/03 20:30	4x1	LOCAL COPY	OK
0020	07/03 20:35	16x1	LOCAL COPY	OK
0022	07/03 20:48	7x19	LOCAL COPY	OK
0023	07/03 20:59	9x1	LOCAL COPY	NG STOP
0030	07/03 20:59	16x1	LOCAL COPY	OK

■ DEPT. ID

If a Department ID is set, it is listed at the top of the log. Copy logs are printed for each Department ID.

■ JOB NO.

Prints the four digit number which is automatically assigned to a copy job that is accepted.

NOTE

If a user was authenticated by a login service such as SSO or SDL, the user's name will be displayed on the line below the JOB NO.

■ TIME

Prints the date and time (in 24-hour notation) when a copy job was completed.

■ SHEET x COPIES

Prints the number of pages in each copy set and the number of sets made.

■ **DEVICE NAME**

Prints the name of the device that performed the copy.

Prints "LOCAL COPY" if the copy job was performed on this machine, "CASCADE COPY" if the job was a cascade copy job, or the name of the output destination if the job was a remote copy job.

■ **RESULT**

Prints "OK" or "NG."

"OK" is printed when the copy job completes successfully.

"NG" (No Good) is printed if an error occurs during the copy job. The error code or "STOP" is also printed next to "NG."

Print Log List

The print log list contains information about past print jobs. You can print the print log list from the System Monitor screen. (See "Printing the Copy/Print Log," on p. 5-13.)

07/06/2006 THU 15:30		iR 3045		001	
***** ***: PRINT LOG LIST (PRINTER) *** *****					
DEPT. ID : 8251					
JOB NO.	TIME	JOB NAME	USER	SHEET x COPIE	RESULT
5001	07/03 11:48	UtilityPrint	Nick	1x1	OK
5003	07/03 11:36	UtilityPrint	Administrator	4x1	OK
5007	07/03 11:38	UtilityPrint	System	1x5	OK
5008	07/03 11:46	UtilityPrint	System	5x9	OK
5009	07/03 11:50	UtilityPrint	System	3x5	OK
5010	07/03 13:07	UtilityPrint	System	2x4	OK
5011	07/03 13:11	UtilityPrint	System	1x9	OK
5012	07/03 20:29	UtilityPrint	System	1x5	OK
5034	07/03 20:35	UtilityPrint	System	1x4	OK
5035	07/03 20:48	UtilityPrint	System	1x9	OK

■ **DEPT. ID**

If a Department ID is set, it is listed at the top of the log. Print logs are printed for each Department ID.

■ **JOB NO.**

Prints the four digit number which is automatically assigned to a print job that is accepted.

■ **TIME**

Prints the date and time (in 24-hour notation) when a print job was completed.

■ **JOB NAME**

Prints the name of the printed document, or the type of print job.

■ **USER**

Prints the name of the user who sent the print job to the machine.

■ **SHEET x COPIE**

Prints the number of pages in each copy set and the number of sets made.

■ **RESULT**

Prints "OK" or "NG."

"OK" is printed when the print job completes successfully.

"NG" (No Good) is printed if an error occurs during the print job. The error code or "STOP" is also printed next to "NG."

Device Information Delivery Destination List

The Device Information Delivery Destination List contains information about registered delivery destinations. You can print this list from Register Destinations under Transmitting Settings in Device Information Delivery Settings in System Settings (from the Additional Functions screen). (See "Printing the Delivery Destinations," on p. 6-46.)

07/06/2006 THU 13:58		iR 3045		001
***** *** DEVICE INFORMATION DELIVERY DESTINATION LIST *** *****				
DESTINATION	DEST. RECEIVABLE DATA	AUTO DELIVERY	AUTO DELIVERY DATA	
111.11.111.111	-	Off	DEPT. ID ADDRESS BOOK	
222.22.222.222	-	Off	DEPT. ID ADDRESS BOOK	
333.33.333.333	-	Off	DEPT. ID ADDRESS BOOK	

■ **DESTINATION**

The IP addresses of the registered destination machines are printed.

■ **DEST. RECEIVABLE DATA**

The data receivable at the registered destinations is printed.

■ **AUTO DELIVERY**

"On" is printed if Auto Delivery Settings in Transmitting Settings in Device Information Delivery Settings in System Settings (from the Additional Functions screen) are set for the registered destination. "Off" is printed if Auto Delivery Settings are not set for the registered destination.

■ **AUTO DELIVERY DATA**

The data that is delivered automatically is printed if Auto Delivery Settings in Transmitting Settings in Device Information Delivery Settings in System Settings (from the Additional Functions screen) are set for the destination.

Device Information Communication Log Report

The Device Information Communication Log Report contains information about device information that has been delivered and received. You can select to print the Device Information Communication Log Report manually or automatically.

You can also select to either print the Communication Log after the number of send and receive transmissions reaches 100, or specify to print it at a specified time. For more information, see "Checking/Printing the Communication Log," on p. 6-54.

07/06/2006 THU 13:58		iR 3045			001
***** *** DEVICE INFORMATION COMMUNICATION LOG REPORT *** *****					
START TIME	END TIME	TYPE	TO/FROM	DATA CONTENT	RESULT
*07/05 14:04	07/05 14:04	DELIVER	111.11.111.111	ADD.FUNCTNS SET.VALUE	NG #754
*07/05 14:05	07/05 14:06	DELIVER	222.22.222.222	DEPT. ID ADDRESS BOOK	NG #754 NG #754

■ **START TIME**

Prints the date and time (in 24-hour notation) when device information communication started. (An asterisk (*) indicates that a report has already been printed.)

■ **END TIME**

Prints the date and time (in 24-hour notation) when device information delivery/reception completed.

■ **TYPE**

Displays whether the device information was delivered or received.

■ **TO/FROM**

Prints the delivery destination if the device information was delivered.

Prints the delivery source if the device information was received.

■ **CONTENT**

Prints the device information that was delivered/received.

■ **RESULT**

Prints "OK" if the communication was completed successfully, or "NG" (No Good) if there was a communication error.

If an error occurred during communication, the error code is also printed.

Specifications

Specifications are subject to change without notice for product improvement or future release.

Main Unit

Item	Specification
Name	Canon imageRUNNER 3045/3035/3030/3025
Type	Desktop
Resolution for Reading	600 x 600 dpi
Number of Tones	256
Available Paper	<p>Paper Drawers:</p> <p>Paper Weight: 17 to 20 lb bond (64 to 80 g/m²) Paper Type: Plain, Recycled, Color, Pre-punched, Envelopes</p> <p>Stack Bypass:</p> <p>Paper Weight: 17 to 32 lb bond (64 to 128 g/m²) Paper Type: Plain, Recycled, Color, Pre-punched, Bond Paper, Heavy, Tracing Paper, Transparency, Labels, Envelopes</p> <p>The printing conditions may vary, depending on the paper type. For more information on paper types, see "Available Paper Stock," on p. 2-54.</p>
Acceptable Originals	Sheet, book, three dimensional objects (up to 4.4 lb (2 kg))
Paper Sizes	<p>Paper Drawer:</p> <p>11" x 17", LGL, LTR, LTRR, STMTR, and EXEC</p> <p>Stack Bypass:</p> <p>11" x 17", LGL, LTR, LTRR, STMTR, EXEC, Free size (3 7/8" x 5 7/8" to 11 3/4" x 17" (99 mm x 148 mm to 297 mm x 432 mm)), and Envelopes</p>

Item	Specification																																			
Warm-Up Time	After Powering ON: 30 seconds maximum (when no optional equipment is attached) Returning from the Sleep mode: Approximately 10 seconds Activation time may vary depending on the environment and conditions under which the machine is being used.																																			
First Copy Time	imageRUNNER 3045/3035: Less than 3.9 seconds imageRUNNER 3030: Less than 4.2 seconds imageRUNNER 3025: Less than 4.9 seconds																																			
Copy Speed (Except when paper is fed from the stack bypass)	imageRUNNER 3045/3035/3030/3025 (sheets per minute) <table border="1" data-bbox="561 569 1220 795"> <thead> <tr> <th data-bbox="561 569 817 604">Direct</th> <th data-bbox="817 569 924 604">3045</th> <th data-bbox="924 569 1032 604">3035</th> <th data-bbox="1032 569 1139 604">3030</th> <th data-bbox="1139 569 1220 604">3025</th> </tr> </thead> <tbody> <tr> <td data-bbox="561 612 817 647">11" x 17"</td> <td data-bbox="817 612 924 647">22</td> <td data-bbox="924 612 1032 647">22</td> <td data-bbox="1032 612 1139 647">22</td> <td data-bbox="1139 612 1220 647">14</td> </tr> <tr> <td data-bbox="561 647 817 682">LGL</td> <td data-bbox="817 647 924 682">16</td> <td data-bbox="924 647 1032 682">16</td> <td data-bbox="1032 647 1139 682">16</td> <td data-bbox="1139 647 1220 682">13</td> </tr> <tr> <td data-bbox="561 682 817 716">LTR</td> <td data-bbox="817 682 924 716">45</td> <td data-bbox="924 682 1032 716">35</td> <td data-bbox="1032 682 1139 716">30</td> <td data-bbox="1139 682 1220 716">25</td> </tr> <tr> <td data-bbox="561 716 817 751">LTRR</td> <td data-bbox="817 716 924 751">20</td> <td data-bbox="924 716 1032 751">20</td> <td data-bbox="1032 716 1139 751">20</td> <td data-bbox="1139 716 1220 751">17</td> </tr> <tr> <td data-bbox="561 751 817 786">STMTR</td> <td data-bbox="817 751 924 786">20</td> <td data-bbox="924 751 1032 786">20</td> <td data-bbox="1032 751 1139 786">20</td> <td data-bbox="1139 751 1220 786">17</td> </tr> <tr> <td data-bbox="561 786 817 821">EXEC</td> <td data-bbox="817 786 924 821">20</td> <td data-bbox="924 786 1032 821">20</td> <td data-bbox="1032 786 1139 821">20</td> <td data-bbox="1139 786 1220 821">17</td> </tr> </tbody> </table> <p data-bbox="561 812 1220 847">The copy speed may vary depending on the number of copies.</p>	Direct	3045	3035	3030	3025	11" x 17"	22	22	22	14	LGL	16	16	16	13	LTR	45	35	30	25	LTRR	20	20	20	17	STMTR	20	20	20	17	EXEC	20	20	20	17
Direct	3045	3035	3030	3025																																
11" x 17"	22	22	22	14																																
LGL	16	16	16	13																																
LTR	45	35	30	25																																
LTRR	20	20	20	17																																
STMTR	20	20	20	17																																
EXEC	20	20	20	17																																
Resolution for Writing	Approximately 2,400 x 600 dpi																																			
Margin	Top: 1/8" (2.5 mm) Left and Right: 1/8" (2.5 mm) Bottom: 1/8" (2.5 mm)																																			
Magnification	<table border="0" data-bbox="561 999 1220 1496"> <tr> <td data-bbox="561 999 790 1034">Regular paper size</td> <td data-bbox="803 999 1220 1034">Same Ratio</td> </tr> <tr> <td></td> <td data-bbox="803 1043 1220 1078">Direct</td> </tr> <tr> <td></td> <td data-bbox="803 1086 1220 1121">Reduction</td> </tr> <tr> <td></td> <td data-bbox="803 1121 1220 1156">1:0.78 (LGL → LTR)</td> </tr> <tr> <td></td> <td data-bbox="803 1156 1220 1190">1:0.73 (11" x 17" → LGL, 11" x 15" → LTR)</td> </tr> <tr> <td></td> <td data-bbox="803 1190 1220 1225">1:0.64 (11" x 17" → LTR)</td> </tr> <tr> <td></td> <td data-bbox="803 1225 1220 1260">1:0.50 (11" x 17" → STMT)</td> </tr> <tr> <td></td> <td data-bbox="803 1260 1220 1295">1:0.25</td> </tr> <tr> <td></td> <td data-bbox="803 1303 1220 1338">Enlargement</td> </tr> <tr> <td></td> <td data-bbox="803 1338 1220 1373">1:1.21 (LGL → 11" x 17")</td> </tr> <tr> <td></td> <td data-bbox="803 1373 1220 1407">1:1.29 (LTR → 11" x 17")</td> </tr> <tr> <td></td> <td data-bbox="803 1407 1220 1442">1:2.00 (STMT → 11" x 17")</td> </tr> <tr> <td></td> <td data-bbox="803 1442 1220 1477">1:4.00</td> </tr> <tr> <td data-bbox="561 1468 790 1503">Copy Ratio:</td> <td data-bbox="803 1468 1220 1503">25 to 400% (in 1% increments)</td> </tr> </table>	Regular paper size	Same Ratio		Direct		Reduction		1:0.78 (LGL → LTR)		1:0.73 (11" x 17" → LGL, 11" x 15" → LTR)		1:0.64 (11" x 17" → LTR)		1:0.50 (11" x 17" → STMT)		1:0.25		Enlargement		1:1.21 (LGL → 11" x 17")		1:1.29 (LTR → 11" x 17")		1:2.00 (STMT → 11" x 17")		1:4.00	Copy Ratio:	25 to 400% (in 1% increments)							
Regular paper size	Same Ratio																																			
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	1:2.00 (STMT → 11" x 17")																																			
	1:4.00																																			
Copy Ratio:	25 to 400% (in 1% increments)																																			

Item	Specification
Paper Feeding System/ Capacity	Paper Drawers: 550 sheets x 2 cassettes (20 lb bond (80 g/m ²)) Stack Bypass: 50 sheets (20 lb bond (80 g/m ²))
Multiple Copies	1 to 999 sheets
Power Source	120V AC, 60 Hz, 10 A (imageRUNNER 3045/3035/3030) 8 A (imageRUNNER 3025)
Maximum Power Consumption	Less than 1.35 kW
Dimensions (H x W x D)	imageRUNNER 3045/3035: 34 3/4" x 22 1/4" x 27 5/8" (883 mm x 565 mm x 700 mm) (with the Feeder (DADF-N1) standard-equipped) imageRUNNER 3030/3025: 30" x 22 1/4" x 27 5/8" (761 mm x 565 mm x 700 mm) (when the optional Feeder (DADF-N1) is not attached)
Weight	imageRUNNER 3045/3035: Approximately 183 lb (83 kg) (with the Feeder (DADF-N1) standard-equipped) imageRUNNER 3030/3025: Approximately 163 lb (74 kg) (when the optional Feeder (DADF-N1) is not attached)
Installation Space (W x D)	34" x 27 5/8" (862 mm x 700 mm) (when the stack bypass is extended)

Feeder (DADF-N1)

Item	Specification
Original Feeding Mechanism	Automatic Document Feeder
Size and Weight of Originals	11" x 17", LGL, LTR, LTRR, or STMTR 1-sided scanning: 11 to 32 lb bond (42 to 128 g/m ²) 2-sided scanning: 13 to 32 lb bond (50 to 128 g/m ²)
Original Tray Capacity	50 sheets (20 lb bond (80 g/m ²))
Original Scanning Speed	45 sheets/minute (LTR)
Power Source/ Consumption	From the main unit/Approximately 30 W
Dimensions (H x W x D)/ Weight	8 7/8" x 22 1/4" x 21 1/4" (122 mm x 565 mm x 538 mm)/ Approximately 18.7 lb (8.5 kg)

Cassette Feeding Unit-Y3

Item	Specification
Paper Sizes	11" x 17", LGL, LTR, LTRR, STMTR, or EXEC
Paper Drawers Capacity	550 sheets x 2 cassettes (20 lb bond (80 g/m ²))
Power Source/Maximum Power Consumption	From the main unit/Approximately 20W
Dimensions (H x W x D)/ Weight	9 7/8" x 22 1/4" x 27 5/8" (252 mm x 565 mm x 700 mm) Approximately 50.7 lb (23 kg)

Paper Deck-Q1

Item	Specification
Paper Size	LTR
Paper Deck Capacity	2,700 sheets (20 lb bond (80 g/m ²))
Power Source/Consumption	From the main unit/Approximately 35 W
Dimensions (H x W x D)/ Weight	18 5/8" x 14 5/8" x 23 1/4" (473 mm x 372 mm x 591 mm)/ Approximately 65.3 lb (29.6 kg)
Installation Space (W x D)	36 7/8" x 27 5/8" (937 mm x 700 mm)

Envelope Feeder Attachment-C2

Item	Specifications																					
Acceptable Envelopes	COM10 No.10, Monarch: Catalog Glove No.8, DL, ISO-B5, ISO-C5, Yougata 4																					
Capacity	50 sheets (or 30 mm in height)																					
Copy Speed	<p>imageRUNNER 3045/3035/3030/3025</p> <table> <thead> <tr> <th></th> <th>3045/3035/3030</th> <th>3025</th> </tr> </thead> <tbody> <tr> <td>COM10 No.10</td> <td>12 cpm</td> <td>10 cpm</td> </tr> <tr> <td>Monarch: Catalog Glove No.8</td> <td>12 cpm</td> <td>10 cpm</td> </tr> <tr> <td>DL</td> <td>12 cpm</td> <td>10 cpm</td> </tr> <tr> <td>ISO-B5</td> <td>12 cpm</td> <td>10 cpm</td> </tr> <tr> <td>ISO-C5</td> <td>12 cpm</td> <td>10 cpm</td> </tr> <tr> <td>Yougata 4</td> <td>12 cpm</td> <td>10 cpm</td> </tr> </tbody> </table>		3045/3035/3030	3025	COM10 No.10	12 cpm	10 cpm	Monarch: Catalog Glove No.8	12 cpm	10 cpm	DL	12 cpm	10 cpm	ISO-B5	12 cpm	10 cpm	ISO-C5	12 cpm	10 cpm	Yougata 4	12 cpm	10 cpm
	3045/3035/3030	3025																				
COM10 No.10	12 cpm	10 cpm																				
Monarch: Catalog Glove No.8	12 cpm	10 cpm																				
DL	12 cpm	10 cpm																				
ISO-B5	12 cpm	10 cpm																				
ISO-C5	12 cpm	10 cpm																				
Yougata 4	12 cpm	10 cpm																				
Dimensions (H x W x D)/ Weight	3 3/4" x 22 1/4" x 20 1/2" (95 mm x 565 mm x 521 mm)/ Approximately 6.6 lb (3 kg)																					

Finisher-S1

Item	Specification
Paper Size/Weight/Type	<p>Size: 11" x 17", LGL, LTR, LTRR, STMTR, Free size (3 7/8" x 5 7/8" to 11 3/4" x 17" (99 mm x 148 mm to 297 mm x 432 mm)), Envelopes (COM10 No.10, Monarch: Catalog Glove No.8, DL, ISO-B5, ISO-C5, Yougata 4)</p> <p>Weight: 17 to 32 lb bond (64 to 128 g/m²)</p> <p>Type: Plain, Recycled, Color, Pre-punched, Bond Paper, Heavy, Tracing Paper, Transparency, Labels, Envelopes</p>

Item	Specification
Capacity Per Tray	<p>No Collating, Collate, Group mode:</p> <p>LTR, STMTR: 1,000 sheets (or 5 1/8" (130 mm) in height) 11" x 17", LGL, LTRR: 500 sheets (or 2 5/8" (65 mm) in height)</p> <p>Staple mode:</p> <p>LTR: 1,000 sheets/30 sets (or 5 1/8" (130 mm) in height) 11" x 17", LGL, LTRR: 500 sheets/30 sets (or 2 5/8" (65 mm) in height)</p> <p>No Collating, Collate, Group mode with different paper sizes: 500 sheets (or 2 5/8" (65 mm) in height)</p> <p>Staple mode with different paper sizes: 500 sheets/30 sets (or 2 5/8" (65 mm) in height)</p>
Capacity Per Tray (when the Additional Finisher Tray-B1 is attached)	<p>No Collating, Collate, Group mode</p> <p>LTR, STMTR: 300 sheets (or 1 5/8" (40 mm) in height) 11" x 17", LGL, LTRR: 150 sheets (or 3/4" (20 mm) in height)</p> <p>Staple mode</p> <p>LTR: 300 sheets/30 sets (or 1 5/8" (40 mm) in height) 11" x 17", LGL, LTRR: 150 sheets/30 sets (or 3/4" (20 mm) in height)</p> <p>No Collating, Collate, Group mode with different paper sizes: 150 sheets (or 3/4" (20 mm) in height)</p> <p>Staple mode with different paper sizes: 150 sheets/30 sets (or 3/4" (20 mm) in height)</p>
Max. Stapling Capacity	<p>LTR: 50 sheets (17 to 20 lb bond (64 to 80 g/m²))</p> <p>11" x 17", LGL, LTRR: 30 sheets (17 to 20 lb bond (64 to 80 g/m²))</p> <p>* Corner Staple only</p>
Power Source/ Consumption	From the main unit/Approximately 45 W (when the Additional Finisher Tray-B1 is attached)

Item	Specification
Dimensions (H x W x D)/ Weight	12 3/8" x 23 1/2" x 21 3/4" (315 mm x 598 mm x 552 mm) (when the auxiliary tray is extended) Approximately 26.5 lb (12 kg)
Installation Space (W x D)	41 1/8" x 27 5/8" (1,044 mm x 700 mm) (when the stack bypass and the auxiliary tray are extended)

Finisher-AE1

Item	Specification
Paper Size/Weight/Type	Size: 11" x 17", LGL, LTR, LTRR, STMTR, EXEC, Free size (3 7/8" x 5 7/8" to 11 3/4" x 17" (99 mm x 148 mm to 297 mm x 432 mm)), Envelopes (COM10 No.10, Monarch: Catalog Glove No.8, DL, ISO-B5, ISO-C5, Yougata 4) Weight: 17 to 32 lb bond (64 to 128 g/m ²) Type: Plain, Recycled, Color, Pre-punched, Heavy, Tracing Paper, Transparency, Bond Paper, Labels, Envelopes
Capacity Per Tray	No Collating, Collate, Group mode LTR, STMTR, EXEC: 1,000 sheets (or 5 3/4" (147 mm) in height) 11" x 17", LGL, LTRR: 500 sheets (or 2 7/8" (73.5 mm) in height) Staple mode LTR, EXEC: 1,000 sheets/30 sets (or 5 3/4" (147 mm) in height) 11" x 17", LGL, LTRR: 500 sheets/30 sets (or 2 7/8" (73.5 mm) in height) No Collating, Collate, Group mode with different paper sizes: 500 sheets (or 2 7/8" (73.5 mm) in height) Staple mode with different paper sizes: 500 sheets/30 sets (or 2 7/8" (73.5 mm) in height)
Max. Stapling Capacity/ Available Staple Size	LTR, EXEC: 50 sheets (17 to 20 lb bond (64 to 80 g/m ²)) 11" x 17", LGL, LTRR: 30 sheets (17 to 20 lb bond (64 to 80 g/m ²)) Corner Staple mode: 11" x 17", LGL, LTR, LTRR, EXEC Double Staple mode: 11" x 17", LGL, LTR, LTRR, EXEC
Power Source/Maximum Power Consumption	From the main unit/Approximately 70 W (when the optional Puncher Unit-M1 is attached)

Item	Specification
Dimensions (H x W x D)/ Weight	40 7/8" x 25 3/8" x 25 7/8" (1,037 mm x 643 mm x 657 mm) (when the auxiliary tray is extended)/ Approximately 95.2 lb (43.2 kg)
Installation Space (W x D)	59 3/8" x 27 5/8" (1,508 mm x 700 mm) (when the stack bypass and the auxiliary tray are extended) 63 5/8" x 27 5/8" (1,615 mm x 700 mm) (when the optional Puncher Unit-M1 is attached, the stack bypass and the auxiliary tray are extended)

Saddle Finisher-AE2

Item	Specification
Paper Size/Weight/Type	Size: 11" x 17", LGL, LTR, LTRR, STMTR, EXEC, Free size (3 7/8" x 5 7/8" to 11 3/4" x 17" (99 mm x 148 mm to 297 mm x 432 mm)), Envelopes (COM10 No.10, Monarch: Catalog Glove No.8, DL, ISO-B5, ISO-C5, Yougata 4) Weight: 17 to 32 lb bond (64 to 128 g/m ²) Type: Plain, Recycled, Color, Pre-punched, Heavy, Tracing Paper, Transparency, Bond Paper, Labels, Envelopes
Capacity Per Tray	No Collating, Collate, Group mode LTR, STMTR, EXEC: 1,000 sheets (or 5 3/4" (147 mm) in height) 11" x 17", LGL, LTRR: 500 sheets (or 2 7/8" (73.5 mm) in height) Staple mode LTR, EXEC: 1,000 sheets/30 sets (or 5 3/4" (147 mm) in height) 11" x 17", LGL, LTRR: 500 sheets/30 sets (or 2 7/8" (73.5 mm) in height) No Collating, Collate, Group mode with different paper sizes: 500 sheets (or 2 7/8" (73.5 mm) in height) Staple mode with different paper sizes: 500 sheets/30 sets (or 2 7/8" (73.5 mm) in height) Saddle Stitch mode: 1 to 5 sheets/25 sets, 6 to 10 sheets/15 sets, 11 to 15 sheets/10 sets * The maximum number of sets that can fit in the Booklet tray is 10 if [Add Cover] is selected in the Booklet mode.

Item	Specification
Max. Stapling Capacity/ Available Staple Size	LTR, EXEC: 50 sheets (17 to 20 lb bond (64 to 80 g/m ²)) 11" x 17", LGL, LTRR: 30 sheets (17 to 20 lb bond (64 to 80 g/m ²)) Corner Staple mode: 11" x 17", LGL, LTR, LTRR, EXEC Double Staple mode: 11" x 17", LGL, LTR, LTRR, EXEC
Available Saddle Stitch Capacity/Size	11" x 17", LGL, LTRR: 15 sheets (17 to 20 lb bond (64 to 80 g/m ²))
Power Source/Maximum Power Consumption	From the main unit/Approximately 70 W (when the optional Puncher Unit-M1 is attached)
Dimensions (H x W x D)/ Weight	40 7/8" x 29 3/8" x 25 7/8" (1,037 mm x 747 mm x 657 mm) (when the auxiliary tray is extended)/ Approximately 161 lb (73.2 kg)
Installation Space (W x D)	63 1/4" x 27 5/8" (1,607 mm x 700 mm) (when the stack bypass and the auxiliary tray are extended) 67 1/2" x 27 5/8" (1,714 mm x 700 mm) (when the optional Puncher Unit-M1 is attached, the stack bypass and the auxiliary tray are extended)

Puncher Unit-M1

Item	Specifications
Paper Size/Weight/Type	Size: 11" x 17", LGL, LTR, LTRR Weight: 17 to 32 lb bond (64 to 128 g/m ²) Type: Plain, Recycled, Color, Heavy, Bond Paper
Punch Hole Quantity, Hole Diameter	Two holes: 1/4" (6.5 mm) Three holes: 3/8" (8 mm)
Distance between Punch Holes	Two holes: 2 3/4" (70 mm) Three holes: 4 1/4" (108 mm)
Paper Size in Which Holes Can be Punched	Two holes: LGL, LTRR Three holes: 11" x 17", LTR
Punch Waste Tray Capacity	Approximately 3,000 sheets (20 lb bond (80 g/m ²))
Power Source	From the main unit
Dimensions (H x W x D)/ Weight	37 1/8" x 4 1/4" x 24 1/4" (941 mm x 107 mm x 615 mm) Approximately 15.9 lb (7.2 kg)

Puncher Unit-R1

Item	Specifications
Paper Size/Weight/Type	Size: 11" x 17", LGL, LTR, LTRR Weight: 17 to 32 lb bond (64 to 128 g/m ²)
Punch Hole Quantity, Hole Diameter	Two or three holes: 3/8" (8 mm)
Distance between Punch Holes	Two holes: 2 3/4" (70 mm) Three holes: 4 1/4" (108 mm)
Paper Size in Which Holes Can be Punched	Two holes: LGL, LTRR Three holes: 11" x 17", LTR
Punch Waste Tray Capacity	When approximately the following number of sheets have been punched (17 lb bond (64 g/m ²)): Two holes: 2,500 Three holes: 1,500
Power Source	From the optional Finisher-S1
Dimensions (H x W x D)/ Weight	6 7/8" x 19 7/8" x 5 1/8" (175 mm x 505 mm x 130 mm)/ Approximately 8.6 lb (3.9 kg)

Additional Finisher Tray-B1

Item	Specifications
Paper Size/Weight/Type	<p>Size: 11" x 17", LGL, LTR, LTRR, STMTR, EXEC, Free size (3 7/8" x 5 7/8" to 11 3/4" x 17" (99 mm x 148 mm to 297 mm x 432 mm)), Envelopes (COM10: No.10, Monarch: Catalog Glove No.8, DL, ISO-B5, ISO-C5, Yougata 4)</p> <p>Weight: 17 to 32 lb bond (64 to 128 g/m²)</p> <p>Type: Plain, Recycled, Color, Pre-punched, Heavy, Tracing Paper, Transparency, Bond Paper, Labels, Envelopes</p>
Capacity	<p>No Collating, Collate, Group mode</p> <p>LTR, STMTR: 300 sheets (or 1 5/8" (40 mm) in height)</p> <p>11" x 17", LGL, LTRR: 150 sheets (or 3/4" (20 mm) in height)</p> <p>Staple mode</p> <p>LTR: 300 sheets/30 sets (or 1 5/8" (40 mm) in height)</p> <p>11" x 17", LGL, LTRR: 150 sheets/30 sets (or 3/4" (20 mm) in height)</p> <p>No Collating, Collate, Group mode with different paper sizes: 150 sheets (or 3/4" (20 mm) in height)</p> <p>Staple mode with different paper sizes: 150 sheets/30 sets (or 3/4" (20 mm) in height)</p>
Dimensions (H x W x D)	3 1/8" x 7 7/8" x 15 5/8" (80 mm x 200 mm x 395 mm)
Weight	Approximately 3.7 lb (1.7 kg)

Inner 2 Way Tray-D1

Item	Specifications
Paper Size/Weight/Type	Size: 11" x 17", LGL, LTR, LTRR, STMTR, EXEC, Free size (3 7/8" x 5 7/8" to 11 3/4" x 17" (99 mm x 148 mm to 297 mm x 432 mm)), Envelopes (COM10 No.10, Monarch: Catalog Glove No.8, DL, ISO-B5, ISO-C5, Yougata 4) Weight: 17 to 32 lb bond (64 to 128 g/m ²) Type: Plain, Recycled, Color, Pre-punched, Heavy, Tracing Paper, Transparency, Bond Paper, Labels, Envelopes
Capacity	Tray A: 250 sheets (LTR), 100 sheets (Other sizes) Tray B: 100 sheets (LTR), 50 sheets (Other sizes)
Power Source/Power Consumption	From the main unit/Approximately 16 W
Dimensions (H x W x D)/Weight	6" x 7" x 21 1/2" (151 mm x 176 mm x 546 mm)/Approximately 8.6 lb (3.9 kg)
Installation Space (W x D)	34" x 27 5/8" (862 mm x 700 mm) (when the stack bypass is extended)

Copy Tray-J1

Item	Specification
Paper Size/Weight/Type	Size: 11" x 17", LGL, LTR, LTRR, STMTR, EXEC Weight: 17 to 32 lb bond (64 to 128 g/m ²) Type: Plain, Recycled, Color, Pre-punched
Capacity	150 sheets (LTR), 75 sheets (Other sizes)
Dimensions (H x W x D)/Weight	4 3/4" x 13 5/8" x 13 7/8" (120 mm x 347 mm x 351 mm) Approximately 1 lb (471 g)
Installation Space (W x D)	35 7/8" x 27 5/8" (912 mm x 700 mm)

Card Reader-C1

Item	Specifications
Available Cards	Optical
Card Readout Method	Optical readout
Magnetic Card Reading Direction	Face up
Store/Replay	Replay
Power Source	From the main unit
Dimensions (H x W x D)/ Weight	1 1/4" x 3 1/2" x 4" (32 mm x 88 mm x 100 mm) Approximately 10.4 oz (295 g)

Number of Enterable Characters and Capacity of Various Functions

Number of Enterable Characters

Additional Functions				
Common Settings	Register Form for Form Composition	Form Name	24 characters maximum	
	Register Characters for Page No./ Watermark	Characters	32 characters maximum	
System Settings	System Manager Settings	System Manager	32 characters maximum	
		E-mail Address	64 characters maximum	
		Contact Information	32 characters maximum	
		Comment	32 characters maximum	
	Device Information Settings	Device Name	32 characters maximum	
		Location	32 characters maximum	
	Communications Settings	E-mail/I-Fax Settings	Default Subject	40 characters maximum
	Forwarding Settings	Condition Name		50 characters maximum
		Send Doc. Name		24 characters maximum
	Register LDAP Server	Server Name		24 characters maximum
Server Address			48 characters maximum	
Location to Start Search			128 characters maximum	
Mail Box Settings	User Inboxes Settings	Register Inbox Name	24 characters maximum	
	Confidential Fax Inboxes Settings	Register Inbox Name	24 characters maximum	
Communications Settings	TX Settings (Common Settings)	Sender's Names (TTI)	24 characters maximum	
		Unit Name	24 characters maximum	

Additional Functions			
Address Book Settings	E-mail	Name	24 characters maximum
		One-touch Button Name*	12 characters maximum
		E-mail Address	128 characters maximum
	I-Fax	Name	24 characters maximum
		One-touch Button Name*	12 characters maximum
		I-Fax Address	128 characters maximum
		Standard Field 1	40 characters maximum
		Standard Field 2	16 characters maximum
	Fax	Name	24 characters maximum
		One-touch Button Name*	12 characters maximum
		Fax Number	120 digits maximum
		Subaddress	20 digits maximum
		Password	20 digits maximum
	File	Name	24 characters maximum
		One-touch Button Name*	12 characters maximum
		Host Name	128 characters maximum
		Folder Path	255 characters maximum
		User	FTP, IPX: 24 characters maximum SMB, WebDAV: 128 characters maximum
		Password	FTP, IPX, WebDAV: 24 characters maximum SMB: 14 characters maximum
	Group	Name	24 characters maximum
		One-touch Button Name*	12 characters maximum

*One-touch Button Name can be entered only when you are setting the One-touch Buttons.

Copy Functions		
Color Balance	Register Name	10 characters maximum
Mode Memory	Register Name	10 characters maximum

Mail Box Functions		
Document Name		24 characters maximum
Mode Memory	Register Name	10 characters maximum
Color Balance	Register Name	10 characters maximum

Sending Functions		
Scanning Mode	Register Name	(8 characters maximum)x2
Send Settings	Send Doc. Name	24 characters maximum
	Subject	40 characters maximum
	Message	140 characters maximum

Capacity of Various Functions

Additional Functions				
System Settings	System Manager Settings	System Manager ID		7 digits maximum
		System Password		7 digits maximum
	Dept. ID Management	Dept. ID		7 digits maximum
		Password		7 digits maximum
		Page Limits		0-999999
	Communications Settings	Memory RX Inbox Settings	Memory RX Inbox Password	7 digits
Date & Time Settings			Year, Month, day, hour	
Mail Box Settings	User Inbox	Number of Inboxes		100
		Password		7 digits
Communications Settings	Confidential Fax Inbox	Number of Inboxes		50
	TX Settings (Common Settings)	Sender's Names (TTI)	Number of Names	99
	User Settings (Fax Settings)	Unit Telephone #		20 digits maximum

Additional Functions		
Address Book Settings	Address Book Password	7 digits maximum
	Address Book Capacity	1600 destinations
	One-touch Button Capacity	200 destinations

Copy Functions		
Color Balance	Number of Keys	4
Mode Memory	Number of Keys	9
Reserving Copy Jobs	Number of Jobs	10 jobs

Mail Box Functions		
Color Balance	Number of Keys	4
Mode Memory	Number of Keys	9
Reserving Print Jobs	Number of Jobs	32 jobs
Sending Documents	Number of Documents	32 documents maximum
	Number of Pages	999 pages maximum

Sending/Facsimile Functions		
Scanning Mode	Number of keys	8
Reserving Send Jobs	E-mail I-Fax File Inbox	120 jobs
	Fax	64 jobs
Send Jobs	Number of pages	999 pages maximum

Relationship between Original Orientation and Preprinted Paper Output Chart

Please use this chart when printing on preprinted paper (i.e., paper with logos or letterheads).

 **NOTE**

If you want to copy on the back side of preprinted paper, place the side you want to copy on:

- face up when using a paper drawer
- face down when using the stack bypass or the optional Paper Deck-Q1

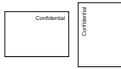
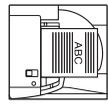
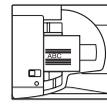
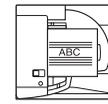
■ **If You Want to Set Right Side Stapling:**

Original/ Paper Orientation, Settings		Staple Position	Corner: Top Right Double: Right	Corner: Top Right Double: Top	Corner: Top Right Double: Right	Corner: Top Right Double: Right
		Output Example				
Preprinted Paper	Orientation in paper drawer Preprinted side: Face up					
	Orientation in stack bypass/paper deck Preprinted side: Face down					
Original	Orientation on the platen glass Original side: Face down					
	Staple position	Corner: Top Right Double: Right	Corner: Top Right Double: Right	Corner: Top Right	Corner: Top Right Double: Right	
	Orientation in the feeder Original side: Face up					
	Staple position	Corner: Top Right Double: Right	Corner: Bottom Right Double: Right	Corner: Top Right	Corner: Top Right Double: Right	
Auto Orientation Setting		Either On or Off	Either On or Off	Either On or Off (Set to 'On' when paper orientation in the paper deck/stack bypass/paper drawer is vertical.)	Either On or Off	

■ If You Want to Set Left Side Stapling:

Original/ Paper Orientation, Settings		Staple Position	Corner: Top Left Double: Left	Corner: Top Left Double: Top	Corner: Top Left Double: Left	Corner: Top Left Double: Left
		Output Example	LTR	11" x 17", LGL, LTRR	LTR	11" x 17", LGL, LTRR
Preprinted Paper	Orientation in paper drawer Preprinted side: Face up					
	Orientation in stack bypass/paper deck Preprinted side: Face down					
Original	Orientation on the platen glass Original side: Face down					
	Staple position	Corner: Top Left Double: Left	Corner: Top Right Double: Right	Corner: Top Left	Corner: Top Left Double: Left	
	Orientation in the feeder Original side: Face up					
	Staple position	Corner: Top Left Double: Left	Corner: Top Right Double: Right	Corner: Top Left	Corner: Top Left Double: Left	
Auto Orientation Setting		Either On or Off	Either On or Off	Either On or Off (Set to 'On' when paper orientation in the paper deck/stack bypass/paper drawer is vertical.)		Either On or Off

■ If You Do Not Want to Set the Staple Mode:

Original/ Paper Orientation, Settings		Output Example					
		LTR	11" x 17", LGL	LTR	11" x 17", LGL		
Preprinted Paper:	Orientation in paper drawer Preprinted side: Face up						
	Orientation in stack bypass/paper deck Preprinted side: Face down						
Original	Orientation on the platen glass Original side: Face down						
	Orientation in the feeder Original side: Face up						
Auto Orientation Setting		Either On or Off	Either On or Off	Either On or Off (Set to 'On' when paper orientation in the paper deck/stack bypass/paper drawer is vertical.)	Either On or Off		

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System Management of the imageRUNNER 3045/ 3035/3030/3025

The following pages describe the use and operations of the System Management mode. They should be cut out of this manual, and stored by the Supervisor or System Manager of this machine.

The System Management mode enables you to set restrictions to System Settings (from the Additional Functions screen), and manage the settings stored by other users.

The operations which can be performed in the System Management mode are:

- Managing documents in an inbox
- Managing Mail Box Settings

Entering the System Management Mode



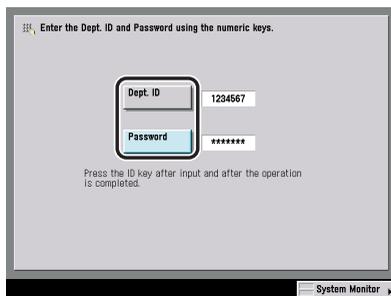
IMPORTANT

- If you are performing user authentication using the SDL or SSO, and logged in as a general user, you cannot change the Additional Functions settings of the machine.
- If you are performing user authentication using the SDL or SSO, and logged in as an Administrator, you can change the Additional Functions settings of the machine. (When the dialog box prompting you to enter the System Manager ID and System Password appears, enter the System Manager ID and System Password.)

If Department ID Management Is Enabled

1 Enter the System Manager ID and System Password using 0 - 9 (numeric keys).

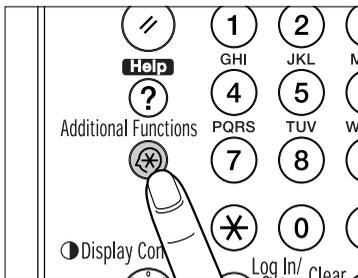
- Press [Dept. ID] → enter the System Manager ID.
- Press [Password] → enter the System Password.
- Press 0 (Log In/Out).



The System Management mode is enabled.

If Department ID Management Is Not Enabled

1 Press * (Additional Functions).



2 Press [System Settings].



3 Enter the System Manager ID and System Password using 0 - 9 (numeric keys).

- Press [System Manager ID] → enter the System Manager ID.
- Press [System Password] → enter the System Password.
- Press **ID** (Log In/Out).



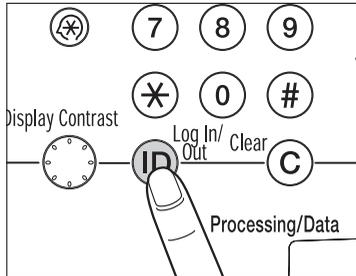
The System Management mode is enabled.

NOTE

Make sure to enter the System Manager ID and System Password that were stored in System Manager Settings in System Settings (from the Additional Functions screen). (See "Specifying the System Manager Settings," on p. 6-3.)

Canceling the System Management Mode

1 Press **ID** (Log In/Out).



The System Management mode is canceled. The System Management mode is also canceled when the Auto Clear mode initiates.

Managing Inboxes in the System Management Mode

The System Manager can access documents in inboxes that have been stored by other users. For example, you can access an inbox whose user has forgotten his/her password, and erase any unnecessary documents.

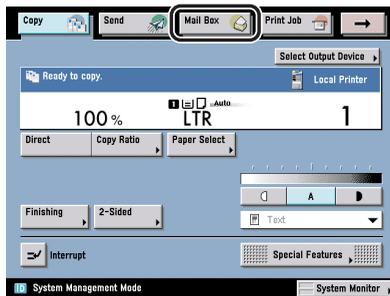
1 Enter the System Management mode.



NOTE

For instructions on entering the System Management mode, see "Entering the System Management Mode," on p. 9-35.

2 Press [Mail Box].



3 Operate the Mail Box function.



NOTE

For instructions on using the Mail Box function, see the *Copying and Mail Box Guide*.

Changing the Mail Box Settings in the System Management Mode

The System Manager can change the Mail Box Settings that have been restricted with a password. For example, you can initialize an inbox that is not being used, or change the name of an inbox. You can also reset the password of an inbox if the user has forgotten it.

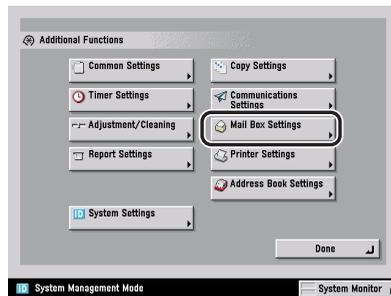
1 Enter the System Management mode.



NOTE

For instructions on entering the System Management mode, see "Entering the System Management Mode," on p. 9-35.

2 Press (Additional Functions) → [Mail Box Settings] → change the settings.



For instructions on specifying Mail Box Settings, see Chapter 8, "Customizing Settings," in the *Copying and Mail Box Guide*.

3 Press [Done] repeatedly until the Inbox Selection screen appears.





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