MF267dw II / MF264dw II

User's Guide

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About the Machine

8WFY-000

Before using the machine, check the basic information of the machine such as the supported functions and options, names of each part, and specifications of the functions. Also consider the management system of the machine and measures against security risks.

Basic Information

The supported functions and options vary depending on the model. Check the list for details.
You can also check the specifications of the options.
Supported Functions and Options(P. 3)

Check the names of parts, usable paper, and specifications of functions, as needed.
Names of Parts and Their Functions(P. 9)
Usable Paper(P. 22)
Specifications(P. 26)

Information Required for Management Functions

When using the management functions, use the System Manager ID and PIN to log in.
System Manager ID and PIN(P. 6)

When using the machine in a network environment, check the examples of measures to prevent unauthorized access, and consider implementing these.
Measures to Prevent Unauthorized Access(P. 7)

Useful Tips

Introduces recommended functions useful for digitizing documents, reducing costs, and making operations more efficient.
Recommended Functions(P. 40)

Supported Functions and Options

8WFY-001

User's Guide (this manual) describes all functions of the model series including the machine. Some of the functions listed in User's Guide may not be available depending on your model. Use the table below to see which functions and options are supported by your model.

Supported Functions(P. 3)
Supported Options(P. 4)

Supported Functions

✔ : Supported — : Not supported

Function	MF267dw II	MF264dw II
Print	✔	✔
Scan	✔	✔
Fax	✔	—
Copy	✔	✔
2-sided Printing	✔	✔
Forward received faxes	✔	—
Send scanned data (e-Mail/SMB)	✔	—
Wired LAN connection	✔	✔
Wireless LAN connection	✔	✔
USB connection	✔	✔
Remote UI	✔	✔
Keys and certificates	✔	✔
Linking with mobile devices	✔	✔
Display	Touch panel	5 Lines LCD
Feeder	✔ (1-sided scanning)	✔ (1-sided scanning)

Function	MF267dw II	MF264dw II
Default System Manager ID	Not specified	Not specified
Default System Manager PIN	Not specified	Not specified

NOTE

- For details about the types of available drivers, see the Canon website for your country or region, or see the supplied User Software CD-ROM/DVD-ROM.
  https://global.canon/en/support/

Supported Options

The following optional production is available.

- Using the telephone and manually sending and receiving faxes **TELEPHONE 6 KIT(P. 5)**

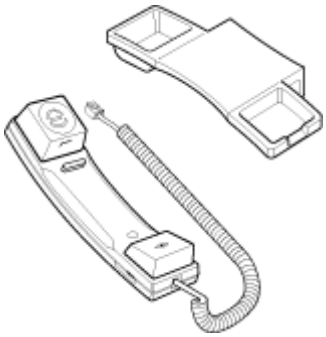
✔: Supported —: Not supported

Option	MF267dw II	MF264dw II
TELEPHONE 6 KIT	✔	—

TELEPHONE 6 KIT

8WFY-002

When using a voice telephone with the machine*1, install the optional TELEPHONE 6 KIT.
You can also use the handset to manually send and receive faxes.
For about installing TELEPHONE 6 KIT, see "Setup Guide." **Manuals of the Machine(P. 646)**



*1 You must connect the machine to a telephone line.

System Manager ID and PIN

8WFY-003

The machine has a System Manager Mode for viewing and changing important settings.
When System Manager ID and System Manager PIN are set, only those users who know this information are able to log into System Manager Mode.

The System Manager ID and System Manager PIN are not set.
System Manager Mode is disabled, allowing anyone to see and change important settings. Set the System Manager ID and System Manager PIN to protect the information, and allow only certain administrators of this information.

For details about how to change and set the System Manager ID and System Manager PIN, see the following:
Setting the Department ID and PIN for the Administrator(P. 344)

Measures to Prevent Unauthorized Access

8WFY-004

Be sure to read this section before using the machine in a network environment.

Printers and multifunction machines can provide various useful functions when connected to a network. However, because this also creates risks of unauthorized access and eavesdropping over the network, measures against security risks are essential.
This section provides examples of measures against unauthorized access that you can implement during setup when using the machine in a network environment.

Using a Private IP Address(P. 7)
Using a PIN to Protect Information(P. 7)
Precautions When Using Remote UI(P. 8)

NOTE

- There are additional measures against security risks you can implement on the machine, such as restricting communication with a firewall and using TLS encrypted communication to prevent eavesdropping and tampering. Take the necessary measures according to your usage environment. **Security(P. 343)**

Using a Private IP Address

There are two types of IP addresses: a global IP address, which is used for connecting to the Internet, and a private IP address, which is used in a local area network such as a company LAN.

If a global IP address is assigned to the machine, the machine can be accessed by users on the Internet. Thus, the risk of information leakage due to unauthorized access from external network increases.
On the other hand, if a private IP address is assigned to the machine, access to the machine is restricted to only users on your local area network. Therefore, it reduces the risk of unauthorized access compared to an assigned global IP address.

Basically, assign a private IP address to the machine.
A private IP address is used in one of the following ranges.

Ranges for Private IP Addresses

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

For details about how to assign and confirm the IP address, see the following:
Setting IPv4 Addresses(P. 73)
Setting IPv6 Addresses(P. 77)

If you want to assign a global IP address to the machine, you can create an environment to prevent outside access, such as by using a firewall, to reduce the risk of unauthorized access. Contact your network administrator about how to implement network security.

Using a PIN to Protect Information

By setting up a PIN to protect the information stored in the machine, you can reduce the risk of information leakage or unauthorized use if a malicious third party attempts to gain unauthorized access.
You can set a PIN to the functions indicated below. Only users who know the PIN can use these functions and access the information on the machine.

Remote UI

You can require the user to enter the Remote UI Access PIN when using Remote UI.
Setting the PIN to Use for Remote UI(P. 382)

System Manager ID
You can require the user to enter the System Manager ID and System Manager PIN, when changing any important settings.
Setting the Department ID and PIN for the Administrator(P. 344)

Address Book
You can require the user to enter the Address Book PIN when adding new entries and editing existing ones.
Restricting Address Book Registration and Editing by Setting a PIN(P. 380)

Precautions When Using Remote UI

- Do not access other websites when using Remote UI.
- After using Remote UI, be sure to log out and close your browser.

Names of Parts and Their Functions

8WFY-005

Front Side

Check these parts on the front when operating the machine.

Front Side(P. 10)

- Use the control panel to operate the machine and configure the settings.

  Control Panel(P. 14)

- Place the original on the platen glass or in the feeder when scanning, sending a fax, or copying.

  1-Sided Feeder(P. 19)

- Load printing and copying paper into the following paper sources:

  Multi-purpose Tray(P. 20)

  Drawer(P. 21)

Back Side

Check the rear parts when installing and connecting the machine and when clearing paper jams.

Back Side(P. 12)

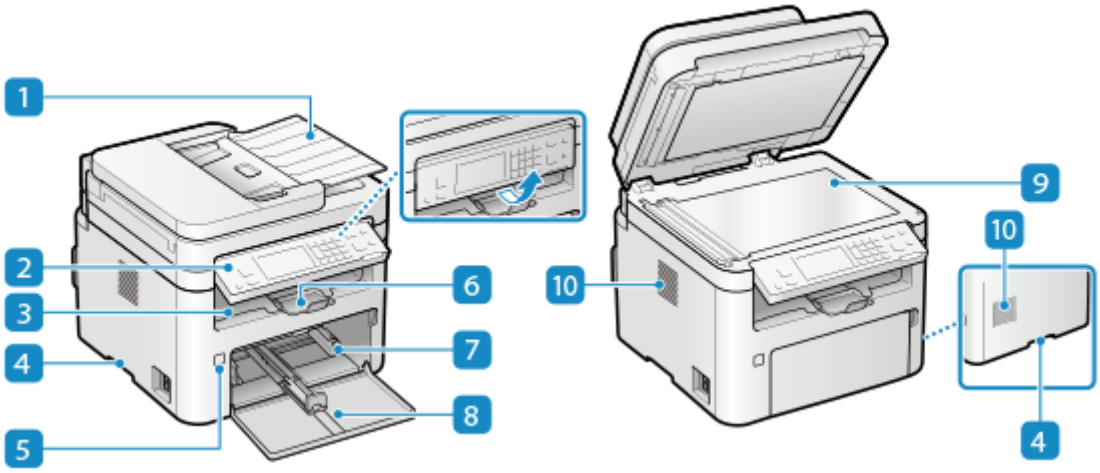
Interior

Open the covers and access the interior to replace a toner cartridge or to remove jammed paper.

Interior(P. 13)

Front Side

8WFY-006



1 Feeder

You can place two or more sheets of originals in the feeder. The placed originals are fed and scanned one by one automatically. **1-Sided Feeder(P. 19)**

2 Control panel

Use the display and keys to operate the machine and confirm the operations and status. **Control Panel(P. 14)**

3 Output tray

Printed and copied paper is ejected to the output tray.

4 Lift handles

Hold the lift handles when moving the machine.

5 Power switch

Turns the power of the machine ON and OFF. **Turning ON and OFF the Machine(P. 106)**

6 Paper stopper

Open the paper stopper to prevent paper from falling out of the output tray.

7 Drawer

Load paper you usually use into the Drawer. **Drawer(P. 21)**

8 Front cover

Open the front cover when loading paper.

9 Platen glass

Place books, thick paper, thin paper, and other originals that cannot be placed in the feeder on the platen glass to copy or scan. The placed originals are scanned in a fixed position. **Placing Originals(P. 135)**

10 Ventilation slots

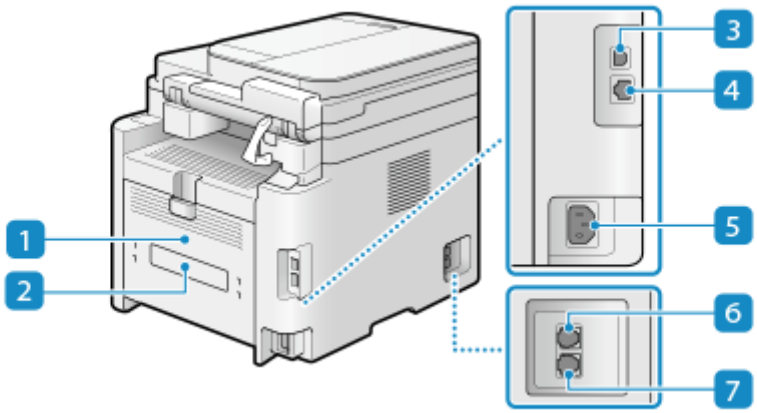
Air inside the machine is released through the ventilation slots to cool down the inside of the machine. Do not place objects next to the ventilation slots, as this can prevent ventilation.

NOTE

- To ensure efficient use of the machine, regularly clean the surface and platen glass.
  Cleaning the Surface of the Machine(P. 515)
  Cleaning the Platen Glass(P. 519)
- If the following symptoms occur when using the feeder, clean the feeder: **Cleaning the Feeder(P. 520)**
  - Originals become dirty
  - Originals frequently jam
  - Printouts appear smudged after scanning, copying, or sending faxes

Back Side

8WFY-007



1 Back cover

Open the back cover when a paper jam occurs inside the machine.

2 Rating label

This label shows the serial number, which is needed when making inquiries about the machine.

3 USB port (for computer connection)

You can connect a computer to the USB port using a commercial USB cable.

4 LAN port

You can connect the machine to a wired LAN using a commercial Ethernet cable connected to the LAN port.

5 Power socket

Connect the power cord to the power socket.

6 Handset jack (HAND SET)/External telephone jack (EXT.)

Connect the optional TELEPHONE 6 KIT or a commercial telephone to this jack.

* MF264dw II is not equipped with this jack.

7 Telephone line jack (LINE)

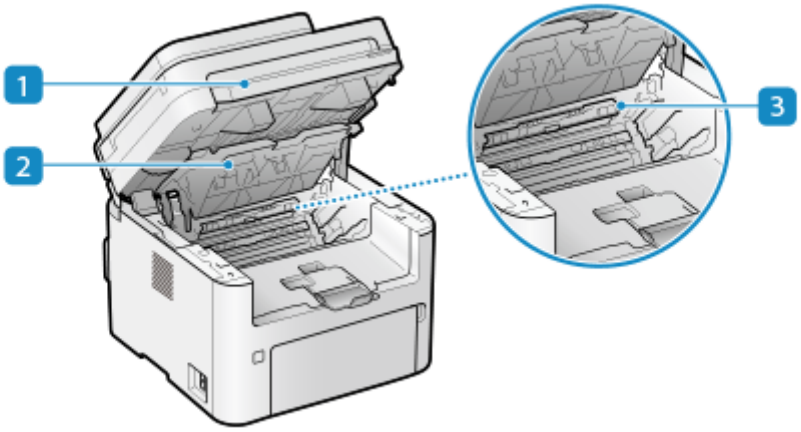
Use the supplied telephone cord to connect the machine to the telephone line.

* MF264dw II is not equipped with this jack.

Interior

8WFY-008

Install the toner cartridge and the drum cartridge into the machine.



1 Control panel

Lift the toner cartridge or the drum cartridge from the slots when removing jammed paper in the interior or when replacing the toner cartridge or the drum cartridge.

Replacing the Toner Cartridge(P. 526)
Replacing the Drum Cartridge(P. 530)
Paper Jams inside the Machine and in the Back Side(P. 545)

2 Toner cover

Lift the toner cartridge or the drum cartridge from the slots when removing jammed paper in the interior or when replacing the toner cartridge or the drum cartridge.

Replacing the Toner Cartridge(P. 526)
Replacing the Drum Cartridge(P. 530)
Paper Jams inside the Machine and in the Back Side(P. 545)

3 Paper exit guide

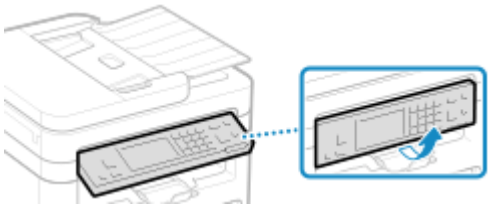
Open the paper exit guide when paper is jammed at the paper exit. **Paper Jams inside the Machine and in the Back Side(P. 545)**

Control Panel

8WFY-009

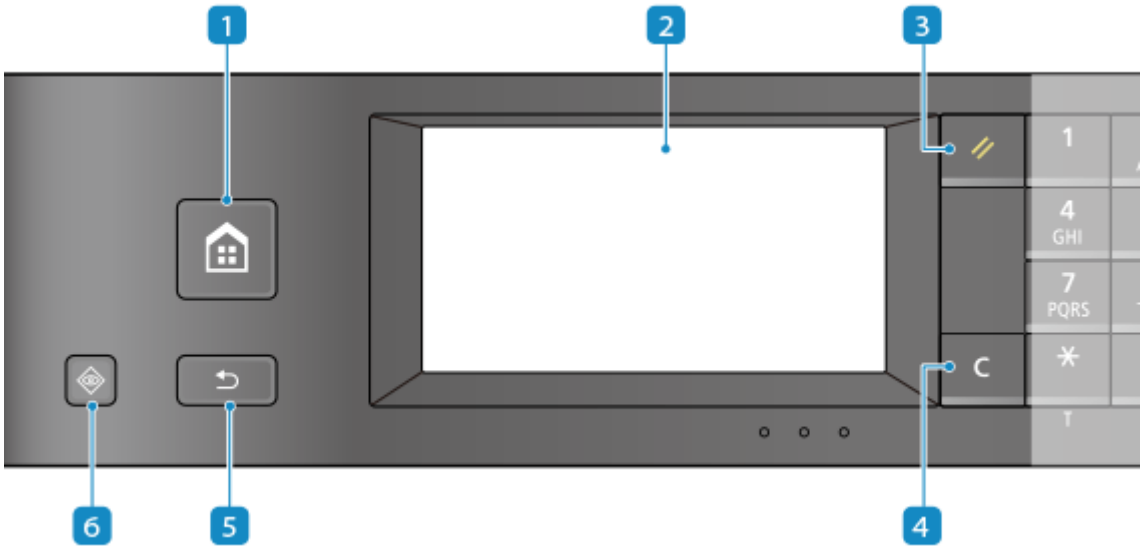
Use the control panel to operate the machine and configure the settings.

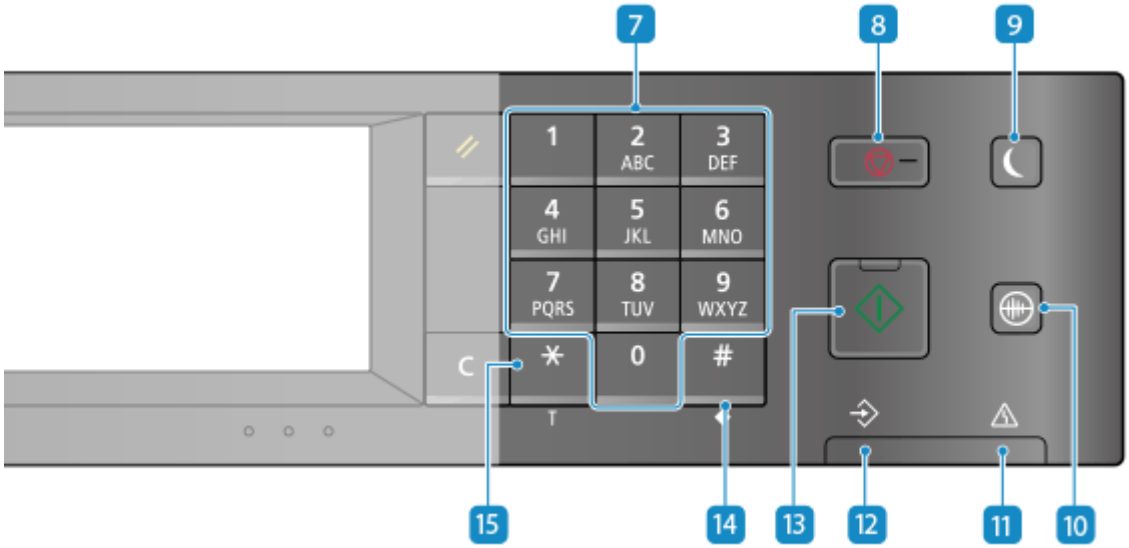
When operating on the control panel, raise the control panel, as shown on the right.



Control Panel (Touch Panel Model)(P. 14)
Control Panel (5 Lines LCD Model)(P. 16)

Control Panel (Touch Panel Model)





1 Home key ( )

Displays the [Home] screen. **[Home] Screen(P. 116)**

2 Display

Displays the screens for operating the functions, usage, messages, and other information. This touch panel can be operated by directly touching the screen with your finger. **Using the Control Panel(P. 112)**

3 Reset key ( )

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

4 Clear key (C)

Press to delete the entered numbers and text.

5 Back key ( )

Returns you to the previous screen.

6 Status Monitor key ( )

Check the information of the machine, usage and logs, network settings, and error information. **[Status Monitor] Screen(P. 120)**

7 Numeric keys (0 - 9)

Press to enter numbers and text. **Entering Characters(P. 127)**

8 Stop key ( )

Cancels printing and other operations.

9 Energy Saver key ( )

Puts the machine into sleep mode to reduce power consumption. In the sleep mode, lights up yellow-green. **Reducing Power Consumption (Sleep Mode)(P. 110)**

10 Quiet Mode key ( )

Press to put the machine into quiet mode, which reduces the operation sound of the machine. In the quiet mode, lights up yellow-green. **Reducing the Operation Sound (Quiet Mode)(P. 193)**

11 Error indicator

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

12 Processing/Data indicator

Blinks when an operation is being performed, such as during printing, and lights up when data is waiting to be processed.

13 Start key ( )

Press to scan originals.

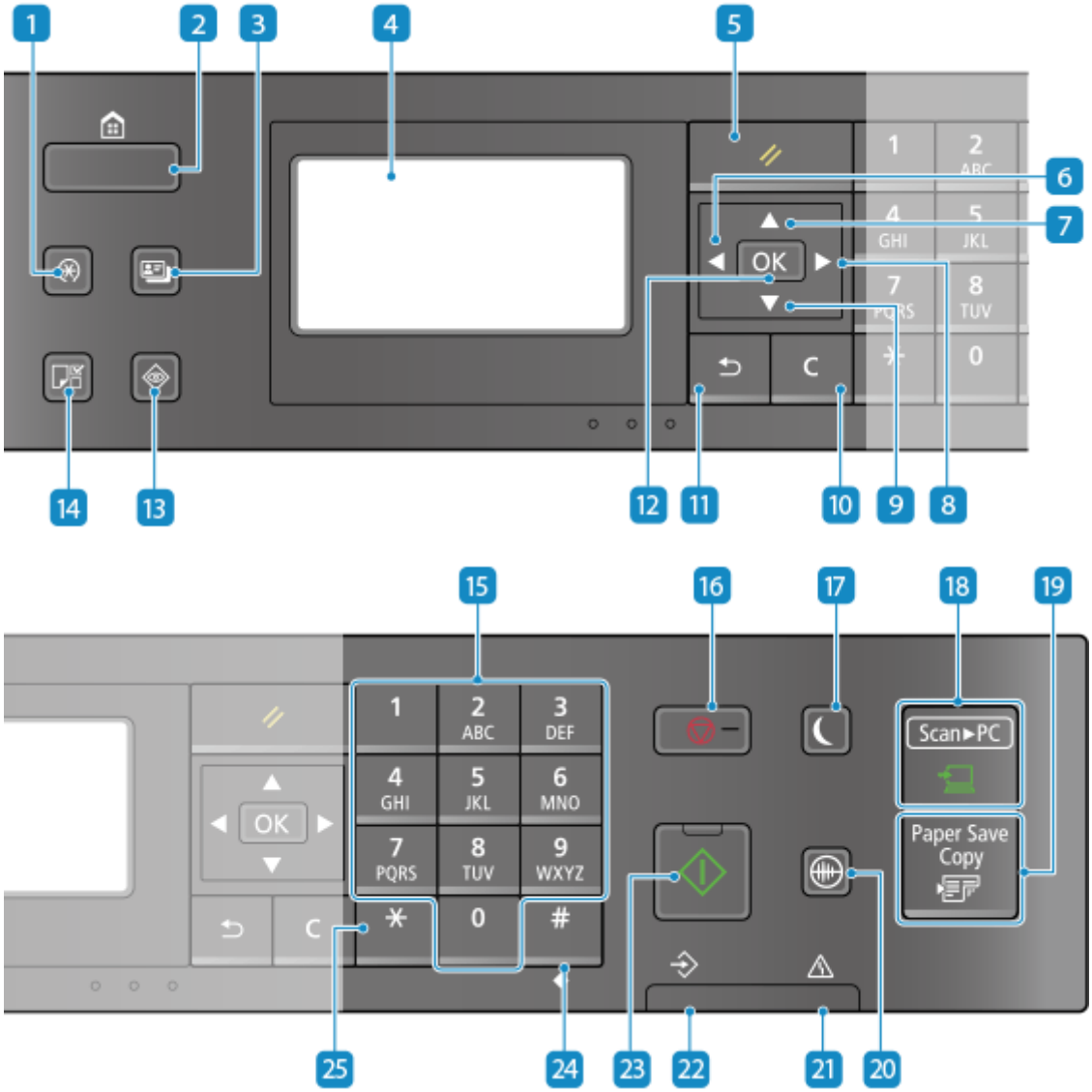
14 Symbol key (#)

Enter symbols. **Entering Characters(P. 127)**

15 Uppercase/lowercase/numeric key (*)

Changes the character type.

Control Panel (5 Lines LCD Model)



1 Menu key ( )

Press to specify the settings of the machine, such as the network settings or system settings. **Settings Menu Items(P. 421)**

2 Home key ( )

Displays the [Home] screen. **[Home] Screen(P. 116)**

3 ID Card Copy key ( )

Press to copy both sides of an ID card onto the same side of paper. **Copying Both Sides of ID Cards onto One Sheet(P. 309)**

4 Display

Displays the screens for operating the functions, usage, messages, and other information. **Using the Control Panel(P. 112)**

5 Reset key ( )

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

6 Left key (◀)

Returns to the previous screen. Press when entering text to move the cursor to the left.

7 Up key (▲)

Selects the item above and increases the value on a slider.

8 Right key (▶)

Moves to the next screen. Press when entering text to move the cursor to the right.

9 Down key (▼)

Selects the item below and decreases the value on a slider.

10 Clear key (C)

Press to delete the entered numbers and text.

11 Back key ( )

Returns you to the previous screen.

12 OK key (OK)

Confirms the settings and selected details.

13 Status Monitor key ( )

Check the information of the machine, usage and logs, network settings, and error information. **[Status Monitor] Screen(P. 120)**

14 Paper Setting key ( )

Press to select the paper to print on. Also press to specify the paper size or the paper type. **Specifying the Paper Size and Type(P. 148)**

15 Numeric keys (0 - 9)

Press to enter numbers and text. **Entering Characters(P. 127)**

16 Stop key ( )

Cancels printing and other operations.

17 Energy Saver key ( )

Puts the machine into sleep mode to reduce power consumption. In the sleep mode, lights up yellow-green. **Reducing Power Consumption (Sleep Mode)(P. 110)**

18 Scan -> PC key ( )

Press to send the scanned originals to the registered computer. **Scanning Using the Shortcut Key (Saving to a Computer)(P. 247)**

19 Paper Save Copy key ( )

Press to set the machine to perform the N on 1 copy and two-sided copy simultaneously. **Paper Save Copy(P. 305)**

20 Quiet Mode key ( )

Press to put the machine into quiet mode, which reduces the operation sound of the machine. In the quiet mode, lights up yellow-green. **Reducing the Operation Sound (Quiet Mode)(P. 193)**

21 Error indicator

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

22 Processing/Data indicator

Blinks when an operation is being performed, such as during printing, and lights up when data is waiting to be processed.

23 Start key ( )

Press to scan originals.

24 Symbol key ( )

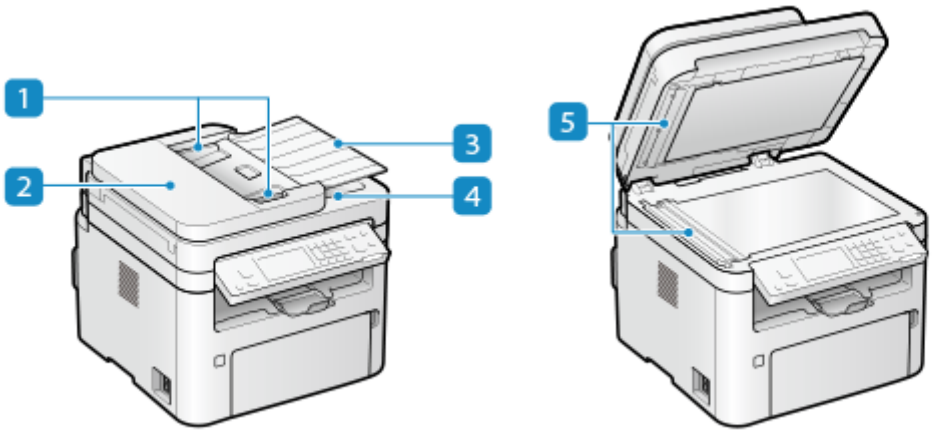
Enter symbols. **Entering Characters(P. 127)**

25 Uppercase/lowercase/numeric key ( )

Changes the character type.

1-Sided Feeder

8WFY-014



1 Slide guides

Align the slide guides against the edges of the originals to properly place the original.

2 Feeder cover

Open the feeder cover when cleaning the inside of the feeder or clearing a paper jam inside the feeder.

3 Original supply tray

You can place two or more sheets of originals in the original supply tray. **Placing Originals(P. 135)**

4 Original output tray

Scanned originals are output to the original output tray.

5 Original scanning area

Originals placed on the feeder are scanned.

IMPORTANT

- Do not place objects on the original output tray. This can damage the originals.

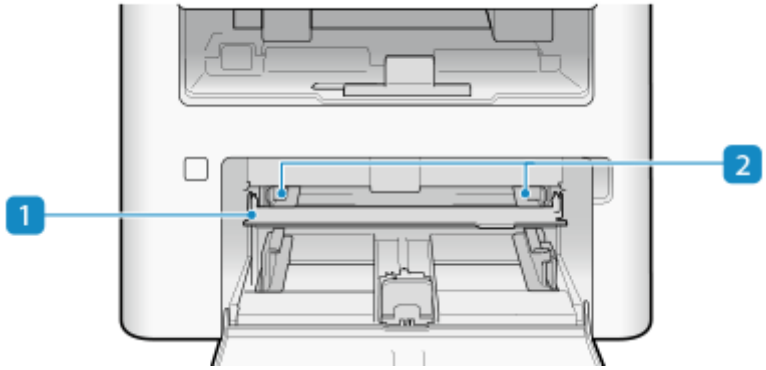
NOTE

- If the following symptoms occur when using the feeder, clean the feeder: **Cleaning the Feeder(P. 520)**
  - Originals become dirty
  - Originals frequently jam
  - Printouts appear smudged after scanning, copying, or sending faxes

Multi-purpose Tray

8WFY-00C

Load paper that you will temporarily use in the multi-purpose tray. **Loading Paper in the Multi-purpose Tray(P. 142)**



1 Multi-Purpose tray

Lower the multi-purpose tray when loading paper.

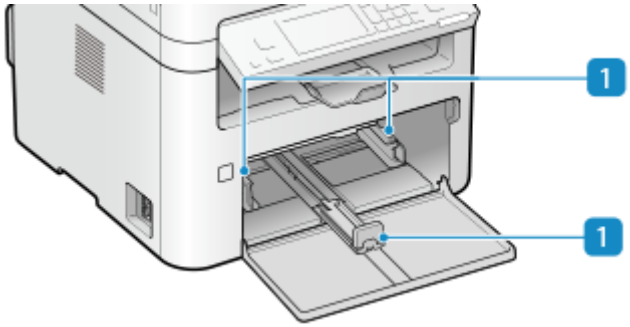
2 Paper guides

Align the paper guides against the edges of the paper to properly place the paper.

Drawer

8WFY-00E

Load paper that you usually use into the drawer. **Loading Paper in the Drawer(P. 139)**



1 Paper guides

Align the paper guides against the edges of the paper to properly place the paper.

Usable Paper

8WFY-00F

The sizes and types of paper that can be used on the machine are shown below.

Usable Paper Sizes(P. 22)
Usable Paper Types(P. 23)
Unusable Paper(P. 24)

NOTE

- Precautions must be taken when handling and storing paper. **Precautions When Handling Paper(P. 25)**

Usable Paper Sizes

✓ : Usable — : Not usable

Paper Size	Drawer	Multi-purpose Tray	Automatic 2-sided Printing *1
A4 *2*3	✓	✓	✓
B5 *2	✓	✓	—
A5 *2*4	✓	✓	—
A6	✓	✓	—
Legal (LGL) *2	✓	✓	✓
Letter (LTR) *2*3	✓	✓	✓
Statement (STMT) *2	✓	✓	—
Executive (EXEC)	✓	✓	—
Oficio *2	✓	✓	✓
Oficio (Brazil) *2	✓	✓	✓
Oficio (Mexico) *2	✓	✓	✓
Letter (Government) *2	✓	✓	—
Legal (Government) *2	✓	✓	—

Paper Size	Drawer	Multi-purpose Tray	Automatic 2-sided Printing *1
Foolscap/Folio *2	✓	✓	✓
Foolscap (Australia) *2	✓	✓	—
Legal (India)	✓	✓	✓
F4A	✓	✓	✓
3x5inch	✓	✓	—
Envelope No.10 (COM10)	✓	✓	—
Envelope Monarch	✓	✓	—
Envelope C5	✓	✓	—
Envelope DL	✓	✓	—
Custom Paper Size	✓ *5	✓ *5	✓ *6

*1 Automatic 2-sided printing is available without replacing paper.

*2 Allows you to print received fax documents.

*3 Enables printing of reports and lists.

*4 Enables loading of paper in the portrait or landscape orientation.

*5 The custom size ranging from 76.0 mm x 127.0 mm to 216.0 mm x 356.0 mm is available.

*6 The custom size ranging from 210.0 mm x 279.4 mm to 216.0 mm x 356.0 mm is available.

Usable Paper Types

You can use non-chlorine paper.

✓ : Usable — : Not usable

Paper Type	Paper Weight	Drawer	Multi-purpose Tray	Automatic 2-sided Printing *1
Thin 1	60 g/m²	✓	✓	✓ *2
Plain 1	61 g/m² to 70 g/m²	✓	✓	✓ *2
Plain 2	71 g/m² to 89 g/m²	✓	✓	✓ *2
Plain 3	90 g/m² to 105 g/m²	✓	✓	✓ *2

Paper Type	Paper Weight	Drawer	Multi-purpose Tray	Automatic 2-sided Printing *1
Heavy 1	106 g/m² to 120 g/m²	✓	✓	—
Heavy 2	121 g/m² to 163 g/m²	✓	✓	—
Heavy 3 *3	121 g/m² to 163 g/m²	✓	✓	—
Recycled 1	61 g/m² to 70 g/m²	✓	✓	✓ *2
Recycled 2	71 g/m² to 89 g/m²	✓	✓	✓ *2
Labels	—	✓	✓	—
Color	61 g/m² to 70 g/m²	✓	✓	✓ *2
Bond 1	60 g/m² to 104 g/m²	✓	✓	✓ *2
Bond 2	105 g/m² to 163 g/m²	✓	✓	—
Envelope *4	—	✓	✓	—

*1 Automatic 2-sided printing is available without replacing paper.

*2 Usable paper sizes are A4, Legal, Letter, Oficio, Oficio (Brazil), Oficio (Mexico), Legal (India), F4A, and Foolscap/Folio.

*3 Specify [Heavy 3] if you cannot print properly when [Heavy 2] is specified, such as due to the toner coming off.

*4 Specify [Envelope 2] if you cannot print properly when [Envelope 1] is specified, such as due to the toner coming off.

Unusable Paper

Before printing, check whether the paper to use is suitable. Do not use the following types of paper, as they can cause paper jams or printing errors:

- Wrinkled, creased, curled, torn, or damp paper*1
- Thin straw paper, very thin paper, coarse paper, glossy paper
- Paper with glue or other adhesive sticking out or label paper whose back side can be easily peeled off
- Paper printed by a thermal transfer printer, back side of paper printed by a thermal transfer printer

*1 Printing on damp paper may cause steam to be emitted from the output area or water droplets to adhere to the output part, but this does not indicate a malfunction. This is because the water contained in the paper evaporates due to the heat generated when the toner fixes to the paper. This is more likely to occur when the room temperature is low.

Precautions When Handling Paper

8WFY-00H

To prevent paper jams and other errors and ensure beautiful printing, you must take precautions when handling and storing paper.
To maintain the quality of printed paper, pay attention when storing and gluing paper.

■ Handling and Storing Paper

Before printing, check whether the paper to use is suitable. Do not use the following types of paper, as they can cause paper jams or printing errors:

- Wrinkled, creased, curled, torn, or damp paper*1
- Thin straw paper, very thin paper, coarse paper, glossy paper
- Paper with glue or other adhesive sticking out or label paper whose back side can be easily peeled off
- Paper printed by a thermal transfer printer, back side of paper printed by a thermal transfer printer

*1 Printing on damp paper may cause steam to be emitted from the output area or water droplets to adhere to the output part, but this does not indicate a malfunction. This is because the water contained in the paper evaporates due to the heat generated when the toner fixes to the paper. This is more likely to occur when the room temperature is low.

Acclimating the Paper to the Usage Environment

Before using the paper in the machine, be sure to fully acclimate the paper to the environment where the machine is located. Immediately using paper stored in a location with a different temperature or humidity can cause paper jams or printing errors.

Storing Paper Before Use

- It is recommended that you use paper as soon as possible after opening the package. Any remaining paper should be wrapped in the original package and stored on a flat surface.
- To protect the paper from moisture or dryness, keep the paper wrapped in its package until use.
- Do not store the paper so that it curls or folds.
- Do not store the paper vertically, and do not stack too much paper.
- Do not store the paper in direct sunlight, or in a place with high humidity, dryness, or a drastically different temperature or humidity compared to the usage environment.

■ Storing and Gluing Printed Paper

Storing Paper

- Store the paper on a flat surface.
- Do not store the paper together with items made of polyvinyl chloride (PVC) such as a clear folder. The toner may melt, causing the paper to stick to the PVC material.
- Do not store the paper folded or creased. Toner may peel off.
- Do not store the paper in a place with high temperature.
- When storing the paper for a long period of time (two years or longer), store in a binder or similar item.
- Storing the paper for a long period of time can cause a discoloration of the paper, resulting in a discoloration of printed images.

Precautions When Gluing Printed Paper

- Always use insoluble adhesives.
- Before applying adhesive, perform a test using an unneeded printout.
- Allow glued paper to fully dry before stacking.

Specifications

8WFY-00J

Specifications are subject to change for product improvement, and the contents may be updated depending on products released in the future. For details about product information, see the Canon website.
https://global.canon/

Specifications of Main Unit
- **Basic Specifications(P. 27)**
- **1-Sided Feeder Specifications(P. 29)**

Specifications of Functions
- **Print Specifications(P. 30)**
- **Scan Specifications(P. 32)**
- **Fax Specifications(P. 33)**
- **Network Specifications(P. 34)**
- **Security and Management Function Specifications(P. 35)**

Operating Environment and Supported Software and Servers
- **Supported Environment(P. 38)**

Basic Specifications

8WFY-00K

Type	Desktop
Color Supported	Black and White
Scan Resolution	600 dpi × 600 dpi
Print Resolution	600 dpi × 600 dpi
Number of Tones	256
Copy Original	Maximum: 216.0 mm x 297.0 mm Sheet/Book
Copy Paper Size	Maximum: 216.0 mm x 356.0 mm Minimum: 76.0 mm x 127.0 mm **Margin (when copying)** Top: 5 mm ± 2.0 mm or less Left: 5 mm ± 2.0 mm or less
Paper Type and Weight	**Usable Paper(P. 22)**
Warm-up time *1	**After powering ON** 15.0 seconds or less * Quick startup may not be available depending on the usage conditions. **After recovering from sleep mode** 3.2 seconds or less
First Copy Time (A4)	7.8 seconds or less
Continuous Copy Speed *2 (A4)	28 sheets/minute
Original Scanning Speed (A4)	Full Color: 3.5 seconds/sheet Black and White: 2.7 seconds/sheet
Magnification	25% to 400% (in 1% increments)
Paper Feeding System and Paper Capacity *3	**Drawer** 250 sheets (64 g/m², 80 g/m²)

	Multi-purpose Tray 1 sheet (64 g/m², 80 g/m²)
Output System and Output Capacity *3	**Output Tray** 100 sheets (75 g/m²)
Number of Continuous Copies	999 sheets
Power supply	AC 220 V - 240 V, 3.0 A, 50 Hz/60 Hz
Power Consumption *1	**Maximum Power Consumption** 1,240 W or less **During Sleep Mode** Approx. average of 0.7 W (USB connection) Approx. average of 0.6 W (Wired LAN connection) Approx. average of 0.6 W (Wireless LAN connection) **With Power Turned OFF** 0.1 W
Dimensions (W x D x H)	390 mm x 405 mm x 375 mm
Weight (Not including a toner cartridge and a drum cartridge)	Approx. 11.94 kg
Maximum Occupancy Space	429 mm x 620 mm x 645 mm * Provide a space of at least 100 mm around the machine.
Memory Capacity	RAM: 256 MB
Usage Environment	Temperature: 10 °C to 30 °C Humidity: 20% to 80% RH (no condensation)

*1 May vary depending the usage environment and usage conditions.

*2 Copy/print speeds are measured based on internal testing using A4 size paper copied/printed with 100% copy/print ratio to original on one-sided paper. Internal testing involved continuously copying/printing the same one page of content on plain paper (copy speed is tested by copying on the platen glass). Copy/print speeds may vary depending on paper type, paper size or paper feeding direction.
The device may automatically pause or slow down in order to adjust printer condition such as controlling temperature of a certain unit or limiting impact to image quality during continuous copying/printing.

*3 May vary depending on the installation environment and paper to be used.

1-Sided Feeder Specifications

8WFY-015

Feeder Type	Automatic Document Feeder
Original Size and Type *1	**Original Size** Maximum: 216.0 mm x 356.0 mm Minimum: 148.0 mm x 105.0 mm **Original Weight** Multiple sheets: 50 g/m² to 105 g/m² One sheet: 105 g/m² to 128 g/m²
Original Storage Capacity (A4)	35 sheets (80 g/m²) (height 8 mm or less)
Original Scanning Speed (A4)	**Scanning** *2 Full Color: 15 pages/minute (300 dpi x 300 dpi) Black and White: 20 pages/minute (300 dpi x 600 dpi) **Copying (300 dpi x 600 dpi)** Black and White: 20 pages/minute

*1 To maintain the optimum image quality, it is recommended to scan A6 size original(s) from the platen glass.

*2 May vary depending the usage environment and usage conditions.

Print Specifications

8WFY-00R

UFR II Printer Function(P. 30)
PCL Printer Function(P. 30)

UFR II Printer Function

Type	Internal
Print Size	**Usable Paper(P. 22)**
Continuous Print Speed	Same as "Continuous Copy Speed" for main unit **Basic Specifications(P. 27)**
Resolution	**Data Processing** 1,200 dpi × 1,200 dpi, 600 dpi × 600 dpi
Page Description Language (PDL)	UFR II
Protocol Supported	TCP/IP: LPD, Port9100, IPP, IPPS, WSD
Resident Fonts	None
Interface	**USB** USB 2.0 Hi-Speed **Wired LAN** 10Base-T, 100Base-TX (IEEE 802.3 compliant) **Wireless LAN** IEEE 802.11b, IEEE 802.11g, IEEE 802.11n

PCL Printer Function

Type	Internal
Print Size	**Usable Paper(P. 22)**
Continuous Print Speed	Same as "Continuous Copy Speed" for main unit **Basic Specifications(P. 27)**
Resolution	**Data Processing** 1,200 dpi x 1,200 dpi, 600 dpi x 600 dpi

Page Description Language (PDL)	PCL6, PCL5
Protocol Supported	TCP/IP: LPD, Port9100, IPP, IPPS, WSD
Resident Fonts	45 Roman, 10 Bitmap fonts
Interface	**USB** USB 2.0 Hi-Speed **Wired LAN** 10Base-T, 100Base-TX (IEEE 802.3 compliant) **Wireless LAN** IEEE 802.11b, IEEE 802.11g, IEEE 802.11n

Scan Specifications

8WFY-00S

Type	Color Scanner
Original Scan Size	**Platen Glass** Same as "Copy Original" for main unit **Basic Specifications(P. 27)** **Feeder** Same as "Original Size and Type" for feeder **1-Sided Feeder Specifications(P. 29)**
Resolution (Maximum)	600 dpi × 600 dpi
Original Scanning Speed	**Platen Glass** Same as "Original Scanning Speed" for main unit **Basic Specifications(P. 27)** **Feeder** Same as "Original Scanning Speed" for feeder **1-Sided Feeder Specifications(P. 29)**
Interface	**USB** USB 2.0 Hi-Speed **Wired LAN** 10BASE-T, 100BASE-TX **Wireless LAN** IEEE 802.11b, IEEE 802.11g, IEEE 802.11n
Protocol Supported *1	SMB (TCP/IP), SMTP, TCP/IP, USB
Output Format *1	TIFF, JPEG (Single Page), PDF (Compact)

*1 Some formats are not available depending on the function.

Fax Specifications

8WFY-00U

Line Used *1	Public Switched Telephone Network (PSTN), Facsimile Communication Network (F-NET)
Scan Line Density	**Normal Mode** G3: 8 pels/mm*2 × 3.85 line/mm **Fine Mode** G3: 8 pels/mm*2 × 7.7 line/mm **Superfine Mode** G3: 8 pels/mm*2 × 15.4 line/mm
Transmission Speed *3	SuperG3: 33.6 Kbps G3: 14.4 Kbps
Compression Method	MH, MR, MMR, JBIG
Communication Mode	SuperG3, G3
Maximum Sending Original Size	A4
Recording Paper Size	**Usable Paper(P. 22)**
Transmission Time	Approx. 2.6 seconds*4

*1 Depending on your telephone line and region, you may not be able to perform data communication, such as when the sum of the resistance value of the telephone line and that of the machine exceeds 1,700 Ω. In this case, contact your dealer or service representative.

*2 Pels stands for picture elements (pixels).

*3 With Automatic Fallback function.

*4 Value obtained with Canon original test sheet of A4 size, standard ECM (JBIG) transmission.

Network Specifications

8WFY-00W

■ Common

Protocol Supported	TCP/IP Frame type: Ethernet II Print applications: LPD, Raw, IPP, IPPS, WSD, Mopria, AirPrint, Windows10 Mobile Print, Windows11 Mobile Print

■ Wired LAN

Interface	10BASE-T, 100BASE-TX shared (RJ-45)

■ Wireless LAN

Standard	IEEE 802.11b, IEEE 802.11g, IEEE 802.11n
Transmission Method	IEEE 802.11b (Modulation system: DS-SS) IEEE 802.11g (Modulation system: OFDM method) IEEE 802.11n (Modulation system: OFDM method)
Communication Mode	Infrastructure Mode Access Point Mode
Security (Encryption Method)	**Infrastructure Mode** 128 (104) / 64 (40) bit WEP WPA-PSK (TKIP / AES-CCMP) WPA2-PSK (TKIP / AES-CCMP) WPA-EAP (AES-CCMP) WPA2-EAP (AES-CCMP) **Access Point Mode** WPA2-PSK (AES-CCMP)
Setup Method	WPS (Wi-Fi Protected Setup), Manual setup

Security and Management Function Specifications

8WFY-00X

Firewall(P. 35)
Keys and Certificates(P. 35)
Definition of "Weak Encryption"(P. 36)
TLS(P. 36)

Firewall

- Up to 16 IP addresses (or ranges of IP addresses) can be specified for both IPv4 and IPv6.
- Up to 32 MAC addresses can be specified.

Keys and Certificates

The following keys and certificates are supported:

■Self-generated Key and Self-signed Certificate or CSR

Public key algorithm (and key length)	RSA (512 bits, 1024 bits, 2048 bits, 4096 bits) ECDSA (P256, P384, P521)
Certificate signature algorithm	RSA: SHA-256, SHA-384*1, SHA-512*1 ECDSA: SHA-256, SHA-384, SHA-512

*1 SHA384-RSA and SHA512-RSA are available only when the RSA key length is 1024 bits or more.

■Key and Certificate or CA Certificate for Installation

Format	**Key** PKCS#12*1*2 **CA certificate** X.509 DER format/PEM format*2
File extension	**Key** ".p12" or ".pfx" **CA certificate** ".cer" or ".pem"
Public key algorithm (and key length)	RSA (512 bits, 1024 bits, 2048 bits, 4096 bits) ECDSA (P256, P384, P521)

Certificate signature algorithm	RSA: SHA-256, SHA-384*3, SHA-512*3 ECDSA: SHA-256, SHA-384, SHA-512

*1 Requirements for the certificate contained in a key are pursuant to CA certificates.

*2 Certificates of more than 2 MB cannot be registered.

*3 SHA384-RSA and SHA512-RSA are available only when the RSA key length is 1024 bits or more.

NOTE

- The machine does not support use of a certificate revocation list (CRL).

Definition of "Weak Encryption"

When [Prohibit Use of Weak Encryption] in [Encryption Settings] is set to [On], the use of the following algorithms is prohibited. **[Encryption Settings](P. 509)**

Hash	MD4, MD5, SHA-1
HMAC	HMAC-MD5
Common key encryption	RC2, RC4, DES
Public key encryption	RSA encryption (512 bits/1024 bits) RSA signature (512 bits/1024 bits) DSA (512 bits/1024 bits) DH (512 bits/1024 bits)

NOTE

- Even when [Prohibit Key/Cert. with Weak Encryption] in [Encryption Settings] is set to [On], the hash algorithm SHA-1, which is used for signing a root certificate, can be used.

TLS

The following combinations of the TLS version and algorithm are usable:

✔: Usable —: Not usable

Algorithm	**TLS Version**			
	TLS 1.3	TLS 1.2	TLS 1.1	TLS 1.0
Encryption Algorithm				

Algorithm	TLS Version			
	TLS 1.3	TLS 1.2	TLS 1.1	TLS 1.0
AES-CBC (256bit)	—	✓	✓	✓
AES-CBC (128bit)	—	✓	✓	✓
AES-GCM (256bit)	✓	✓	—	—
AES-GCM (128bit)	✓	✓	—	—
3DES-CBC	—	✓	✓	✓
CHACHA20-POLY1305	✓	—	—	—
Key Exchange Algorithm				
RSA	—	✓	✓	✓
ECDHE	✓	✓	✓	✓
X25519	✓	—	—	—
Signature Algorithm				
RSA	✓	✓	✓	✓
ECDSA	✓	✓	✓	✓
HMAC Algorithm				
SHA1	—	✓	✓	✓
SHA256	✓	✓	—	—
SHA384	✓	✓	—	—

Supported Environment

8WFY-00Y

Operating Environment(P. 38)
Supported Software and Servers(P. 38)

Operating Environment

System Environment for WSD Scan	Windows 8.1 Windows 10 Windows 11
Operating Conditions of Send Function Setting Tool	Microsoft Edge Google Chrome
AirPrint Operating Environment	**Using AirPrint Application to Print and Scan Data and Send Faxes(P. 336)**
Remote UI Operating Environment *1	**Windows** Microsoft Edge Google Chrome **macOS** Safari 11 Google Chrome **Android** Google Chrome UC Browser **iOS** Safari 11 UC Browser

*1 You must set your Web browser to enable cookies and use JavaScript.

Supported Software and Servers

E-mail Forwarding Server Software	Microsoft Exchange Server 2013 Microsoft Exchange Server 2016 Microsoft Exchange Server 2019 Sendmail 8.15.2

E-mail Receiving Server Software	Microsoft Exchange Server 2013 Microsoft Exchange Server 2016 Microsoft Exchange Server 2019 Sendmail 8.15.2
File Servers Available for File Transmission	**SMB** Windows 8.1 Windows 10 Windows 11 Windows Server 2012 / Windows Server 2012 R2 Windows Server 2016 Windows Server 2019 Windows Server 2022 macOS 10.15 / 11.0 / 12.0 CentStream8

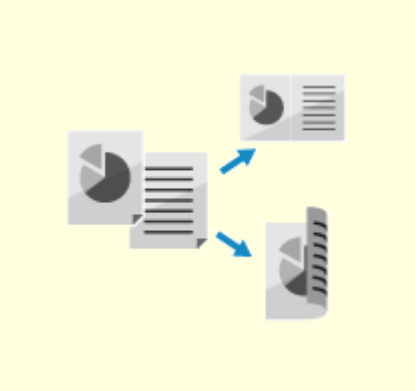
Recommended Functions

8WFY-010

This section introduces recommended functions that can be useful for your purpose and help you solve problems, such as to simplify document management and sharing, save paper and power, and improve operations.



Digitizing Documents(P. 41)



Cost Savings(P. 42)



Making Operations More Efficient(P. 43)

Digitizing Documents

8WFY-011

By digitizing paper documents, you do not have to worry about storage space and documents deteriorating, and you can view and use these documents on a computer or mobile device.

Scanning Paper Documents

You can use the scan function to scan documents and photos into data that can be saved and sent.

Scanning(P. 222)



Use the scan settings to convert these into data according to your purpose. You can reduce the data size, or divide and save the data into pages.

Scan Settings (Touch Panel Model)(P. 254)

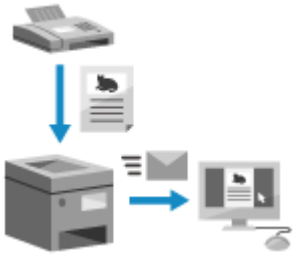
Digitizing Fax Documents

You can digitize received faxes and send faxes directly from a computer. You can also send and view faxes in a timely fashion even if you are away from the machine.

Forwarding and Saving Received Faxes as Data

Received faxes can be automatically forwarded to a specified computer or mobile device and saved.

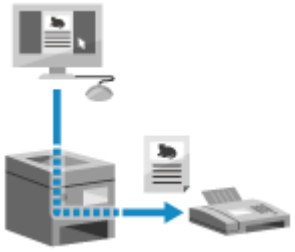
Auto Forwarding and Backing Up Received Faxes(P. 271)



Sending Faxes from a Computer

You can use a procedure similar to that for printing documents and photos to send faxes directly from a computer.

Sending Faxes from a Computer (PC Faxing)(P. 277)
Using AirPrint Application to Print and Scan Data and Send Faxes(P. 336)



Cost Savings

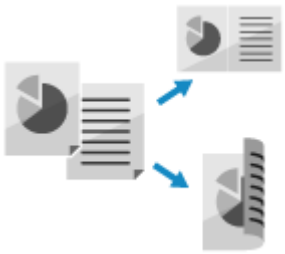
8WFY-012

This machine can help you save costs on paper, power, and fax communication.

Saving Paper

Saving Paper When Printing

You can print on both sides of the paper, and print multiple pages on one sheet of paper.
Printing from a Computer(P. 210)



Saving Paper When Faxing

Instead of immediately printing received faxes, you can temporarily save them in the memory of the machine and forward them automatically. You can view the faxes and print only those that are needed.
Saving Received Documents in the Machine (Memory Lock)(P. 376)
Auto Forwarding and Backing Up Received Faxes(P. 271)

You can print received faxes on both sides of the paper.
Changing the Print Settings for Received Faxes(P. 285)

Saving Paper When Copying

You can copy on both sides of the paper, and copy multiple originals or the front and back of a card on a sheet of paper.
Additional Copying Features(P. 295)
Copying Both Sides of ID Cards onto One Sheet(P. 309)
Paper Save Copy(P. 305)

Saving Energy

You can configure the machine to enter sleep mode when not in use to save energy. The power of the machine does not turn OFF, so it can quickly resume operations and receive faxes.
Reducing Power Consumption (Sleep Mode)(P. 110)

Making Operations More Efficient

8WFY-013

You can print and share data even in an environment where a computer cannot be used. In addition, you can use the job logs and customize the control panel to make operations more efficient and reduce the amount of time using the machine.

Printing and Sharing Data Without Using a Computer

Printing Data from a Smartphone or Tablet



You can print data from a mobile device connected to the machine while using an application. The machine supports direct connection for easy connection setup without having to use a wireless LAN router.

Linking with Mobile Devices(P. 322)

Saving and Sharing Paper Documents as Data



You can scan a original, send the data by e-mail, and save it to a shared folder. By just operating the machine, you can save and share data with a computer.

Scanning (Sending by E-mail)(P. 243)
Scanning (Saving to a Shared Folder)(P. 245)

Easy Touch Panel Operations

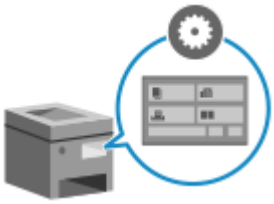
Using the Job Log to Send Data and Faxes



You can send scanned data or faxes to destinations specified in the past by calling up the TX Job Log for scan or fax jobs. In addition to calling up the destination, you can also call up the past settings to save the trouble of having to configure the settings again.

Specifying Destinations (TX Job Log)(P. 185)

Customizing the Control Panel for Greater Usability



You can rearrange the buttons on the [Home] screen for greater usability.

Customizing the [Home] Screen(P. 131)

You can change the initial settings which are standardly selected when initiating the Scan/Fax/Copy functions.

Changing the Default Settings(P. 186)

One-touch Operation of Useful Functions



A shortcut button allows you to perform "scanning an original with the same settings" and "copying with saving paper" by a single press of the button.

Paper Save Copy(P. 305)
Scanning Using the Shortcut Key (Saving to a Computer)(P. 247)

Setting Up

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Selecting Wired or Wireless LAN 54
Connecting to a Wired LAN 56
Connecting to a Wireless LAN 57
Connecting to a Wireless LAN by Using the Router Button (Push Button Mode) 60
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Connecting to a Wireless LAN by Searching for a Router (Access Point Setup Method) 65
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Configuring DNS 81
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Setting Up

8WFY-016

After installing the machine, configure the required settings to enable use of the functions by performing the following steps.
Steps 1 to 3 are the machine settings.
Step 4 is the setting for using the machine from a computer. Configure this setting for each computer using the machine.

Step 1	When you turn ON the machine for the first time, the screen (Setup Guide) for setting the items required for using the machine is displayed. Configure the settings by following the instructions on the screen. **Configuring the Default Settings (Setup Guide) (Touch Panel Model)(P. 46)** **Configuring the Default Settings (Setup Guide) (5 Lines LCD Model)(P. 49)**
Step 2	Configure the network settings not included in the Setup Guide. If you did not connect to the network using the Setup Guide, do that during this step. **Setting Up the Network(P. 52)**
Step 3	Set the items required to perform fax operations by following the instructions on the screen. **Configuring the Fax Settings (Fax Setup Guide)(P. 98)**
Step 4	Install the software required to use the machine and any printer and fax drivers on your computer. **Installing Software and Drivers to the Computer(P. 102)**

■ See Also

Implementing Measures to Prevent Unauthorized Access
It is important to provide measures against security risks when using the machine in a network environment. Check examples of measures that you can take with the machine.
Measures to Prevent Unauthorized Access(P. 7)

Checking Available Functions
The functions available on the machine vary depending on the model. Check the functions that are available on your model.
Supported Functions and Options(P. 3)

Configuring the Settings Required to Use the Functions of the Machine
Additional settings may be required depending on your model. For details about the settings required for each function, see the following:
Printing Preparations(P. 197)
Preparations for Scanning(P. 224)
Preparations for Linking with Mobile Devices(P. 323)

Importing Settings Data from Another Machine
You can share settings data with other machines to save time on registering and configuring the settings. You can export data from another machine of the same model to a computer and import that data to the machine so as to share the settings.
Importing and Exporting the Address Book(P. 408)

Configuring the Default Settings (Setup Guide) (Touch Panel Model)

8WFY-017

When you turn ON the machine for the first time, the screen (Setup Guide) for setting the items required for using the machine is displayed. Configure the settings using the procedure below by following the instructions on the screen.

Step 1: Setting the Display Language and Country or Region(P. 46)
Step 2: Setting the Date and Time(P. 46)
Step 3: Setting Remote UI(P. 47)
Step 4: Connecting to a Wireless LAN(P. 47)
Step 5: Confirming the Specified Date and Time are Stored(P. 48)

NOTE

- These settings can only be configured one time using the Setup Guide when starting the machine for the first time. To change the settings configured with the Setup Guide at a later time, set the items in Steps 1 to 4 individually. For the details of each setting, see the following.
  Setting the Date and Time(P. 391)
  Setting the PIN to Use for Remote UI(P. 382)
  Connecting to a Wireless LAN(P. 57)

Step 1: Setting the Display Language and Country or Region

Set the language displayed on the control panel screen and reports to be printed. Next, set the country or region where the machine is used.

1 On the [Language] screen, select the display language.

2 Press [Yes].

➡ The display language is set, and the [Select Country/Region] screen is displayed.
Depending on the country or region, the [Select Country/Region] screen is not displayed and the [Time Zone] screen is displayed. When the [Time Zone] screen is displayed, proceed to "Step 2: Setting the Date and Time." **Step 2: Setting the Date and Time(P. 46)**

3 On the [Select Country/Region] screen, select the country or region.

➡ The country or region is set, and the [Time Zone] screen is displayed.

Step 2: Setting the Date and Time

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

1 On the [Time Zone] screen, select your time zone.

Set the time zone (UTC*1) and Daylight Saving Time according to the region where this machine is installed.

*1 The UTC (Coordinated Universal Time) is a coordinated universal time that is standard for all parts of the world. Internet-based communication relies on the UTC being set correctly.

2 On the [Current Time Set.] screen, enter the date and time, and press [Apply].

➡ The time and date are set, and the Remote UI confirmation screen is displayed.

Step 3: Setting Remote UI

With Remote UI, you can use a Web browser on a computer to check the operation status of the machine, change the settings, and perform other operations.
Set the Remote UI Access PIN to prevent unauthorized access to the machine.

1 On the Remote UI confirmation screen, press [Yes].

To continue without using the Remote UI, select [No] and proceed to "Step 4: Connecting to a Wireless LAN." **Step 4: Connecting to a Wireless LAN(P. 47)**

2 On the Configure General User Mode screen, press [Yes].

Restrict the use of Remote UI to only those users who know the Remote UI Access PIN.

To set the Remote UI Access PIN at a later time, select [No] and proceed to "Step 4: Connecting to a Wireless LAN." **Step 4: Connecting to a Wireless LAN(P. 47)**

3 Enter the Remote UI Access PIN, and press [Apply].

Specify any number. You cannot set a PIN consisting of all zeros, such as "00" or "0000000."

4 Enter the PIN again, and press [Apply].

➡ After the message [Settings applied.] appears, the screen for confirming the wireless LAN connection is displayed.

Step 4: Connecting to a Wireless LAN

Connect to the network using wireless local area network (LAN).

1 On the screen for confirming the wireless LAN connection, press [Yes].

- If the machine is not connected to a wireless LAN, press [No], and proceed to "Step 5: Confirming the Specified Date and Time are Stored" **Step 5: Confirming the Specified Date and Time are Stored(P. 48)**
- When connecting to a wired LAN, configure the wired LAN connection settings after exiting the Setup Guide. **Selecting Wired or Wireless LAN(P. 54)**

2 Select the Wireless LAN connection type, and connect to the Wireless LAN.

➡ When the connection to the wireless LAN is completed, the [Current Time Set.] screen is displayed.

Depending on your wireless LAN router, the connection type and security standards may vary. Check for a connection type and security standard that are supported by both the wireless LAN router and the machine,

and then establish a connection according to the connection type. For the standards and procedure, see the following:
Connecting to a Wireless LAN(P. 57)

Step 5: Confirming the Specified Date and Time are Stored

1 On the [Current Time Set.] screen, check the instruction on how to specify the date and time.

2 Press [Close].

➡ The settings configured in the Setup Guide are applied.
When you exit the Setup Guide, the [Home] screen is displayed. **[Home] Screen(P. 116)**

Configuring the Default Settings (Setup Guide) (5 Lines LCD Model)

8WFY-018

When you turn ON the machine for the first time, the screen (Setup Guide) for setting the items required for using the machine is displayed. Configure the settings using the procedure below by following the instructions on the screen.

Step 1: Setting the Display Language and Country or Region(P. 49)
Step 2: Setting the Date and Time(P. 49)
Step 3: Setting Remote UI(P. 50)
Step 4: Connecting to a Wireless LAN(P. 50)
Step 5: Confirming the Specified Date and Time are Stored(P. 51)

NOTE

- These settings can only be configured one time using the Setup Guide when starting the machine for the first time. To change the settings configured with the Setup Guide at a later time, set the items in Steps 1 to 4 individually. For the details of each setting, see the following.
  Setting the Date and Time(P. 391)
  Setting the PIN to Use for Remote UI(P. 382)
  Connecting to a Wireless LAN(P. 57)

Step 1: Setting the Display Language and Country or Region

Set the language displayed on the control panel screen and reports to be printed. Next, set the country or region where the machine is used.

1 On the [Language] screen, select the display language and press OK.

2 Select [Yes], and then press OK.

➡ The display language is set, and the [Select Country/Region] screen is displayed.
Depending on the country or region, the [Select Country/Region] screen is not displayed and the [Time Zone] screen is displayed. When the [Time Zone] screen is displayed, proceed to "Step 2: Setting the Date and Time." **Step 2: Setting the Date and Time(P. 49)**

3 On the [Select Country/Region] screen, select the country or region, and press OK.

➡ The country or region is set, and the [Time Zone] screen is displayed.

Step 2: Setting the Date and Time

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

1 On the [Time Zone] screen, select your time zone and press OK.

Set the time zone (UTC*1) and Daylight Saving Time according to the region where this machine is installed.
*1 The UTC (Coordinated Universal Time) is a coordinated universal time that is standard for all parts of the world. Internet-based communication relies on the UTC being set correctly.

2 On the [Current Time Set.] screen, enter the date and time, and press OK.

➡ The time and date are set, and the Remote UI confirmation screen is displayed.

Step 3: Setting Remote UI

With Remote UI, you can use a Web browser on a computer to check the operation status of the machine, change the settings, and perform other operations.
Set the Remote UI Access PIN for using Remote UI to prevent unauthorized access to the machine.

1 On the Remote UI confirmation screen, select [<Yes>] and press OK.

To continue without using the Remote UI, select [<No>], press OK, and proceed to "Step 4: Connecting to a Wireless LAN." **Step 4: Connecting to a Wireless LAN(P. 50)**

2 Confirm the message ▶ press OK ▶ confirm the message ▶ select [Yes] ▶ press OK.

Restrict the use of Remote UI to only those users who know the Remote UI Access PIN.

To set the Remote UI Access PIN at a later time, select [No] and proceed to "Step 4: Connecting to a Wireless LAN." **Step 4: Connecting to a Wireless LAN(P. 50)**

3 Enter the Remote UI Access PIN, and press OK.

Specify any number. You cannot set a PIN consisting of all zeros, such as "00" or "0000000."

4 Enter the PIN again, and press OK.

➡ After the message [Settings applied.] appears, the screen for confirming the wireless LAN connection is displayed.

Step 4: Connecting to a Wireless LAN

Connect to the network using wireless local area network (LAN).

1 On the screen for confirming the wireless LAN connection, select [Yes] and press OK.

- If the machine is not connected to a wireless LAN, select [No], press OK, and proceed to "Step 5: Confirming the Specified Date and Time are Stored." **Step 5: Confirming the Specified Date and Time are Stored(P. 48)**
- When connecting to a wired LAN, configure the wired LAN connection settings after exiting the Setup Guide. **Selecting Wired or Wireless LAN(P. 54)**

2 Select the Wireless LAN connection type, and connect to the Wireless LAN.

➡ When the connection to the wireless LAN is completed, the [Current Time Set.] screen is displayed.

Depending on your wireless LAN router, the connection type and security standards may vary. Check for a connection type and security standard that are supported by both the wireless LAN router and the machine, and then establish a connection according to the connection type. For the standards and procedure, see the following:
Connecting to a Wireless LAN(P. 57)

Step 5: Confirming the Specified Date and Time are Stored

1 On the [Current Time Set.] screen, check the instruction on how to specify the date and time.

2 Press OK.

➡ The settings configured in the Setup Guide are applied.
When you exit the Setup Guide, the [Home] screen is displayed. **[Home] Screen(P. 116)**

Setting Up the Network

8WFY-019

To operate the machine from a computer or to connect to a server, you must connect the machine to a network. Use the procedure below to connect the machine to a network and configure the settings of the machine according to the network environment.

Administrator privileges are required to set up the network.

IMPORTANT

- Connecting the machine to a network without proper security measures may leak information from the machine to third parties. **Protecting the Network(P. 347)**

■ Preparing to Set Up the Network

- Provide an Ethernet cable and router according to the usage environment of the machine.
- Check the information of the network environment used by the machine and the required network settings. For details, contact the network administrator.
- Check that the computer and router to be used in the network are properly connected, and complete the network settings. For details on the connection method, see the manuals of the devices or contact the manufacturer.

■ Network Settings Procedure

Step 1

Select whether to use wired or wireless LAN and connect to the network.

To connect to a Wired LAN

Selecting Wired or Wireless LAN(P. 54)
Connecting to a Wired LAN(P. 56)

To connect to a Wireless LAN

Selecting Wired or Wireless LAN(P. 54)
Connecting to a Wireless LAN(P. 57)

▼

Step 2

Set the IP address.

- By default, when the machine connects to a wired or wireless LAN, an IP address is obtained automatically and set to the machine.
- To use a specific IP address, set this manually.
  Setting IPv4 Addresses(P. 73)
  Setting IPv6 Addresses(P. 77)

* When setting an IP address manually, you cannot use the control panel to configure some IPv6 address settings. It is recommended to use the control panel to set the IPv4 address, and then use Remote UI to set the IPv6 address.

▼

Step 3

Configure the settings of the machine according to the network environment, as needed.

Configuring Your Machine for Your Network Environment(P. 79)

* You cannot use the control panel to configure some of the settings. It is recommended that you configure the settings using Remote UI in Step 3

■ Checks after Configuring the Network Settings

Check that the machine is properly connected to the network.
Check the IP address and MAC address of the machine and other information, as needed.
Checking the Network Status and Settings(P. 92)

Selecting Wired or Wireless LAN

8WFY-01A

Set whether to connect the machine to the network using a wired or wireless LAN.
If you want to switch from wired LAN to wireless LAN, you can make the setting during the procedure for connecting to wireless LAN. **Connecting to a Wireless LAN(P. 57)**
* You cannot connect to a wired LAN and wireless LAN at the same time.

Use the control panel to configure the settings. You cannot configure the settings using Remote UI from a computer.
Administrator privileges are required.

Touch Panel Model(P. 54)
5 Lines LCD Model(P. 54)

Touch Panel Model

1 On the control panel, press [Menu] in the [Home] screen. [Home] Screen(P. 116)

2 Press [Preferences] ▶ [Network] ▶ [Select Wired/Wireless LAN].

➡ The [Select LAN] screen is displayed.

If the login screen appears, enter the System Manager ID and PIN, and then press [Log In]. **Logging In to the Machine(P. 133)**

3 Select [Wired LAN] or [Wireless LAN].

➡ The message [Settings applied.] appears.
Next, connect to the wired or wireless LAN.
Connecting to a Wired LAN(P. 56)
Connecting to a Wireless LAN(P. 57)

IMPORTANT

When Switching between Wired and Wireless LAN

- Any installed drivers must be uninstalled and then reinstalled.
  For details about uninstalling and installing drivers, see the driver manual at the online manual site.
  https://oip.manual.canon/

5 Lines LCD Model

1 Press On the control panel. Control Panel(P. 14)

2 Press [Preferences] ▶ OK ▶ [Network] ▶ OK ▶ [Select Wired/Wireless LAN] ▶ OK.

If the login screen appears, enter the System Manager ID and PIN, and then select [<Log In>] and press OK. **Logging In to the Machine(P. 133)**

3 Select [Wired LAN] or [Wireless LAN] and press OK.

➡ The message [Settings applied.] appears.
Next, connect to the wired or wireless LAN.
Connecting to a Wired LAN(P. 56)
Connecting to a Wireless LAN(P. 57)

IMPORTANT

When Switching between Wired and Wireless LAN

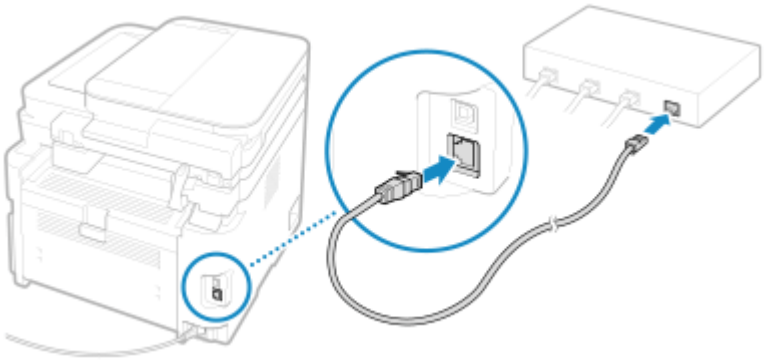
- Any installed drivers must be uninstalled and then reinstalled.
For details about uninstalling and installing drivers, see the driver manual at the online manual site.
https://oip.manual.canon/

Connecting to a Wired LAN

8WFY-01C

Connect a computer to the machine via a router. Use an Ethernet cable to connect the machine to the router.

1 Connect an Ethernet cable to the machine and router.



Insert the connector all the way into the port until it clicks in place.

2 Wait a few minutes.

➠ By default, the IP address is set automatically.
To use a specific IP address, set this manually.
Setting IPv4 Addresses(P. 73)
Setting IPv6 Addresses(P. 77)

Connecting to a Wireless LAN

8WFY-01E

Connect a computer to the machine via a wireless LAN router (access point).
Depending on your wireless LAN router, the connection type and security standards may vary. Check for a connection type and security standard that are supported by both the wireless LAN router and the machine, and then establish a connection according to the connection type.
Depending on the connection type, you must enter the security information of the wireless LAN router.

Checking the Connection Types and Security Standards Supported by the Machine(P. 57)
Wireless LAN Router Information Required for Connection(P. 58)

IMPORTANT

Connect with a Secure Network Environment

- The radio waves used for wireless communication can reach beyond walls and other obstructions within a certain range. Therefore, connecting the machine to a network without proper security measures may leak personal data and other information to third parties. Connect the machine to a wireless LAN at your own discretion and responsibility. **Protecting the Network(P. 347)**

NOTE

Reducing Power Consumption

- When Power Save Mode is enabled, the machine regularly enters the power save state according to the signal transmitted by the wireless LAN router. **[Power Save Mode](P. 437)**

Checking the Connection Types and Security Standards Supported by the Machine

■ Connection Type

Connect using a type that is supported by your wireless LAN router. To specify the authentication, encryption, or other security method in detail, use the manual setup method to connect.
The following connection types are supported by the machine:

Push Button Mode (WPS)



If the wireless LAN router has the above symbol on the package or the button of the device, you can easily connect by pressing the button.
Connecting to a Wireless LAN by Using the Router Button (Push Button Mode)(P. 60)

WPS PIN Code Mode

If you are using a WPS router that does not support the push button mode, enter the PIN code to connect.
Connecting to a Wireless LAN by Entering a PIN Code (WPS PIN Code Mode)(P. 62)

* If the wireless LAN router is set up to use WEP authentication, you may not be able to connect with WPS. In this case, use the manual setup method to connect.

Access Point Setup Method

Search for the wireless LAN router from the machine, and enter the network key manually to connect.
Connecting to a Wireless LAN by Searching for a Router (Access Point Setup Method)(P. 65)

When you connect with the access point setup method, the following authentication and encryption methods are set:

- WEP authentication method: Open System
- Encryption for WPA/WPA2: AES-CCMP or TKIP is set automatically according to the selected wireless LAN router.

To specify a different authentication or encryption method, use the manual setup method to connect.

Manual Setup Method

In addition to the SSID and network key, manually enter all the wireless LAN settings such as the authentication and encryption methods to connect.
Connecting to a Wireless LAN by Setting the Details (Manual Setup Method)(P. 68)

■ Security Standards

The wireless LAN of the machine supports the security standards below. For details on whether your wireless LAN router supports these standards, see the manual of the wireless LAN router or contact the manufacturer.

- WEP
- WPA-PSK
- WPA2-PSK
- WPA-EAP
- WPA2-EAP

Wireless LAN Router Information Required for Connection

When connecting with the access point setup method or the manual setup method, you must set the information below.
This information is listed on the main unit of the wireless LAN router. For details, see the manual of the wireless LAN router or contact the manufacturer.

SSID
This is the name used to identify the wireless LAN router. This may be listed as the access point name or network name.

Network Key
This is the keyword used for data encryption or the password used for network authentication. This may be listed as the encryption key, WEP key, WPA/WPA2 passphrase, or pre-shared key (PSK).

Security Standards
These are required when connecting with the manual setup method. Check the following information:

Security Standards

- WEP
- WPA-PSK
- WPA2-PSK
- WPA-EAP
- WPA2-EAP

WEP Authentication Method

- Open System

- Shared Key

Encryption for WPA/WPA2

- TKIP
- AES-CCMP
- IEEE 802.1X Authentication

Connecting to a Wireless LAN by Using the Router Button (Push Button Mode)

8WFY-01F

If your wireless LAN router supports WPS push button mode, you can easily set up a connection simply by using the control panel of the machine and the button on the wireless LAN router.

Administrator privileges are required to connect to a wireless LAN.

Touch Panel Model(P. 60)
5 Lines LCD Model(P. 61)

Touch Panel Model

1 On the control panel, press [Wireless LAN Set.] in the [Home] screen. [Home] Screen(P. 116)

➡ The [Select Network] screen is displayed.

- If the login screen appears, enter the System Manager ID and PIN, and then press [Log In]. **Logging In to the Machine(P. 133)**
- If the message [Enable the wireless LAN?] appears, press [Yes].
- If the message [Cannot find the access point.] appears, press [Close].

2 Press [Other Connections].

3 Press [WPS Push Button Mode].

➡ The machine starts searching for an access point.

4 After the search for an access point starts, press the button on the wireless LAN router within two minutes.

Press the button within two minutes. (Depending on the wireless LAN router, you may have to press and hold the button.)

* For details on how to operate the button, see the manual of your wireless LAN router.

5 When [Connected.] appears on the control panel, wait a few minutes.

➡ When the machine is connected to the wireless LAN, [ ] appears on the [Home] screen and screen of each function.
By default, an IP address is set automatically.
To use a specific IP address, set this manually.
Setting IPv4 Addresses(P. 73)
Setting IPv6 Addresses(P. 77)

NOTE

If an Error Message Appears during Operation and a Connection Cannot Be Established

- Press [Close], and repeat the procedure starting from Step 2.

5 Lines LCD Model

1 On the control panel, select [Wireless LAN Set.] in the [Home] screen and press OK.

[Home] Screen(P. 116)

➡ The [Select Network] screen is displayed.

- If the login screen appears, enter the System Manager ID and PIN, and then select [<Log In>] and press OK. **Logging In to the Machine(P. 133)**
- If the message [Enable the wireless LAN?] appears, select [Yes] and press OK.
- If the message [Cannot find the access point.] appears, press OK.

2 Select [Other Connections] and press OK.

3 Select [WPS Push Button Mode] and press OK.

➡ The machine starts searching for an access point.

4 After the search for an access point starts, press the button on the wireless LAN router within two minutes.

Press the button within two minutes. (Depending on the wireless LAN router, you may have to press and hold the button.)

* For details on how to operate the button, see the manual of your wireless LAN router.

5 When [Connected.] appears on the control panel, wait a few minutes.

➡ When the machine is connected to the wireless LAN, [ ] appears on the [Home] screen.

By default, an IP address is set automatically.

To use a specific IP address, set this manually.

Setting IPv4 Addresses(P. 73)

Setting IPv6 Addresses(P. 77)

NOTE

If an Error Message Appears during Operation and a Connection Cannot Be Established

- Select [Close] and press OK, and repeat the procedure starting from Step 2.

Connecting to a Wireless LAN by Entering a PIN Code (WPS PIN Code Mode)

8WFY-01H

When the wireless LAN router supports WPS PIN code mode, you can establish a connection by registering a PIN code generated on the machine to the wireless LAN router. Use a computer to register the PIN code.

Administrator privileges are required to connect to a wireless LAN.

Touch Panel Model(P. 62)
5 Lines LCD Model(P. 63)

Touch Panel Model

Required Preparations

- Access the wireless LAN router from a computer, and enable registration of a WPS PIN code.
  * For details on how to register a WPS PIN code, see the manual of your wireless LAN router.

1 On the control panel, press [Wireless LAN Set.] in the [Home] screen. [Home] Screen(P. 116)

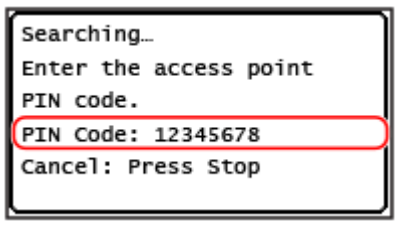
➡ The [Select Network] screen is displayed.

- If the login screen appears, enter the System Manager ID and PIN, and then press [Log In]. **Logging In to the Machine(P. 133)**
- If the message [Enable the wireless LAN?] appears, press [Yes].
- If the message [Cannot find the access point.] appears, press [Close].

2 Press [Other Connections].

3 Press [WPS PIN Code Mode].

➡ A PIN code is generated.



Once this screen is displayed, you must register the WPS PIN code to the wireless LAN router within 10 minutes.

4 Access the wireless LAN router from a computer, and register the WPS PIN code to the router.

5 When [Connected.] appears on the control panel, wait a few minutes.

➡ When the machine is connected to the wireless LAN, [ ] appears on the [Home] screen and screen of each function.
By default, an IP address is set automatically.
To use a specific IP address, set this manually.
Setting IPv4 Addresses(P. 73)
Setting IPv6 Addresses(P. 77)

NOTE

If an Error Message Appears during Operation and a Connection Cannot Be Established

- Press [Close], and repeat the procedure starting from Step 2.

5 Lines LCD Model

Required Preparations

- Access the wireless LAN router from a computer, and enable registration of a WPS PIN code.
  * For details on how to register a WPS PIN code, see the manual of your wireless LAN router.

1 On the control panel, select [Wireless LAN Set.] in the [Home] screen and press OK.
[Home] Screen(P. 116)

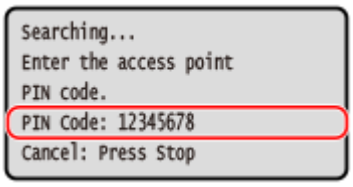
➡ The [Select Network] screen is displayed.

- If the login screen appears, enter the System Manager ID and PIN, and then select [<Log In>] and press OK. **Logging In to the Machine(P. 133)**
- If the message [Enable the wireless LAN?] appears, select [Yes] and press OK.
- If the message [Cannot find the access point.] appears, press OK.

2 Select [Other Connections] and press OK.

3 Select [WPS PIN Code Mode] and press OK.

➡ A PIN code is generated.



Once this screen is displayed, you must register the WPS PIN code to the wireless LAN router within 10 minutes.

4 Access the wireless LAN router from a computer, and register the WPS PIN code to the router.

5 When [Connected.] appears on the control panel, wait a few minutes.

➡When the machine is connected to the wireless LAN, [ ] appears on the [Home] screen.

Wait a few minutes. By default, an IP address is set automatically.

To use a specific IP address, set this manually.

Setting IPv4 Addresses(P. 73)

Setting IPv6 Addresses(P. 77)

NOTE

If an Error Message Appears during Operation and a Connection Cannot Be Established

- Select [Close] and press OK, and repeat the procedure starting from Step 2.

Connecting to a Wireless LAN by Searching for a Router (Access Point Setup Method)

8WFY-01J

Search for a wireless LAN router (access point) to which to connect, and enter the network key.
When you connect with the access point setup method, the following authentication and encryption methods are set:

- WEP authentication method: Open System
- Encryption for WPA/WPA2: AES-CCMP or TKIP is set automatically according to the selected wireless LAN router.

To specify a different authentication or encryption method, use the manual setup method to connect. **Connecting to a Wireless LAN by Setting the Details (Manual Setup Method)(P. 68)**

Administrator privileges are required to connect to a wireless LAN.

Touch Panel Model(P. 65)
5 Lines LCD Model(P. 66)

Touch Panel Model

Required Preparations

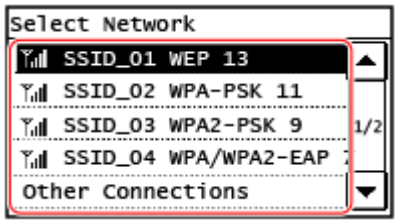
- Prepare the information of the wireless LAN router (SSID or network key) to which you want to connect, and keep it close by. **Wireless LAN Router Information Required for Connection(P. 58)**
- When connecting to a wireless LAN router supporting WPA-EAP or WPA2-EAP for the security standard, set IEEE 802.1X. **Using IEEE 802.1X(P. 356)**

1 On the control panel, press [Wireless LAN Set.] in the [Home] screen. [Home] Screen(P. 116)

➡ The [Select Network] screen is displayed.

- If the login screen appears, enter the System Manager ID and PIN, and then press [Log In]. **Logging In to the Machine(P. 133)**
- If the message [Enable the wireless LAN?] appears, press [Yes].
- If the message [Cannot find the access point.] appears, check that the router is discoverable. **Cannot Connect to Wireless LAN(P. 583)**

2 Select the SSID of the wireless LAN to which you want to connect.



➡ The Network Key input screen is displayed.

When selecting the SSID of the wireless LAN router supporting WPA-EAP or WPA2-EAP for the security standard, the message [IEEE 802.1X Settings values will be applied to connect.] appears. Press [OK], and proceed to Step 4.

If you cannot find the wireless LAN router to which you want to connect, check that the router is discoverable. **Cannot Connect to Wireless LAN(P. 583)**

3 Enter the network key, and press [Apply].

4 Check the message, and press [Yes].

5 When [Connected.] is displayed on the control panel, wait a few minutes.

➡ When the machine is connected to the wireless LAN, [ ] appears on the [Home] screen and screen of each function.
By default, an IP address is set automatically.
To use a specific IP address, set this manually.
Setting IPv4 Addresses(P. 73)
Setting IPv6 Addresses(P. 77)

NOTE

If an Error Message Appears during Operation and a Connection Cannot Be Established

- Press [Close], check the information (SSID or network key) of the wireless LAN router to which you want to connect, and repeat the procedure starting from Step 2.

5 Lines LCD Model

Required Preparations

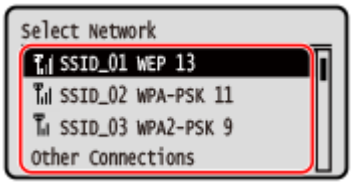
- Prepare the information of the wireless LAN router (SSID or network key) to which you want to connect, and keep it close by. **Wireless LAN Router Information Required for Connection(P. 58)**
- When connecting to a wireless LAN router supporting WPA-EAP or WPA2-EAP for the security standard, set IEEE 802.1X. **Using IEEE 802.1X(P. 356)**

1 On the control panel, select [Wireless LAN Set.] in the [Home] screen and press OK. [Home] Screen(P. 116)

➡ The [Select Network] screen is displayed.

- If the login screen appears, enter the System Manager ID and PIN, and then select [<Log In>] and press OK. **Logging In to the Machine(P. 133)**
- If the message [Enable the wireless LAN?] appears, select [Yes] and press OK.
- If the message [Cannot find the access point.] appears, check that the router is discoverable. **Cannot Connect to Wireless LAN(P. 583)**

2 Select the SSID of the wireless LAN to which you want to connect, and press OK.



➡ The Network Key input screen is displayed.
When selecting the SSID of the wireless LAN router supporting WPA-EAP or WPA2-EAP for the security standard, the message [IEEE 802.1X Settings values will be applied to connect.] appears. Select [OK] and press OK, and proceed to Step 4.

If you cannot find the wireless LAN router to which you want to connect, check that the router is discoverable. **Cannot Connect to Wireless LAN(P. 583)**

3 Enter the network key, and press [<Apply>] ▶ OK.

4 Check the message, and select [Yes] ▶ OK.

5 When [Connected.] is displayed on the control panel, wait a few minutes.

➡ When the machine is connected to the wireless LAN, [ ] appears on the [Home] screen.
By default, an IP address is set automatically.
To use a specific IP address, set this manually.
Setting IPv4 Addresses(P. 73)
Setting IPv6 Addresses(P. 77)

NOTE

If an Error Message Appears during Operation and a Connection Cannot Be Established

- Select [Close] and press OK, check the information (SSID or network key) of the wireless LAN router to which you want to connect, and repeat the procedure starting from Step 2.

Connecting to a Wireless LAN by Setting the Details (Manual Setup Method)

8WFY-01K

You can connect to a wireless LAN router by manually entering all information of the router such as the SSID, network key, and security settings.

Administrator privileges are required to connect to a wireless LAN.

Touch Panel Model(P. 68)
5 Lines LCD Model(P. 70)

Touch Panel Model

Required Preparations

- Prepare the information of the wireless LAN router to which you want to connect, and keep it close by. **Wireless LAN Router Information Required for Connection(P. 58)**
- When connecting to a wireless LAN router supporting WPA-EAP or WPA2-EAP for the security standard, set IEEE 802.1X. **Using IEEE 802.1X(P. 356)**

1 On the control panel, press [Wireless LAN Set.] in the [Home] screen. [Home] Screen(P. 116)

➡ The [Select Network] screen is displayed.

- If the login screen appears, enter the System Manager ID and PIN, and then press [Log In]. **Logging In to the Machine(P. 133)**
- If the message [Enable the wireless LAN?] appears, press [Yes].
- If the message [Cannot find the access point.] appears, press [Close].

2 Press [Other Connections].

3 Press [Manually Enter Network Name].

➡ The SSID input screen is displayed.

4 Enter the SSID, and press [Apply].

➡ The [Security Settings] screen is displayed.

5 Select the security standard, and set the authentication and encryption.

■When using WEP

1 Press [WEP].

➡ The [802.11 Authentication] screen is displayed.

2 Select the authentication method.

[Open System]

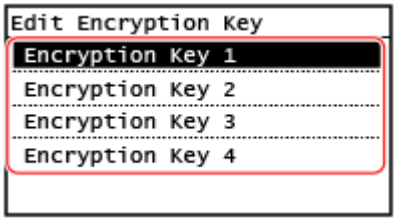
Uses open authentication.
* When you select this authentication method, an authentication error occurs when connected to a wireless LAN router that uses a shared key. The machine setting changes to [Shared Key] at this time, and an attempt to reconnect to the router is made.

[Shared Key]

Uses an encryption key for the password.

3 Press [Edit Encryption Key].

4 Select an encryption key that is not registered.



➡ The encryption key input screen is displayed.

5 Enter the network key, and press [Apply].

➡ The encryption key is registered to the [Encryption Key] screen.

6 Press [Select Encryption Key].

7 Select a registered encryption key.

■ When Using WPA-PSK or WPA2-PSK

1 Press [WPA/WPA2-PSK].

➡ The [WPA/WPA2 Encryption] screen is displayed.

2 Select the encryption method.

➡ The encryption key input screen is displayed.

When you select [Auto], AES-CCMP or TKIP is set automatically according to the wireless LAN router to which you want to connect.

3 Enter the network key, and press [Apply].

■ When Using WPA-EAP or WPA2-EAP

Press [WPA/WPA2-EAP] ▶ [OK].

■ When Not Using a Security Standard

Press [None].

6 Check the message, and press [Yes].

➡ If the machine is correctly connected to the network, [Connected.] appears.

7 Wait a few minutes.

➡ When the machine is connected to the wireless LAN, [ ] appears on the [Home] screen and screen of each function.
By default, an IP address is set automatically.
To use a specific IP address, set this manually.
Setting IPv4 Addresses(P. 73)
Setting IPv6 Addresses(P. 77)

NOTE

If an Error Message Appears during Operation and a Connection Cannot Be Established

- Press [Close], check the information of the wireless LAN router to which you want to connect, and repeat the procedure starting from Step 2.

5 Lines LCD Model

Required Preparations

- Prepare the information of the wireless LAN router to which you want to connect, and keep it close by. **Wireless LAN Router Information Required for Connection(P. 58)**
- When connecting to a wireless LAN router supporting WPA-EAP or WPA2-EAP for the security standard, set IEEE 802.1X. **Using IEEE 802.1X(P. 356)**

1 On the control panel, select [Wireless LAN Set.] in the [Home] screen and press OK.

[Home] Screen(P. 116)

➡ The [Select Network] screen is displayed.

- If the login screen appears, enter the System Manager ID and PIN, and then select [<Log In>] and press OK. **Logging In to the Machine(P. 133)**
- If the message [Enable the wireless LAN?] appears, select [Yes] and press OK.
- If the message [Cannot find the access point.] appears, press OK.

2 Select [Other Connections] and press OK.

3 Select [Manually Enter Network Name] and press OK.

➡ The SSID input screen is displayed.

4 Enter the SSID, select [<Apply>], and press OK.

➡ The [Security Settings] screen is displayed.

5 Select the security standard, and set the authentication and encryption.

■When using WEP

1. Select [WEP] and press OK.

   ➡ The [802.11 Authentication] screen is displayed.

2. Select the authentication method.

   [Open System]

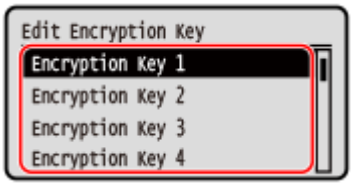
   Uses open authentication.
   * When you select this authentication method, an authentication error occurs when connected to a wireless LAN router that uses a shared key. The machine setting changes to [Shared Key] at this time, and an attempt to reconnect to the router is made.

   [Shared Key]

   Uses an encryption key for the password.

3. Select [Edit Encryption Key] and press OK.

4. Select an encryption key that is not registered, and press OK.



   ➡ The encryption key input screen is displayed.

5. Enter the network key, select [<Apply>], and press OK.

   ➡ The encryption key is registered to the [Encryption Key] screen.

6. Select [Select Encryption Key] and press OK.

7. Select a registered encryption key, and press OK.

■ When Using WPA-PSK or WPA2-PSK

1. Select [WPA/WPA2-PSK] and press OK.

   ➡ The [WPA/WPA2 Encryption] screen is displayed.

2. Select the encryption method and press OK.

   ➡ The encryption key input screen is displayed.

   When you select [Auto], AES-CCMP or TKIP is set automatically according to the wireless LAN router to which you want to connect.

3. Enter the network key, select [<Apply>], and press OK.

■ When Using WPA-EAP or WPA2-EAP

Select [WPA/WPA2-EAP] and press OK.

■When Not Using a Security Standard

Select [None] and press [OK].

6 Check the message, and select [Yes] and press [OK].

➡ If the machine is correctly connected to the network, [Connected.] appears.

7 Wait a few minutes.

➡ When the machine is connected to the wireless LAN, [ ] appears on the [Home] screen.

By default, an IP address is set automatically.

To use a specific IP address, set this manually.

Setting IPv4 Addresses(P. 73)

Setting IPv6 Addresses(P. 77)

NOTE

If an Error Message Appears during Operation and a Connection Cannot Be Established

- Select [Close] and press [OK], check the information of the wireless LAN router to which you want to connect, and repeat the procedure starting from Step 2.

Setting IPv4 Addresses

8WFY-01L

The machine's IPv4 address can either be assigned automatically using DHCP or entered manually.
By default, the IPv4 address is set automatically when connected to a wired or wireless LAN, but you can set it or change it manually according to your usage environment and purpose.

This section describes how to configure the settings using the control panel.
You can also set the IPv4 address using Remote UI from a computer after it has been set on the machine. **Managing the Machine from a Computer (Remote UI)(P. 392)**
Administrator privileges are required. The machine must be restarted to apply the settings.

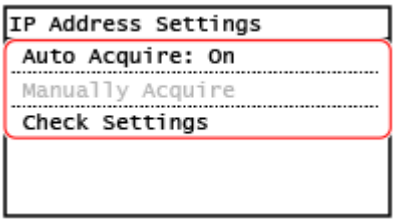
Touch Panel Model(P. 73)
5 Lines LCD Model(P. 74)

Touch Panel Model

1 On the control panel, press [Menu] in the [Home] screen. [Home] Screen(P. 116)

2 Press [Preferences] ▶ [Network] ▶ [TCP/IP Settings] ▶ [IPv4 Settings] ▶ [IP Address Settings].
If the login screen appears, enter the System Manager ID and PIN, and then press [Log In]. **Logging In to the Machine(P. 133)**

3 Set the IP address.



■ When Manually Setting the IP Address

1. Press [Auto Acquire].
   ➡ The [Auto Acquire] screen is displayed.
2. Set [Select Protocol] to [Off].
3. Set [Auto IP] to [Off].
4. Press [Apply].
   ➡ The [IP Address Settings] screen is displayed.
5. Press [Manually Acquire].
   ➡ The IP address input screen is displayed.
6. Enter the IP address, and press [Apply].
7. Enter the subnet mask, and press [Apply].

8 Enter the gateway address, and press [Apply].

■When Assigning an IP Address Automatically

1 Press [Auto Acquire].

➡ The [Auto Acquire] screen is displayed.

2 Configure the Auto Acquire setting, as needed.

[Select Protocol]

Normally, set to [DHCP]. However, when [DHCP] is set in an environment where DHCP cannot be used, the machine will continue to confirm Auto Acquire in the network, creating unnecessary communication. When not using DHCP, set this to [Off].

[Auto IP]

Normally, set to [On]. Although priority is given to the IP address allocated with DHCP, if there is no response from DHCP, Auto IP will be used.

3 Press [Apply].

4 Restart the machine. Restarting the Machine(P. 109)

➡ The settings are applied.
Perform a connection test to check whether the IPv4 address is correctly configured. **Checking the Network Status and Settings(P. 92)**

NOTE

Checking the Currently Set IP Address

- On the screen in Step 3, press [Check Settings] to check the current IP address setting. If the IP address is displayed as "0.0.0.0," it is not correctly configured.

If the IP Address Is Changed after Installing the Printer Driver

- In Windows, you must add a new port. **Configuring a Printer Port (Windows)(P. 199)**
  - If you are using an MFNP port, the connection is maintained as long as the machine and computer belong to the same subnet, so no action is required on the computer.
  - If you are using a standard TCP/IP port, you must add a new port. **Adding a Port(P. 199)**

  If you do not know which port is being used, see the following:
  Viewing the Printer Port(P. 656)
- In macOS, you must re-register the machine on the Mac. For details about registering the machine, see the manual of the driver at the online manual site.
  https://oip.manual.canon/

* If you are using DHCP to automatically obtain the IP address of the machine, the IP address may be changed automatically.

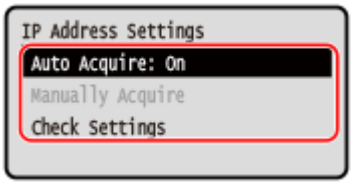
5 Lines LCD Model

1 Press on the control panel. Control Panel(P. 14)

2 **Press [Preferences] ▶ OK ▶ [Network] ▶ OK ▶ [TCP/IP Settings] ▶ OK ▶ [IPv4 Settings] ▶ OK ▶ [IP Address Settings] ▶ OK.**

If the login screen appears, enter the System Manager ID and PIN, and then select [<Log In>] and press OK. **Logging In to the Machine(P. 133)**

3 **Set the IP address.**



■ When Manually Setting the IP Address

1. Select [Auto Acquire] and press OK.
   ➠ The [Auto Acquire] screen is displayed.
2. Press [Select Protocol] ▶ OK ▶ [Off] ▶ OK.
3. Press [Auto IP] ▶ OK ▶ [Off] ▶ OK.
4. Select [<Apply>] and press OK.
   ➠ The [IP Address Settings] screen is displayed.
5. Select [Manually Acquire] and press OK.
   ➠ The IP address input screen is displayed.
6. Enter the IP address and press OK.
7. Enter the subnet mask and press OK.
8. Enter the gateway address and press OK.

■When Assigning an IP Address Automatically

1. Select [Auto Acquire] and press OK.
   ➠ The [Auto Acquire] screen is displayed.
2. Configure the Auto Acquire setting, as needed.

   [Select Protocol]

   Normally, set to [DHCP]. However, when [DHCP] is set in an environment where DHCP cannot be used, the machine will continue to confirm Auto Acquire in the network, creating unnecessary communication. When not using DHCP, set this to [Off].

   [Auto IP]

   Normally, set to [On]. Although priority is given to the IP address allocated with DHCP, if there is no response from DHCP, Auto IP will be used.
3. Select [<Apply>] and press OK.

4 Restart the machine. Restarting the Machine(P. 109)

➡ The settings are applied.
Perform a connection test to check whether the IPv4 address is correctly configured. **Checking the Network Status and Settings(P. 92)**

NOTE

Checking the Currently Set IP Address

- On the screen in Step 3, select [Check Settings] and press OK to check the current IP address setting. If the IP address is displayed as "0.0.0.0," it is not correctly configured.

If the IP Address Is Changed after Installing the Printer Driver

- In Windows, you must add a new port. **Configuring a Printer Port (Windows)(P. 199)**
  - If you are using an MFNP port, the connection is maintained as long as the machine and computer belong to the same subnet, so no action is required on the computer.
  - If you are using a standard TCP/IP port, you must add a new port. **Adding a Port(P. 199)**

  If you do not know which port is being used, see the following:
  Viewing the Printer Port(P. 656)
- In macOS, you must re-register the machine on the Mac. For details about registering the machine, see the manual of the driver at the online manual site.
  https://oip.manual.canon/

* If you are using DHCP to automatically obtain the IP address of the machine, the IP address may be changed automatically.

Setting IPv6 Addresses

8WFY-01R

In an IPv6 environment, you can set the following IPv6 addresses and use them at the same time.

- **Link-Local Address**
  An address that can only be used within the same link. It cannot be used to communicate with devices beyond a router.
  A link-local address is automatically set when usage of IPv6 addresses is enabled.
- **Stateless Address**
  An address that is generated automatically using the network prefix provided by the router and the MAC address of the machine.
  This address is discarded when the machine is restarted or turned ON.
- **Manual Address**
  An address that is entered manually by specifying the IP address, prefix length, and default router address.
- **Stateful Address**
  An address obtained from a DHCP server using DHCPv6.

This section describes how to configure the settings using Remote UI from a computer.
On the control panel, select [Menu] in the [Home] screen, and then select [Preferences] to configure the settings. You cannot use the control panel to configure some of the settings. **[IPv6 Settings](P. 440)**
Administrator privileges are required. The machine must be restarted to apply the settings.

Required Preparations

- Set an IPv4 address to the machine. **Setting IPv4 Addresses(P. 73)**

IMPORTANT

- In an IPv6 environment, you cannot use the function for scanning originals and saving the data to a computer.

1 **Log in to Remote UI in System Manager Mode.** **Starting Remote UI(P. 393)**

2 **On the Portal page of Remote UI, click [Settings/Registration].** **Portal Page of Remote UI(P. 395)**

3 **Click [Network Settings] ▶ [IPv6 Settings] ▶ [Edit].**

➡ The [Edit IPv6 Settings] screen is displayed.

4 **In [IP Address Settings], select the [Use IPv6] checkbox.**

5 **Set the IPv6 address to use.**

■When Using a Stateless Address

Select the [Use Stateless Address] checkbox.

■When Using a Manual Address

Select the [Use Manual Address] checkbox, and enter the IP address, prefix length, and default router address.

* You cannot enter a multicast address (address starting with "ff").

■When Using a Stateful Address

Select the [Use DHCPv6] checkbox.

6 Click [OK].

7 Restart the machine. Restarting the Machine(P. 109)

➡ The settings are applied.

Perform a connection test to check whether the IPv6 address is correctly configured. **Checking the Network Status and Settings(P. 92)**

NOTE

If the IP Address Is Changed after Installing the Printer Driver

- You must add a new port. **Adding a Port(P. 199)**

Configuring Your Machine for Your Network Environment

8WFY-01S

The size and configuration of a network vary depending on the purpose and usage. The machine is equipped with a variety of technologies to support many environments.
Configure the settings of the machine according to your network environment, as needed.

Manually Configuring the Ethernet Settings(P. 80)
Configuring DNS(P. 81)
Configuring SMB(P. 84)
Configuring WINS(P. 86)
Configuring SNMP(P. 87)
Configuring SNTP(P. 90)

■ See Also

To reduce the threat of unauthorized access and eavesdropping, it is recommended to configure the security settings according to your network environment.
Protecting the Network(P. 347)

NOTE

Using the Machine in a Network with IEEE 802.1X Authentication

- When connecting the machine to a network that uses IEEE 802.1X authentication, you must configure the settings on the machine such as the authentication method managed by the authentication server. **Using IEEE 802.1X(P. 356)**

Manually Configuring the Ethernet Settings

8WFY-01U

By default, when the machine connects to a wired LAN, the Ethernet communication mode and Ethernet type are detected automatically, and these can be used without changes. Depending on the usage environment, you may have to change the Ethernet settings to suit the settings of peripheral devices.

This section describes how to configure the settings using Remote UI from a computer.
On the control panel, select [Menu] in the [Home] screen, and then select [Preferences] to configure the settings. **[Ethernet Driver Settings](P. 433)**
Administrator privileges are required. The machine must be restarted to apply the settings.

1 Log in to Remote UI in System Manager Mode. Starting Remote UI(P. 393)

2 On the Portal page of Remote UI, click [Settings/Registration]. Portal Page of Remote UI(P. 395)

3 Click [Network Settings] ▶ [Ethernet Driver Settings] ▶ [Edit].

➡ The [Edit Ethernet Driver Settings] screen is displayed.

4 Clear the [Auto Detect] checkbox.

5 Select the communication mode.

Normally, select [Full Duplex]. When the network router is set to half duplex communication, select [Half Duplex].

6 Select the Ethernet type, and click [OK].

7 Restart the machine. Restarting the Machine(P. 109)

➡ The settings are applied.

Configuring DNS

8WFY-01W

When using the machine in an environment with Domain Name System (DNS), configure the DNS server information and DHCP option settings.
In an environment without DNS, you can configure multicast DNS (mDNS) to use the DNS function. mDNS is used by Bonjour and other software.

This section describes how to configure the settings using Remote UI from a computer.
On the control panel, select [Menu] in the [Home] screen, and then select [Preferences] to configure the settings. You cannot use the control panel to configure some of the settings. **[TCP/IP Settings](P. 438)**
Administrator privileges are required. Depending on the item to be configured, you may have to restart the machine.

Required Preparations

- When configuring DNS for IPv6, configure the setting to use an IPv6 address. **Setting IPv6 Addresses(P. 77)**

1 Log in to Remote UI in System Manager Mode. Starting Remote UI(P. 393)

2 On the Portal page of Remote UI, click [Settings/Registration]. Portal Page of Remote UI(P. 395)

3 Click [Network Settings] ▶ [IPv4 Settings] or [IPv6 Settings] ▶ [Edit].

➡ The [Edit IPv4 Settings] screen or [Edit IPv6 Settings] screen is displayed.

4 In [DHCP Option Settings], configure the DHCP option settings.

If you are not configuring the DHCP option settings, proceed to Step 5.

Select the checkboxes of the items to enable.

[Acquire Host Name] (IPv4 only)
Obtains a host name (Option 12) from the DHCP server.

[DNS Dynamic Update] (IPv4 only)
The DHCP server automatically updates the information (Option 81) corresponding to the host name in place of the machine.

[Acquire DNS Server Address]
Obtains a DNS server address (Option 6 for IPv4, Option 23 for IPv6) from the DHCP server.

[Acquire Domain Name]
Obtains a domain name (Option 15 for IPv4, Option 24 for IPv6) from the DHCP server.

[Acquire WINS Server Address] (IPv4 only)
Obtains a WINS server address (Option 44) from the DHCP server.

[Acquire SMTP Server Address] (IPv4 only) *
Obtains an SMTP server address (Option 69) from the DHCP server.

[Acquire POP Server Address] (IPv4 only) *

Obtains a POP3 server address (Option 70) from the DHCP server.

* This setting is available only for MF267dw II.

5 In [DNS Settings], set the DNS server information.

- For details about the setting information, contact your provider or network administrator. You can also refer to the computer settings. **Viewing the Network Connection Information of the Computer(P. 654)**
- If you are not configuring the DNS server information, proceed to Step 6.

[Primary DNS Server Address]
Enter the IP address of the DNS server.
* For IPv6, you cannot enter a multicast address (address starting with "ff").

[Secondary DNS Server Address]
When using a secondary DNS server, enter the IP address of that server.
* For IPv6, you cannot enter a multicast address (address starting with "ff").

[Use Same Host Name/Domain Name as IPv4] (IPv6 only)
Select the checkbox to use the same host and domain names as in IPv4.
To set the IPv6 host name and domain name individually, clear this checkbox, and enter [Host Name] and [Domain Name].

[Host Name]
Enter the host name to register in the DNS server using single-byte alphanumeric characters.

[Domain Name]
Enter the domain name to which the machine belongs using single-byte alphanumeric characters.
Input example:
example.com

[DNS Dynamic Update]
Select the checkbox to automatically update the DNS records when the corresponding information of the host name and IP address is changed in a DHCP environment, for example.

To Specify the Type of Address to Register to the DNS Server (IPv6 only)

Depending on the type of address you want to register, select the [Register Manual Address], [Register Stateful Address], or [Register Stateless Address] checkbox.

To Specify the Interval between Updates

In [DNS Dynamic Update Interval], enter the interval at which to automatically update this information.

6 In [mDNS Settings], configure the mDNS settings.

If you are not configuring the mDNS settings, proceed to Step 7.

For IPv4

To use mDNS, select the [Use mDNS] checkbox, and enter the mDNS name.

For IPv6

To use mDNS, select the [Use mDNS] checkbox, and select whether to use the same mDNS name as IPv4.

- To use the mDNS name set with IPv4 also with IPv6, select the [Use Same mDNS Name as IPv4] checkbox.
- To configure the mDNS name of IPv6 individually, clear the [Use Same mDNS Name as IPv4] checkbox, and enter the mDNS name.

7 **Click [OK].**

8 **Restart the machine.** **Restarting the Machine(P. 109)**

➠ The settings are applied.

Configuring SMB

8WFY-01X

This machine uses the Server Message Block (SMB) communication protocol to save scanned data to a shared folder, for example. Depending on the network environment, you may have to set the computer name and workgroup name of the machine, and configure the SMB client information when connecting to an SMB server.

Setting the Computer Name and Workgroup Name(P. 84)
Configuring an SMB Client(P. 84)

Setting the Computer Name and Workgroup Name

Set the computer name used to identify the machine in a network and the workgroup name to identify the group that the machine belongs to.

Configure these settings using Remote UI from a computer. You cannot use the control panel to configure the settings.
Administrator privileges are required. The machine must be restarted to apply the settings.

1 Log in to Remote UI in System Manager Mode. Starting Remote UI(P. 393)

2 On the Portal page of Remote UI, click [Settings/Registration]. Portal Page of Remote UI(P. 395)

3 Click [Network Settings] ▶ [Computer Name/Workgroup Name Settings] ▶ [Edit].

➡ The [Edit Computer Name/Workgroup Name Settings] screen is displayed.

4 Enter the computer name and workgroup name of the machine, and click [OK].

Enter using single-byte alphanumeric characters.

■In an Environment with WINS

- Select the [Use NetBIOS] checkbox.
- You cannot register names that start with an asterisk (*) to the WINS server.

5 Restart the machine. Restarting the Machine(P. 109)

➡ The settings are applied.

Configuring an SMB Client

Configure the settings when connecting to an SMB server (such as the computer with the shared folder) and the version of SMB to use with the SMB client.
* This setting is available only for MF267dw II.

Configure these settings using Remote UI from a computer. You cannot use the control panel to configure the settings.
Administrator privileges are required.

1 **Log in to Remote UI in System Manager Mode. Starting Remote UI(P. 393)**

2 **On the Portal page of Remote UI, click [Settings/Registration]. Portal Page of Remote UI(P. 395)**

3 **Click [Network Settings] ▶ [SMB Client Settings] ▶ [Edit].**

➡ The [Edit SMB Client Settings] screen is displayed.

4 **Configure the settings when connecting to an SMB server, and click [OK].**

[Authentication Type]

Select the checkbox according to the authentication protocol of the SMB server.

[Require SMB Signature for Connection]

Select this checkbox to request an SMB packet signature when connecting to the SMB server.

[Require Encryption for Connection]

Select this checkbox to connect only with the SMB server supporting SMB v3.0 encryption communications.

[Timeout]

Enter the wait time until the SMB server responds.

* If the machine times out before saving the scanned data, for example, is completed, lengthen the wait time.

5 **Click [Network Settings] ▶ [Specified SMB Client Versions] ▶ [Edit].**

➡ The [Edit Specified SMB Client Versions] screen is displayed.

6 **Select the checkbox of the version of the SMB server to which the machine will connect.**

If [Require Encryption for Connection] is selected in the setting when connecting to the SMB server, select the [3.0] checkbox.

7 **Click [OK].**

➡ The settings are applied.

8 **Log out from Remote UI.**

Configuring WINS

8WFY-01Y

When using the machine in a network environment that uses both NetBIOS and TCP/IP, configure Windows Internet Name Service (WINS) to convert the NetBIOS name to an IP address.
To enable WINS, specify the WINS server. WINS cannot be used in an IPv6 environment.

This section describes how to configure the settings using Remote UI from a computer.
On the control panel, select [Menu] in the [Home] screen, and then select [Preferences] to configure the settings. **[WINS Settings](P. 441)**
Administrator privileges are required. The machine must be restarted to apply the settings.

Required Preparations

- Set the computer name and workgroup name. **Setting the Computer Name and Workgroup Name(P. 84)**
- Prepare the IPv4 address of the WINS server and keep it close by.

1 Log in to Remote UI in System Manager Mode. Starting Remote UI(P. 393)

2 On the Portal page of Remote UI, click [Settings/Registration]. Portal Page of Remote UI(P. 395)

3 Click [Network Settings] ▶ [WINS Settings] ▶ [Edit].

➡ The [Edit WINS Settings] screen is displayed.

4 Select the [WINS Resolution] checkbox.

5 Enter the IPv4 address of the WINS server, and click [OK].

If the IP address of the WINS server is obtained from a DHCP server, the obtained IP address has priority. **Configuring DNS(P. 81)**

6 Restart the machine. Restarting the Machine(P. 109)

➡ The settings are applied.

Configuring SNMP

8WFY-020

Simple Network Management Protocol (SNMP) is a protocol for monitoring and controlling communication devices in a network by accessing a Management Information Base (MIB). Configure these settings according to the purpose of use and environment of the machine.
The machine supports SNMPv1 and SNMPv3. You can also use both at the same time. Trap notification is not supported.
When SNMP management software is installed on the network, you can use the software to configure, monitor, and control the machine remotely from a computer. For more information, see the manual of the software you are using.

SNMPv1
SNMPv1 defines the scope of communication using information called a "community name." As the community name is sent to the network in plain text, the security of the network is vulnerable. To ensure network security, disable SNMPv1 and use SNMPv3. When SNMPv1 is disabled, you will not be able to use some functions such as obtaining information from the machine using the printer driver.

SNMPv3
SNMPv3 communicates using user information for SNMPv3. This protocol enables you to configure the authentication and encryption in the user information to monitor and control communication devices on the network with a solid security system.

This section describes how to configure the settings using Remote UI from a computer.
On the control panel, select [Menu] in the [Home] screen, and then select [Preferences] to configure the settings. However, the control panel can only be used to enable or disable SNMPv1 and SnMPv3. **[SNMP Settings](P. 432)**
Administrator privileges are required. The machine must be restarted to apply the settings.

Required Preparations

- To configure SNMPv3, you must enable TLS. **Using TLS(P. 354)**

1 Log in to Remote UI in System Manager Mode. Starting Remote UI(P. 393)

2 On the Portal page of Remote UI, click [Settings/Registration]. Portal Page of Remote UI(P. 395)

3 Click [Network Settings] ▶ [SNMP Settings] ▶ [Edit].

➡ The [Edit SNMP Settings] screen is displayed.

4 In [SNMPv1 Settings], set SNMPv1.

■To Enable SNMPv1

1. Select the [Use SNMPv1] checkbox.
2. Configure the community.
   - You can set MIB Access Permission (permission to read/write to MIB objects) for each community.
   - When using both SNMPv1 and SNMPv3, it is recommended to set MIB Access Permission to [Read Only]. When setting SNMPv1 to [Read/Write] (full-access permission), you can perform nearly all operations, and therefore, you are not able to use the solid security features of SNMPv3.

To Configure the Community Name

Select the [Use Community Name 1] or [Use Community Name 2] checkbox, and configure the community name and MIB Access Permission.
Enter the community name using single-byte alphanumeric characters.

To Configure a Dedicated Community

Dedicated Community is a preset community for Canon Device Management software.
To use Dedicated Community, select the [Use Dedicated Community] checkbox, and configure MIB Access Permission.
* For details, see the manual of the software you are using.

■To Disable SNMPv1

Clear the [Use SNMPv1] checkbox.

5 In [SNMPv3 Settings], configure SNMPv3.

■To Enable SNMPv3

1. Select the [Use SNMPv3] checkbox.
2. In [User Settings 1], [User Settings 2], or [User Settings 3], select the [Enable User] checkbox.
3. Configure the user.

[User Name]

Enter the user name using single-byte alphanumeric characters.

[MIB Access Permission]

Set the read/write permission to MIB objects for each specified user.
To allow both read and write, select [Read/Write].

[Security Settings]

Select whether to enable or disable authentication and encryption.

[Authentication Algorithm]

When [Authentication On/Encryption On] or [Authentication On/Encryption Off] is selected in [Security Settings], select the authentication algorithm according to the usage environment.
To set a password, select the [Set/Change Password] checkbox, and enter the same password in both [Authentication Password] and [Confirm] using single-byte alphanumeric characters.

[Encryption Algorithm]

When [Authentication On/Encryption On] is selected in [Security Settings], select the encryption algorithm according to the usage environment.
To set a password, select the [Set/Change Password] checkbox, and enter the same password in both [Encryption Password] and [Confirm] using single-byte alphanumeric characters.

■To Disable SNMPv3

Clear the [Use SNMPv3] checkbox.

6 In [Printer Management Information Acquisition Settings], select whether to obtain the printer management information.

To regularly obtain printer management information from the machine, such as protocols and ports, select the [Acquire Printer Management Information from Host] checkbox.

7 Click [OK].

8 Restart the machine. Restarting the Machine(P. 109)

➠ The settings are applied.

NOTE

Changing the Port Number

- To change the port number of the SNMP server, see the following: **Changing the Port Number(P. 351)**

Configuring SNTP

8WFY-021

To obtain time information from the time server on the network, configure Simple Network Time Protocol (SNTP). When SNTP is configured, the time server is checked at specified intervals to adjust the time and maintain the correct time on the machine.
The machine supports both an NTP server (NTPv3) and SNTP server (SNTPv3 and v4).

Configure these settings using Remote UI from a computer. You cannot use the control panel to configure the settings.
Administrator privileges are required.

Required Preparations

- The time is adjusted based on the UTC (Coordinated Universal Time), so specify the time zone setting. **Setting the Date and Time(P. 391)**
- Prepare the IP address of the NTP or SNTP server and keep it close by.

1 Log in to Remote UI in System Manager Mode. Starting Remote UI(P. 393)

2 On the Portal page of Remote UI, click [Settings/Registration]. Portal Page of Remote UI(P. 395)

3 Click [Network Settings] ▶ [SNTP Settings] ▶ [Edit].

➡ The [Edit SNTP Settings] screen is displayed.

4 Select the [Use SNTP] checkbox.

5 In [NTP Server Name], enter the IP address of the NTP/SNTP server.

When using a DNS server, you can enter the host name or FQDN instead of the IP address.

Input example:
ntp.example.com

6 In [Polling Interval], enter the interval at which to check the server and adjust the time.

7 Click [OK].

➡ The settings are applied.

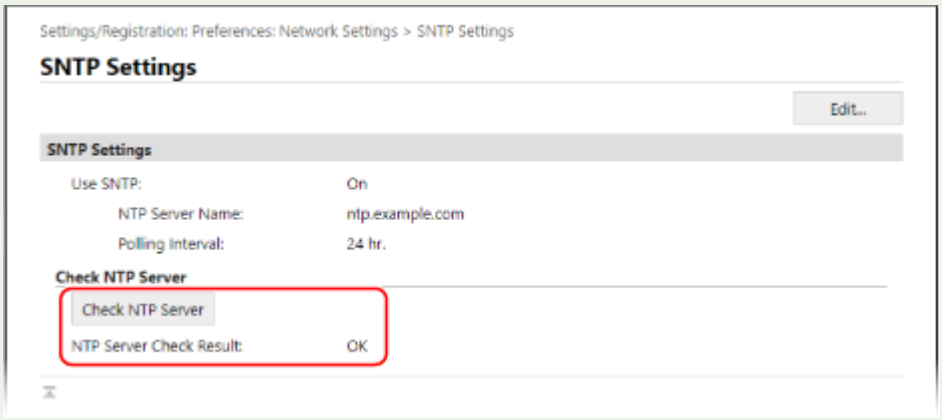
8 Log out from Remote UI.

NOTE

Testing Communication with the NTP or SNTP Server

- Test communication using the following procedure: If the machine is correctly communicating with the server, [OK] appears in [NTP Server Check Result].

Log in to Remote UI in System Manager Mode ▶ click [Settings/Registration] ▶ [Network Settings] ▶ [SNTP Settings] ▶ [Check NTP Server].



* This tests the communication status and does not adjust the time.

Checking the Network Status and Settings

8WFY-022

You can perform a connection test with devices in the network to check whether the machine is correctly connected to the network.
The IP address of the machine and the MAC address information are needed to use Remote UI and configure the firewall settings. Check these current settings.

Checking Whether the Machine Can Connect to Network Devices(P. 92)
Viewing the IP address set to the machine(P. 93)
Viewing the MAC Address of the Wired LAN(P. 94)
Viewing the MAC Address and Connection Information of the Wireless LAN(P. 95)

NOTE

- If the IP address is displayed as "0.0.0.0," it is not correctly configured. Set the IP address again.
  Setting IPv4 Addresses(P. 73)
  Setting IPv6 Addresses(P. 77)
- Connecting the machine to a switching hub, for example, may prevent connection to the network even when the IP address is correctly configured. In this case, set a wait time until machine starts communicating and try connecting again. **[Waiting Time for Connection at Startup](P. 433)**
- You can print the System Manager Data List to view the network settings. **Printing and Viewing Reports and Lists(P. 402)**

Checking Whether the Machine Can Connect to Network Devices

In the Web browser of the computer connected to the network, enter the IPv4 or IPv6 address of the machine. If the Remote UI login screen is displayed, the machine is properly connected to the network. **Starting Remote UI(P. 393)**

When using an IPv4 address, you can use the following procedure to send a ping command from the control panel to check whether the machine can connect to a network device.
Administrator privileges are required.

Touch Panel Model(P. 92)
5 Lines LCD Model(P. 93)

■Touch Panel Model

Required Preparations

- Prepare the IPv4 address of a device in the network to which you want to connect and keep it close by.

1 On the control panel, press [Menu] in the [Home] screen. **[Home] Screen(P. 116)**

2 Press [Preferences] ▶ [Network] ▶ [TCP/IP Settings] ▶ [IPv4 Settings] ▶ [PING Command].
If the login screen appears, enter the System Manager ID and PIN, and then press [Log In]. **Logging In to the Machine(P. 133)**

3 Enter the IPv4 address of a network device, and press [Apply].

➡ If the machine is correctly connected to the network, [Received response from host.] appears.

■5 Lines LCD Model

Required Preparations

- Prepare the IPv4 address of a device in the network to which you want to connect and keep it close by.

1 Press on the control panel. Control Panel(P. 14)

2 Press [Preferences] ▶ OK ▶ [Network] ▶ OK ▶ [TCP/IP Settings] ▶ OK ▶ [IPv4 Settings] ▶ OK ▶ [PING Command] ▶ OK.

If the login screen appears, enter the System Manager ID and PIN, and then select [<Log In>] and press OK. **Logging In to the Machine(P. 133)**

3 Enter the IPv4 address of a network device, and press OK.

➡ If the machine is correctly connected to the network, [Received response from host.] appears.

Viewing the IP address set to the machine

You can view the setting of IP address set to the machine such as the IPv4 address and the IPv6 address.

This section describes how to view the IP address using the control panel.
You can also check this information using Remote UI from a computer. **Managing the Machine from a Computer (Remote UI)(P. 392)**

Touch Panel Model(P. 93)
5 Lines LCD Model(P. 94)

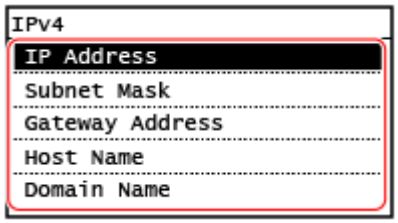
■Touch Panel Model

1 Press on the control panel.

➡ The [Status Monitor] screen is displayed.

2 Press [Network Information] ▶ [IPv4] or [IPv6].

3 Select the item you want to view.



➡ The settings of the selected item are displayed.

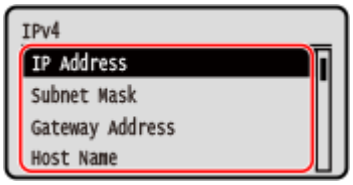
■5 Lines LCD Model

1 Press on the control panel.

➡ The [Status Monitor] screen is displayed.

2 Press [Network Information] ▶ OK ▶ [IPv4] or [IPv6] ▶ OK.

3 Select the item you want to view and press OK.



➡ The settings of the selected item are displayed.

Viewing the MAC Address of the Wired LAN

You can view the MAC address set to the machine when the machine is connected to the wired LAN.

This section describes how to view this information using the control panel.
You can also use Remote UI from a computer to view the MAC address. **Managing the Machine from a Computer (Remote UI)(P. 392)**
Administrator privileges are required.

Touch Panel Model(P. 94)
5 Lines LCD Model(P. 95)

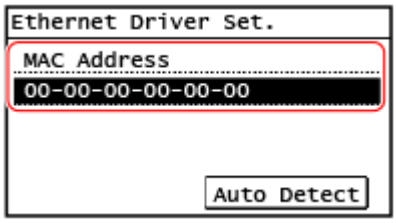
■Touch Panel Model

1 On the control panel, press [Menu] in the [Home] screen. [Home] Screen(P. 116)

2 Press [Preferences] ▶ [Network] ▶ [Ethernet Driver Settings].

If the login screen appears, enter the System Manager ID and PIN, and then press [Log In]. **Logging In to the Machine(P. 133)**

3 View the MAC address.



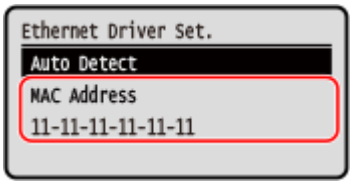
■5 Lines LCD Model

1 Press on the control panel. [Home] Screen(P. 116)

2 Press [Preferences] ▶ OK ▶ [Network] ▶ OK ▶ [Ethernet Driver Settings] ▶ OK.

If the login screen appears, enter the System Manager ID and PIN, and then select [<Log In>] and press OK. **Logging In to the Machine(P. 133)**

3 View the MAC address.



Viewing the MAC Address and Connection Information of the Wireless LAN

In addition to the MAC address and connection information of the wireless LAN when the machine is connected to the wireless LAN, you can also view the security settings.

This section describes how to view this information using the control panel.
You can also check this information using Remote UI from a computer. **Managing the Machine from a Computer (Remote UI)(P. 392)**
Administrator privileges are required.

Touch Panel Model(P. 95)
5 Lines LCD Model(P. 96)

■Touch Panel Model

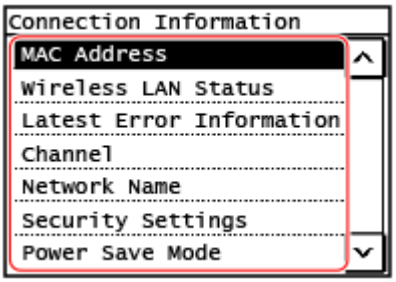
1 On the control panel, press [Wireless LAN Set.] in the [Home] screen. [Home] Screen(P. 116)

➡ The [Select Network] screen is displayed.

If the login screen appears, enter the System Manager ID and PIN, and then press [Log In]. **Logging In to the Machine(P. 133)**

2 **Press [Connection Settings] ▶ [Connection Information].**

3 **Select the item you want to view.**



➡ The MAC address and the settings of the selected item are displayed.

NOTE

Viewing Information with the [Status Monitor] Screen

- You can also view the wireless LAN status and error information with the following procedure:

on the control panel ▶ [Network Information] ▶ [Network Connection Method] ▶ [Conn. Info].

■5 Lines LCD Model

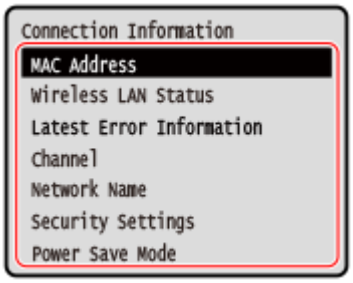
1 **On the control panel, select [Wireless LAN Set.] in the [Home] screen and press OK.**
[Home] Screen(P. 116)

➡ The [Select Network] screen is displayed.

If the login screen appears, enter the System Manager ID and PIN, and then select [<Log In>] and press OK. **Logging In to the Machine(P. 133)**

2 **Press [Connection Settings] ▶ OK ▶ [Connection Information] ▶ OK.**

3 **Select the item you want to view and press OK.**



➡ The MAC address and the settings of the selected item are displayed.

NOTE

Viewing Information with the [Status Monitor] Screen

- You can also view the wireless LAN status and error information with the following procedure:

  on the control panel ▶ [Network Information] ▶ OK ▶ [Network Connection Method] ▶ OK ▶ [Connection Information] ▶ OK.

Configuring the Fax Settings (Fax Setup Guide)

8WFY-023

When you press [Fax] in the [Home] screen on the control panel for the first time, the screen (Fax Setup Guide) for setting the items so as to use the fax is displayed. Configure the fax settings using the procedure below by following the instructions on the screen.

Step 1: Starting the Fax Setup Guide(P. 98)
Step 2: Registering the Fax Number and Unit Name(P. 98)
Step 3: Setting the RX Mode(P. 99)
Step 4: Connecting to Telephone Line(P. 100)

Step 1: Starting the Fax Setup Guide

1 On the control panel, press [Fax] in the [Home] screen. [Home] Screen(P. 116)

➡ The [Fax Setup Guide] screen is displayed.

When the [Fax Setup Guide] Screen Is Not Displayed

If the [Fax Setup Guide] screen is not displayed after pressing [Fax] in the [Home] screen, or to reset the fax with the Fax Setup Guide, use the following procedure to display the [Fax Setup Guide].

[Home] screen on the control panel ▶ [Menu] ▶ [Function Settings] ▶ [Common] ▶ [Fax Setup Guide].

2 Press [Set Up Now] ▶ [Next].

➡ The [Register Unit Tel. No.] screen is displayed.

Step 2: Registering the Fax Number and Unit Name

Register the fax number and unit name (name or company name). This information is printed together with the fax data at the destination.

1 On the [Register Unit Tel. No.] screen, enter the fax number of the machine, and press [Apply].

➡ After the message [Settings applied.] appears, the screen guiding you to register the unit name is displayed.

2 Press [Next].

➡ The [Register Unit Name] screen is displayed.

3 Enter the name or company name, and press [Apply].

➡ After the message [Settings applied.] appears, the RX Mode settings screen is displayed.

Step 3: Setting the RX Mode

Answer the questions on the screen to select the proper RX mode.

1 On the RX Mode settings screen, press [Next].

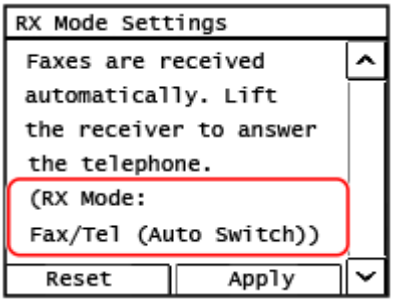
2 Answer the questions displayed on the screen by pressing [Yes] or [No].

➠ When you have completed answering all the questions, the selected RX mode is displayed on the screen.

When Connecting the Optional TELEPHONE 6 KIT

- For the question [Do you want to connect a telephone to the device?], press [Yes].
- For the question [Do you want to use the answering machine of the telephone to be connected to the device?], press [No].

3 Check the selected RX mode.



The RX modes operate as follows:

* Depending on your country, [Net Switch] is also available for the receiving mode. **Changing Fax RX Mode and Setting the Action when Receiving a Fax(P. 265)**

[Fax/Tel (Auto Switch)]

Enables use of both fax and telephone.

- Faxes are automatically received.
- When a telephone call is received, the machine rings. Pick up the handset to answer the call.

[Auto]

Used for fax only.

- Faxes are automatically received.
- Incoming telephone calls cannot be answered.

[Answering Machine]

Enables use of both fax and phone.

- Faxes are automatically received.
- When a telephone call is received, the answering machine function can be used to record messages. You can answer the call by picking up the handset before recording starts.

  * Set the answering machine so that the recording function activates after the machine rings one or two times.

  * When recording your message, it is recommended that you keep about four seconds of silence, or keep the entire message within 20 seconds.

[Manual]

Enables use of both fax and phone.

- The machine rings when receiving both fax and phone calls.
- If you hear a fax tone when picking up the handset, receive the fax manually. **Receiving Faxes(P. 283)**
- You can also configure the setting to receive faxes automatically after the machine rings for a certain period of time. **[Switch to Auto RX](P. 496)**

4 Press [Apply].

➡ The [Connect Telephone Line] screen is displayed.

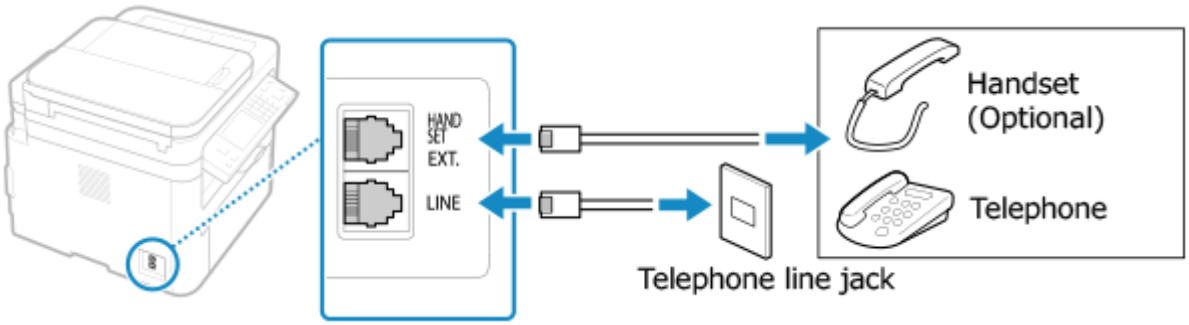
Step 4: Connecting to Telephone Line

Use the supplied telephone cord to connect the machine to the telephone line.
When using a telephone or the optional TELEPHONE 6 KIT, connect it to the machine.

1 Press [Next].

➡ The [Connect to socket on back of device.] screen is displayed.

2 Connect the supplied telephone cord to the telephone line jack (LINE) on the machine and the telephone line connector on the wall.



Connect an optional handset or a telephone to the handset jack (HAND SET)/external telephone jack (EXT.) on the machine.

- When connecting a telephone with fax function, be sure to disable the fax auto receive setting on the telephone.
- Depending on the type of telephone connected to it, the machine may not be able to send or receive faxes properly.

3 Press [Next].

➡ The screen confirming that you want to exit the Fax Setup Guide is displayed.

4 Press [Yes].

➡ The settings configured in the Fax Setup Guide are applied, and the type of telephone line is configured automatically.

NOTE

If the Type of Telephone Line Is Not Configured Automatically

- Configure the type of telephone line manually. **[Select Line Type](P. 488)**

  * If you do not know the type of your telephone line, contact your telephone company. Depending on your country, [Select Line Type] may not be available.

Making an Alert Sound When the Handset Is Not Properly Set on the Cradle

- You can select whether the machine makes an alert sound when the handset of a telephone or the optional TELEPHONE 6 KIT connected to the machine is not properly set on the cradle.

  Log in to Remote UI ▶ [Settings/Registration] ▶ [TX Settings] ▶ [Fax TX Settings] ▶ [Edit] ▶ Select the [Off-Hook Alarm] checkbox and adjust the volume ▶ [OK]

  On the control panel, select [Menu] in the [Home] screen, and then select [Function Settings] to configure the settings. **[Off-Hook Alarm](P. 486)**

Installing Software and Drivers to the Computer

8WFY-024

Install the related software and drivers to the computer that will use the functions of the machine, such as printing, remote scanning, and PC faxing.

Installation Procedure

Check the operating environment via the Canon website for your country/region, and download and install the latest software and drivers.
https://global.canon/en/support/

* If the machine is supplied with a CD/DVD-ROM, you can also use this to install the software and drivers.

For details about the installation method, see the manual of the software or driver at the online manual site.
https://oip.manual.canon/

Precautions and Limitations

Operating Environment

- Depending on the operating system, your computer may not support some software or drivers. For the latest information on the supported operating systems, see the Canon website.
  https://global.canon/
- Depending on the model and usage environment, some functions of the software or drivers may not be available.

When the Firewall Settings of the Machine Are Configured

The computer that will be used with the machine must be allowed to communicate with the machine. If the computer is not allowed to communicate with the machine, you will not be able to install the software and drivers or use the functions of the machine. **Setting the Firewall(P. 348)**

If the IP Address of the Machine Is Changed after Installing the Printer Driver

- In Windows, the required action depends on the port you are using.
  - If you are using an MFNP port, the connection is maintained as long as the machine and computer belong to the same subnet, so no action is required on the computer.
  - If you are using a standard TCP/IP port, you must add a new port. **Adding a Port(P. 199)**

  If you do not know which port is being used, see the following:

  Viewing the Printer Port(P. 656)
- In macOS, you must re-register the machine on the Mac. For details about registering the machine, see the manual of the driver at the online manual site.
  https://oip.manual.canon/

* If you are using DHCP to automatically obtain the IP address of the machine, the IP address may be changed automatically.

NOTE

Using the Functions of the Machine without Installing Software or Drivers (macOS)

- You can use AirPrint standard equipped in macOS to print and scan data and send faxes from a computer without installing software or drivers. **Using AirPrint Application to Print and Scan Data and Send Faxes(P. 336)**

Basic Operations

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Turning OFF the Machine 108
Restarting the Machine 109
Reducing Power Consumption (Sleep Mode) 110
Using the Control Panel 112
Screens Displayed on the Control Panel 113
[Home] Screen 116
[Status Monitor] Screen 120
How to Operate the Control Panel (Touch Panel Model) 123
How to Operate the Control Panel (5 Lines LCD Model) 125
Entering Characters 127
Customizing the [Home] Screen 131
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Loading Paper in the Drawer 139
Loading Paper in the Multi-purpose Tray 142
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Orientation for Loading Paper with a Logo 146
Specifying the Paper Size and Type 148
Setting the Paper Size and Type for the Drawer 149
Setting the Paper Size and Type for the Multi-purpose Tray 153
Registering a Frequently Used Paper Size and Type for the Multi-purpose Tray 156
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Specifying Destinations (Address Book) 179
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Changing the Default Settings 186
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[Volume Settings] Screen 192
Reducing the Operation Sound (Quiet Mode) 193

Basic Operations

8WFY-025

This chapter describes the basic operations common to all functions of the machine and how to understand the screen layout.

Managing and Saving Power

You can turn OFF the power to conserve energy or when cleaning and restart the machine to apply the settings.
You can use sleep mode to reduce power consumption.

Turning ON and OFF the Machine(P. 106)
Reducing Power Consumption (Sleep Mode)(P. 110)

Using the Control Panel

Use the control panel to scan, copy, and perform other functions and to configure the settings of the machine.

Using the Control Panel(P. 112)

When the login screen is displayed, enter the required login information to continue operations.

Logging In to the Machine(P. 133)

Placing Originals and Loading Paper

Place the original on the platen glass or in the feeder when scanning, sending a fax, or copying.
Load printing and copying paper into the drawer or multi-purpose tray according to your usage.

Placing Originals(P. 135)
Loading Paper(P. 138)

Registering and Specifying Destinations

Register destinations for sending and saving scanned data and faxes to the Address Book of the machine.
In addition to specifying destinations from the Address Book, you can also directly enter them, use the TX Job Log, and use other methods to specify them.

Registering Destinations (Address Book)(P. 164)
Specifying Destinations(P. 178)

Customizing Functions and Settings

You can change frequently used settings for each function, allowing you to use the machine easier and more conveniently.

Changing the Default Settings(P. 186)
Adjusting the Volume (For Models with a Fax Function)(P. 189)
Reducing the Operation Sound (Quiet Mode)(P. 193)

Turning ON and OFF the Machine

8WFY-026

Be sure to use the power switch to manually turn ON the power of the machine.

Turning ON the Machine(P. 107)
Turning OFF the Machine(P. 108)
Restarting the Machine(P. 109)

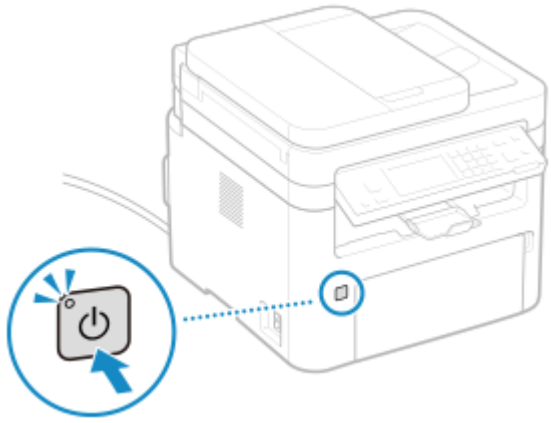
Turning ON the Machine

8WFY-027

To turn ON the machine, press the power switch on the front.

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

2 Press the power switch.



➡ The start screen is displayed on the control panel.

NOTE

Changing the Screen that Appears at Startup

- After the power is turned ON and the start screen is displayed, the [Home] screen is displayed by default. You can configure the setting to display another function screen. **[Default Screen after Startup/ Restoration](P. 424)**

Blank Paper is Output

- A blank sheet of paper may be output when you turn ON the power for the first time. This is not a malfunction.

Turning OFF the Machine

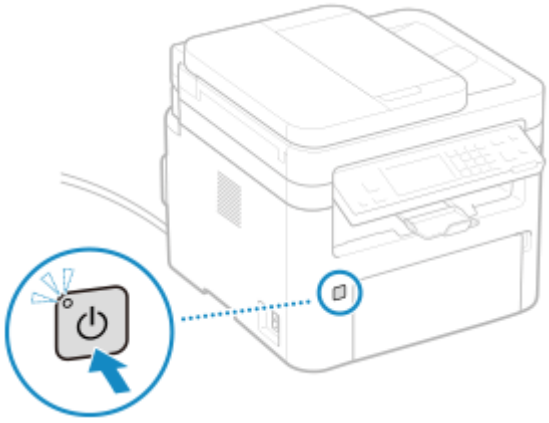
8WFY-028

Press the power switch on the front side of the machine to turn OFF the machine.
When you turn OFF the machine, the data that is waiting to be printed will be erased.

NOTE

- The following data remains stored without being deleted even if the machine is turned OFF:
  - Received data saved in the memory
  - Data waiting to be sent
  - Reports to be printed automatically after data is sent or received

1 Press the power switch.



➡ The display turns off, and the power turns OFF.
It may take a few minutes until the power turns OFF. Do not unplug the power cord until the power turns OFF.
Make sure that the power indicator has gone out.

NOTE

Turning ON the Machine Again

- Wait at least 10 seconds after turning OFF the power before turning ON the machine.

Restarting the Machine

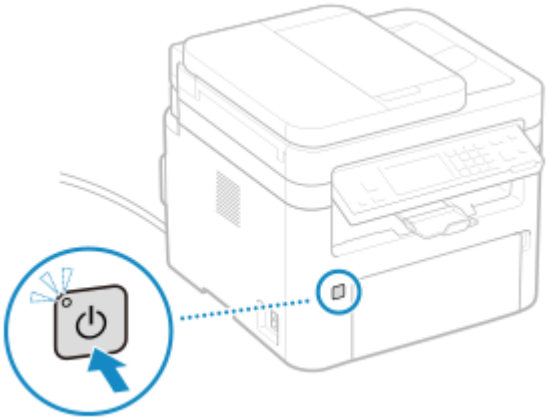
8WFY-029

When you make changes to the settings of the machine, you may have to restart the machine to apply the changes depending on the setting.
When you change the settings using either the control panel or Remote UI, you can restart the machine using the power switch.
Restarting the machine deletes any data waiting to be printed.

NOTE

- The following data remains stored without being deleted even if the machine is restarted:
  - Received data saved in the memory
  - Data waiting to be sent
  - Reports to be printed automatically after data is sent or received

1 Press the power switch.



➠ The display turns off, and the power turns OFF.
It may take a few minutes until the power turns OFF. Do not unplug the power cord until the power turns OFF.
Make sure that the power indicator has gone out.

2 Wait at least 10 seconds after turning OFF the power before pressing the power switch.

➠ The machine starts up.

Reducing Power Consumption (Sleep Mode)

8WFY-02A

Sleep mode reduces power consumption by pausing certain operations inside the machine.
On the control panel, press to enter sleep mode. **Control Panel(P. 14)**
When the machine is in sleep mode, lights yellow-green.

■Exiting Sleep Mode

Perform any of the following operations:

- Press any key on the control panel.
- Press the display.
- When a telephone or optional TELEPHONE 6 KIT is connected, take the handset off the hook.

■Configuring Auto Sleep Time

"Auto Sleep" is a function which automatically places the machine into sleep mode after a certain period of idle time.
Auto Sleep Time specifies the duration the idle time.

This section describes how to configure the settings using Remote UI from a computer.
On the control panel, select [Menu] in the [Home] screen, and then select [Preferences] to configure the settings. **[Timer/Energy Settings](P. 428)**

1 Log in to Remote UI. Starting Remote UI(P. 393)

2 On the Portal page of Remote UI, click [Settings/Registration]. Portal Page of Remote UI(P. 395)

3 Click [Timer Settings] ▶ [Edit].

➡ The [Edit Timer Settings] screen is displayed.

4 Enter the time in [Auto Sleep Time].

* It is recommended to use the default setting to efficiently save power. **[Auto Sleep Time](P. 430)**

5 Click [OK].

➡ The settings are applied.

6 Log out from Remote UI.

IMPORTANT

Press if the machine will not be used for a long period of time, such as overnight

- Put the machine into sleep mode as a safety precaution.

NOTE

- The machine does not enter sleep mode in the following cases:
  - When the processing/data indicator on the control panel is lit or blinking **Control Panel(P. 14)**
  - When the [Menu] screen, a paper jam or other error message[*1], or Direct Connection SSID or network key display screen is displayed on the control panel
  - When the machine is performing an adjustment, cleaning, or other operation
  - When the machine is communicating with another computer, such as for importing or exporting data
  - When a phone or optional TELEPHONE 6 KIT is connected, the handset is off the hook.
  - When the incoming fax ring is turned off

[*1] The machine may enter sleep mode depending on the message.

Using the Control Panel

8WFY-02C

Use the control panel to change the settings of the machine and use the scan, copy, and other functions.

Main Instructions

Check how to use the buttons and items displayed on the control panel, how to enter text, and how to display the various screens.

Screens Displayed on the Control Panel(P. 113)
How to Operate the Control Panel (Touch Panel Model)(P. 123)
How to Operate the Control Panel (5 Lines LCD Model)(P. 125)
Entering Characters(P. 127)

Making the [Home] Screen Easier to Use

You can change the order of the buttons or insert a space.

Customizing the [Home] Screen(P. 131)

IMPORTANT

Regarding the Handling of the Touch Panel Display

- Do not press the touch panel display too hard. Doing so may break the touch panel display.
- Do not use an object with a sharp end, such as a mechanical pencil or ballpoint pen. Doing so may scratch the surface of the touch panel display or break it.
- Placing objects on the display or wiping the display may cause the touch panel to react and lead to a malfunction.

Screens Displayed on the Control Panel

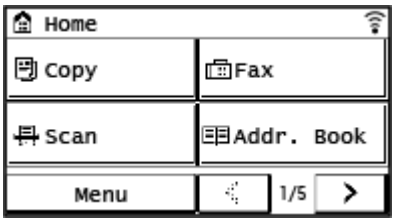
8WFY-02E

The following are the main screens of the control panel.

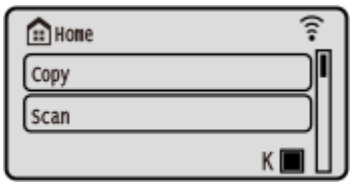
[Home] Screen

This screen is displayed when you press / (Home key) on the control panel. By default, the [Home] screen is displayed after the power is turned ON and immediately after the startup screen closes. **[Home] Screen(P. 116)**

Touch Panel Model



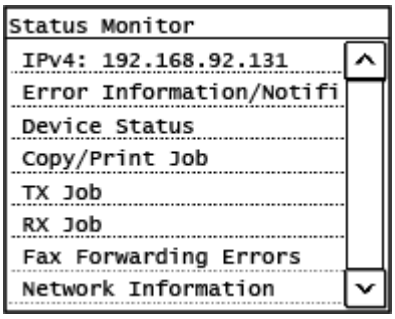
5 Lines LCD Model



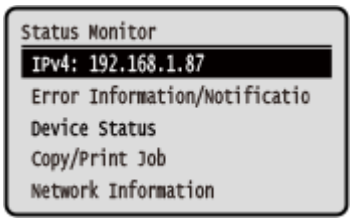
[Status Monitor] Screen

This screen is displayed when you press on the control panel. Use this screen to check the information of the machine, usage and logs, network settings, and error information. **[Status Monitor] Screen(P. 120)**

Touch Panel Model



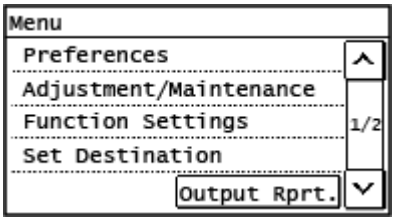
5 Lines LCD Model



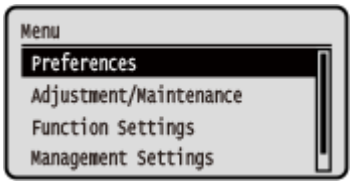
[Menu] Screen

This screen is displayed when you press [Menu] on the [Home] screen. Use this screen to configure the various settings of the machine. For the 5 Lines LCD Model, this screen is displayed by pressing on the control panel. **Settings Menu Items(P. 421)**
When the System Manager ID is set, the login screen may be displayed when certain items are selected. Only users who know the System Manager ID and PIN can log in and change the settings.

Touch Panel Model



5 Lines LCD Model

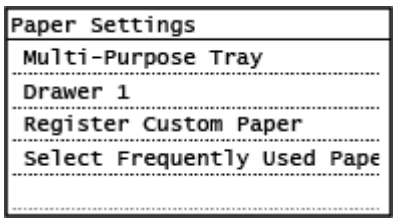


[Paper Settings] Screen

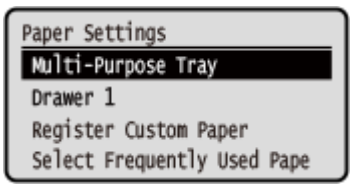
This screen is displayed when you press [Paper Set.] on the [Home] screen. Use this screen to configure the various settings of the machine. For the 5 Lines LCD Model, this screen is displayed by pressing (Paper Setting key) on the control panel.

To ensure quality printing and prevent paper jams, the paper size and type must be set correctly according to the loaded paper. **Specifying the Paper Size and Type(P. 148)**

Touch Panel Model



5 Lines LCD Model



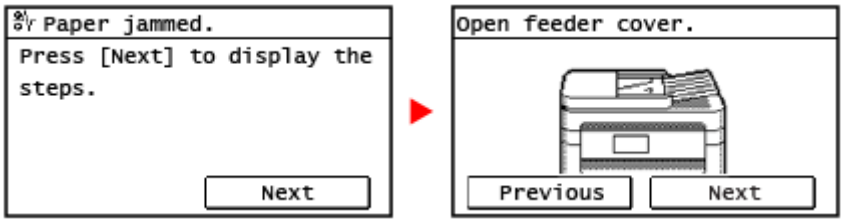
Message Display

Messages are displayed on the screen when errors occur and the machine is out of paper or toner in the toner cartridge.
If a troubleshooting solution is displayed, follow the on-screen instructions to solve the problem.
If a troubleshooting solution is not displayed, check the cause and solution by referring to the message or error code.
A Message Appears(P. 620)
An Error Code Is Displayed(P. 635)

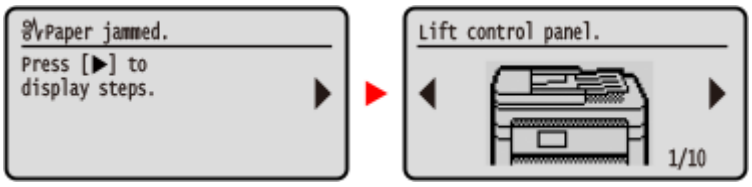
Display example:

- **When an Error Occurs**

Touch Panel Model



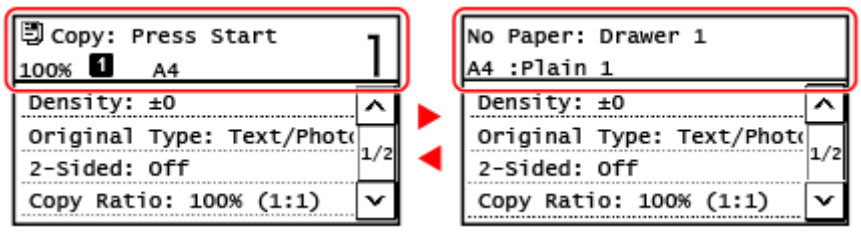
5 Lines LCD Model



- **When a Message Appears at the Bottom of the Screen**

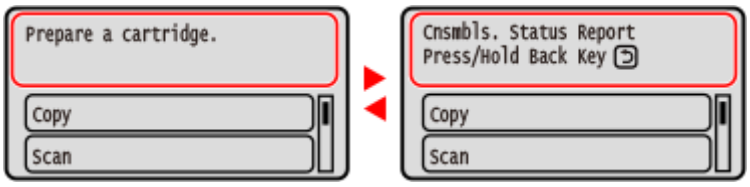
If the message is too long to display at once, it may be separated into smaller segments and displayed alternately.

Touch Panel Model



When [ⓘ] is displayed on the top side of the screen, you can press [ⓘ] to display and check the notification.

5 Lines LCD Model



NOTE

Changing the Screen Display

- You can change the control panel display such as by changing the display language and units, and show or hide messages. **[Display Settings](P. 424)**
- You can invert screen colors and adjust the contrast to make the screen easier to view. **[Accessibility] (P. 446)**

Clearing the Settings Automatically

- By default, if no operations are performed after a certain period of time, the settings being configured on the screen are cleared, and the [Home] screen is displayed. You can change the time until the settings are cleared and the screen that is displayed after.
  [Auto Reset Time](P. 429)
  [Function After Auto Reset](P. 430)

[Home] Screen

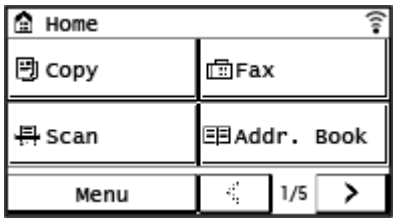
8WFY-02F

This screen is displayed when you press / (Home key) on the control panel.

Touch Panel Model(P. 116)
5 Lines LCD Model(P. 118)

Touch Panel Model

Buttons corresponding to the functions or settings are displayed on the screen. Pressing [ ] or [ ] changes the displayed buttons of functions or settings. By pressing these buttons, you can start the corresponding functions or the settings. You can also change the order of the buttons.



■Status of the Machine Information

[ ]
When connected to a wireless LAN, [ ] is displayed.

[ ] is displayed when there is a notification. Press [ ] to check the notification.

■Function and Setting Buttons

[Copy]
Copies originals. **Copying(P. 291)**

[Fax]
Faxes documents. **Faxing(P. 261)**

[Scan]
Scans originals. **Scanning(P. 222)**

[Addr. Book]

Register destinations when sending and saving scanned data and faxes. You can specify destinations from the Address Book, and call up the send function.
Registering Destinations (Address Book)(P. 164)
Specifying Destinations (Address Book)(P. 179)

[Menu]

Configure the various settings of the machine. **Settings Menu Items(P. 421)**

[Paper Set.]
Set the paper size and type to use, and register frequently used paper. **Specifying the Paper Size and Type(P. 148)**

[Scan -> PC1] / [Scan -> PC2]
Use a registered scan setting. **Scanning Using the Shortcut Key (Saving to a Computer)(P. 247)**

[Paper Save]
Use the copy setting which saves paper. **Paper Save Copy(P. 305)**

[ID Card Copy]
Copies the front and back sides of ID cards. **Copying Both Sides of ID Cards onto One Sheet(P. 309)**

[Passport Copy]
Copies multiple passports onto one sheet of paper. **Copying Multiple Passports onto One Sheet(P. 313)**

[One-Touch 1] to [One-Touch 4]

Register a fax or e-mail destination.
Registering Destinations (Address Book)(P. 164)
Specifying Destinations (Address Book)(P. 179)

[Coded Dial]

Coded Dial numbers are three-digit numbers which are assigned to an address when the address is registered in the Address Book. Use the Coded Dial number to perform a corresponding send function.
Registering Destinations (Address Book)(P. 164)

[Mobile Portal]
Connect mobile devices to the machine. **Connecting a Mobile Device to the Machine(P. 330)**

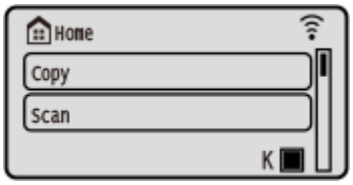
[Home Set.]
Allows you to change the order of the displayed buttons on the [Home] screen or insert a space instead of a button. **Customizing the [Home] Screen(P. 131)**

[Update Firmware]
Updates the firmware via the Internet. **Updating the Firmware (Touch Panel Model)(P. 410)**

[Wireless LAN Set.]
Connects a computer to the machine via a wireless LAN router (access point). **Connecting to a Wireless LAN by Searching for a Router (Access Point Setup Method)(P. 65)**

5 Lines LCD Model

The status of the machine is displayed at the top and bottom of the screen for quick viewing and operations, as needed.



■ Status of the Machine

[ ]
When connected to a wireless LAN, [ ] is displayed.

[K]
Displays the remaining amount of toner in the toner cartridge.

■ Function and Setting Buttons

[Copy]
Copies originals. **Copying(P. 291)**

[Scan]
Scans originals. **Scanning(P. 222)**

[Menu]
Configure the various settings of the machine. **Settings Menu Items(P. 421)**
The [Menu] screen is displayed by pressing on the control panel.

[Paper Settings]
Set the paper size and type to use, and register frequently used paper. **Specifying the Paper Size and Type(P. 148)**
The [Paper Settings] screen is displayed by pressing (Paper Setting key) on the control panel.

[Scan -> PC]
Use the registered scan settings. **Scanning Using the Shortcut Key (Saving to a Computer)(P. 247)**

[Paper Save Copy]
Use the copy setting which save paper. **Paper Save Copy(P. 305)**

[Passport Copy]
Copies multiple passports onto one sheet of paper. **Copying Multiple Passports onto One Sheet(P. 313)**

[Mobile Portal]
Connect mobile devices to the machine. **Connecting a Mobile Device to the Machine(P. 330)**

[Display Order (Home)]
You can change the display order of the items on the [Home] screen. **Customizing the [Home] Screen(P. 131)**

[Update Firmware]
Updates the firmware via the Internet. **Updating the Firmware (5 Lines LCD Model)(P. 413)**

[Wireless LAN Set.]
Connects a computer to the machine via a wireless LAN router (access point). **Connecting to a Wireless LAN by Searching for a Router (Access Point Setup Method)(P. 65)**

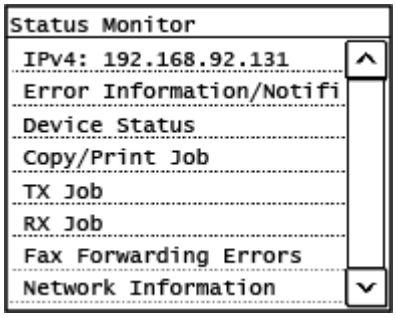
[Status Monitor] Screen

8WFY-02H

This screen is displayed when you press on the control panel.
Use this screen to check the information of the machine, usage and logs, network settings, and error information.

Touch Panel Model(P. 120)
5 Lines LCD Model(P. 121)

Touch Panel Model



[IPv4]
Displays the IPv4 address of the machine by default. You can also hide this. **[Display IP Address](P. 427)**

[Error Information/Notification]
You can check the information of errors that occur on the machine. Take troubleshooting measures according to the error details.
A Message Appears(P. 620)
An Error Code Is Displayed(P. 635)

[Device Status]

[Paper Information]
Check the remaining amount of paper for each paper source.

[Cartridge Level]
You can check the remaining amount in the toner cartridge or the drum cartridge.
Other internal parts may reach the end of their lifetime before the toner runs out.

[Check Toner Cartridge Name]
You can check the product number of the toner cartridge or the drum cartridge.

[Check Counter]
Check the total number of pages printed, faxed, and copied. **Checking the Number of Printed Pages (Check Counter)(P. 400)**

[Version Information]
Displays the firmware version information of the machine.

[Serial Number]
Displays the serial number of the machine.

[Copy/Print Job]
Displays the copy or print processing status and log.
Checking the Copy Status(P. 319)
Viewing the Print Job Status and Log(P. 219)

[TX Job]

Displays the status and log of sent and saved scanned data and faxes.
Checking the Send and Save Status and Log of Scanned Data (Touch Panel Model)(P. 258)
Checking Sent and Received Faxes(P. 288)

[RX Job]
Displays the status and log of received faxes. **Checking Sent and Received Faxes(P. 288)**

[Fax Forwarding Errors]
If a fax could not be forwarded but remains in the memory, you can print it or forward it to a different destination, and view its content. **Checking Faxes that Failed to Be Forwarded(P. 289)**

[Network Information]

[IPv4]
Check the IPv4 address and other settings. **Setting IPv4 Addresses(P. 73)**

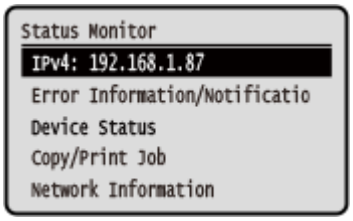
[IPv6]
Check the IPv6 address and other settings. **Setting IPv6 Addresses(P. 77)**

[Network Connection Method]
Check whether the machine has a wired or wireless connection.
Displays the connection status and error information when connected by wireless LAN.

[Direct Connection Information]
Displays the connection status when directly connected to a device.

[IEEE 802.1X Error Information]
Displays the details of errors that occur with IEEE 802.1X authentication.

5 Lines LCD Model



[IPv4]
Displays the IPv4 address of the machine by default. You can also hide this. **[Display IP Address](P. 427)**

[Error Information/Notification]
You can check the information of errors that occur on the machine. Take troubleshooting measures according to the error details.
A Message Appears(P. 620)
An Error Code Is Displayed(P. 635)

[Device Status]

[Paper Information]
Check the remaining amount of paper for each paper source.

[Cartridge Level]
You can check the remaining amount in the toner cartridge or the drum cartridge.
Other internal parts may reach the end of their lifetime before the toner runs out.

[Check Toner Cartridge Name]
You can check the product number of the toner cartridge or the drum cartridge.

[Check Counter]
Check the total number of pages printed, faxed, and copied. **Checking the Number of Printed Pages (Check Counter)(P. 400)**

[Version Information]
Displays the firmware version information of the machine.

[Serial Number]
Displays the serial number of the machine.

[Copy/Print Job]
Displays the copy or print processing status and log.
Checking the Copy Status(P. 319)
Viewing the Print Job Status and Log(P. 219)

[Network Information]

[IPv4]
Check the IPv4 address and other settings. **Setting IPv4 Addresses(P. 73)**

[IPv6]
Check the IPv6 address and other settings. **Setting IPv6 Addresses(P. 77)**

[Network Connection Method]
Check whether the machine has a wired or wireless connection.
Displays the connection status and error information when connected by wireless LAN.

[Direct Connection Information]
Displays the connection status when directly connected to a device.

[IEEE 802.1X Error Information]
Displays the details of errors that occur with IEEE 802.1X authentication.

How to Operate the Control Panel (Touch Panel Model)

8WFY-02J

The control panel uses a touchscreen. Directly touch your finger to the buttons and items displayed on the screen to operate them.

Basic Touchscreen Operations (Tapping and Dragging)(P. 123)
Selecting Items(P. 123)
Scrolling the Screen(P. 124)
Set the value(P. 124)

IMPORTANT

To prevent accidental operations or damage to the control panel, avoid the following:

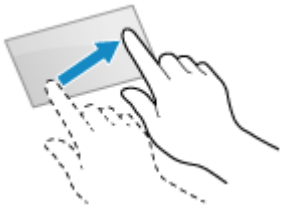
- Pressing too hard with your fingers
- Pressing with a sharp tip, such as a fingernail, ballpoint pen, or pencil
- Operating with wet or dirty hands
- Operating with an object on the display

Basic Touchscreen Operations (Tapping and Dragging)

Tapping
Gently touch the screen with your fingertip and quickly release. Do this when selecting items and performing operations.
In the User's Guide, "press" and "select" refer to the tapping operation.

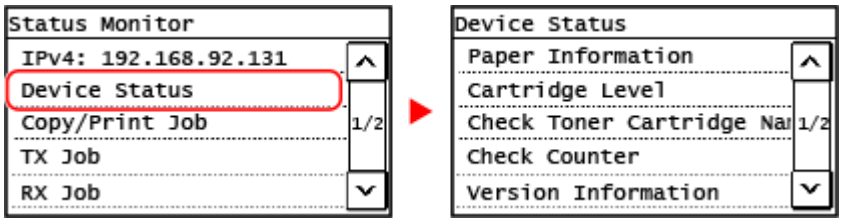


Dragging
Move your fingertip while touching the screen, and release it at the desired position. You can scroll lists and move the area you are touching to a desired position.



Selecting Items

When you tap an item name or button, the item can be selected. The selected screen is displayed, or the selected function is performed.



To Cancel a Selection

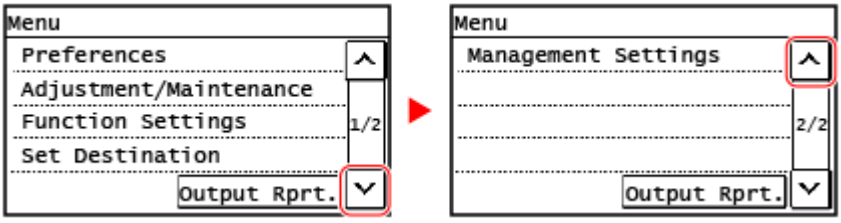
Drag your fingertip touching the screen away from the selected item or button and release it.

To Return to the Previous Screen

Press [↩] on the control panel.

Scrolling the Screen

When a scroll bar is displayed, this means that there are some items or information which are not displayed on the screen. Press [^] or [v] to scroll the screen toward the pressed direction.

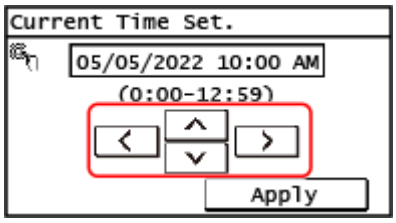


Set the value

■ Set the value [^] / [v] buttons

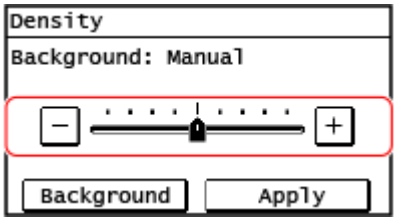
Tap [^] or [v] to specify a value. You can specify the value directly by using the numeric keys.

Tap [<] or [>] to move a cursor.



■ Set the value using the [+] and [-] buttons or the slider

Tap the [+] and [-] buttons to adjust the value. When the slider is displayed as shown below, you can drag it to the left or right to adjust the value.



How to Operate the Control Panel (5 Lines LCD Model)

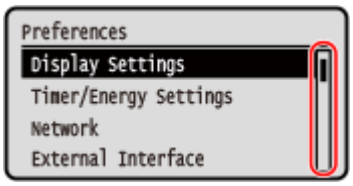
8WFY-02K

Use the keys on the control panel to set the various functions and check the settings.

Scrolling the Screen(P. 125)
Moving to the Next or Previous Screen(P. 125)
Confirming a Selected Item(P. 125)
Using the Slider to Set Values(P. 125)

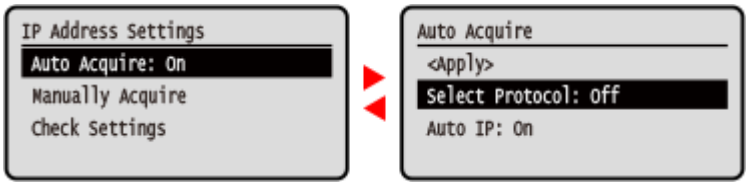
Scrolling the Screen

When the scroll bar appears on the screen, it indicates that there are items or information that cannot be completely displayed on the screen. Use ▲ or ▼ to scroll the screen in the direction pressed. The currently selected item is inverted.



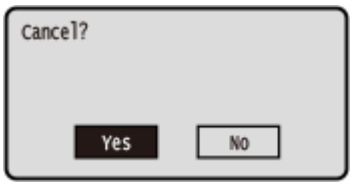
Moving to the Next or Previous Screen

To move to the next screen, press OK or ▶. To return to the previous screen, press ⮌ or ◀.



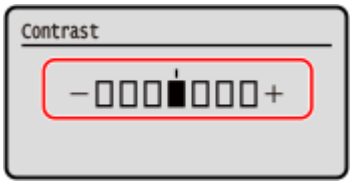
Confirming a Selected Item

To confirm a selected item, press OK.



Using the Slider to Set Values

To adjust the value, press ◀ or ▶.


Contrast
−+

Entering Characters

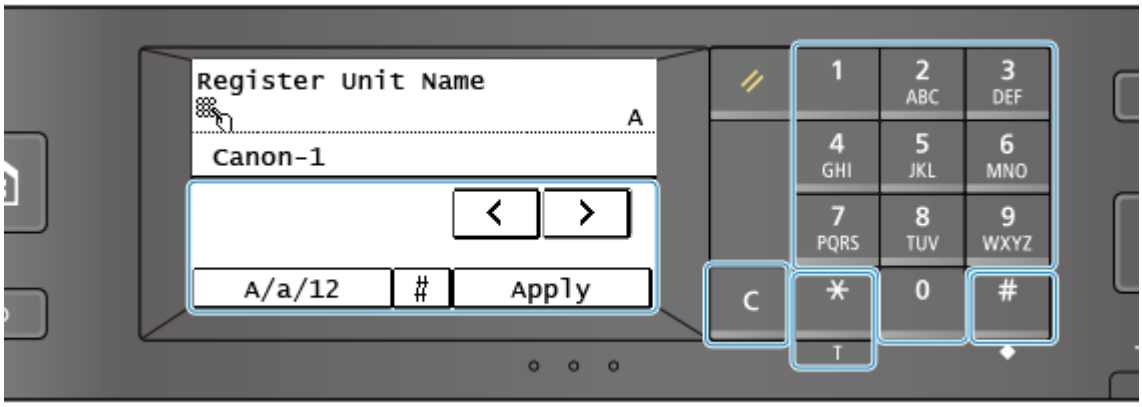
8WFY-02L

Enter alphanumeric characters using the numeric keys on the control panel.

Entering Characters Using the Control Panel (Touch Panel Model)(P. 127)
Entering Characters Using the Control Panel (5 Lines LCD Model)(P. 128)

Entering Characters Using the Control Panel (Touch Panel Model)

You can enter letters, numbers, and symbols using the control panel.
The type of characters that you can enter may be limited depending on the item.
If the value input range is limited, the value that you can enter is displayed in parentheses ( ) next to the input field.



Changing the Character Type

Press [A/a/12] to switch the type of character that is entered. The currently selected type of character is indicated by the "A", "a", or "12" displayed above and to the right of the text input field.
You can also press * to switch the type of character.

You cannot change the character type for items whose character type is limited.

Entering Characters and Spaces

You can enter characters and symbols by using the numeric keys and by pressing keys displayed on the control panel. The keys to enter characters and the characters you can enter are the following.

When you place a cursor after a character and press [>], a space is entered.

When the entry mode is set to [a] or [A], a symbol can be entered by pressing # or pressing [#].

Key	A	a	12
1	@ . - _ /		1
2 ABC	ABC	abc	2
3 DEF	DEF	def	3
4 GHI	GHI	ghi	4

Key	A	a	12
5 JKL	JKL	jkl	5
6 MNO	MNO	mno	6
7 PQRS	PQRS	pqrs	7
8 TUV	TUV	tuv	8
9 WXYZ	WXYZ	wxyz	9
0	(Not available)		0
#	(space) - . * # ! " , ; : ^ ` _ = / | ' ? $ @ % & + \ ~ ( ) [ ] { } < >		(Not available)

Deleting Characters

Press C to delete one character.

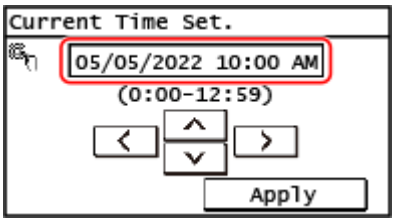
Press and hold C to continuously delete characters.

Moving the Cursor

Press [<] or [>].

Entering Numbers

Entering Numbers Using the Numeric Keys.

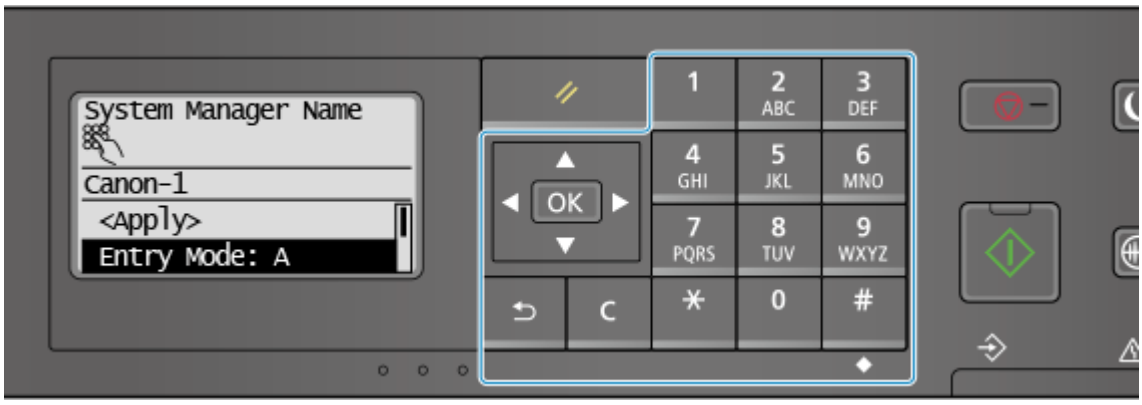


NOTE

- When [+] and [-] or a slider appears instead of numeric keys, press or drag these to set the value. **Set the value(P. 124)**

Entering Characters Using the Control Panel (5 Lines LCD Model)

You can enter letters, numbers, and symbols using the control panel.
The type of characters that you can enter may be limited depending on the item.
If the value input range is limited, the value that you can enter is displayed in parentheses ( ) on the screen.

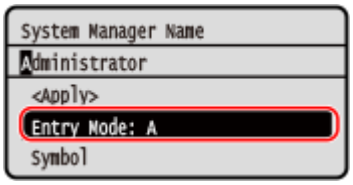


Changing the Character Type

Press * to change the character type in the order of uppercase letters (A), lowercase letters (a), and numbers (12).

You can also press [Entry Mode] ▶ OK to select the character type.

You cannot change the character type for items whose character type is limited.



Entering Characters, Spaces, and Symbols

Enter characters and symbols using the numeric keys. The following are the usable keys and characters that can be entered:

You can enter a space by moving the cursor to the end of the characters and pressing ▶.

When the entry mode is set to [a] or [A], a symbol can be entered by pressing #.

Key	A	a	12
1	@ . - _ /		1
2 ABC	ABC	abc	2
3 DEF	DEF	def	3
4 GHI	GHI	ghi	4
5 JKL	JKL	jkl	5
6 MNO	MNO	mno	6
7 PQRS	PQRS	pqrs	7
8 TUV	TUV	tuv	8

Key	A	a	12
9 WXYZ	WXYZ	wxyz	9
0	(Not available)		0
#	(space) -.*#!",;:^`_=/|'?$@%&+\~()[]{}<>		(Not available)

Deleting Characters

Press C to delete one character.

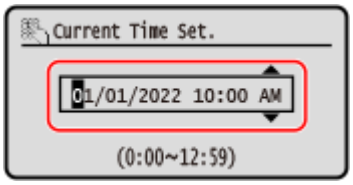
Press and hold C to continuously delete characters.

Moving the Cursor

Press ◀ or ▶.

Entering Numbers

Press ▲ or ▼. You can also use the numeric keys to enter numbers when is displayed on the screen.



NOTE

- When the slider is displayed, press ◀ or ▶ to set the value. **Using the Slider to Set Values(P. 125)**

Customizing the [Home] Screen

8WFY-02R

You can quickly select frequently used functions from the [Home] screen of the control panel.

Rearranging the Buttons (Touch Panel Model)(P. 131)
Inserting a Blank (Touch Panel Model)(P. 131)
Changing the Display Order of the Items (5 Lines LCD Model)(P. 132)

Rearranging the Buttons (Touch Panel Model)

You can rearrange the buttons on the [Home] screen.

1 On the control panel, press [Home Set.] in the [Home] screen. [Home] Screen(P. 116)

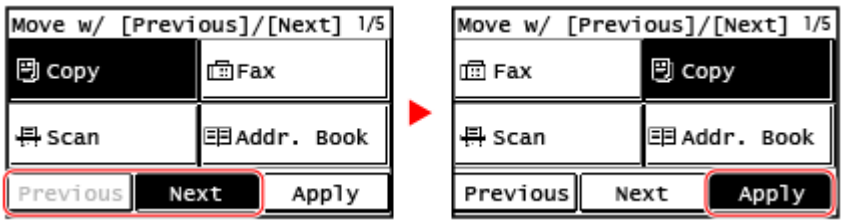
If the login screen appears, enter the System Manager ID and PIN, and then press [Log In]. **Logging In to the Machine(P. 133)**

2 Press [Set Display Order].

3 Select the button to move.

➠ The currently selected item is inverted.

4 Press [Previous] or [Next] to move the button.



5 Press [Apply].

➠ The location of the buttons on the [Home] screen is changed.

Inserting a Blank (Touch Panel Model)

You can insert a space between buttons.

1 On the control panel, press [Home Set.] in the [Home] screen. [Home] Screen(P. 116)

If the login screen appears, enter the System Manager ID and PIN, and then press [Log In]. **Logging In to the Machine(P. 133)**

2 **Press [Insert and Delete Blank]**

3 **Select a button before which you want to insert a space and press [Insert].**

4 **Press [Apply].**

➡ A space is inserted right before the selected button.
When you want to delete the inserted space, select the space and press [Delete] ▶ [Apply].

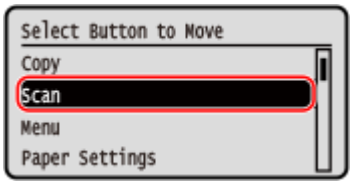
Changing the Display Order of the Items (5 Lines LCD Model)

Rearrange the items on the [Home] screen so that you can operate frequently used items more quickly.

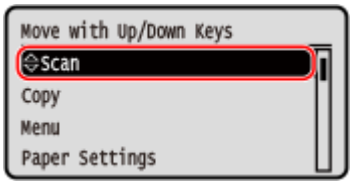
1 **On the [Home] screen of the control panel, select [Display Order (Home)] ▶ OK.**

If the login screen appears, enter the currently set System Manager ID and PIN, then select [<Log In>] and press OK. **Logging In to the Machine(P. 133)**

2 **Use ▲ or ▼ to select the item you want to move, and then press OK.**



3 **Use ▲ or ▼ to move the item, and then press OK.**



4 **Press OK.**

➡ The display order of the items on the [Home] screen is changed.

Logging In to the Machine

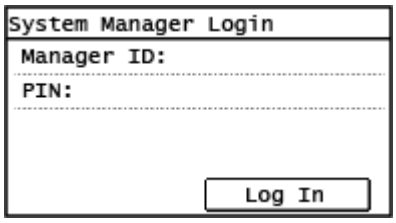
8WFY-02S

When the login screen is displayed on the control panel, enter the required login information to perform authentication. When authentication is successful, the screen changes, and you can continue operations.

Logging In (Touch Panel Model)(P. 133)
Logging In (5 Lines LCD Model)(P. 133)

Logging In (Touch Panel Model)

When the System Manager ID is set, the login screen is displayed for operations that require administrator privileges. Enter the System Manager ID and PIN to log in.



1 Press [Manager ID].

➡ [System Manager ID] screen is displayed.

2 Enter the System Manager ID, and Press [Apply].

3 Press [PIN].

➡ [System Manager PIN] screen is displayed.

If a PIN is not set, you can skip this step. Proceed to Step 5.

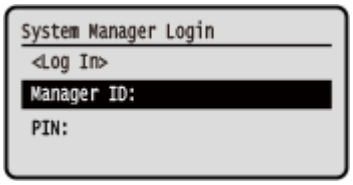
4 Enter the System Manager PIN, and Press [Apply].

5 Press [Log In].

➡ When authentication is successful, the screen changes.

Logging In (5 Lines LCD Model)

When the System Manager ID is set, the login screen is displayed for operations that require administrator privileges. Enter the System Manager ID and PIN to log in.



1 **Select [Manager ID], and press OK.**

➠ [System Manager ID] screen is displayed.

2 **Enter the System Manager ID and press OK.**

3 **Select [PIN], and press OK.**

➠ [System Manager PIN] screen is displayed.

If a PIN is not set, you can skip this step. Proceed to Step 5.

4 **Enter the PIN, and press OK.**

5 **Select [<Log In>], and press OK.**

➠ When authentication is successful, the [Home] screen or other screen is displayed.

Placing Originals

8WFY-02U

Place documents, photos, and other printed materials ("originals") to be scanned, faxed, or copied on the platen glass or in the feeder.
Determine whether to use the platen glass or feeder depending on the document type and usage.

Platen Glass
Scans originals in a fixed position. Originals must be placed one at a time, but this ensures highly accurate scanning.
You can also place the following originals on the platen glass:

- Books, thick paper, thin paper, and other originals that cannot be placed in the feeder
- Tracing paper, transparencies, and other transparent originals

Placing Originals on the Platen Glass(P. 135)

Feeder
You can place two or more sheets of originals in the feeder. The placed originals are scanned automatically one sheet at a time.

Placing Originals in the Feeder(P. 136)

IMPORTANT

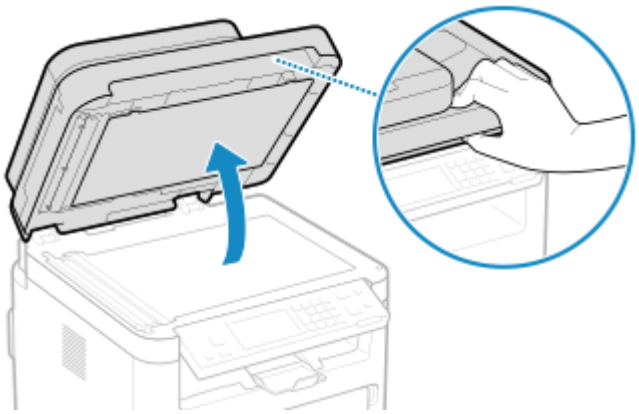
Place Dry Originals

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

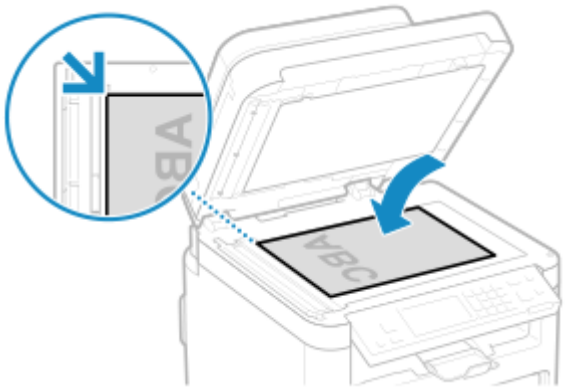
Placing Originals on the Platen Glass

For the size of the originals that can be placed on the platen glass, see the basic specifications of the machine. **Basic Specifications(P. 27)**

1 Open the feeder.



2 Place the side of the original to be scanned face down on the platen glass in the landscape orientation while aligning the corner of the original with the top left corner of the platen glass.



When scanning tracing paper, transparencies, and other transparent originals, place a sheet of plain white paper on top.

3 **Gently close the feeder.**

4 **When scanning of the original is complete, remove the original from the platen glass.**

Placing Originals in the Feeder

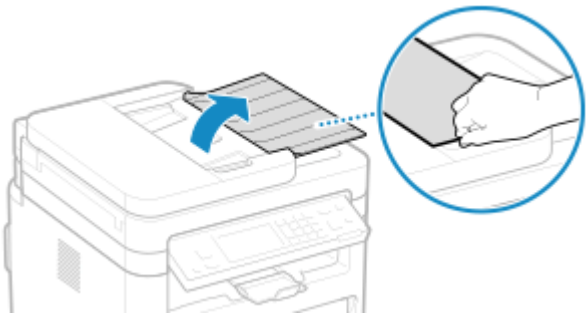
When scanning two or more sheets of originals, place only originals of the same size.
For the size of the originals that can be placed in the feeder, see the specifications of the feeder. **1-Sided Feeder Specifications(P. 29)**

IMPORTANT

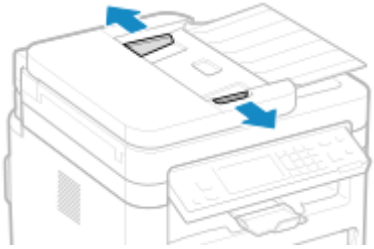
To prevent paper jams inside the feeder, do not place the following originals:

- Wrinkled, creased, curled, rolled, or torn paper
- Carbon paper, coated paper, thin translucent paper, thin paper, or transparencies
- Stapled or clipped paper
- Paper printed by a thermal transfer printer

1 **Open the original supply tray.**



2 **Spread the slide guides outward until they are slightly farther apart than the width of the original.**

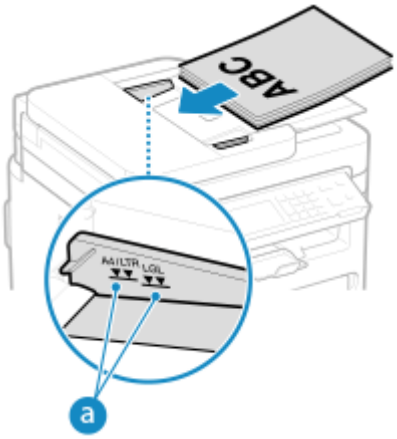


3 Fan the originals and align the edges.



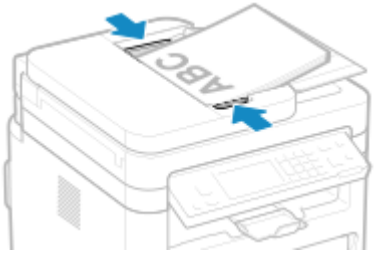
Fan the originals in small batches, and align the edges by tapping the originals on a flat surface a few times.

4 Place the sides of the originals to be scanned face up in the feeder in the landscape orientation.



Make sure the placed originals do not exceed the load limit line (a). If they exceed the load limit line, there may be misfeeds or a paper jam.

5 Align the slide guides against the edges of the originals.



Slide guides that are aligned but too loose or too tight can cause misfeeds or a paper jam.

6 When scanning of the originals is complete, remove the ejected originals from below the feeder.

- Do not add originals or remove them during scanning.
- Leaving ejected originals below the feeder may cause a paper jam.

Loading Paper

8WFY-02W

To ensure print quality, confirm the usable paper and how to handle and store paper, and prepare the appropriate paper for use with the machine. **Usable Paper(P. 22)** / **Precautions When Handling Paper(P. 25)**

Load the prepared paper in the machine, and then configure the paper size and type settings.

Loading Paper in the Machine

Load paper you usually use into the drawer, which can hold large amounts of paper.
To temporarily use paper not loaded in the drawer, load it in the multi-purpose tray.
Loading Paper in the Drawer(P. 139)
Loading Paper in the Multi-purpose Tray(P. 142)

When using envelopes or paper with logos, be careful of the orientation of the loaded paper and which side is face up.
Preparations and Orientation for Loading Envelopes(P. 144)
Orientation for Loading Paper with a Logo(P. 146)

Paper Settings

To ensure quality printing and prevent paper jams, the paper size and type must be set correctly according to the loaded paper.
Specifying the Paper Size and Type(P. 148)

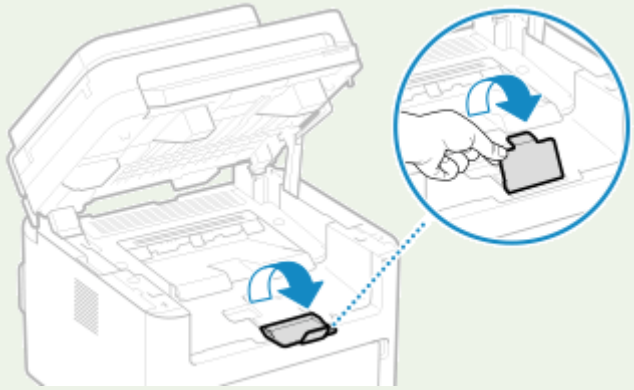
Loading Paper in the Drawer

8WFY-02X

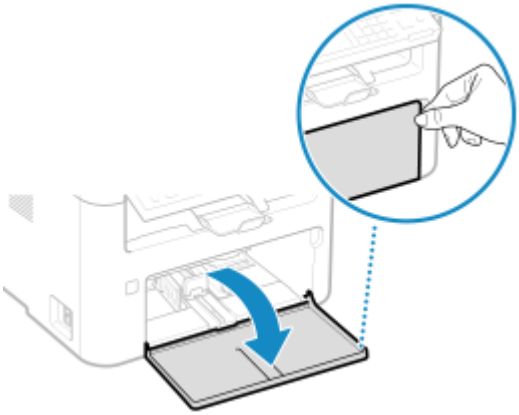
Load paper you usually use into the drawer, which can hold large amounts of paper.
When using envelopes or paper with logos, be careful of the orientation of the loaded paper and which side is face up.
Preparations and Orientation for Loading Envelopes(P. 144)
Orientation for Loading Paper with a Logo(P. 146)

NOTE

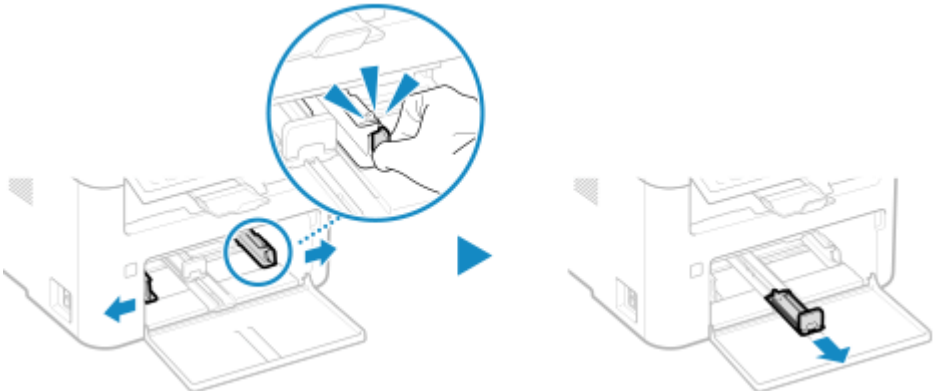
- When performing printing, open the paper stopper in advance.



1 Open the front cover.



2 Slide the paper guides to the outside.

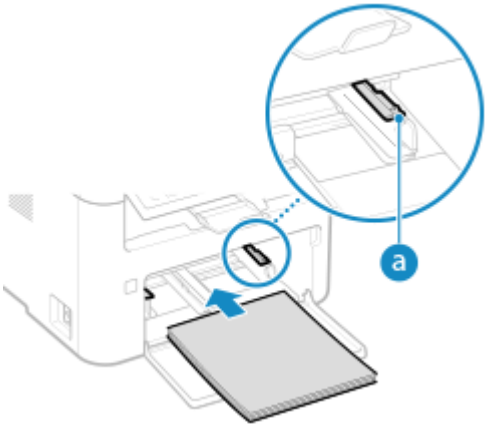


3 Fan the paper and align the edges.



Fan the paper in small batches, and align the edges by tapping the paper on a flat surface a few times.

4 Load the paper with the print side face up.



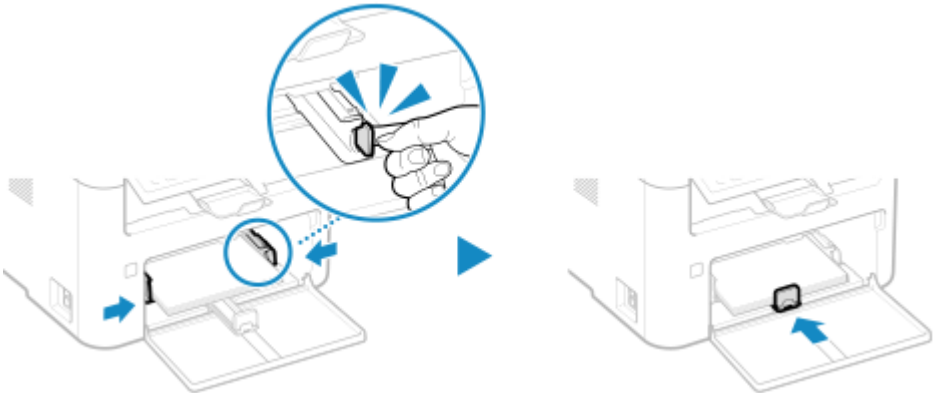
- Insert the paper until the edge of the paper is against the paper tray.
- Make sure the loaded paper does not exceed the load limit guides (a). If it exceeds the load limit guides, there may be misfeeds or a paper jam.

■When Printing on the Back Side of Printed Paper (Manual 2-sided Printing)

Flatten the edge of the paper to remove any curls, and load the paper with the back (unprinted) side face up.

- You can use only paper printed with this machine.
- You cannot print on a side that has been previously printed on.
- If toner smudges and splatters appear on the back side, adjust the image quality. **[Manual Back Side Print (2-Sided Only)](P. 453)**

5 Align the paper guides with the width and length of the paper.



Paper guides that are aligned but too loose or too tight can cause misfeeds or a paper jam.

6 Close the front cover.

➡ By default, the Paper Settings confirmation screen is displayed. **[Notify to Check Paper Settings] (P. 504)**

7 Set the paper size and type. Setting the Paper Size and Type for the Drawer(P. 149)

By default, the paper size and type of the drawer are set to A4 and Plain 2. When paper of a different size or type is loaded, change the paper settings.

NOTE

When Loading A5 Size Paper

- Set the paper size according to the orientation of the loaded paper.

Landscape orientation (A5)



Portrait orientation (A5R)



Loading Paper in the Multi-purpose Tray

8WFY-02Y

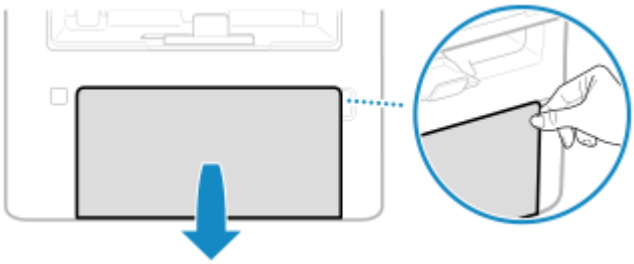
To temporarily use paper not loaded in the drawer, load it in the multi-purpose tray.
You can load paper correctly by aligning the paper guides on the multi-purpose tray with the paper.
When using envelopes or paper with logos, be careful of the orientation of the loaded paper and which side is face up.
Preparations and Orientation for Loading Envelopes(P. 144)
Orientation for Loading Paper with a Logo(P. 146)

IMPORTANT

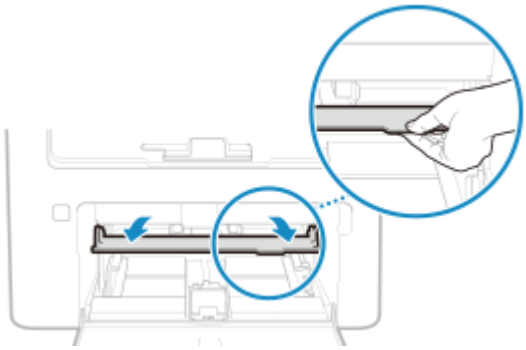
Load only one sheet of paper at a time

- Only one sheet of paper can be loaded each time you print.

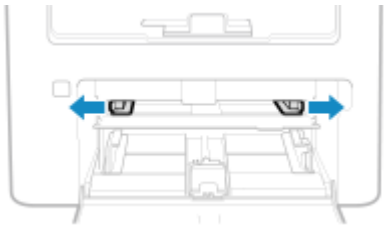
1 **Open the front cover.**



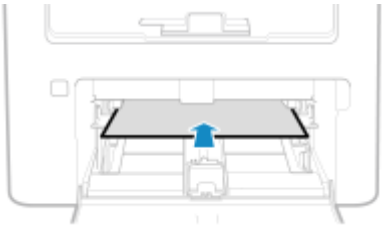
2 **Lower the multi-purpose tray.**



3 **Spread the paper guides apart.**



4 **Load the paper with the print side face up.**



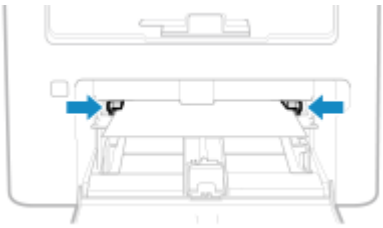
- Insert the paper until the edge of the paper is against the paper tray.

■When Printing on the Back Side of Printed Paper (Manual 2-sided Printing)

Flatten the edge of the paper to remove any curls, and load the paper with the back (unprinted) side face up.

- You can use only paper printed with this machine.
- You cannot print on a side that has been previously printed on.
- If toner smudges and splatters appear on the back side, adjust the image quality. **[Manual Back Side Print (2-Sided Only)](P. 453)**

5 Align the paper guides with the width of the paper.



Paper guides that are aligned but too loose or too tight can cause misfeeds or a paper jam.

6 Set the paper size and type. Setting the Paper Size and Type for the Multi-purpose Tray(P. 153)

By default, when the machine detects paper loaded in the multi-purpose tray, the screen for setting the paper size and type is displayed on the control panel. Set the paper size and type each time you load paper.

NOTE

When Loading A5 Size Paper

- Set the paper size according to the orientation of the loaded paper.

Landscape orientation (A5)



Portrait orientation (A5R)



Preparations and Orientation for Loading Envelopes

8WFY-030

As envelopes have a different shape and thickness from regular paper, preparations must be made before loading envelopes.
Envelopes can be printed only on the front side (non-glued side). When loading envelopes, pay attention to the orientation and which side is face up.

Preparations before Loading Envelopes(P. 144)
Orientation of Envelopes (Drawer)(P. 145)
Orientation of Envelopes (Multi-purpose Tray)(P. 145)

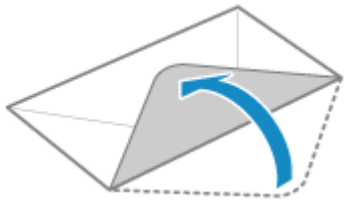
NOTE

- For the general procedure of loading envelopes, see the following:
  When loading in the drawer **Loading Paper in the Drawer(P. 139)**
  When loading in the multi-purpose tray **Loading Paper in the Multi-purpose Tray(P. 142)**

Preparations before Loading Envelopes

Align the envelopes regardless of the number of envelopes to be loaded.

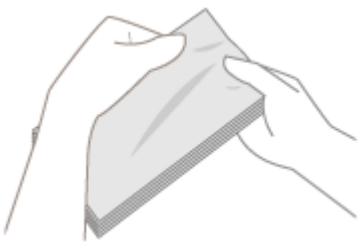
1 Close the flap of each envelope.



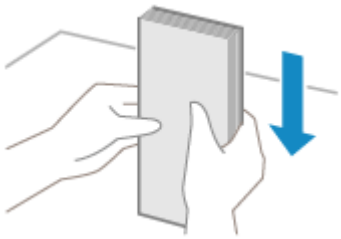
2 Flatten them to remove any air, and make sure the edges are pressed tightly.



3 Loosen any stiff corners of the envelopes, and flatten any curls.



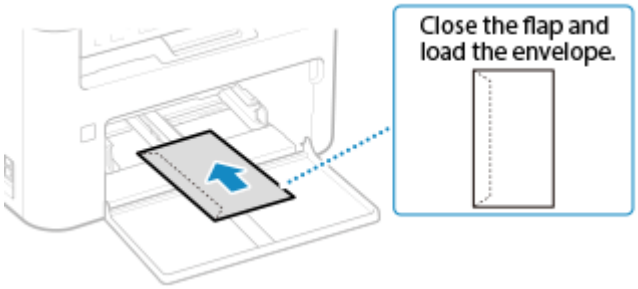
4 Align the edges of the envelopes on a flat surface.



➠ The envelopes are ready to be loaded.

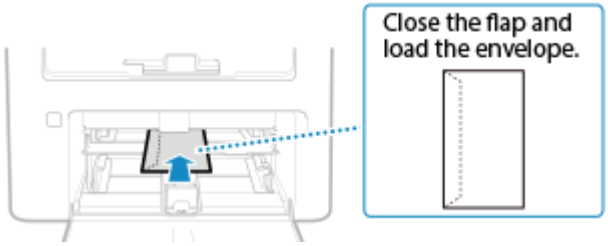
Orientation of Envelopes (Drawer)

Load the envelopes No. 10 (COM10), Monarch, ISO-C5, or DL in portrait orientation with the front side (non-glued side) face up and the long side of the envelope parallel with the long side of the drawer. Load the envelope with the flap closed and on the left side.



Orientation of Envelopes (Multi-purpose Tray)

Insert the envelopes No. 10 (COM10), Monarch, ISO-C5, or DL from the short side with the front side (non-glued side) face up. Insert the envelope with the flap closed and on the left side.



Orientation for Loading Paper with a Logo

8WFY-031

When loading paper with a logo, pay attention to the orientation and which side is face up.
By default, the orientation the paper is to be loaded and the side to print on vary depending on whether you want to print on one or both sides.

Printing on One Side of Paper with a Logo(P. 146)
Printing on Both Sides of Paper with a Logo(P. 146)

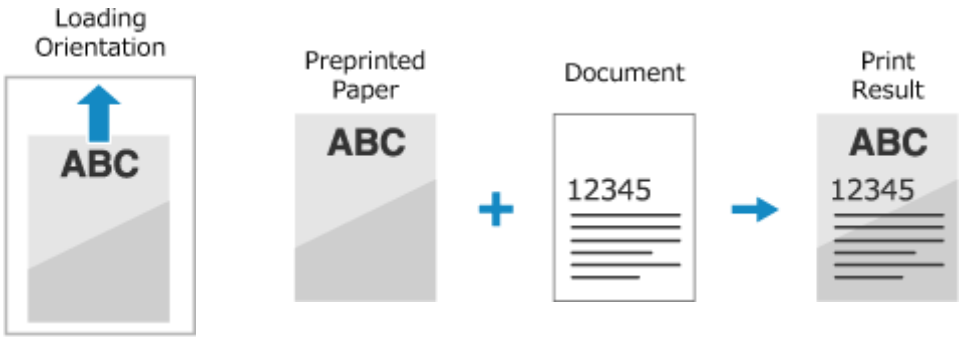
NOTE

- For the general procedure of loading paper, see the following:
  Loading Paper in the Drawer(P. 139)
  Loading Paper in the Multi-purpose Tray(P. 142)
- You can configure the settings so that the orientation the paper is to be loaded and the side to print on do not change depending on whether you want to print on one or both sides. When this setting is configured, load the paper using the 2-sided printing method. **[Switch Paper Feed Method](P. 460)**

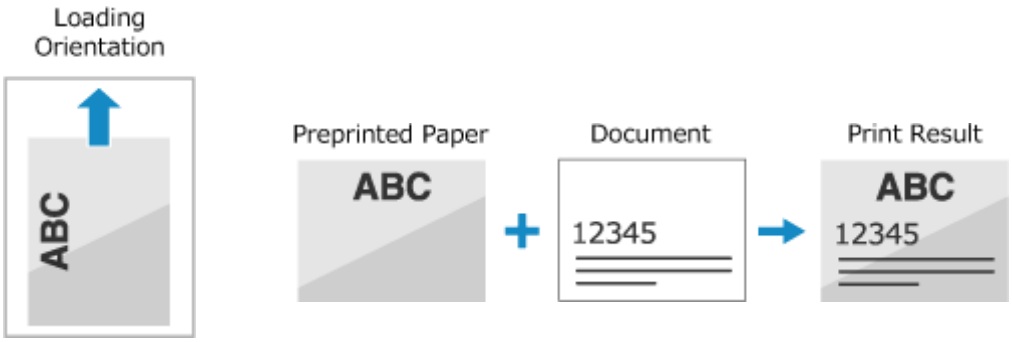
Printing on One Side of Paper with a Logo

Load the paper with the logo side (side to be printed) face up.

Paper with logo in portrait orientation



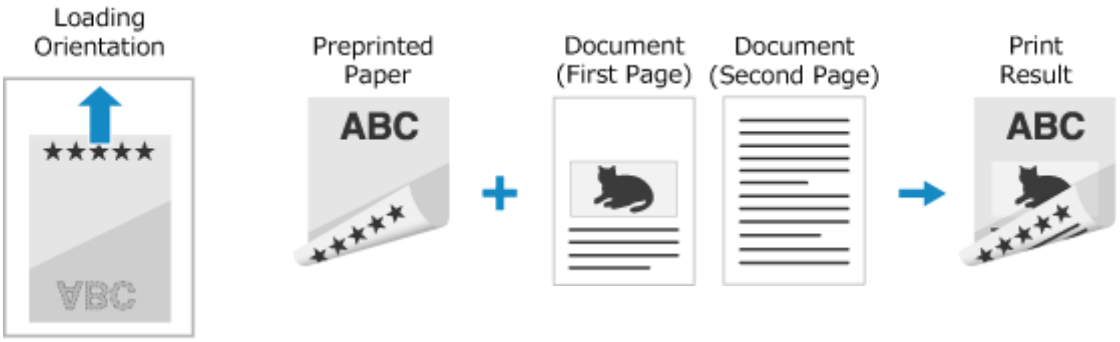
Paper with logo in landscape orientation



Printing on Both Sides of Paper with a Logo

Load the paper with the logo side (side to be printed first) face down.

Paper with logo in portrait orientation



Paper with logo in landscape orientation



Specifying the Paper Size and Type

8WFY-032

To ensure quality printing and prevent paper jams, the paper size and type must be set correctly according to the loaded paper.
You can register frequently used paper settings and hide unneeded paper settings to simplify the paper settings.

Settings Required after Loading the Paper

Set the paper size and type according to the loaded paper.

Setting the Paper Size and Type for the Drawer(P. 149)
Setting the Paper Size and Type for the Multi-purpose Tray(P. 153)

If you always use the same paper in the multi-purpose tray, you can register the paper to use so you do not have to configure the settings each time.

Registering a Frequently Used Paper Size and Type for the Multi-purpose Tray(P. 156)

Simplifying the Paper Settings

You can register and set the paper size for easier settings.

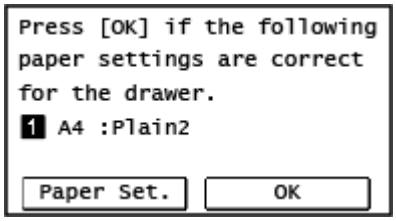
Registering Non-standard Size Paper (Custom Paper)(P. 160)
Hiding Unused Paper Sizes(P. 162)

Setting the Paper Size and Type for the Drawer

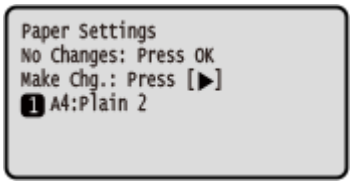
8WFY-033

By default, the paper size and type of the drawer are set to A4 and Plain 2. When paper of a different size or type is loaded, change the paper settings.

Touch Panel Model



5 Lines LCD Model



When [Notify to Check Paper Settings] is set to [On], the screen above is displayed. If you want to change the settings, start from [Paper Set.].

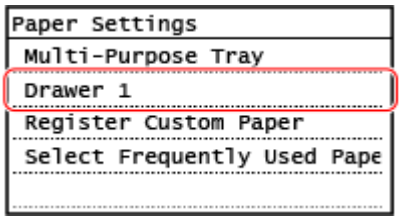
This section describes how to configure the settings using the control panel.
You can also configure the settings using Remote UI from a computer. **Managing the Machine from a Computer (Remote UI)(P. 392)**

Touch Panel Model(P. 149)
5 Lines LCD Model(P. 150)

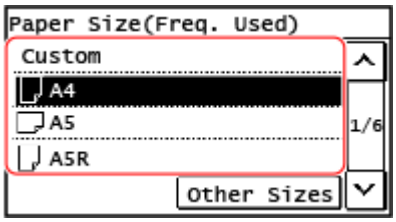
Touch Panel Model

1 On the control panel, press [Paper Set.] in the [Home] screen. [Home] Screen(P. 116)

2 Press [Drawer 1].



3 Select the size of the paper loaded in the drawer.



You can scroll the screen to view paper sizes (such as envelopes) not displayed on the screen.

■When A5 Size Paper Is Loaded

When paper is loaded in the landscape orientation, select [A5]. When paper is loaded in the portrait orientation, select [A5R].

Landscape orientation (A5)



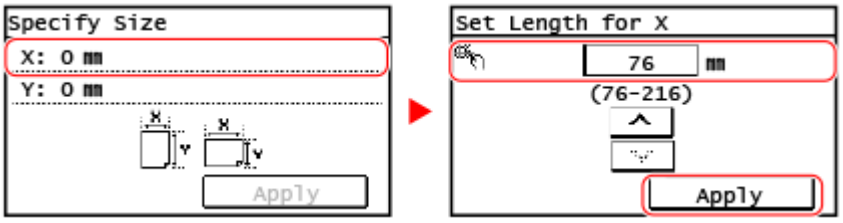
Portrait orientation (A5R)



■When Non-standard Size (Custom Size) Paper Is Loaded

1 Press [Custom].

2 Press [X] or [Y] to enter the length and press [Apply].



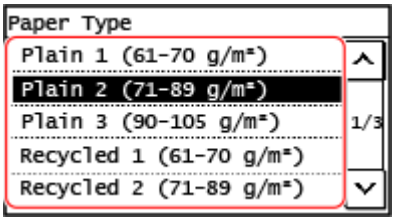
When frequently-used non-standard paper sizes are registered, the registered size is displayed as the paper size. **Registering Non-standard Size Paper (Custom Paper)(P. 160)**

3 Press [Apply].

■If a Set Paper Size Is Not Displayed

Press [Other Sizes], and select the paper size from the displayed list.

4 Select the type of the paper loaded in the drawer.



➠ The paper size and type are set.

NOTE

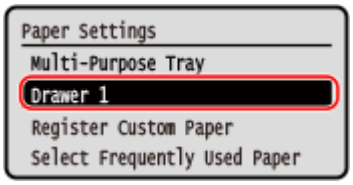
- You can change the paper size displayed on the screen in Step 3. **Hiding Unused Paper Sizes(P. 162)**

5 Lines LCD Model

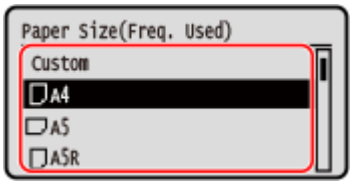
1 Press (Paper Setting key) on the control panel. Control Panel(P. 14)

➠ [Paper Settings] screen is displayed.

2 Select [Drawer 1], and press OK.



3 Select the size of the paper loaded in the drawer, and press OK.



You can scroll the screen to view paper sizes (such as envelopes) not displayed on the screen.

■When A5 Size Paper Is Loaded

When paper is loaded in the landscape orientation, select [A5]. When paper is loaded in the portrait orientation, select [A5R].

Landscape orientation (A5)

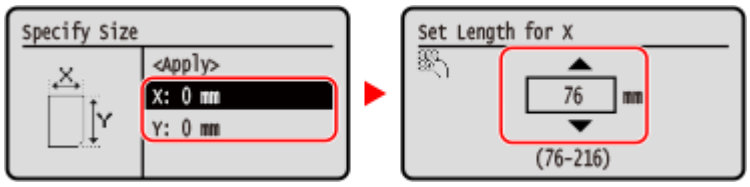


Portrait orientation (A5R)



■When Non-standard Size (Custom Size) Paper Is Loaded

1. Select [Custom], and press OK.
2. Select [X] ▶ OK ▶ enter the values in [X] ▶ OK.

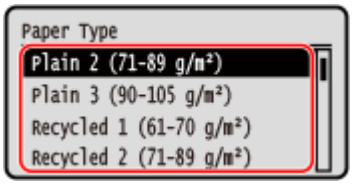


3. Enter the values in [Y] in the same way as [X].
   When frequently-used non-standard paper sizes are registered, the registered size is displayed as the paper size. **Registering Non-standard Size Paper (Custom Paper)(P. 160)**
4. Select [<Apply>], and press OK.

■If a Set Paper Size Is Not Displayed

Press [<Other Sizes>], press OK, and select the paper size from the displayed list.

4 Select the type of the paper loaded in the drawer, and press OK.



The paper size and type are set.

NOTE

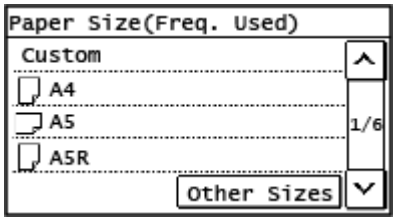
- You can change the paper size displayed on the screen in Step 3. **Hiding Unused Paper Sizes(P. 162)**

Setting the Paper Size and Type for the Multi-purpose Tray

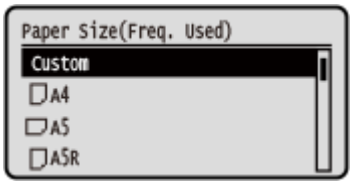
8WFY-034

When paper is loaded in the multi-purpose tray, the following screen is displayed on the control panel. Set the paper size and type according to the loaded paper.

Touch Panel Model



5 Lines LCD Model



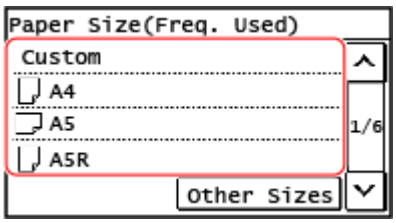
* If the paper size and type of the multi-purpose tray have been registered in advance, the above screen is not displayed. **Registering a Frequently Used Paper Size and Type for the Multi-purpose Tray(P. 156)**

This section describes how to configure the settings using the control panel.
You can also configure the settings using Remote UI from a computer. **Managing the Machine from a Computer (Remote UI)(P. 392)**

Touch Panel Model(P. 153)
5 Lines LCD Model(P. 154)

Touch Panel Model

1 Select the size of the paper loaded in the multi-purpose tray.



You can scroll the screen to view paper sizes (such as envelopes) not displayed on the screen.

■When A5 Size Paper Is Loaded

When paper is loaded in the landscape orientation, select [A5]. When paper is loaded in the portrait orientation, select [A5R].

Landscape orientation (A5)



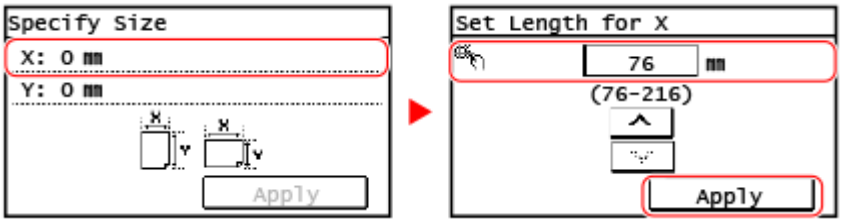
Portrait orientation (A5R)



■When Non-standard Size (Custom Size) Paper Is Loaded

1 Press [Custom].

2 Press [X] or [Y] to enter the length and press [Apply].



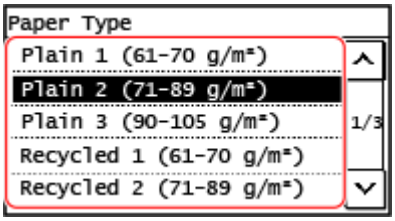
When frequently-used non-standard paper sizes are registered, the registered size is displayed as the paper size. **Registering Non-standard Size Paper (Custom Paper)(P. 160)**

3 Press [Apply].

■If a Set Paper Size Is Not Displayed

Press [Other Sizes], and select the paper size from the displayed list.

2 Select the type of paper loaded in the multi-purpose tray.



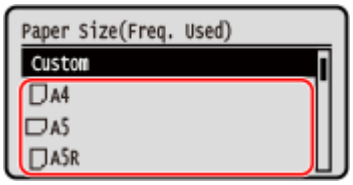
➠ The paper size and type are set.

NOTE

- You can change the paper size displayed on the screen in Step 1. **Hiding Unused Paper Sizes(P. 162)**

5 Lines LCD Model

1 Select the size of the paper loaded in the multi-purpose tray, and press OK.



You can scroll the screen to view paper sizes (such as envelopes) not displayed on the screen.

■When A5 Size Paper Is Loaded

When paper is loaded in the landscape orientation, select [A5]. When paper is loaded in the portrait orientation, select [A5R].

Landscape orientation (A5)

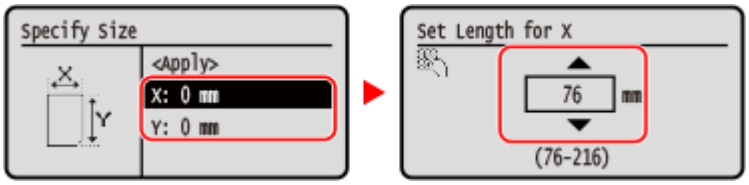


Portrait orientation (A5R)



■When Non-standard Size (Custom Size) Paper Is Loaded

1. Select [Custom], and press OK.
2. Select [X] ▶ OK ▶ enter the values in [X] ▶ OK.

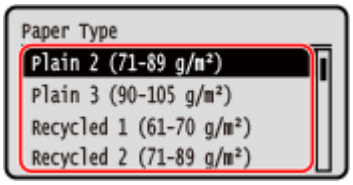


3. Enter the values in [Y] in the same way as [X].
   When frequently-used non-standard paper sizes are registered, the registered size is displayed as the paper size. **Registering Non-standard Size Paper (Custom Paper)(P. 160)**
4. Select [<Apply>], and press OK.

■If a Set Paper Size Is Not Displayed

Press [<Other Sizes>], press OK, and select the paper size from the displayed list.

2 Select the type of paper loaded in the multi-purpose tray, and press OK.



➠ The paper size and type are set.

NOTE

- You can change the paper size displayed on the screen in Step 1. **Hiding Unused Paper Sizes(P. 162)**

Registering a Frequently Used Paper Size and Type for the Multi-purpose Tray

8WFY-035

By default, when paper is loaded in the multi-purpose tray, the screen for setting the paper size and type is displayed on the control panel.
If you always use the same paper in the multi-purpose tray, you can register the paper size and type. This prevents the paper settings screen from being displayed, saving you the trouble of configuring the settings.

When Using Paper of a Size or Type Different from the Registered Paper
After canceling the registration in Step 3, load the paper in the multi-purpose tray. When the screen for setting the paper size and type is displayed on the control panel, configure the settings according to the paper to be used. **Setting the Paper Size and Type for the Multi-purpose Tray(P. 153)**

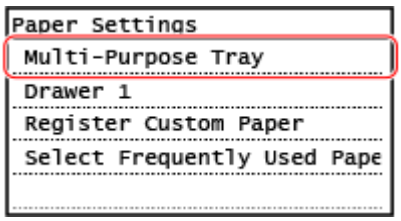
This section describes how to register the settings using the control panel.
You can also register the settings using Remote UI from a computer. **Managing the Machine from a Computer (Remote UI)(P. 392)**

Touch Panel Model(P. 156)
5 Lines LCD Model(P. 157)

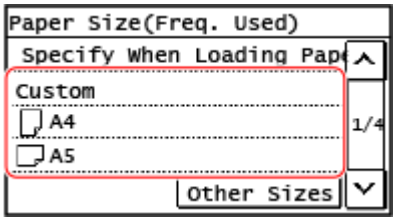
Touch Panel Model

1 **On the control panel, press [Paper Set.] in the [Home] screen.** **[Home] Screen(P. 116)**

2 **Select [Multi-Purpose Tray].**



3 **Select the paper size to register.**



You can scroll the screen to view paper sizes (such as envelopes) not displayed on the screen.

■When Registering A5 Size Paper

When paper is loaded in the landscape orientation, select [A5]. When paper is loaded in the portrait orientation, select [A5R].

Landscape orientation (A5)　　Portrait orientation (A5R)

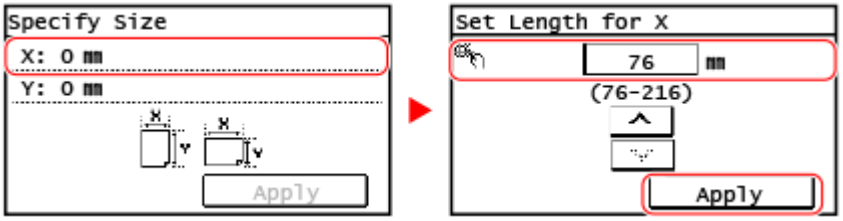




■When Registering Non-standard Size (Custom Size) Paper

1 Press [Custom].

2 Press [X] or [Y] to enter the length and press [Apply].



When frequently-used non-standard paper sizes are registered, the registered size is displayed as the paper size. **Registering Non-standard Size Paper (Custom Paper)(P. 160)**

3 Press [Apply].

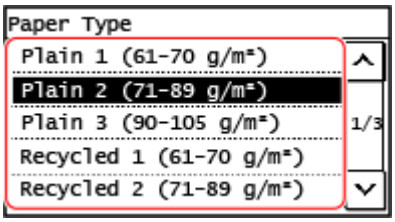
■If the Paper Size to Register Is Not Displayed

Press [Other Sizes], and select the paper size from the displayed list.

■To Cancel the Registered Paper

Press [Specify When Loading Paper]. You do not need to perform Step 4.
When paper is loaded in the multi-purpose tray, the screen for setting the paper size and type is displayed on the control panel.

4 Select the paper type to register.



➠ The paper size and type are registered.

NOTE

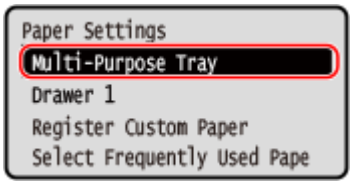
- You can change the paper size displayed on the screen in Step 3. **Hiding Unused Paper Sizes(P. 162)**

5 Lines LCD Model

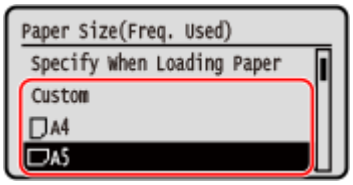
1 Press (Paper Setting key) on the control panel. Control Panel(P. 14)

➠ [Paper Settings] screen is displayed.

2 Select [Multi-Purpose Tray], and press OK.



3 Select the paper size to register, and press OK.



You can scroll the screen to view paper sizes (such as envelopes) not displayed on the screen.

■When A5 Size Paper Is Loaded

When paper is loaded in the landscape orientation, select [A5]. When paper is loaded in the portrait orientation, select [A5R].

Landscape orientation (A5)

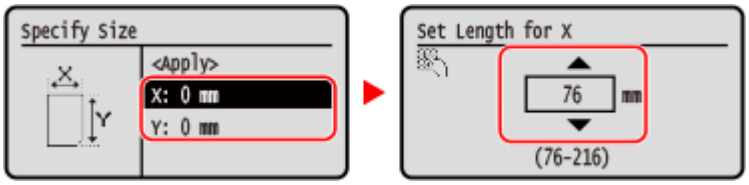


Portrait orientation (A5R)



■When Non-standard Size (Custom Size) Paper Is Loaded

1. Select [Custom], and press OK.
2. Select [X] ▶ OK ▶ enter the values in [X] ▶ OK.



3. Enter the values in [Y] in the same way as [X].
   When frequently-used non-standard paper sizes are registered, the registered size is displayed as the paper size. **Registering Non-standard Size Paper (Custom Paper)(P. 160)**
4. Select [<Apply>], and press OK.

■If a Set Paper Size Is Not Displayed

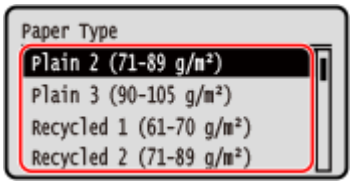
Press [<Other Sizes>], press OK, and select the paper size from the displayed list.

■To Cancel the Registered Paper

Select [Specify When Loading Paper] , and press OK. You do not need to perform Step 4.

When paper is loaded in the multi-purpose tray, the screen for setting the paper size and type is displayed on the control panel.

4 Select the paper type to register, and press OK.



➡ The paper size and type are set.

NOTE

- You can change the paper size displayed on the screen in Step 3. **Hiding Unused Paper Sizes(P. 162)**

Registering Non-standard Size Paper (Custom Paper)

8WFY-036

Custom paper is non-standard size paper whose side lengths can be freely defined within the range supported by the machine.
It is recommended to register a frequently used non-standard paper size. You can call the registered paper size on the paper size selection screen, which saves time to entering the paper size. You can register up to three custom sizes.

This section describes how to register the settings using the control panel.
You can also register the settings using Remote UI from a computer. **Managing the Machine from a Computer (Remote UI)(P. 392)**

Touch Panel Model(P. 160)
5 Lines LCD Model(P. 161)

Touch Panel Model

1 On the control panel, press [Paper Set.] in the [Home] screen. **[Home] Screen(P. 116)**

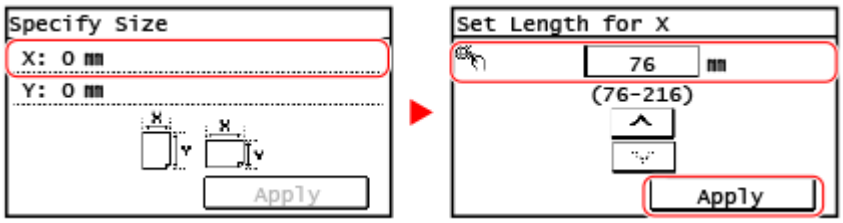
2 Press [Register Custom Paper].

➡ The [Register Custom Paper] screen is displayed.

3 Select the registration number.

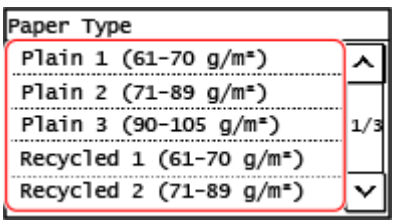
The size is registered to the selected number.
If you have selected the registered number, continue on to press [Edit].

4 Press [X] or [Y] to enter the length and press [Apply].



5 Press [Apply].

6 Select the paper type to register.



➡ The custom paper is registered.

5 Lines LCD Model

1 **Press (Paper Setting key) on the control panel. Control Panel(P. 14)**

➡ [Paper Settings] screen is displayed.

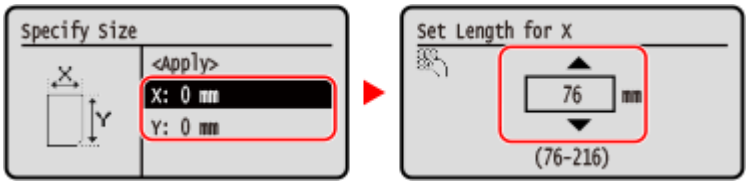
2 **Select [Register Custom Paper], and press OK.**

➡ The [Register Custom Paper] screen is displayed.

3 **Select the registration number, and press OK.**

If you have selected the registered number, continue on to select [Edit], and press OK.

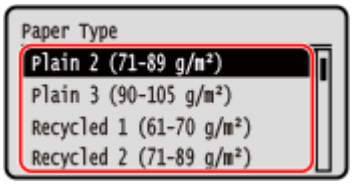
4 **Select [X] ▶ OK ▶ enter the values in [X] ▶ OK.**



5 **Enter the values in [Y] in the same way as [X].**

6 **Select [<Apply>], and press OK.**

7 **Select the type of the paper, and press OK.**



➡ The custom paper is registered.

Hiding Unused Paper Sizes

8WFY-037

The paper settings screen displays the registered frequently used paper sizes. If unused paper sizes are displayed, you can hide these for each paper source to make it easier to select a paper size.
To select a hidden paper size, press [Other Sizes] on the paper settings screen.

Use the control panel to configure the settings. You cannot configure the settings using Remote UI from a computer.

Touch Panel Model(P. 162)
5 Lines LCD Model(P. 162)

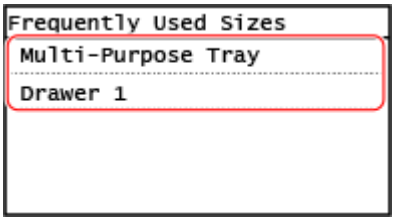
Touch Panel Model

1 On the control panel, press [Paper Set.] in the [Home] screen. [Home] Screen(P. 116)

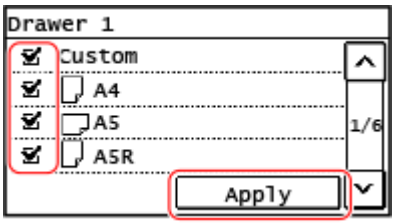
2 Press [Select Frequently Used Paper Sizes].

➡ The [Select Frequently Used Paper Sizes] screen is displayed.

3 Select a paper source.



4 Clear the checkboxes of the paper sizes to hide, and press [Apply].



➡ Paper sizes whose checkboxes are cleared are not displayed on the paper settings screen.

5 Lines LCD Model

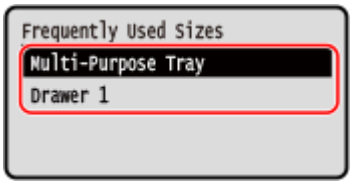
1 Press (Paper Setting key) on the control panel. Control Panel(P. 14)

➡ [Paper Settings] screen is displayed.

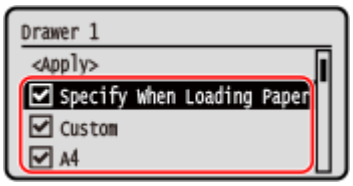
2 **Select [Select Frequently Used Paper Sizes], and press OK.**

➠ The [Select Frequently Used Paper Sizes] screen is displayed.

3 **Select a paper source, and press OK.**



4 **Select the paper size to hide and press OK.**



➠ The checkboxes on the paper sizes are cleared.

5 **Select [Apply], and press OK.**

➠ Paper sizes whose checkboxes are cleared are not displayed on the paper settings screen.

Registering Destinations (Address Book)

8WFY-038

Register destinations for sending and saving scanned data and faxes to the Address Book* of the machine.

* This setting is available only for MF267dw II.

Address Book Function

By registering destinations to the Address Book, you can save the trouble of entering the information of destinations each time you send or save data. The Address Book has a function for easily specifying destinations. Use this function when displaying the Address Book screen or specifying destinations.
Address Book Function(P. 165)

Destinations that Can Be Registered

- E-mail address
- File save locations (shared folder)
- Fax number

How to Register Destinations

You can register a destination by entering a name, e-mail address, fax number, and other information.
You can register a destination to the Address Book from the TX Job Log of a scan job or a fax job.
You can register destinations either with the control panel or Remote UI, but the types of destinations that can be registered and the registration method vary.

Registering Using the Control Panel

Use the control panel to register destinations from the TX Job Log.
You cannot use the control panel to register file save locations (shared folder).
Registering Destinations to the Address Book (Control Panel)(P. 167)

Registering Using Remote UI

Use Remote UI to register file save locations (shared folder).
You cannot use Remote UI to register destinations from the TX Job Log.
Registering Destinations to the Address Book (Remote UI)(P. 172)

■ See Also

Importing and Exporting the Address Book

You can share and back up data in the Address Book.
Importing and Exporting the Address Book(P. 408)

Preventing Unauthorized Use of the Address Book

To prevent unauthorized adding of new entries to the Address Book and editing of existing entries, you can set a PIN and restrict the method for adding new entries.
Restricting Address Book Registration and Editing(P. 380)

Address Book Function

8WFY-039

You can specify destinations registered in the Address Book by calling up the Address Book in the [Home] screen or the scan or fax screen on the control panel.
When registering destinations, select the function to quickly specify the destination.
You can also efficiently specify destinations from the Address Book screen, such as by grouping destinations or displaying them by type.

Function to Quickly Specify a Destination

When registering destinations, select and register either of the following:

- **One-Touch**
  It is very useful to register an especially frequently used destination to a One-Touch button. Any types of destinations can be registered to a One-Touch button. Register a destination to a One-Touch button on the [Home] screen.
  Up to four one-touch buttons are available.
- **Coded Dial**
  Register a 3-digit number for each destination. You can then directly enter that number to specify a destination.
  You can register up to 100 destinations with Coded Dial numbers.

Registering a Group of Multiple Destinations

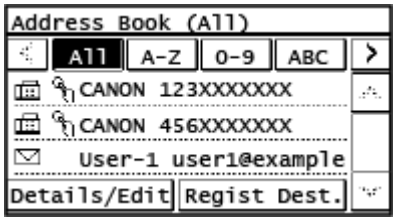
You can register multiple registered e-mail address or fax number destinations as a group to One-Touch or Coded Dial. This saves you the trouble of specifying multiple destinations individually when sending data.
You can register up to 50 groups.
You can register only the same type of destinations for one group.
Registering Groups to the Address Book (Control Panel)(P. 169)
Registering Groups to the Address Book (Remote UI)(P. 176)

Classifying by Index

You can display the initials of the names and types of destinations (such as e-mail or fax) set at the time of registration by classifying them by index.

■Address Book Screen

When you call the Address Book from the [Home] screen or scan or fax screen, the following screen is displayed.



List of Registered Destinations

The types of destinations are indicated with the following symbols, and the destination information, such as the name, e-mail address, and fax number, are displayed:

[ ]: E-mail

[ ]: File save location (shared folder)

[ ]: Fax

- [ ] is displayed for group destinations.
- [ ] is displayed next to the destination type symbol for destinations registered to One-Touch.

Index

This is displayed at the top of the screen. You can filter destinations displayed in the list by selecting their type or the initials of a name.

- Press [ ] or [ ] to change the index display.
- To display all destinations registered to the Address Book, select [All].
- When specifying the destinations to be displayed by initials of the name, select [A-Z], [0-9], or [ABC] to [YZ].

Destination Operation Items

These are displayed on the bottom of the screen. Press to register, edit, or delete a destination, or to specify a destination to which to send or save data.

- When you call the Address Book from the [Home] screen and select a destination address, the scan or fax screen is displayed with the selected address specified.

Registering Destinations to the Address Book (Control Panel)

8WFY-03A

You can register destinations to the Address Book using the control panel.

1 On the control panel, press [Addr. Book] in the [Home] screen. [Home] Screen(P. 116)

2 Press [Regist Dest.].

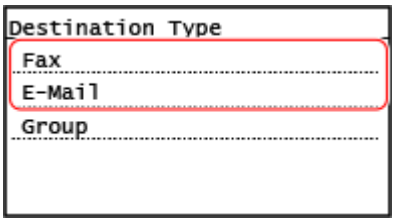
➡ The [Register As] screen is displayed.

If the [Address Book PIN] screen is displayed, enter the PIN, and press [Apply].

3 Press [Coded Dial] or [One-Touch].

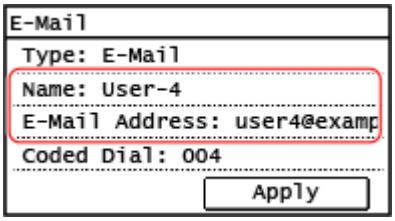
➡ [Destination Type] screen is displayed.

4 Select the destination type.



When registering group destinations, see the following.
Registering Groups to the Address Book (Control Panel)(P. 169)

5 Enter the destination information.



- Press [Name] and enter the name, and then press [Apply].
- You can register a destination without entering its name, but by entering the name, you can search for it by its initials when specifying the destination.
- For destination information, press [E-Mail Address] or [Fax Number], enter that information, and then press [Apply].
- When entering an international destination in [Fax Number], enter the international access number, country code, and fax number in that order. If you are unable to connect, press [Pause] in between the numbers to add a pause. You can change the pause time. **[Set Pause Time](P. 487)**

6 Set the fax sending details, as needed.

If a fax number was registered in Step 5, set the details when a send error occurs or it takes time to send a fax to that number.
If you registered something other than a fax number, this step is not required. Proceed to Step 7.

1. Press [Fax Number] ▶ [Details].
2. Set the items, and press [Apply].

[ECM TX] *1

When an error occurs for an image being sent, the machine corrects the image so as not to send a distorted image.

[TX Speed] *1

If it takes time to start sending a fax, such as when there is a poor phone line connection, the machine lowers the communication start speed.

[Long Distance]

If a communication error occurs when sending a fax to an international destination, select [International (1)]. If the error does not improve, select [International (2)] and [International (3)] in that order.

*1 If this is not set here, the settings that appear when selecting [Menu] in the [Home] screen and then selecting [Function Settings] are applied.
[ECM TX](P. 487)
[TX Start Speed](P. 488)

7 Press [Apply].

➡ The destination is registered to the Address Book.

When a destination is registered to [One-Touch], the destination is registered to the [One-Touch] button on the [Home] screen. The name which is entered in [Name] when the destination is registered appears as the button name.

NOTE

Registering a Destination from the TX Job Log of a Scan or Fax Job

- You can register a destination to the Address Book from the TX Job Log of a scan job or a fax job with the following steps.

  on the control panel ▶ [TX Job] ▶ [Job Log] ▶ select the log you want to call up ▶ [Reg Adr Book].

Checking the Send and Save Status and Log of Scanned Data (Touch Panel Model)(P. 258)
Checking the Status and Log for Sent and Received Faxes(P. 288)

Registering Groups to the Address Book (Control Panel)

8WFY-03C

You can register a group of multiple destinations to the Address Book using the control panel.
You can register only the same type of destinations for a group. You cannot register file save locations (shared folder) to a group.

Required Preparations

- Register the destinations to be added to a group to the Address Book of the machine. **Registering Destinations to the Address Book (Control Panel)(P. 167)**

1 On the control panel, press [Addr. Book] in the [Home] screen. [Home] Screen(P. 116)

2 Press [Regist Dest.].

➠ The [Register As] screen is displayed.

If the [Address Book PIN] screen is displayed, enter the PIN, and press [Apply].

3 Press [Coded Dial] or [One-Touch].

➠ [Destination Type] screen is displayed.

4 Press [Group].

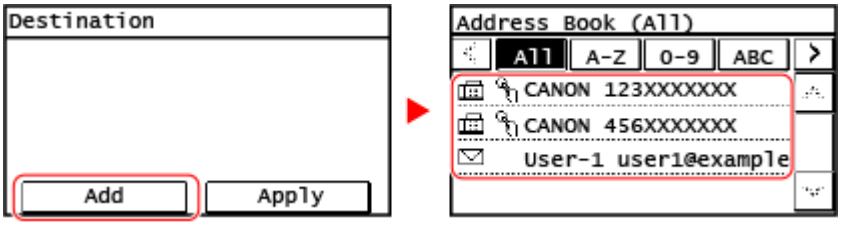
➠ The [Group] screen is displayed.

5 Press [Name] and enter the name, and then press [Apply].

You can register a destination without entering its name, but by entering the name, you can search for it by its initials when specifying the destination.

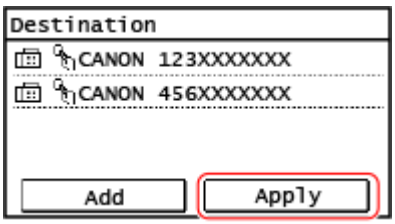
6 Press [Number of Destinations].

7 Press [Add] and select the address you want to add to the group.



- Select the index at the top of the screen of the Address Book to filter and display the destinations.
- Repeat this operation until you register every address you want to add to the group.

8 Press [Apply].



- Press the added address to check the information of the added address.
- If you want to remove an address from the group, press the address you want to remove and press [Remove].

9 Press [Apply].

➠ The destination is registered to the Address Book.

When a destination is registered to [One-Touch], the destination is registered to the [One-Touch] button on the [Home] screen. The name which is entered in [Name] when the destination is registered appears as the button name.

Editing and Deleting Destinations in the Address Book (Control Panel)

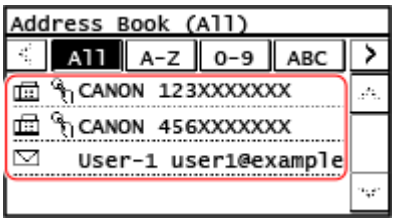
8WFY-03E

You can edit information of destinations registered in the Address Book or delete unused destinations.

1 On the control panel, press [Addr. Book] in the [Home] screen. [Home] Screen(P. 116)

2 Press [Details/Edit].

3 Press the destination you want to edit or delete.



- Select the index at the top of the screen of the Address Book to filter and display the destinations.

4 Edit or delete the destination.

■ When Editing a Destination

1. Press [Edit].
   If the [Address Book PIN] screen is displayed, enter the PIN, and press [Apply].
2. Select and edit the item you want to edit.
3. Press [Apply].
   ➡ The edited information is applied.

■ When Deleting a Destination

1. Press [Delete].
   If the [Address Book PIN] screen is displayed, enter the PIN, and press [Apply].
2. Press [Yes].
   ➡ The destination is deleted.

Registering Destinations to the Address Book (Remote UI)

8WFY-03F

You can register destinations to the Address Book using Remote UI from a computer.
Use Remote UI to register file save locations (shared folder).

Administrator privileges are required to register destinations using Remote UI.

Required Preparations

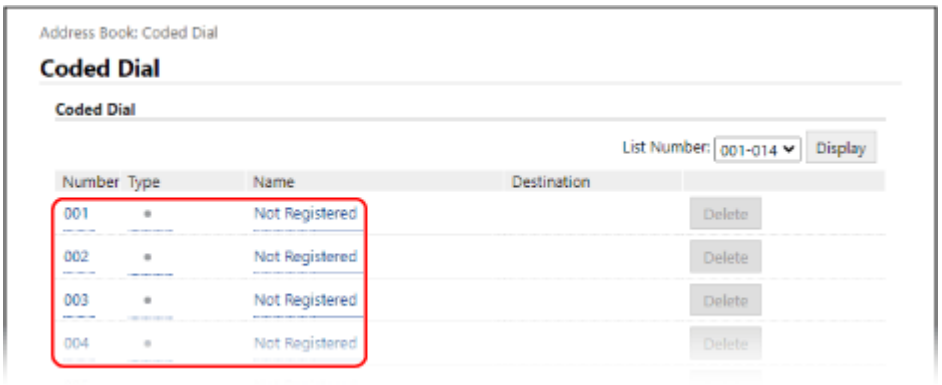
- When registering a shared folder as a destination, prepare the following information and keep it close by:
  - Name or IP address of the computer with the shared folder
    Viewing the System Information of the Computer(P. 652)
    Viewing the Network Connection Information of the Computer(P. 654)
  - Path to the shared folder
  - User name and password used for accessing the shared folder (if Restrict Access is set)

1 Log in to Remote UI in System Manager Mode. Starting Remote UI(P. 393)

2 On the Portal page of Remote UI, click [Address Book]. Portal Page of Remote UI(P. 395)

3 Click [One-Touch] or [Coded Dial].

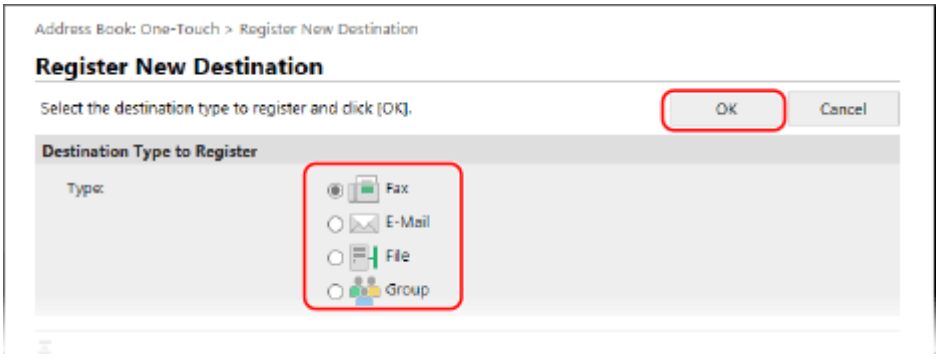
4 Click an item displayed as [Not Registered].



➠ The [Register New Destination] screen is displayed.

If the [Enter PIN] screen is displayed, enter the Address Book PIN, and then click [OK].

5 Select the destination type, and click [OK].

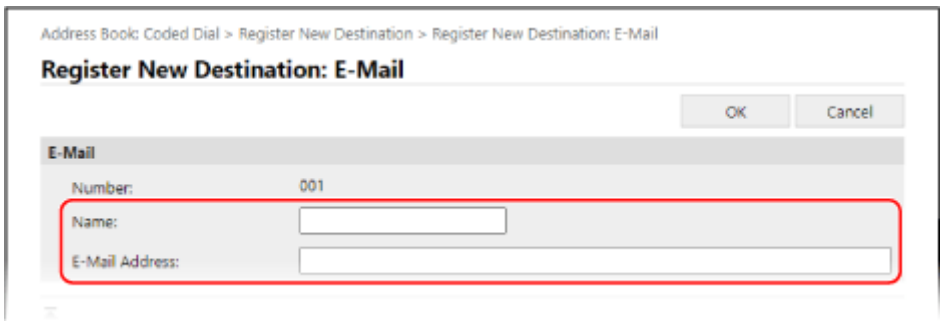


- When registering file save locations (shared folder), select [File].
- When registering group destinations, see the following.
  Registering Groups to the Address Book (Remote UI)(P. 176)

6 Set the destination information.

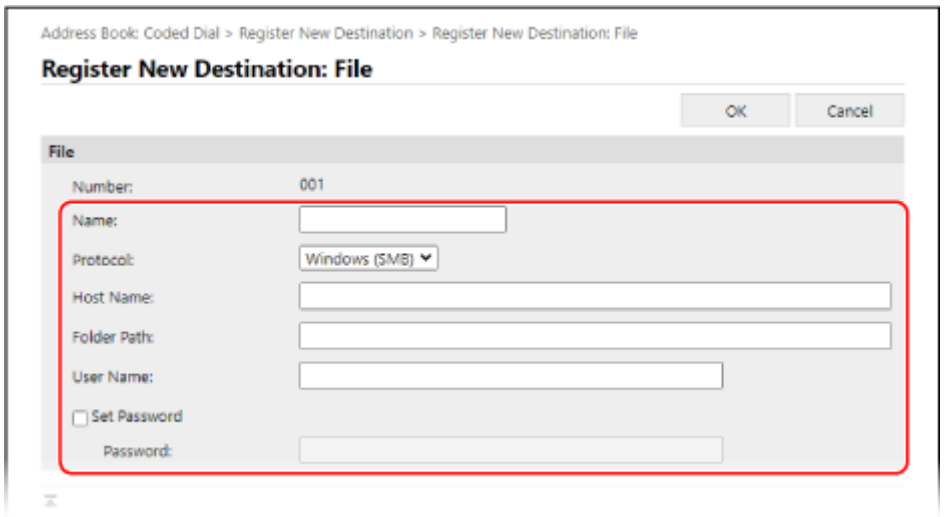
You can register a destination without entering its name, but by entering the name, you can search for it by its initials when specifying the destination.

■When Registering E-Mail Addresses



Enter the name and e-mail address.

■When Registering File Save Locations (Shared Folder)



1. Enter the name.
2. Select [Protocol].
   When registering a shared folder, select [Windows (SMB)].

3 In [Host Name], enter the computer name or the IP address of the computer where a shared folder is located.

* When using a DNS server, you can enter the host name or FQDN instead of the computer name or IP address.

4 Enter the path to the folder.
Enter the path to the shared folder. Use "\" as a separator.

Input example: when the shared folder path is C:\users\public\share
users\public\share

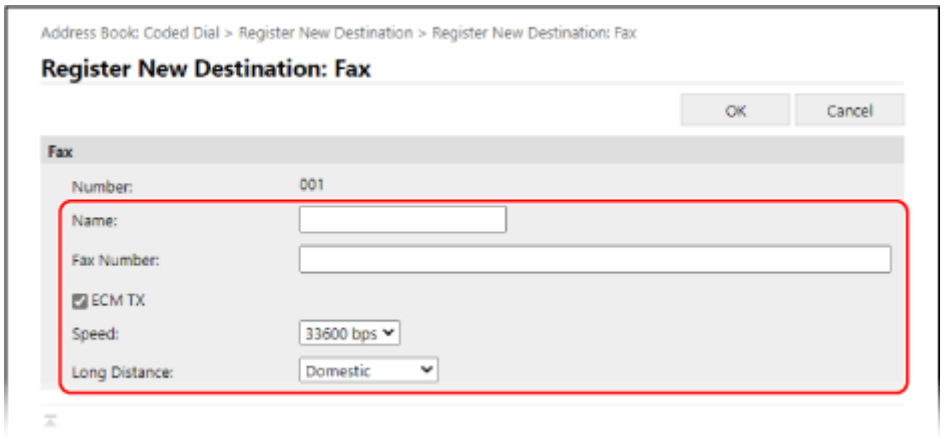
If there is no folder at the entered path, a folder with the entered name is created when the file is saved for the first time.

* However, if there is no parent folder, or you do not have write permission to the parent folder, a sending error occurs without a folder being created.

5 Enter the user name and password, as needed.

- If Restrict Access is enabled for the shared folder, enter the user name and password used for accessing the shared folder.
- To enter a password, select the [Set Password] checkbox, and then enter the password.

■When Registering a Fax Number



1 Enter the name and fax number.

2 Set the fax sending details, as needed.
If a send error occurs or it takes time to send a fax to a registered fax number, set the fax sending details.

[ECM TX] *1

When this is selected and an error occurs for an image being sent, the machine corrects the image so as not to send a distorted image.

[Speed] *1

If it takes time to start sending a fax, such as when there is a poor phone line connection, the machine lowers the communication start speed.

[Long Distance]

If a communication error occurs when sending a fax to an international destination, select [International (1)]. If the error does not improve, select [International (2)] and [International (3)] in that order.

*1 If this is not set here, the setting in [Settings/Registration] ▶ [TX Settings] ▶ [Fax TX Settings] is applied.

[ECM TX](P. 487)
[TX Start Speed](P. 488)

7 Click [OK].

→ The destination is registered to the Address Book.

8 Log out from Remote UI.

NOTE

Editing or Deleting Registered Destinations

- If you select a destination and click [Edit] on the screen in Step 4, you can edit the registered information.
- In Step 4, click [Delete] to the right of the destination you want to delete, and the destination will be deleted.

Registering Groups to the Address Book (Remote UI)

8WFY-03H

You can register a group of multiple destinations to the Address Book using Remote UI from a computer.
You can register only the same type of destinations for a group. You cannot register file save locations (shared folder) to a group.

Administrator privileges are required to register a group using Remote UI.

Required Preparations

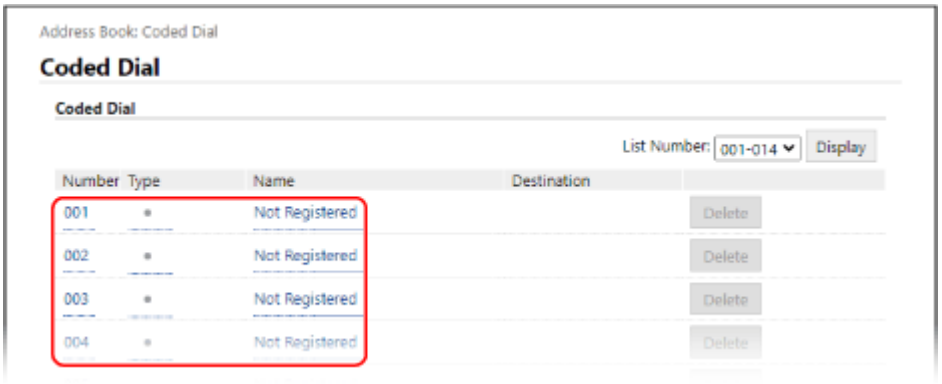
- Register the destinations to be added to a group to the Address Book of the machine. **Registering Destinations to the Address Book (Remote UI)(P. 172)**

1 **Log in to Remote UI in System Manager Mode.** **Starting Remote UI(P. 393)**

2 **On the Portal page of Remote UI, click [Address Book].** **Portal Page of Remote UI(P. 395)**

3 **Click [One-Touch] or [Coded Dial].**

4 **Click an item displayed as [Not Registered].**



➡ The [Register New Destination] screen is displayed.

If the [Enter PIN] screen is displayed, enter the Address Book PIN, and then click [OK].

5 **Select [Group], and click [OK].**

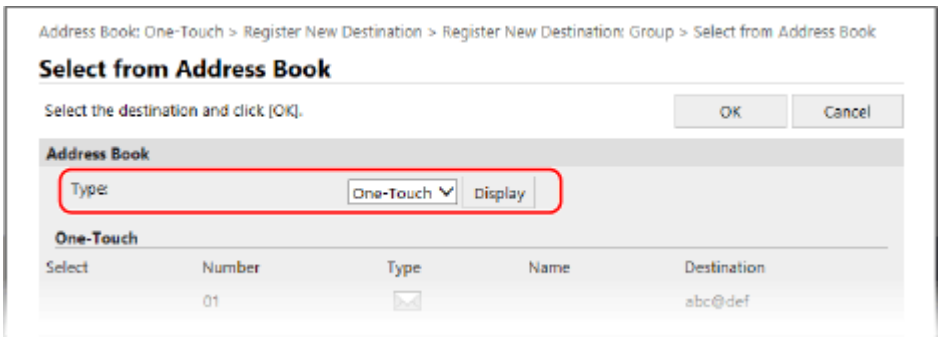
➡ The [Register New Destination: Group] screen is displayed.

6 **In [Group], enter the group name.**

You can register a group without entering its name, but by entering the name, you can search for it by its initials when specifying the destination.

7 **In [Member Settings], click [Select from Address Book].**

8 Change the display of the Address Book, as needed.



In [Type], select [One-Touch] or [Coded Dial], and click [Display] to change the display of the Address Book.

9 Select the checkboxes of the destinations to add to the group, and click [OK].

➠ The destinations are added to [Member List] on the [Register New Destination: Group] screen.

You can select multiple destinations at the same time.

10 Click [OK].

➠ The group is registered to the Address Book.

11 Log out from Remote UI.

Specifying Destinations

8WFY-03J

When sending or saving scanned data or faxes, specify destinations using the method below.
The method of specifying destinations and the number of destinations that can be specified vary depending on the function and destination.

Specifying Destinations

When sending scanned data by e-mail, you can specify destinations for the Cc and Bcc fields only from the Address Book.

Using the Address Book

Specify a destination registered to the Address Book of the machine.
Specifying Destinations (Address Book)(P. 179)

Directly Entering a Destination

Enter the destination using the numeric keys on the control panel.
Specifying Destinations (Direct Input)(P. 183)

Using the Address Book on a Mobile Device

When sending scanned data by e-mail, you can specify a destination registered to the address book on a mobile device.
Specifying Destinations (Address Book on a Mobile Device)(P. 184)

Using the TX Job Log

You can call up the TX Job Log of scan or fax jobs and specify destinations that were specified in the past.
Specifying Destinations (TX Job Log)(P. 185)

Specifying Multiple Destinations

You can specify multiple destinations by repeating the operation of specifying a destination.
However, you cannot specify multiple file save locations (shared folder) as destinations.

When Removing a Specific Destination after Specifying Multiple Destinations

Use the following procedure:

On the scan or fax screen, select [Destination] ▶ [Confirm/Edit] ▶ press the destination or the group you want to remove ▶ [Remove] ▶ [Yes].

If you press [Number of Destinations] after pressing a group, you can check the destinations registered to the group. You cannot individually remove destinations registered to a group.

Confirming Destinations

The screen for confirming whether a specified destination is correct may be displayed depending on the settings of the machine.
In addition, the method for specifying destinations may be restricted, and sending may be restricted to only specific destinations.
Preventing Sending Data by Mistake and Leaking Information(P. 367)

Specifying Destinations (Address Book)

8WFY-03K

When specifying destinations with the Address Book, use the [Home] screen or the scan or fax screen on the control panel.
When specifying destinations by calling up the Address Book from the [Home] screen or the scan or fax screen, use the destination list.
You can specify a destination by entering a three-digit number from [Coded Dial] on the [Home] screen, or you can specify a destination which is predetermined to a [One-Touch] button.

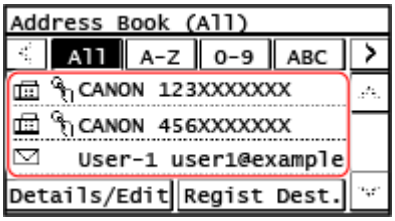
Specifying Destinations from a List(P. 179)
Specifying Destinations with Coded Dial Numbers(P. 180)
Specifying Destinations with the One-Touch Button(P. 181)

Specifying Destinations from a List

■Selecting from the [Home] Screen

1 On the control panel, press [Addr. Book] in the [Home] screen. [Home] Screen(P. 116)

2 Select a destination.



➡ The scan or fax screen is displayed with the specified destinations entered.

Select the index at the top of the screen of the Address Book to filter and display the destinations.

■Selecting from the [Scan] or [Fax] Screen

1 On the control panel, press [Scan] or [Fax] in the [Home] screen. [Home] Screen(P. 116)

2 When you are scanning, press [E-Mail] or [File].

3 Press [Destination] ▶ [Specify from Address Book].

■When the To/Cc/Bcc screen is displayed
Select the type (To, Cc, or Bcc) of destination to be specified.

4 Select the destination.

➡ The destinations are specified.

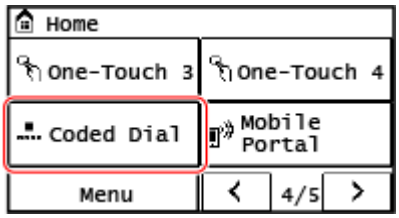
Select the index at the top of the screen of the Address Book to filter and display the destinations.

Specifying Destinations with Coded Dial Numbers

You can enter a three-digit Coded Dial number to specify a destination.

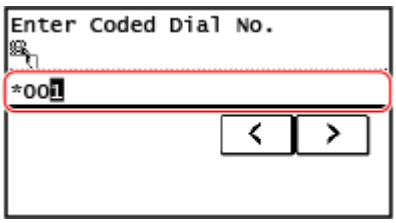
■Selecting from the [Home] Screen

1 On the control panel, press [Coded Dial] in the [Home] screen. ▶[Home] Screen(P. 116)



➡ The [Enter Coded Dial No.] screen is displayed.

2 Enter a three-digit coded dial.

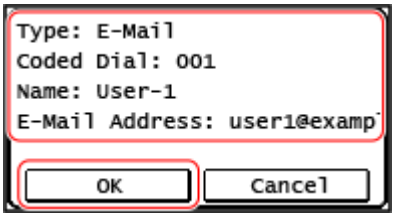


➡ The destinations are specified.

If you entered an incorrect number, press C to clear the numbers.

■When the Confirm Destination Screen Is Displayed

Check that the destination is correct, and then press [OK].



■Selecting from the [Scan] or [Fax] Screen

1 On the control panel, press [Scan] or [Fax] in the [Home] screen. ▶[Home] Screen(P. 116)

2 When you are scanning, press [E-Mail] or [File].

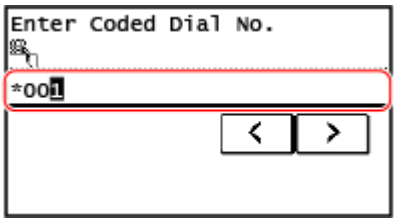
3 Press [Destination] ▶ [Specify from Coded Dial].

➡ The [Enter Coded Dial No.] screen is displayed.

■When the To/Cc/Bcc screen is displayed

Select the type (To, Cc, or Bcc) of destination to be specified.

4 Enter a three-digit Coded Dial number.

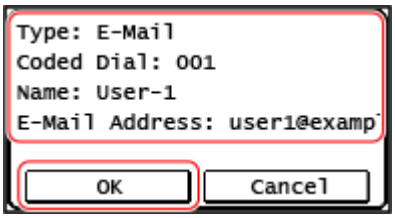


➡ The destination is specified.

If you entered an incorrect number, press C to clear the numbers.

■When the Confirm Destination Screen Is Displayed

Check that the destination is correct, and then press [OK].



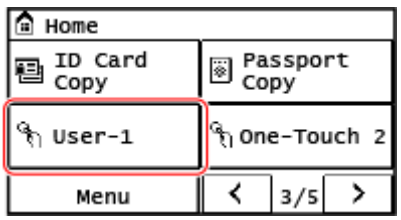
Specifying Destinations with the One-Touch Button

Required Preparations

- Register a destination to a [One-Touch] button. **Registering Destinations (Address Book)(P. 164)**

■Selecting from the [Home] Screen

Press a [One-Touch] button on the [Home] screen.

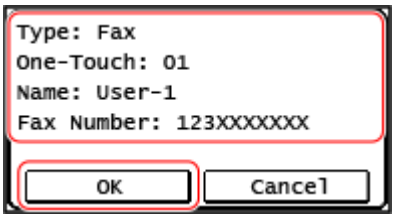


➡ The destinations are specified.
The Scan or Fax screen is displayed with the specified destinations entered.

The [ ] icon is assigned to a [One-Touch] button. The name which is entered in [Name] when the destination is registered appears as the button name.

■When the Confirm Destination Screen Is Displayed

Check that the destination is correct, and then press [OK].



■Selecting from the [Scan] or [Fax] Screen

1 On the control panel, press [Scan] or [Fax] in the [Home] screen. [Home] Screen(P. 116)

2 When you are scanning, press [E-Mail] or [File].

3 Press [Destination] ▶ [Specify from One-Touch].

➠ Only destinations registered to a One-Touch button are displayed.

■When the To/Cc/Bcc screen is displayed

Select the type (To, Cc, or Bcc) of destination to be specified.

4 Select the destination.

➠ The destinations are specified.

Specifying Destinations (Direct Input)

8WFY-03L

To specify a destination not registered to the Address Book, directly enter the destination using the scan or fax screen of the control panel.

■Using the Scan Screen

1 On the control panel, press [Scan] in the [Home] screen. [Home] Screen(P. 116)

2 Press [E-Mail].

3 Enter an e-mail address, and press [Apply]. Entering Characters(P. 127)

➡ The destination is specified.

- If you entered an incorrect e-mail address, press C to clear the character.
- You cannot directly enter a second address. Select a second destination from [Destination].

■Using the Fax Screen

1 On the control panel, press [Fax] in the [Home] screen. [Home] Screen(P. 116)

2 Enter a fax number using the numeric keys and press [Apply].

➡ The destination is specified.

- If the machine is connected via Private Branch Exchange (PBX), press [R] before entering the destination with the numeric keys. If [R] is not available, you must register the R-key setting. **[R-Key Setting](P. 489)**
- If you entered an incorrect fax number, press C to clear the number.
- If the [Confirm] screen is displayed, enter the fax number again, and press [Apply].
- To enter a second and subsequent destinations, press [Destination] ▶ [Specify Using Numeric Keys].
- When sending a fax to an international destination, enter the international access number, country code, and fax number in that order. If you are unable to connect, press [Pause] in between the numbers to add a pause. You can change the pause time. **[Set Pause Time](P. 487)**

Specifying Destinations (Address Book on a Mobile Device)

8WFY-03R

When sending scanned data by e-mail, you can specify destinations registered to the Address Book on a mobile device using the scan screen of the control panel.

Required Preparations

- Install Canon PRINT Business to the mobile device. **Using a Dedicated Application to Print and Scan (Canon PRINT Business)(P. 335)**
- Configure the settings to enable the machine to connect to the Address Book on the mobile device. **[Link Mobile Device Address Book](P. 483)**

1 On the control panel, press [Scan] in the [Home] screen. [Home] Screen(P. 116)

2 Press [E-Mail].

3 Press [Destination] ▶ [Specify from Mobile Portal].

4 Connect to the mobile device. Connecting a Mobile Device to the Machine(P. 330)

5 Send the destination information from the mobile device to the machine.

- For details about sending, see the Canon PRINT Business manual at the online manual site.
- You can also send the subject, message, and file name entered on the mobile device to the machine.

6 Confirm the destination information displayed on the screen of the machine, and press [OK].

➠ The destinations are specified.

Specifying Destinations (TX Job Log)

8WFY-03S

You can specify destinations used in the past by calling up the TX Job Log. The scan settings used when the destination was used are also recalled.
When you call up the TX Job Log, the specified destinations and scan settings are overwritten.

IMPORTANT

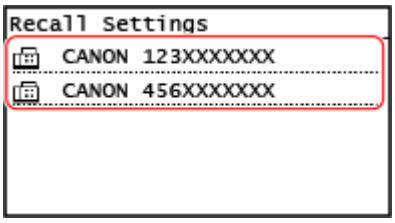
- You cannot use the TX Job Log when sending from the log is restricted. **Prohibiting the Use of Destinations in the Send Log(P. 368)**

1 On the control panel, press [Scan] or [Fax] in the [Home] screen. [Home] Screen(P. 116)

2 When you are scanning, press [E-Mail] or [File].

3 Press [Destination] ▶ [Recall Set.].

4 Select the log you want to call up.



➠ The destinations and scan settings of the selected log are applied.
The Scan or Fax screen is displayed with the specified destinations entered.

When there are multiple destinations in the log, only the first destination is displayed, but all of the destinations are applied.

5 Change the destinations and scan settings, as needed.

You can change and send the called up destinations and scan settings.

NOTE

- The TX Job Log is cleared in the following cases:
  - When the power is turned OFF
  - When entry of new destinations is restricted **Sending Only to Registered Destinations(P. 369)**

Changing the Default Settings

8WFY-03U

You can change the default settings for scan, copy, and other functions called up using the control panel.
By configuring the settings as standard or to save paper, for example, you can increase work efficiency and reduce costs.

You can also reset the settings to the settings set here by pressing  on any function screen.

This section describes how to configure the settings using the control panel.
You can also configure the settings using Remote UI from a computer. **Managing the Machine from a Computer (Remote UI)(P. 392)**

Touch Panel Model(P. 186)
5 Lines LCD Model(P. 187)

Touch Panel Model

1 On the control panel, press [Menu] in the [Home] screen. [Home] Screen(P. 116)

2 Press [Function Settings].

3 Select the default setting item you want to change.

Select from the following items according to the function you want to change.

Scan (Send E-mail)

[Send] ▶ [Scan and Send Settings] ▶ [E-Mail Settings] ▶ [Change Default Settings]

Scan (Save to Shared Folder)

[Send] ▶ [Scan and Send Settings] ▶ [File Settings] ▶ [Change Default Settings]

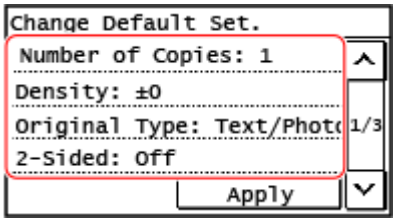
Fax

[Send] ▶ [Fax Settings] ▶ [Change Default Settings]

Copy

[Copy] ▶ [Change Default Settings]

4 Select the setting items to change, and change the default settings.



For details about the setting items of each function, see the following:

- Scan (Send E-Mail) **[Change Default Settings](P. 481)**
- Scan (Save to Shared Folder) **[Change Default Settings](P. 483)**
- Fax **[Change Default Settings](P. 486)**
- Copy **[Change Default Settings](P. 464)**

5 **Press [Apply].**

➡ The default settings are changed.

NOTE

Restoring Default Settings to the Factory Settings

- You can perform the following operations from the screen in Step 3.
  - **Scan (Send E-Mail)**

    [Send] ▶ [Scan and Send Settings] ▶ [E-Mail Settings] ▶ [Initialize Default Settings] ▶ [Yes]

  - **Scan (Save to Shared Folder)**

    [Send] ▶ [Scan and Send Settings] ▶ [File Settings] ▶ [Initialize Default Settings] ▶ [Yes]

  - **Fax**

    [Send] ▶ [Fax Settings] ▶ [Change Default Settings] ▶ [Initialize] ▶ [Yes]

  - **Copy**

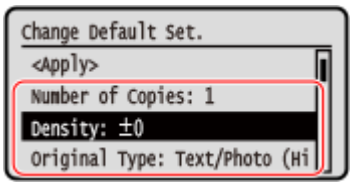
    [Copy] ▶ [Initialize Default Settings] ▶ [Yes]

5 Lines LCD Model

1 **Press on the control panel. Control Panel(P. 14)**

2 **Select [Function Settings] ▶ OK ▶ [Copy] ▶ OK ▶ [Change Default Settings] ▶ OK.**

3 **Select the setting items to change, and change the default settings. [Change Default Settings](P. 464)**



4 **Select [<Apply>] and press OK.**

NOTE

Restoring Default Settings to the Factory Settings

- You can perform the following operations from the screen in Step 2.

Press on the control panel ▶ [Function Settings] ▶ OK ▶ [Copy] ▶ OK ▶ [Initialize Default Settings] ▶ OK ▶ [Yes] ▶ OK

Adjusting the Volume (For Models with a Fax Function)

8WFY-03X

You can adjust the volume of sounds emitted by the machine.
You can also set whether the machine emits sounds notifying you of operations and statuses.

Adjusting the Fax Volume(P. 189)
Adjusting Other Fax Function Sounds(P. 189)
Setting the Notification Sounds for Operations and Statuses(P. 190)

Adjusting the Fax Volume

You can adjust the volume of the tone emitted when sending and receiving faxes.

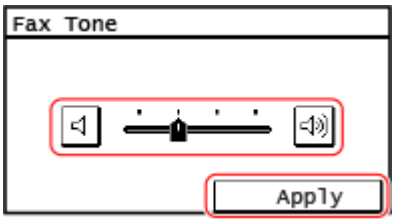
This section describes how to adjust the volume using the control panel.
You can also adjust the volume using Remote UI from a computer. **Managing the Machine from a Computer (Remote UI)(P. 392)**

1 **On the control panel, press [Menu] in the [Home] screen.** **[Home] Screen(P. 116)**

2 **[Preferences] ▶ [Volume Settings] ▶ [Fax Tone]**

➡ The [Fax Tone] screen is displayed.

3 **Drag the slider to the left or right to adjust the volume, and press [Apply].**



➡ The volume is adjusted.

- Dragging the slider to the right increases the volume.
- Dragging the slider to the far left mutes the sound.

Adjusting Other Fax Function Sounds

You can adjust the volume of the incoming fax sound and the sounds notifying you when faxes are successfully sent and received, and when originals are successfully scanned.
You can also configure the setting to emit a sound only when an error occurs.

This section describes how to adjust the volume using the control panel.
You can also adjust the volume using Remote UI from a computer. **Managing the Machine from a Computer (Remote UI)(P. 392)**

1 **On the control panel, press [Menu] in the [Home] screen.** **[Home] Screen(P. 116)**

2 **[Preferences] ▶ [Volume Settings].**

➡ The [Volume Settings] screen is displayed.

3 **Select the item whose volume you want to adjust.**

[Ring Tone]

Adjust the volume of the sound notifying you of incoming faxes.

[TX Done Tone]

Adjust the volume of the sound notifying you that sending of a fax is complete.

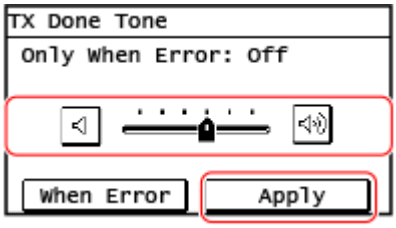
[RX Done Tone]

Adjust the volume of the sound notifying you that receiving of a fax is complete.

[Scanning Done Tone]

Adjust the volume of the sound notifying you that scanning of a fax original is complete.

4 **Drag the slider to the left or right to adjust the volume, and press [Apply].**



➡ The volume is adjusted.

- Dragging the slider to the right increases the volume.
- Dragging the slider to the far left mutes the sound.
- To emit a completion sound only when an error occurs, press [When Error] and set to [On].

Setting the Notification Sounds for Operations and Statuses

You can also set whether the machine emits sounds notifying you of operations and statuses, such as when operating the control panel and errors are detected.

This section describes how to configure the settings using the control panel.
You can also configure the settings using Remote UI from a computer. **Managing the Machine from a Computer (Remote UI)(P. 392)**

1 **On the control panel, press [Menu] in the [Home] screen. [Home] Screen(P. 116)**

2 **[Preferences] ▶ [Volume Settings].**

➡ The [Volume Settings] screen is displayed.

3 **Set whether notification sounds are emitted. [Volume Settings] Screen(P. 192)**

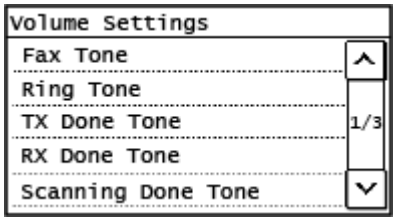
To emit notification sounds, select the item and press [On].

➠ The volume is adjusted.

[Volume Settings] Screen

8WFY-03Y

When you press [Menu] ▶ [Preferences] ▶ [Volume Settings] on the [Home] screen of the control panel, the [Volume Settings] screen is displayed.
You can adjust the volume of notification sounds, such as when faxes are successfully sent and received, and set whether the machine emits sounds notifying you of operations and statuses.



[Fax Tone] / [Ring Tone] / [TX Done Tone] / [RX Done Tone] / [Scanning Done Tone]
You can adjust the volume of the following notification sounds: When sending fax, when receiving a fax, when fax sending is complete, when fax receiving is completed, or when scanning fax originals is completed.

[Entry Tone]
Set whether to emit a sound when you press the keys and buttons on the control panel.

[Invalid Entry Tone]
Set whether to emit a sound when an invalid key is pressed, such as when you enter a value outside the setting range.

[Restock Supplies Tone]
Set whether to emit a sound when the toner cartridges are nearing the end of their lifetime.

[Warning Tone]
Set whether to emit a sound when the machine has a paper jam or other malfunction.

[Job Done Tone]
Set whether to emit a sound when the copy, scan, or other operation on the machine is completed.

[Energy Saver Alert]
Set whether to emit a sound when the machine enters and exits sleep mode.

[Original in Feeder Detection Tone]
Set whether to emit a sound when the machine detects an original that has been placed on the feeder.

Reducing the Operation Sound (Quiet Mode)

8WFY-040

Quiet Mode is a function which reduces the operation sound of the machine.
By pressing on the control panel, the machine enters the quiet mode. **Control Panel(P. 14)**
When the machine is in the quiet mode, lights in green.

■Canceling the Quiet Mode

By pressing on the control panel, turns off.

■Specifying the Time

You can set the machine to enter or exit the quiet mode at a specified time.

This section describes how to configure using the Remote UI from a computer.
On the control panel, configure from [Menu] in the [Home] screen ▶ [Preferences]. **[Timer/Energy Settings](P. 428)**

1 Log in to Remote UI in System Manager Mode. **Starting Remote UI(P. 393)**

2 On the Portal page of Remote UI, click [Settings/Registration]. **Portal Page of Remote UI(P. 395)**

3 Click [Timer Settings] ▶ [Edit].

➡ The [Edit Timer Settings] screen is displayed.

4 Specify the time.

■Setting the machine to enter the quiet mode at the specified time

Select [Specify Quiet Mode Time Settings] and enter the time in [Start Time].

When the time is displayed in the 12-hour notation, select [AM] or [PM] after entering the time.

■Setting the machine to exit the quiet mode at the specified time

Select [Specify Quiet Mode Time Settings] and enter the time in [End Time].

When the time is displayed in the 12-hour notation, select [AM] or [PM] after entering the time.

5 Click [OK].

➡ The settings are applied.

6 Log out from Remote UI.

NOTE

- When the machine is in the quiet mode, each function operates slower than usual.

- The volume of the sounds, such as [Entry Tone] or [Warning Tone], which notify the operations on the machine or the machine status will not be reduced. **Adjusting the Volume (For Models with a Fax Function)(P. 189)**

Printing

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Printing Preparations 197
Preparing to Print from a Computer 198
Configuring a Printer Port (Windows) 199
Setting Up a Print Server 202
Preparations for Using Universal Print 205
Registering the Machine to Cloud Service 206
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Printing with Universal Print 215
Canceling Printing 216
Viewing the Print Job Status and Log 219

Printing

8WFY-041

You can print documents and photos from a computer.

Printing from a Computer



You can print documents and photos via a printer driver installed on a computer connected to the machine.

Preparing to Print from a Computer(P. 198)
Printing from a Computer(P. 210)

Setting Up a Print Server

By setting up a print server on a network, you can reduce the load on the computer that you print from. In Windows, you can install the printer driver via the print server, which saves you the trouble of downloading the printer driver to each computer on the network or using a CD/DVD-ROM.

Setting Up a Print Server(P. 202)

Printing with the Standard Functions of the Operating System and Cloud Service

You can print without having to install a dedicated application or printer driver.

Windows

You can use Microsoft's cloud service, Universal Print, to print data. The Universal Print driver is standard in Windows 10, enabling you to also print from a remote location when the machine is connected to the Internet.

Preparations for Using Universal Print(P. 205)
Printing with Universal Print(P. 215)

macOS

You can use AirPrint to print data. **Using AirPrint Application to Print and Scan Data and Send Faxes(P. 336)**

Chrome OS

Use the print function that is standard in the operating system. **Printing from Chromebook or Other Device with Chrome OS(P. 341)**

■ See Also

Printing from a Mobile Device

The machine can be operated from a smartphone, tablet, or other mobile device. By using a compatible application or service, you can easily print photos or documents from a mobile device.

Linking with Mobile Devices(P. 322)

Printing Preparations

8WFY-042

To print from the machine, you must make printing preparations according to your printing method and usage environment.

Preparing to Print from a Computer(P. 198)
Setting Up a Print Server(P. 202)
Preparations for Using Universal Print(P. 205)

Preparing to Print from a Computer

8WFY-043

Install the printer driver to the computer that will be used to print. **Installing Software and Drivers to the Computer(P. 102)**

Using a Print Server in Windows
Use a print server to install the printer driver.
Double-click the shared printer on the print server, and follow the instructions on the screen to install the printer driver. **Displaying a Shared Printer in the Print Server(P. 651)**

NOTE

Changing the Port Type and Number (Windows)

- If the machine is configured not to use LPD or RAW, or if the port number was changed, the settings on the computer may also have to be changed. **Changing the Port Type and Number(P. 201)**

If the IP Address of the Machine Is Changed after Installing the Printer Driver

- In Windows, the required action depends on the port you are using.
  - If you are using an MFNP port, the connection is maintained as long as the machine and computer belong to the same subnet, so no action is required on the computer.
  - If you are using a standard TCP/IP port, you must add a new port. **Adding a Port(P. 199)**

  If you do not know which port is being used, see the following:
  Viewing the Printer Port(P. 656)
- In macOS, you must re-register the machine on the Mac. For details about registering the machine, see the manual of the driver at the online manual site.
  https://oip.manual.canon/

* If you are using DHCP to automatically obtain the IP address of the machine, the IP address may be changed automatically.

Configuring a Printer Port (Windows)

8WFY-044

If the IP address of the machine changed or a printer has been added in Windows, you may not be able to print from a computer. In this case, use the printer driver to add a new port.
In addition, you cannot print from a computer when the port type or port number of the printer driver differ from that of the machine setting. In this case, change the setting on the printer driver to match that of the machine.

Adding a Port(P. 199)
Changing the Port Type and Number(P. 201)

Adding a Port

The machine supports two types of ports: "MFNP Port" and "Standard TCP/IP Port." Select and add the port to use according to your usage environment.

MFNP Port (only for IPv4 environment)
You can only add this port when a printer driver is installed using the installer. The connection is maintained as long as the machine and computer belong to the same subnet, even if the IP address of the machine is changed.

Standard TCP/IP Port
This is a standard Windows port. You must add a new port every time the IP address of the machine is changed. Select this type of port when you cannot add an MFNP port.

Administrator privileges are required on each computer.

Required Preparations

- Prepare the following information and keep it close by. **Checking the Network Status and Settings(P. 92)**
  - When adding an MFNP port: the IP address or MAC address of the machine
  - When adding a standard TCP/IP port: the IP address or DNS name (host name) of the machine

1 Log on to the computer using an administrator account.

2 Click [ ] (Start) ▶ [ ] (Settings) ▶ [Devices] ▶ [Printers & scanners].

➡ The [Printers & scanners] screen is displayed.

3 Click the printer driver of the machine ▶ [Manage] ▶ [Printer properties].

➡ The printer driver properties screen is displayed.

4 On the [Ports] tab, click [Add Port].

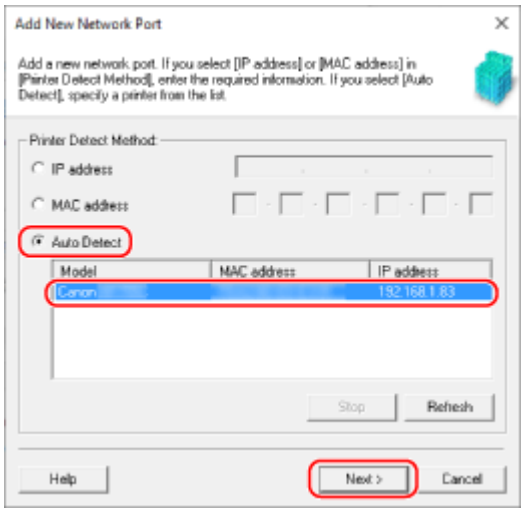
➡ The [Printer Ports] screen is displayed.

5 Add a new port.

■When Adding an MFNP Port

1 Select [Canon MFNP Port], and click [New Port].

2 Select [Auto Detect] and the machine, and click [Next].



If the machine is not displayed, click [Refresh]. If the machine is still not displayed, select [IP address] or [MAC address], enter the IP address or MAC address of the machine, and then click [Next].

3 Click [Add].

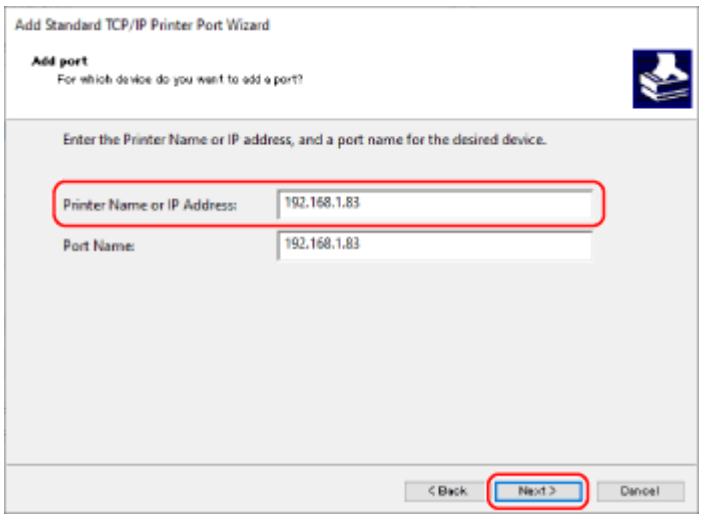
■When Adding a Standard TCP/IP Port

1 Select [Standard TCP/IP Port], and click [New Port].

➠ The [Add Standard TCP/IP Printer Port Wizard] screen is displayed.

2 Click [Next].

3 Enter the IP address or DNS name (host name), and then click [Next].



The port name is entered automatically, so change it, as needed.

When [Additional port information required] Appears

Take action following the instructions on the screen. To set [Device Type], select [Canon Network Printing Device with P9100] in [Standard].

6 Click [Finish].

➡ A new port is added, and the [Printer Ports] screen is displayed.

7 Click [Close] ▶ [Close].

➡ The settings are applied.

Changing the Port Type and Number

If the machine is configured not to use LPD or RAW, you must change the type of port on the computer to a protocol usable on the machine.
If the LPD or RAW port number was changed, the settings on the computer may have to be changed to match the settings on the machine.
* You do not need to change the port type or number on the computer for WSD ports.

Administrator privileges are required on each computer.

1 Log on to the computer using an administrator account.

2 Click [ ] (Start) ▶ [ ] (Settings) ▶ [Devices] ▶ [Printers & scanners].

➡ The [Printers & scanners] screen is displayed.

3 Click the printer driver of the machine ▶ [Manage] ▶ [Printer properties].

➡ The printer driver properties screen is displayed.

4 On the [Ports] tab, click [Configure Port].

➡ The [Configure Port] screen or [Configure Standard TCP/IP Port Monitor] screen is displayed.

5 Set the port type and number.

■For an MFNP Port

In [Protocol Type], select [RAW] or [LPR], and change the port number.

■For a Standard TCP/IP Port

In [Protocol Type], select [Raw] or [LPR].

- When [Raw] is selected, change the port number.
- When [LPR] is selected, enter "Ip" for [Queue Name].

6 Click [OK] ▶ [Close].

➡ The settings are applied.

Setting Up a Print Server

8WFY-045

By setting up a print server on the network, you can speed up print operations on a computer, thereby reducing the load on the computer.
In Windows, you can install the printer driver via the print server to save you the trouble of downloading the printer driver to each computer on the network or using a CD/DVD-ROM.

To set up a print server, enable the print server to print from the machine, and then configure the settings for sharing the printer.
To use a print server in a domain environment, consult your network administrator.

Enabling the Print Server to Print from the Machine(P. 202)
Configuring the Settings for Sharing the Printer(P. 202)

Enabling the Print Server to Print from the Machine

Install the printer driver to the computer that will be the print server, and configure the settings according to your usage environment. **Preparing to Print from a Computer(P. 198)**

Configuring the Settings for Sharing the Printer

Configure the printer sharing settings on the computer that will be the print server so that other computers on the network can use the print server.

When Using Windows(P. 202)
When Using macOS(P. 204)

■When Using Windows

Administrator privileges are required on the computer that will be the print server.

Required Preparations

- Check the operating system (32-bit or 64-bit) of the computer that will be the print server and the operating system of the computer that will use the print server (the client). **Viewing the System Information of the Computer(P. 652)**

1 Log on to the computer that will be the print server, using an administrator account.

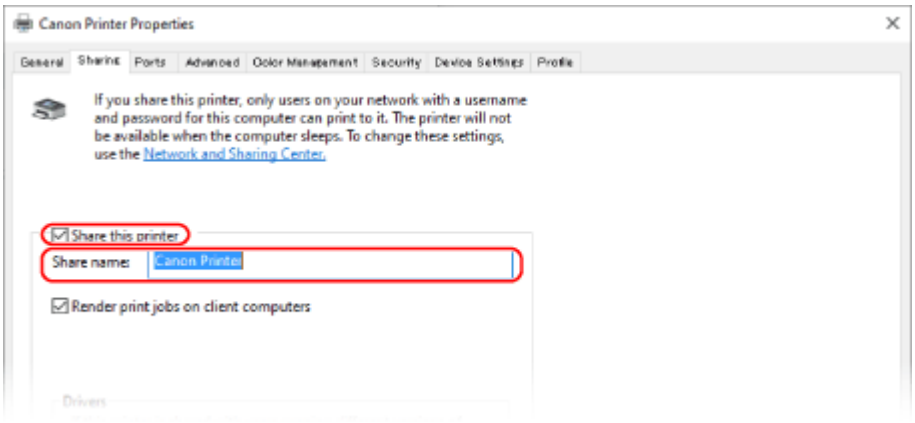
2 Click [ ] (Start) ▶ [ ] (Settings) ▶ [Devices] ▶ [Printers & scanners].

➡ The [Printers & scanners] screen is displayed.

3 Click the printer driver of the machine ▶ [Manage] ▶ [Printer properties].

➡ The printer driver properties screen is displayed.

4 On the [Sharing] tab, select the [Share this printer] checkbox, and enter a shared name.



5 Install an additional driver, as needed.

If the client computer has an operating system (32-bit or 64-bit) that differs from that of the print server, install an additional driver.

1 Click [Additional Drivers].

➠ The [Additional Drivers] screen is displayed.

2 Select the checkbox of the driver to be added, and click [OK].

- If the print server computer has a 32-bit operating system, select the [x64] (driver for 64-bit version) checkbox.
- If the print server computer has a 64-bit operating system, select the [x86] (driver for 32-bit version) checkbox.

3 Click [Browse], specify the folder where the driver is located, and click [OK].

When Specifying the Folder of the Downloaded Driver

- If the print server computer has a 32-bit operating system, specify the [x64] folder with the decompressed driver ▶ [Driver] folder.
- If the print server computer has a 64-bit operating system, specify the [32BIT] folder with the decompressed driver ▶ [Driver] folder.

When Specifying the Folder in the Supplied CD/DVD-ROM

- If the print server computer has a 32-bit operating system, specify [intdrv] in the CD/DVD-ROM ▶ [UFRII] ▶ [x64] ▶ [Driver] folder.
- If the print server computer has a 64-bit operating system, specify [intdrv] in the CD/DVD-ROM ▶ [UFRII] ▶ [32BIT] ▶ [Driver] folder.

4 Install the additional driver while following the instructions on the screen.

6 Click [OK].

➠ The settings are applied.

■When Using macOS

1 Click [ ] ▶ [System Preferences] ▶ [Sharing].

➡ The [Sharing] screen is displayed.

2 Select the [Printer Sharing] checkbox.

3 In [Printers], select the checkbox of the machine.

4 Restrict the users that can use the print server, as needed.

By default, all users can use the print server.
To enable specific users to use the print server, click [+] under [Users], and select the users who can use the print server.

5 Close the [Sharing] screen.

➡ The settings are applied.

Preparations for Using Universal Print

8WFY-046

Configure the machine to be able to use Microsoft's cloud service, Universal Print, and register the machine to each computer that will be used to print.
You must be a registered user of Microsoft 365 and use Azure Active Directory.

Registering the Machine to Cloud Service(P. 206)
Registering the Machine to the Computer(P. 209)

Registering the Machine to Cloud Service

8WFY-047

Register the machine to the cloud-based authentication and management service, Azure Active Directory, and set the members or groups that will use the machine.

Step 1: Registering the Machine to Azure Active Directory(P. 206)
Step 2: Specifying the Members and Groups to Use the Machine(P. 208)

Step 1: Registering the Machine to Azure Active Directory

Configure this setting using Remote UI from a computer. You cannot use the control panel to configure the settings.
Administrator privileges are required.

1 Log in to Remote UI in System Manager Mode. Starting Remote UI(P. 393)

2 On the Portal page of Remote UI, click [Settings/Registration]. Portal Page of Remote UI(P. 395)

3 Click [Network Settings] ▶ [Universal Print Settings].

➡ The [Universal Print Settings] screen is displayed.

4 Click [Edit] in [Basic Settings].

5 Select the [Use Universal Print] checkbox, and enter the printer name.

- For the printer name, enter a name to identify the machine, using single-byte alphanumeric characters.
- To verify the certificate sent from the server, select the [Verify Server Certificate] checkbox.
  To add a Common Name (CN) to the verification items, select the [Add CN to Verification Items] checkbox as well.

6 Change Application ID and the URL of Azure Active Directory according to usage environment.

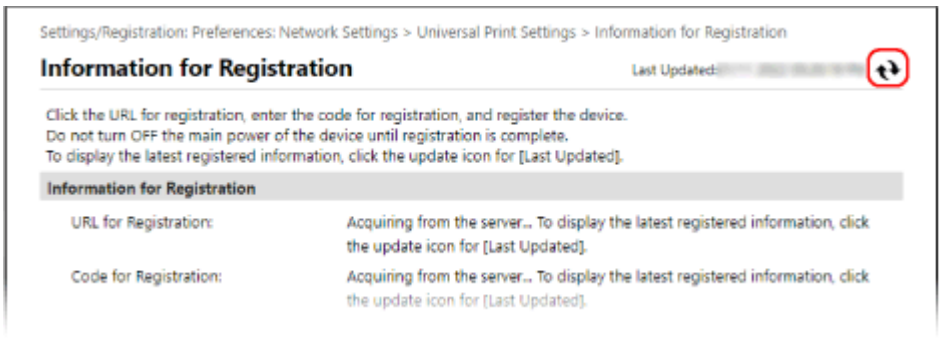
7 Click [OK].

➡ The [Universal Print Settings] screen is displayed.

8 Click [Register] in [Registration Status].

➡ The [Information for Registration] screen is displayed.

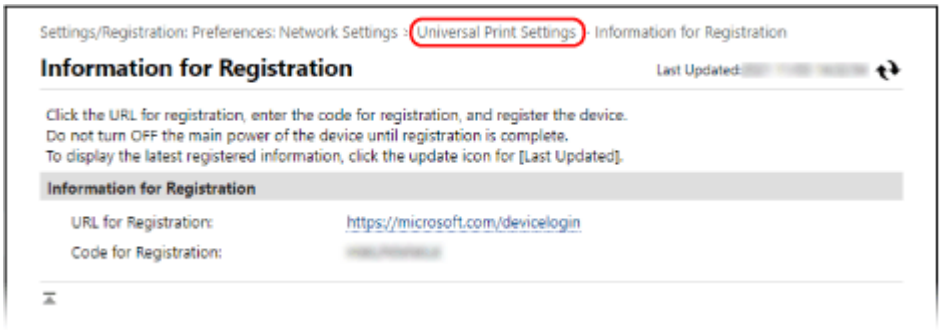
9 **Wait several seconds, and then click [↻].**



10 **Click the link displayed in [URL for Registration].**

11 **Register the machine according to the instructions on the screen.**

12 **Click [Universal Print Settings] at the top of the Remote UI screen.**



➠ The [Universal Print Settings] screen is displayed.

13 **Wait a few minutes, and then click [↻].**

➠ When registration is complete, [Registered] is displayed in [Registration Status].

14 **Log out from Remote UI.**

NOTE

Canceling the Registration

- Click [Unregister] on the [Universal Print Settings] screen ▶ [OK]. On the Azure Active Directory device management screen, select the machine and click [Delete].

Step 2: Specifying the Members and Groups to Use the Machine

1 **Display the Universal Print management screen of Azure Active Directory in a Web browser on a computer.**

2 **Select the machine, and click [Share Printer].**

To change the name of the machine displayed on the computer, change [Printer Share Name].

3 **Click [Members] ▶ [Add].**

4 **From the list, select the members and groups who will use the printer.**

Registering the Machine to the Computer

8WFY-048

Register the machine, which is registered to Azure Active Directory, to the computer to be used for Universal Print.

Required Preparations

- Register the machine to Azure Active Directory. **Registering the Machine to Cloud Service(P. 206)**

1 **Click [ ] (Start) ▶ [ ] (Settings) ▶ [Accounts].**

➡ The [Your info] screen is displayed.

2 **Click [Access work or school] ▶ [Connect].**

3 **Follow the on-screen instructions to sign in to your Microsoft 365 account.**

4 **Click [Home] ▶ [Devices] ▶ [Printers & scanners].**

➡ The [Printers & scanners] screen is displayed.

5 **Click [Add a printer or scanner].**

➡ The printer list screen is displayed.

6 **Select the machine and click [Add device].**

➡ The machine is registered to the computer.

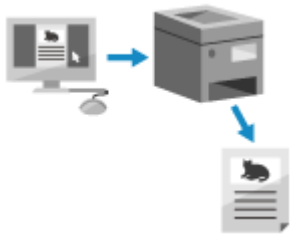
NOTE

When Using a Proxy Server

- To use Universal Print via a proxy server, you must configure the proxy settings on each computer. For details, contact the network administrator.

Printing from a Computer

8WFY-049



You can print documents from a computer using a printer driver.
By changing the settings on the printer driver, you can print according to the document and purpose, such as by using 2-sided printing or adjusting the quality.

This section describes the general procedure for this operation. Check the manual of the application you are using for detailed operations on how to use it.

Required Preparations

- Install the printer driver on the computer, and configure the settings according to your usage environment. **Preparing to Print from a Computer(P. 198)**
- If the document or paper to print is a non-standard size, register the size to the printer driver. **Registering Non-standard Size Paper to the Computer (Custom Size)(P. 213)**

When Using Windows(P. 210)
When Using macOS(P. 211)

■When Using Windows

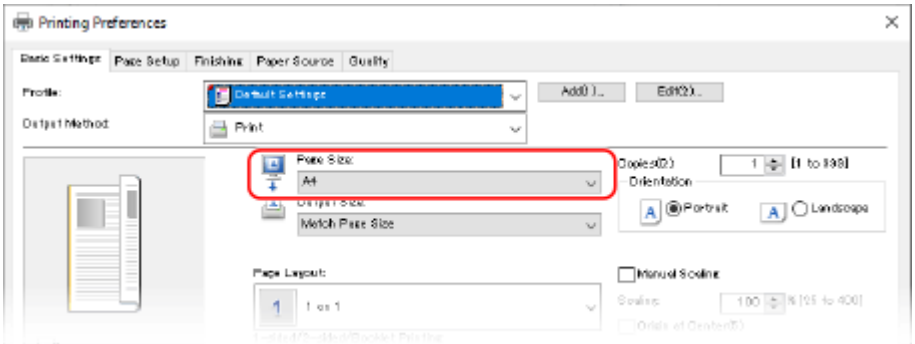
1 On your computer, open the document you want to print.

2 In the application used to open the document, select the command to print.

3 Select the printer driver of the machine, and click [Preferences] or [Properties].

➠ The [Printing preferences] screen of the printer driver is displayed.

4 In [Page Size] on the [Basic Settings] tab, select the paper size of the document.



■ When Printing on Paper of a Size Different from [Page Size]

In [Output Size], select the paper size to print on. The document is enlarged or reduced to match the paper size in [Output Size].

5 Configure the other print settings, as needed.

Configure 2-sided printing and adjust the image quality and other settings to suit your document and purpose. For more information, click [Help] on the [Printing preferences] screen to display help.

6 Click [OK], and click [Print] or [OK].

➠ Printing starts.

- You can cancel printing on the printing screen or from the printer icon in the Windows notification area. **Canceling Printing from a Computer(P. 216)**
- Use  on the control panel to view the print job status and log. **Viewing the Print Job Status and Log(P. 219)**

■ When Using macOS

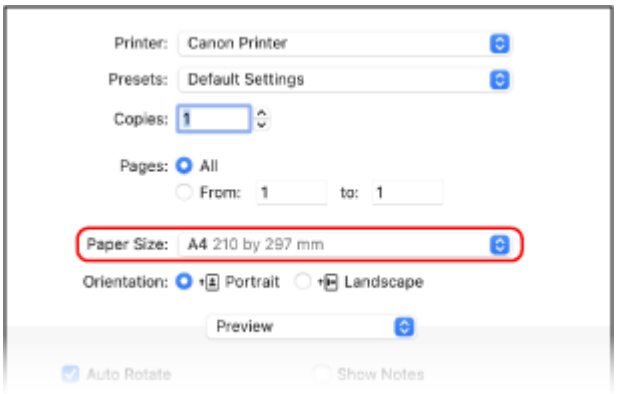
1 On your computer, open the document you want to print.

2 From the menu in the application used to open the document, click [Print].

➠ The printing dialog box appears.

3 In [Printer], select the printer driver of the machine.

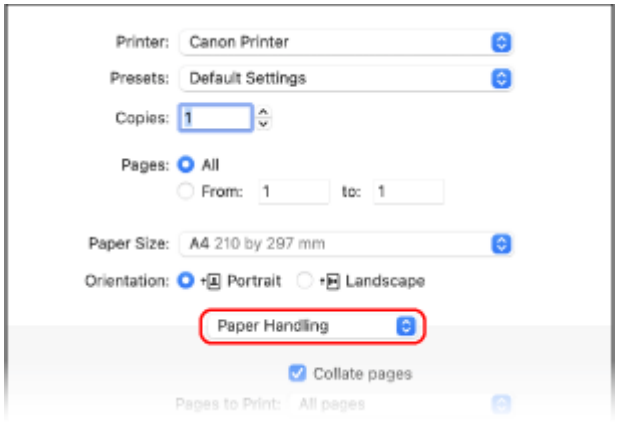
4 In [Paper Size] of the print options, select the paper size of the document.



If print options are not displayed, click [Show Details] in the printing dialog box.

■ When Printing on Paper of a Size Different from [Paper Size]

1 From the print options pop-up menu, select [Paper Handling].



2 Select the [Scale to fit paper size] checkbox, and in [Destination Paper Size], select the paper size to print on.
The document is enlarged or reduced to match the paper size in [Destination Paper Size].

5 Configure the other print settings, as needed.

Configure 2-sided printing and adjust the image quality and other settings to suit your document and purpose. For more information, click [?] in the printing dialog box to display help.

6 Click [Print].

➠ Printing starts.

- You can cancel printing from the printer icon in the Dock. **Canceling Printing from a Computer(P. 216)**
- Use on the control panel to view the print job status and log. **Viewing the Print Job Status and Log(P. 219)**

Registering Non-standard Size Paper to the Computer (Custom Size)

8WFY-04A

Custom size paper is non-standard size paper whose side lengths can be freely defined.
If the document or paper to print is a non-standard size, you must register the size to the printer driver in advance.

When Using Windows(P. 213)
When Using macOS(P. 213)

■When Using Windows

1 Click [ ] (Start) ▶ [ ] (Settings) ▶ [Devices] ▶ [Printers & scanners].

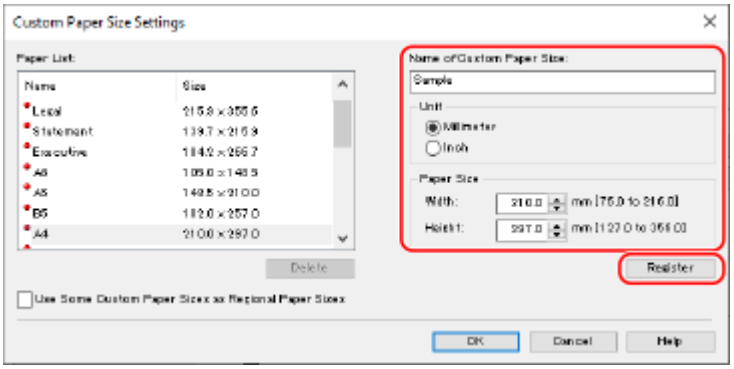
➡ The [Printers & scanners] screen is displayed.

2 Click the printer driver of the machine ▶ [Manage] ▶ [Printing preferences].

➡ The [Printing preferences] screen of the printer driver is displayed.

3 On the [Page Setup] tab, click [Custom Paper Size].

4 Enter the custom size paper name and paper size, and click [Register].



5 Click [OK] ▶ [OK].

➡ The custom size paper is registered.

■When Using macOS

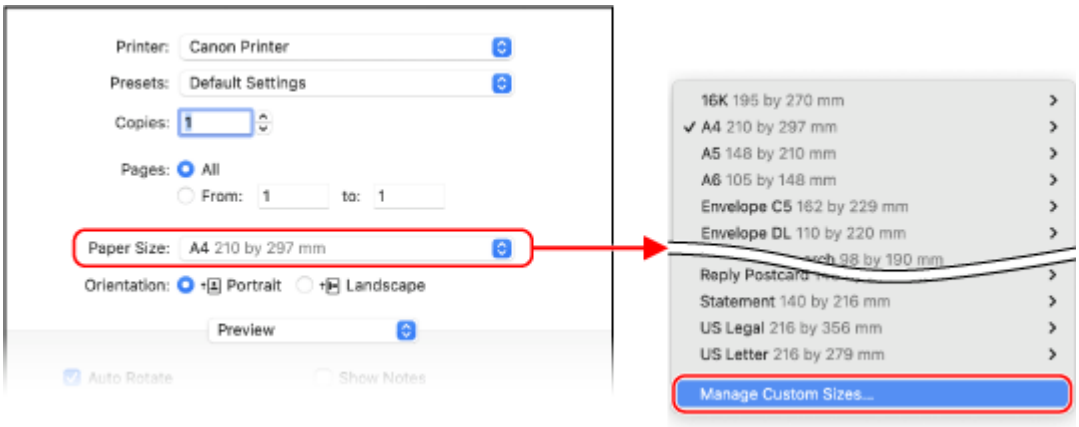
1 On your computer, open the document you want to print.

2 From the menu in the application used to open the document, click [Print].

➠ The printing dialog box appears.

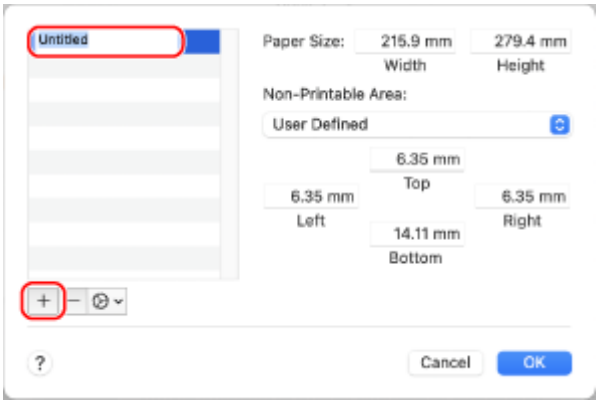
3 In [Printer], select the printer driver of the machine.

4 In [Paper Size] of the print options, select [Manage Custom Sizes].



If print options are not displayed, click [Show Details] in the printing dialog box.

5 Click [+] at the bottom left, double-click [Untitled], and enter the custom size paper name.



6 Enter the paper size, and click [OK].

➠ The custom size paper is registered.

Printing with Universal Print

8WFY-04C

Universal Print is a service for printing documents via the Microsoft cloud. The Universal Print driver is standard with Windows 10, so there is no need to install a printer driver for each computer. If your device is connected to the Internet, you can print documents when you are away from the machine.

To use Universal Print, you must be a registered user of Microsoft 365 and use Azure Active Directory.

Required Preparations

- Register the machine to Azure Active Directory, and set the members or groups that will use the machine. **Registering the Machine to Cloud Service(P. 206)**
- To each computer that will use Universal Print, register the machine that is registered to Azure Active Directory. **Registering the Machine to the Computer(P. 209)**

For details about how to print with Universal Print and the supported operating systems, see the Microsoft website.
https://docs.microsoft.com/

Canceling Printing

8WFY-04E

You can cancel printing from a computer. To cancel printing after the print data has been sent to the machine, use the control panel or Remote UI.

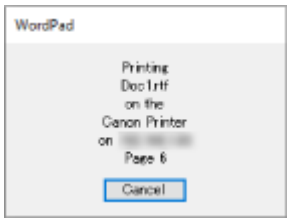
Canceling Printing from a Computer(P. 216)
Canceling Printing with the Control panel(P. 217)
Canceling Printing with Remote UI(P. 218)

Canceling Printing from a Computer

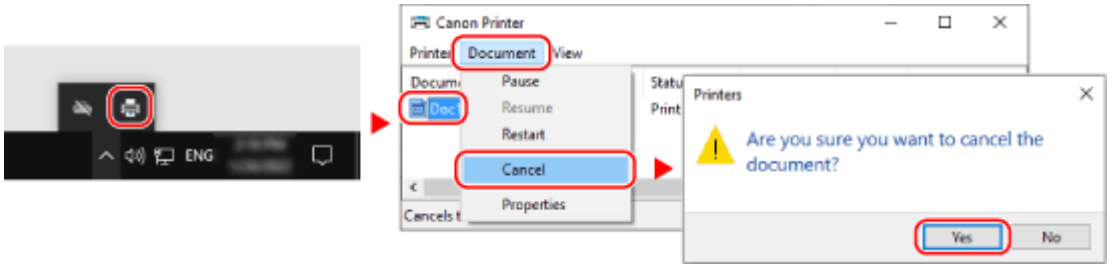
When Using Windows(P. 216)
When Using macOS(P. 216)

■When Using Windows

If the printing screen is displayed, click [Cancel].



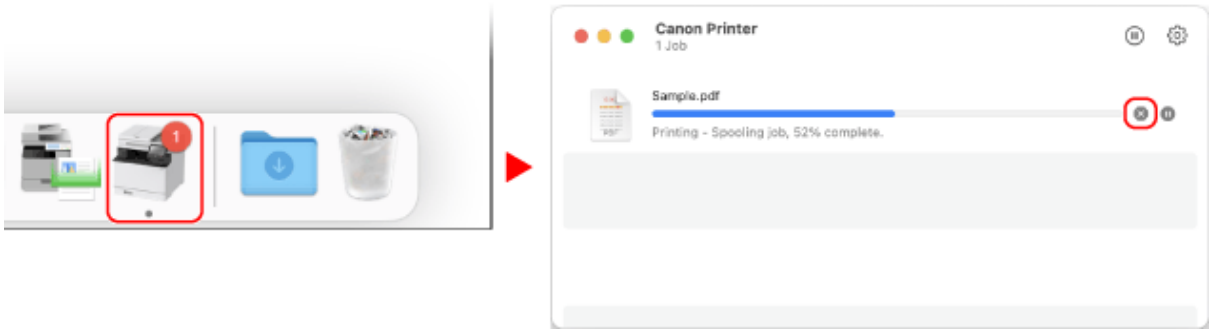
If the above screen is not displayed, double-click the printer icon in the Windows notification area, select the document to cancel, and click [Document] ▶ [Cancel] ▶ [Yes].



If the printer icon is not displayed in the Windows notification area or the document to be canceled is not displayed, the print data is sent to the machine after being processed on the computer.
In this case, cancel printing using the control panel of the machine or Remote UI. **Canceling Printing with the Control panel(P. 217)**

■When Using macOS

Click the printer icon in the Dock, select the document to cancel, and click [⊗].



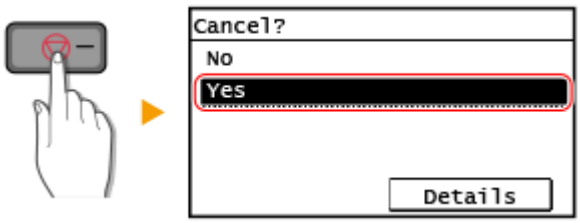
Canceling Printing with the Control panel

Touch Panel Model(P. 217)
5 Lines LCD Model(P. 217)

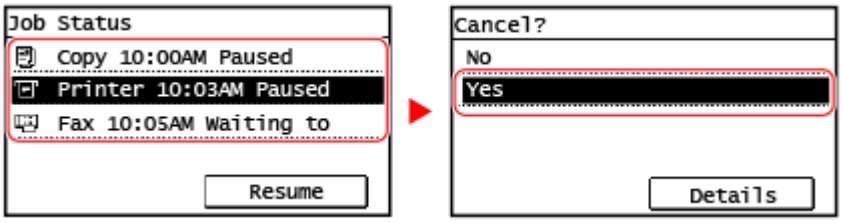
■Touch Panel Model

You can cancel printing using the procedure below.

On the control panel, press ▶ [Yes].



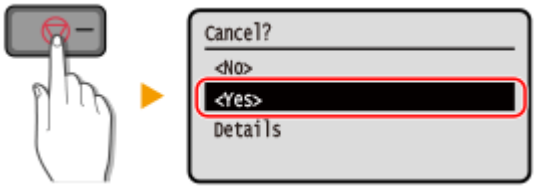
If the job list screen is displayed, select the job to cancel, and press [Yes].



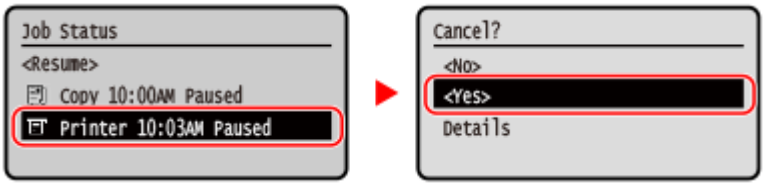
■5 Lines LCD Model

You can cancel printing using the procedure below.

On the control panel, press ▶ [Yes] ▶ OK.



If the job list screen is displayed, select the job to cancel, and select [Yes],press OK.



Canceling Printing with Remote UI

You can cancel printing with [Status Monitor/Cancel] ▶ [Job Status] screen in [Print] of Remote UI. **Checking Usage and Logs with Remote UI(P. 397)**

Viewing the Print Job Status and Log

8WFY-04F

Processes handled by the machine, including printing, are managed as jobs. By checking the status and log of jobs, you can determine whether a print job was performed correctly and the cause of errors that occurred.
* If the log is set to not be displayed, you can only check the print job status. **[Display Job Log](P. 503)**

This section describes how to view this information using the control panel.
You can also check this information using Remote UI from a computer. **Checking Usage and Logs with Remote UI(P. 397)**

Touch Panel Model(P. 219)
5 Lines LCD Model(P. 220)

■Touch Panel Model

1 Press on the control panel.

➡ The [Status Monitor] screen is displayed.

2 Press [Copy/Print Job].

3 Check the job status or the job log.

■Viewing the Print Job Status

1. Press [Job Status].
   ➡ A list of jobs being processed or waiting to be processed is displayed.
2. Select a job to view its details.
   ➡ The job details are displayed.
3. View the file name, user name, and other information.
   Depending on the type of characters being used, the file name and user name may not be correctly displayed.

■Viewing the Print Job Log

1. Press [Print Job Log].
   ➡ A list of jobs being processed or waiting to be processed is displayed.
2. Select a job to view its details.
   ➡ The job details are displayed.
3. View the file name, user name, and other information.
   Depending on the type of characters being used, the file name and user name may not be correctly displayed.

If Print Job Log Displays Error Information

Printing was canceled, or an error occurred.
If a three-digit number starting with "#" (error code) is displayed, you can check the cause and solution using the error code. **An Error Code Is Displayed(P. 635)**

■5 Lines LCD Model

1 Press on the control panel. Control Panel(P. 14)

➡ The [Status Monitor] screen is displayed.

2 Check the job status or the job log.

■Viewing the Print Job Status

1. Select [Job Status], press OK.
   ➡ A list of jobs being processed or waiting to be processed is displayed.
2. Select a job to view its details and press OK.
   ➡ The job details are displayed.
3. View the file name, user name, and other information.
   Depending on the type of characters being used, the file name and user name may not be correctly displayed.

■Viewing the Print Job Log

1. Select [Print Job Log], press OK.
   ➡ A list of jobs being processed or waiting to be processed is displayed.
2. Select a job to view its details and press OK.
   ➡ The job details are displayed.
3. View the file name, user name, and other information.
   Depending on the type of characters being used, the file name and user name may not be correctly displayed.

If Print Job Log Displays Error Information

Printing was canceled, or an error occurred.
If a three-digit number starting with "#" (error code) is displayed, you can check the cause and solution using the error code. **An Error Code Is Displayed(P. 635)**

Scanning

Scanning 222
Preparations for Scanning 224
Preparing to Save Scanned Data to a Computer 225
Preparing for a Shortcut Key to Store Scanned Data to a Computer 227
Preparing to Send Scanned Data by E-mail 231
Configuring the Basic Settings for Sending E-mail (Send Function Setting Tool) 232
Using the Downloaded Send Function Setting Tool 234
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Preparing to Save Scanned Data to a Shared Folder 237
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Starting MF Scan Utility 253
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Scanning

8WFY-04H

You can scan documents, photos, and other printed material ("originals") and convert them into data. This converted data ("scanned data") can be saved as an image or PDF file and sent using the following methods.

Saving to a Computer

Save scanned data to a computer connected to the machine.
You can configure the scan settings and save scanned data to a computer using the scanner driver and application installed on the computer.

The following three methods are available.

Scanning from the Machine



Scan using the format and save destination preset with the application.
This method saves scanned data to a computer by just operating the machine and is convenient when scanning multiple originals.
Preparing to Save Scanned Data to a Computer(P. 225)
Scanning (Saving to a Computer)(P. 240)

Scanning from the Machine with a Single Step



Only pressing a shortcut key allows scanning with predetermined settings to a designated destination. You can store scanned data to a specific computer with a single operation. It is useful to register frequently scanning settings and a frequently used destination computer.
Preparing for a Shortcut Key to Store Scanned Data to a Computer(P. 227)
Scanning Using the Shortcut Key (Saving to a Computer)(P. 247)

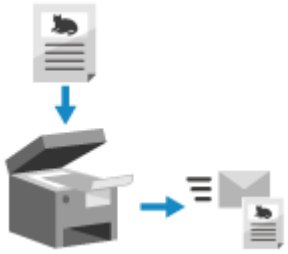
Scanning from a Computer



Scan using the format and save destination specified when scanning.
This method lets you see the scanned data immediately on the computer screen so you can check the image quality and make adjustments.
Preparing to Save Scanned Data to a Computer(P. 225)
Scanning from a Computer (Saving to a Computer)(P. 250)

* In macOS, you can use the AirPrint function, which is standard in the OS, to scan data from a computer without having to install a scanner driver or application. **Using AirPrint Application to Print and Scan Data and Send Faxes(P. 336)**

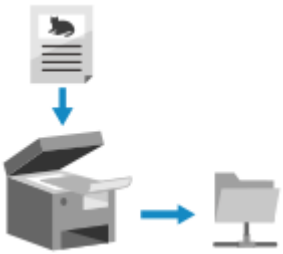
Sending by E-mail



You can send scanned data by e-mail as an attachment.
Just like when sending a regular e-mail, you can add a subject and message and specify multiple destinations.

Preparing to Send Scanned Data by E-mail(P. 231)
Scanning (Sending by E-mail)(P. 243)

Saving to a Shared Folder



You can save scanned data to a shared folder on a computer.
This is convenient for sharing the scanned data of a paper document on a network.

Preparing to Save Scanned Data to a Shared Folder(P. 237)
Scanning (Saving to a Shared Folder)(P. 245)

Preparations for Scanning

8WFY-04J

You must set the scanned data save destination and sending method before scanning.

Preparing to Save Scanned Data to a Computer(P. 225)
Preparing for a Shortcut Key to Store Scanned Data to a Computer(P. 227)
Preparing to Send Scanned Data by E-mail(P. 231)
Preparing to Save Scanned Data to a Shared Folder(P. 237)

Preparing to Save Scanned Data to a Computer

8WFY-04K

Make the following preparations for each computer to which to save scanned data.

Step 1: Installing the Driver and Application to the Computer(P. 225)
Step 2: Registering the Machine with a Computer(P. 225)

Step 1: Installing the Driver and Application to the Computer

Install the following driver and application on the computer to which to save scanned data. **Installing Software and Drivers to the Computer(P. 102)**

ScanGear MF
This scanner driver is required to save scanned data to a computer.
When scanning with a computer, you can use this driver to adjust the scan settings while checking the results.

MF Scan Utility
This is the application for scanning.
Use this to easily scan photos and documents from a computer. You can also change the scan settings for when performing scanning operations with the machine.

Step 2: Registering the Machine with a Computer

For both of the following cases, you must register the machine with the computer used as the save destination.

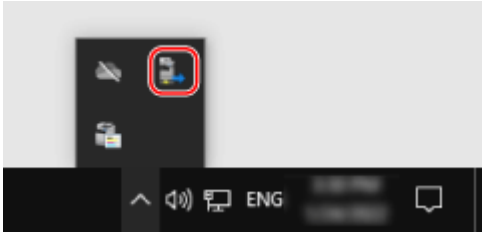
- Performing scanning operations with the machine
- Setting a computer connected to a network as the save destination

You do not have to register the machine when scanning from a computer or saving scanned data to a USB-connected computer.

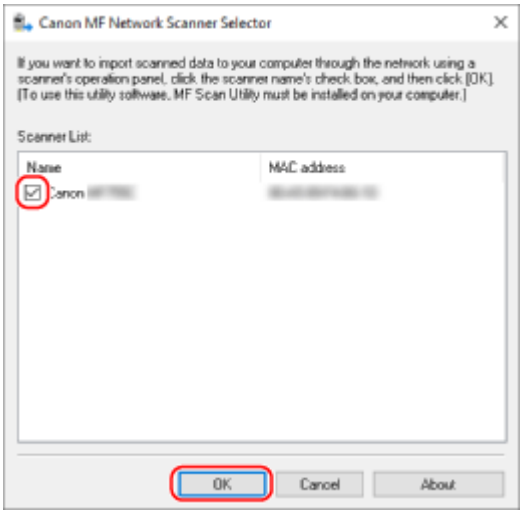
When Using Windows(P. 225)
When Using macOS(P. 226)

■When Using Windows

1 Click [ ] (Canon MF Network Scanner Selector) displayed in the Windows notification area.



2 Select the checkbox for this machine, and click [OK].



■When Using macOS

Use MF Scan Utility to register the machine.

1 From the OS Applications folder, double-click [Canon MF Utilities] ▶ [Canon MF Scan Utility].

➠ MF Scan Utility starts.

2 Click [Canon MF Scan Utility] ▶ [Network Scanner Settings].

3 Click [+] at the bottom left.

4 Add the machine on each tab according to the connection method.

■Connecting with Bonjour

On the [Bonjour] tab, select the Bonjour name, and then click [Add].

■Connecting with TCP/IP

On the [IP] tab, enter the IP address of the machine, and then click [Add].

5 Restart MF Scan Utility.

➠ The added machine is displayed in [Product Name:] on the [Canon MF Scan Utility] main dialog box.

Preparing for a Shortcut Key to Store Scanned Data to a Computer

8WFY-04L

This section describes how to register the information, such as the computer for storing the scanned data or the scan settings, to the button on the [Home] screen or Scan▸PC on the control panel.

Use the control panel to configure the settings. You cannot configure the settings using Remote UI from a computer.

Touch Panel Model(P. 227)
5 Lines LCD Model(P. 228)

Touch Panel Model

Required Preparations

- Make preparations such as installing the scanner driver (ScanGear MF) and application (ScanGear MF) to the computer used as the save location. **Preparing to Save Scanned Data to a Computer(P. 225)**

1 **On the control panel, press [Menu] in the [Home] screen.** **[Home] Screen(P. 116)**

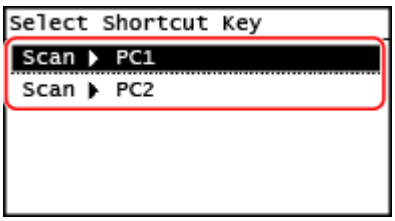
2 **Press [Function Settings] ▸ [Send] ▸ [Scan and Send Settings] ▸ [Shortcut Key Settings].**

➠ The [Shortcut Key Settings] screen is displayed.

3 **Press [Register].**

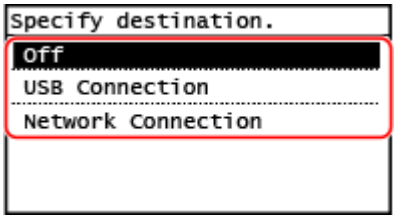
➠ The [Select Shortcut Key] screen is displayed.

4 **Select the shortcut key to which you want to register settings.**



Select [Scan -> PC1] or [Scan -> PC2].

5 **Select the connection method to a computer.**

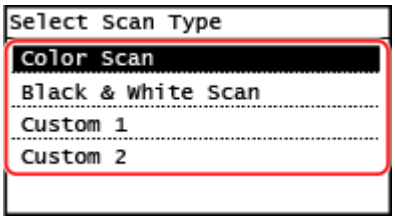


- If [Off] is selected, the shortcut key information registered in Step 4 in canceled.
- When [USB Connection] is selected, go to Step 7.

6 Select the destination computer.

Select from computers on the network where the machine participates.

7 Select the scan type.



➡ The [Shortcut Key Settings] screen is displayed.

8 Press on the control panel.

➡ The [Home] screen is displayed.

NOTE

Confirming the registered information of the shortcut key

- You can confirm the registered information of the shortcut key selected in Step 4 by selecting the shortcut key on the screen displayed with the following steps:

  [Menu] ▶ [Function Settings] ▶ [Send] ▶ [Scan and Send Settings] ▶ [Shortcut Key Settings] ▶ [Confirm Destination] from the [Home] screen

Checking or Changing Scan Setting or Save Location

- You can check and change the scan setting selected in step 7 by using the MF Scan Utility on the computer used as the save location. **Starting MF Scan Utility(P. 253)**

5 Lines LCD Model

Required Preparations

- Make preparations such as installing the scanner driver (ScanGear MF) and application (ScanGear MF) to the computer used as the save location. **Preparing to Save Scanned Data to a Computer(P. 225)**

1 Press (Menu) on the control panel. Control Panel(P. 14)

➡ The [Menu] screen is displayed.

2 Press [Function Settings] ▶ OK ▶ [Send] ▶ OK ▶ [Scan and Send Settings] ▶ OK ▶ [Shortcut Key Settings] ▶ OK.

➡ The [Shortcut Key Settings] screen is displayed.

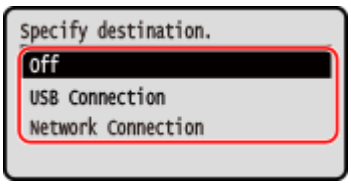
3 Select [Register] and press OK.

➡ The [Select Shortcut Key] screen is displayed.

4 Select [Scan -> PC] and press OK.

5 Select the connection method to a computer and press OK.

- If [Off] is selected, the shortcut key information in canceled.
- When [USB Connection] is selected, go to Step 7.

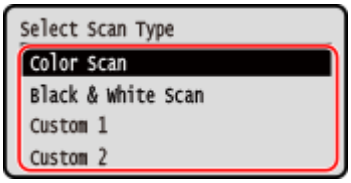


6 Select the destination computer and press OK.

Select from computers on the network where the machine participates.

7 Select the scan type and press OK.

➡ The [Shortcut Key Settings] screen is displayed.



The registered information of the items available here can be confirmed or changed by using MF Scan Utility.
Starting MF Scan Utility(P. 253)

8 Press (Home) on the control panel.

➡ The [Home] screen is displayed.

NOTE

Confirming the registered information of the shortcut key

- You can confirm the information registered to Scan▶PC on the screen displayed with the following steps:

[Function Settings] ▶ OK ▶ [Send] ▶ OK ▶ [Scan and Send Settings] ▶ OK ▶ [Shortcut Key Settings] ▶ OK ▶ [Confirm Destination] ▶ OK ▶ [Scan -> PC] ▶ OK from the [Home] screen

Checking or Changing Scan Setting or Save Location

- You can check and change the scan setting selected in step 7 by using the MF Scan Utility on the computer used as the save location. **Starting MF Scan Utility(P. 253)**

Preparing to Send Scanned Data by E-mail

8WFY-04R

Configure the settings of the e-mail server to be used to send e-mail. Depending on the settings, use either of the following methods to configure the settings from a computer. You cannot use the control panel to configure the settings.

Configuring the Basic Settings for Sending E-mail (Windows)

Configure the basic settings of the e-mail server. You can also register destination e-mail addresses to One-Touch in the Address Book. Use Send Function Setting Tool to configure the settings.

Configuring the Basic Settings for Sending E-mail (Send Function Setting Tool)(P. 232)

* One-Touch is a list of destinations that can be recalled with [ ] in the Address Book or [One-Touch] in the [Home] Screen.

Address Book Function(P. 165)
[Home] Screen(P. 116)

Configuring Detailed Information of the E-mail Server

In addition to the basic information of the e-mail server, you can also configure POP authentication before sending and encryption communication settings. Use Remote UI to configure the settings.

Configuring Detailed Information of the E-mail Server (Remote UI)(P. 235)

* Register destination e-mail addresses to the Address Book as needed.

Registering Destinations to the Address Book (Control Panel)(P. 167)
Registering Destinations to the Address Book (Remote UI)(P. 172)

Configuring the Basic Settings for Sending E-mail (Send Function Setting Tool)

8WFY-04S

From a computer, configure the basic settings of the e-mail server using the Send Function Setting Tool. You can also register destination e-mail addresses to One-Touch in the Address Book.
* One-Touch is a list of destinations that can be recalled with [ ] in the Address Book or [One-Touch] in the [Home] Screen.
Address Book Function(P. 165)
[Home] Screen(P. 116)

Administrator privileges are required. The machine must be restarted to apply the settings.

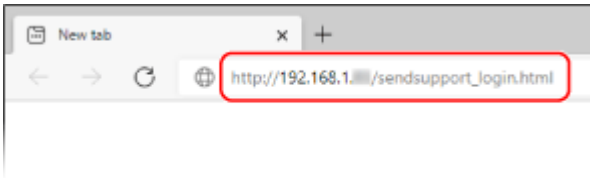
If the SMTP port number of the e-mail server is other than 25, you must change the port number setting. **Changing the Port Number(P. 351)**

Required Preparations

- Connect the computer you are using to configure the settings to the machine over a network.
- Prepare the following information and keep it close by.
  - IP address of the machine **Checking the Network Status and Settings(P. 92)**
  - E-mail address to register as a destination
  - Setting information of the e-mail server (SMTP server name, authentication setting, user name and password to be used for authentication)
    * For details about the setting information, contact your provider or network administrator. Depending on the usage environment, you can also refer to the information set in the computer e-mail software.

1 From a Web browser on a computer, access the following URL.

http://<IP address of this machine>/sendsupport_login.html



➡ The [Start Settings] screen for the Send Function Setting Tool is displayed.

You can also use the downloaded file to start the Send Function Setting Tool. **Using the Downloaded Send Function Setting Tool(P. 234)**

■When the [Start Settings] Screen of Send Function Setting Tool Is Not Displayed

When a message such as [Cannot continue the settings because the function to perform settings for the device is restricted.] is displayed and the [Start Settings] screen is not displayed, see the following:
Cannot Access Remote UI or Send Function Setting Tool(P. 615)

2 Click [Start].

If the login screen appears, enter the System Manager ID and PIN, and then click [Logon].

3 Click [Send to E-mail Settings].

➠ The [Send to E-mail Settings] screen is displayed.

If the [Enter Address Book Password] screen appears, enter the PIN, and then click [OK].

4 For [Registration], select a One-Touch number, and enter the name to be displayed in the Address Book.

Previously registered One-Touch numbers are not displayed.

5 For [Send Destination Settings], enter the e-mail address to be registered.

6 For [SMTP Server Settings], configure the e-mail server information.

[SMTP Server]

Enter the SMTP server name (the host name or IP address) to be used for sending e-mail, using single-byte alphanumeric characters.

Input example: Host name
smtp.example.com

[SMTP Authentication]

When using SMTP authentication, select [Set], and enter the user name and password for authentication using single-byte alphanumeric characters.

7 Click [Next] ▶ [Register].

8 Restart the machine. Restarting the Machine(P. 109)

➠ The settings are applied.

Using the Downloaded Send Function Setting Tool

8WFY-04U

You can use the downloaded Send Function Setting Tool to automatically search for and start the configuration of the machine.

Required Preparations

- Download the Send Function Setting Tool from the Canon website for your country/region.
  https://global.canon/en/support/
- Double-click the downloaded file to extract the data.

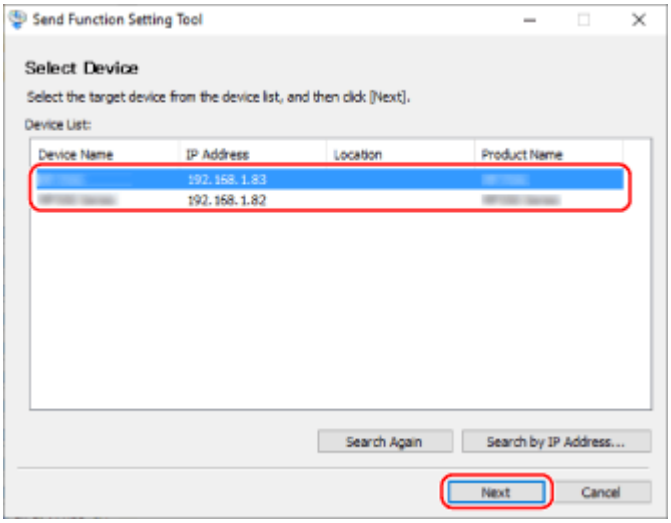
1 **In the extracted Send Function Setting Tool folder, open [SendSetting] ▶ [english], and double-click [SendSetting.exe].**

➠ A description of the Send Function Setting Tool is displayed.

2 **Click [Next].**

If a dialog box to cancel the Windows firewall appears, click [Yes].

3 **From [Device List], select the machine, and click [Next].**



If the machine is not displayed in [Device List], click [Search Again]. If the machine is still not displayed, click [Search by IP Address], enter the IP address of the machine, and then click [OK].

4 **Click [OK].**

➠ The [Start Settings] screen of the Send Function Setting Tool is displayed.

Configuring Detailed Information of the E-mail Server (Remote UI)

8WFY-04W

Use Remote UI from a computer to configure the information of the e-mail server to use for sending scanned data by e-mail. You can also configure POP authentication before sending, SMTP authentication, and encryption communication settings.

Administrator privileges are required. The machine must be restarted to apply the settings.

If the SMTP port number of the e-mail server is other than 25 and/or the POP3 port number is other than 110, you must change the port number setting. **Changing the Port Number(P. 351)**

Required Preparations

- Connect the computer you are using to configure the settings to the machine over a network.
- Prepare the following information and keep it close by.
  - IP address of the machine **Checking the Network Status and Settings(P. 92)**
  - E-mail address of the machine
  - Setting information of the e-mail server (SMTP/POP3 server name, authentication setting, user name and password to be used for authentication, encrypted communication setting)
    * For details about the setting information, contact your provider or network administrator. Depending on the usage environment, you can also refer to the information set in the computer e-mail software.

1 Log in to Remote UI in System Manager Mode. Starting Remote UI(P. 393)

2 On the Portal page of Remote UI, click [Settings/Registration]. Portal Page of Remote UI(P. 395)

3 Click [TX Settings] ▶ [E-Mail Settings] ▶ [Edit].

➡ The [Edit E-Mail Settings] screen is displayed.

4 Enter the basic settings of the e-mail server.

[SMTP Server]

Enter the SMTP server name (the host name or IP address) to be used for sending e-mail, using single-byte alphanumeric characters.

Input example: Host name
smtp.example.com

[E-Mail Address]

Enter the e-mail address of the machine using single-byte alphanumeric characters.

[POP Server]

When using POP authentication before sending (POP before SMTP), enter the POP3 server name (the host name or IP address) using single-byte alphanumeric characters.

Input example: Host name
pop.example.com

[User Name]

Enter the user name used for authenticating the POP3 server using single-byte alphanumeric characters.

[Set/Change Password]

To set a password to use when authenticating the POP3 server, select this checkbox, and enter the password using single-byte alphanumeric characters.

5 Configure the authentication and encryption settings for sending e-mail according to your usage environment.

■When using POP authentication (POP before SMTP) before sending

Select the [Use POP Authentication Before Sending] checkbox.
To use APOP authentication to encrypt password at authentication, also select the [Use APOP Authentication] checkbox.

■When using SMTP authentication

Select the [Use SMTP Authentication (SMTP AUTH)] checkbox, and enter the user name to be used for SMTP authentication using single-byte alphanumeric characters.
To set a password to use for SMTP authentication, select the [Set/Change Password] checkbox, and enter the password using single-byte alphanumeric characters.

■When encrypting communication with the e-mail server

Select the [Use TLS for SMTP TX] and/or [Use TLS for POP] checkboxes.
Configure whether to verify a certificate for TLS encryption communication or whether to add a common name (CN) to the verification items.

6 Click [OK].

By clicking [Check SMTP Connection] or [Check POP Connection], you can check the connection with the SMTP or POP3 server using the current settings.

7 Restart the machine. Restarting the Machine(P. 109)

➠ The settings are applied.

Preparing to Save Scanned Data to a Shared Folder

8WFY-04X

- **Create a shared folder as a save location of the scanned data as needed. Creating a Shared Folder(P. 649)**

- **Register the shared folder information to the Address Book**

  Register the information for accessing the shared folder to the Address Book of the machine. Register from a computer using either of the following methods. You must register each shared folder that serves as a save location. You cannot use the control panel to register this information.

  Using the Send Function Setting Tool (Windows)
  Register the shared folder information to One-Touch in the Address Book.
  Registering a Shared Folder to the Address Book (Send Function Setting Tool)(P. 238)

  Using Remote UI
  Register the shared folder information to One-Touch in the Address Book or Coded Dial. **Registering Destinations to the Address Book (Remote UI)(P. 172)**

  * One-Touch is a list of destinations that can be recalled with [ ] in the Address Book or [One-Touch] in the [Home] Screen.
  Address Book Function(P. 165)
  [Home] Screen(P. 116)
  * Coded Dial is a destination with a three-digit number that can be directly recalled from the Address Book.

Registering a Shared Folder to the Address Book (Send Function Setting Tool)

8WFY-04Y

Use the Send Function Setting Tool from a computer to register the shared folder information to One-Touch in the Address Book.
* One-Touch is a list of destinations that can be recalled with [ ] in the Address Book or [One-Touch] in the [Home] Screen.
Address Book Function(P. 165)
[Home] Screen(P. 116)

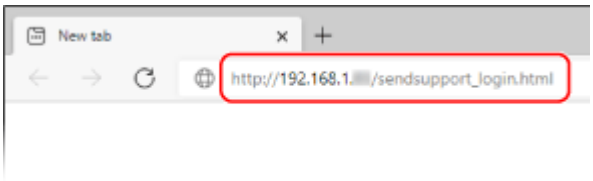
Administrator privileges are required. The machine must be restarted to apply the settings.

Required Preparations

- Connect the computer you are using to configure the settings to the machine over a network.
- Prepare the following information and keep it close by.
  - IP address of the machine **Checking the Network Status and Settings(P. 92)**
  - Name or IP address of the computer with the shared folder
    Viewing the System Information of the Computer(P. 652)
    Viewing the Network Connection Information of the Computer(P. 654)
  - Path to the shared folder
  - User name and password used for accessing the shared folder (if Restrict Access is set)

1 From a Web browser on a computer, access the following URL.

http://<IP address of this machine>/sendsupport_login.html



➡ The [Start Settings] screen of the Send Function Setting Tool is displayed.

You can also use the downloaded file to start the Send Function Setting Tool. **Using the Downloaded Send Function Setting Tool(P. 234)**

2 Click [Start].

If the login screen appears, enter the System Manager ID and PIN, and then click [Logon].

3 Click [Store to Shared Folder Settings].

➡ The [Store to Shared Folder Settings] screen is displayed.

If the [Enter Address Book Password] screen appears, enter the PIN, and then click [OK].

4 **For [Registration], select a One-Touch number, and enter the name to be displayed in the Address Book.**

Previously registered One-Touch numbers are not displayed.

5 **Enter the shared folder information in [Store Destination Settings].**

[Computer Name of Store Destination]

Enter the name or IP address of the computer with the shared folder.

* When using a DNS server, you can enter the host name or FQDN instead of the computer name or IP address.

[Shared Folder Name on Store Destination Computer]

Enter the path to the shared folder. Use "\" as a separator.

Input example: when the shared folder path is C:\users\public\share
users\public\share

If there is no folder at the entered path, a folder with the entered name is created when scanned data is saved for the first time.

* However, if there is no parent folder, or you do not have write permission to the parent folder, a sending error occurs without a folder being created.

6 **In [Status of Settings for Shared Folder], specify whether to enable Restrict Access for the shared folder.**

If Restrict Access is enabled for the shared folder, select [Set], and enter the user name and password used for accessing the shared folder using single-byte alphanumeric characters.

7 **Click [Next] ▶ [Register].**

8 **Restart the machine.** **Restarting the Machine(P. 109)**

➠ The settings are applied.

Scanning (Saving to a Computer)

8WFY-050



You can scan an original and save the scanned data to a computer connected to the machine. By just operating the machine, you can save scanned data to a computer. The original is scanned and the data is saved according to the settings of MF Scan Utility installed on the computer.

Touch Panel Model(P. 240)
5 Lines LCD Model(P. 241)

Touch Panel Model

Required Preparations

- Make preparations such as installing the scanner driver (ScanGear MF) and application (MF Scan Utility) to the computer used as the save location. **Preparing to Save Scanned Data to a Computer(P. 225)**
- If the ScanGear MF screen appears on the computer used as the save location, close the screen.

1 Place the original. Placing Originals(P. 135)

2 On the control panel, press [Scan] in the [Home] screen. [Home] Screen(P. 116)

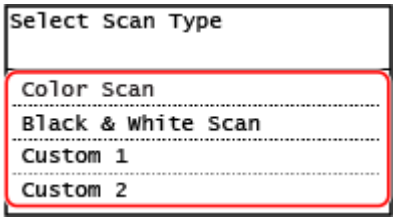
➡ The scan type selection screen is displayed.

3 Press [Computer].

➡ The screen to select the computer to be used as the save location is displayed.
When you are using the machine only with a USB-connected computer, the scan screen is displayed. Proceed to step 5.

4 Select the computer to be used as the save location.

5 Select the scan setting, and press on the control panel.

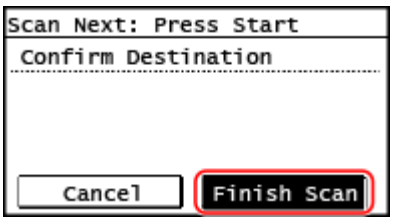


➡ Scanning of the original starts.

- The scanned data format, save location on the computer, and other settings are set for each scan setting. The original is scanned according to the selected scan setting.
- To cancel scanning, press [Cancel] ▶ [Yes]. **Canceling Scanning(P. 257)**
- When scanning is completed, the destination folder is displayed on the screen of the selected computer.
  * By default, a subfolder with the scanning date is created in the [Documents] folder (Windows) or the [Pictures] folder (macOS), and the scanned data is saved to that folder.

■When [Scan Next: Press Start] appears

When an original is placed on the platen glass and is scanned, the screen for scanning additional originals is displayed.
To continue scanning originals, place them on the platen glass, and press  on the control panel.
Press [Finish Scan] to save the scanned data.



* If the size of the original is different, part of the image may be missing, or the image may be scanned smaller.

NOTE

Checking or Changing Scan Setting or Save Location

- You can check and change the scan setting selected in step 5 by using the MF Scan Utility on the computer used as the save location. **Starting MF Scan Utility(P. 253)**

5 Lines LCD Model

Required Preparations

- Make preparations such as installing the scanner driver (ScanGear MF) and application (MF Scan Utility) to the computer used as the save location. **Preparing to Save Scanned Data to a Computer(P. 225)**
- If the ScanGear MF screen appears on the computer used as the save location, close the screen.

1 **Place the original.** **Placing Originals(P. 135)**

2 **On the control panel, press [Scan] in the [Home] screen and press OK.** **[Home] Screen(P. 116)**

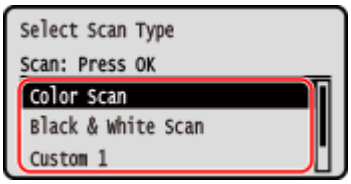
➡ The scan type selection screen is displayed.

3 **Select [Computer] and press OK.**

➡ The screen to select the computer to be used as the save location is displayed.
When you are using the machine only with a USB-connected computer, the scan screen is displayed.
Proceed to step 5.

4 **Select the computer to be used as the save location, and press OK.**

5 **Select the scan setting and press OK.**

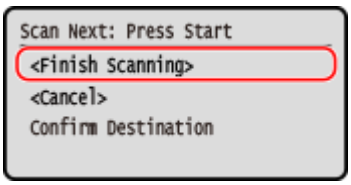


➠ Scanning of the original starts.

- The scanned data format, save location on the computer, and other settings are set for each scan setting. The original is scanned according to the selected scan setting.
- To cancel scanning, press [<Cancel>] ▶ OK ▶ [Yes] ▶ OK. **Canceling Scanning(P. 257)**
- When scanning is completed, the destination folder is displayed on the screen of the selected computer.
  * By default, a subfolder with the scanning date is created in the [Documents] folder (Windows) or the [Pictures] folder (macOS), and the scanned data is saved to that folder.

■When [Scan Next: Press Start] appears

When an original is placed on the platen glass and is scanned, the screen for scanning additional originals is displayed.
To continue scanning originals, place them on the platen glass, and press ◆ on the control panel.
Select [<Finish Scanning>] and press OK to save the scanned data.



* If the size of the original is different, part of the image may be missing, or the image may be scanned smaller.

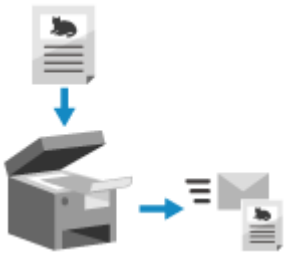
NOTE

Checking or Changing Scan Setting or Save Location

- You can check and change the scan setting selected in step 5 by using the MF Scan Utility on the computer used as the save location. **Starting MF Scan Utility(P. 253)**

Scanning (Sending by E-mail)

8WFY-051



You can scan an original and send the scanned data by e-mail as an attachment. Just like when sending a regular e-mail, you can add a subject and message and specify multiple destinations.

Required Preparations

- On the machine, configure the settings of the e-mail server to be used to send e-mail. **Preparing to Send Scanned Data by E-mail(P. 231)**

1 Place the original. Placing Originals(P. 135)

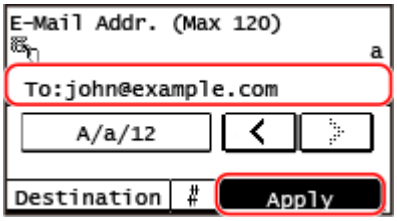
2 On the control panel, press [Scan] in the [Home] screen. [Home] Screen(P. 116)

➠ The scan type selection screen is displayed.

3 Press [E-Mail].

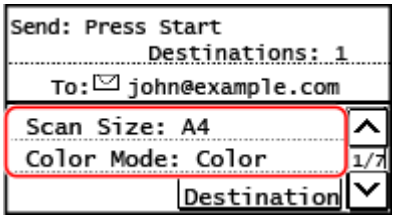
➠ The scan screen is displayed.

4 Specify the destination. Specifying Destinations(P. 178)

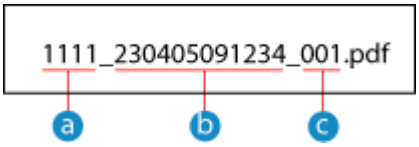


Use [Specify from Address Book] or [Specify from Coded Dial] to specify the Cc and Bcc destinations.

5 Configure the scan settings. Scan Settings (Touch Panel Model)(P. 254)



- You can also set the subject and main body of the e-mail on this screen. **E-mail Settings(P. 256)**
- Scanned data is sent with the following file name. You can also specify a custom string and add it to the start. **Setting File / Division(P. 255)**



a Communications management number

b Date sent (in this example, "April 5, 2023, 9:12:34 AM")

c File sequence number (if one file, then "001")

6 Press on the control panel.

➡ Scanning of the original starts.

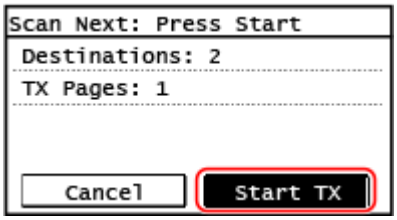
- To cancel scanning, press [Cancel] ▶ [Yes]. **Canceling Scanning(P. 257)**
- When scanning is completed, the scanned data is sent. Press on the control panel to view the sending status and log.

■When [Confirm Destination] appears

Check that the destination is correct, and then press [Start Scan].

■When [Scan Next: Press Start] appears

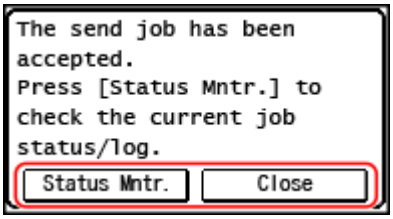
After the original is placed on the platen glass and is scanned in PDF or TIFF format, the screen for scanning additional originals is displayed.
To continue scanning originals, place on the platen glass, and press .
When scanning of all originals is completed, press [Start TX].



* If the size of the original is different, part of the image may be missing, or the image may be scanned smaller.

■When [Status Mntr.] appears

To view the save status and log, press [Status Mntr.]. **Checking the Send and Save Status and Log of Scanned Data (Touch Panel Model)(P. 258)**
Pressing [Close] displays the scan screen.



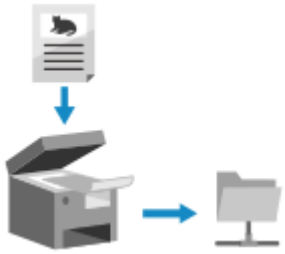
NOTE

When a Sending Error Occurs

- Depending on the e-mail server settings, a notification e-mail may be sent to the e-mail address set on the machine when a sending error occurs. If notification e-mails are left in the server, the mailbox may become full, so it is recommended to periodically empty the mailbox. **Clearing the Mail Box(P. 407)**

Scanning (Saving to a Shared Folder)

8WFY-052



You can scan an original and save the scanned data to a shared folder on a computer.
This is convenient for sharing the scanned data of a paper document on a network.

Required Preparations

- Register the information for accessing the shared folder to the Address Book of the machine.
  Preparing to Save Scanned Data to a Shared Folder(P. 237)

1 Place the original. Placing Originals(P. 135)

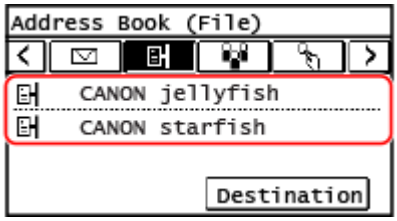
2 On the control panel, press [Scan] in the [Home] screen. [Home] Screen(P. 116)

➠ The scan type selection screen is displayed.

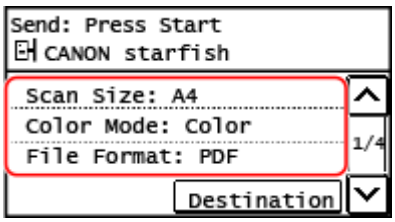
3 Press [File].

➠ The scan screen is displayed.

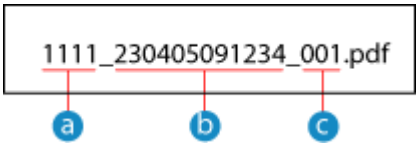
4 Specify the destination. Specifying Destinations(P. 178)



5 Configure the scan settings. Scan Settings (Touch Panel Model)(P. 254)



Scanned data is saved with the following file name. You can also add a specified custom string to the start. **Setting File / Division(P. 255)**



a Communications management number

b Date saved (in this example, "April 5, 2023, 9:12:34 AM")

c File sequence number (if one file, then "001")

6 Press on the control panel.

➡ Scanning of the original starts.

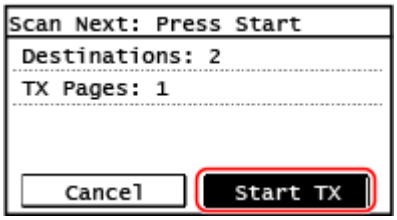
- To cancel scanning, press [Cancel] ▶ [Yes]. **Canceling Scanning(P. 257)**
- When scanning is completed, the scanned data is saved. Press on the control panel to view the save status and log. **Checking the Send and Save Status and Log of Scanned Data (Touch Panel Model) (P. 258)**

■When [Confirm Destination] appears

Check that the destination is correct, and then press [Start Scan].

■When [Scan Next: Press Start] appears

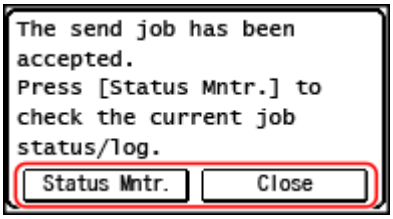
After the original is placed on the platen glass and is scanned in PDF or TIFF format, the screen for scanning additional originals is displayed.
To continue scanning originals, place on the platen glass, and press on the control panel.
When scanning of all originals is completed, press [Start TX].



* If the original has different size pages, part of the image may be missing, or the image may be scanned smaller.

■When [Status Mntr.] appears

To view the save status and log, press [Status Mntr.]. **Checking the Send and Save Status and Log of Scanned Data (Touch Panel Model)(P. 258)**
Pressing [Close] displays the scan screen.



Scanning Using the Shortcut Key (Saving to a Computer)

8WFY-058

Scanning Using the Shortcut Key (Saving to a Computer)



You can scan an original and store the scanned data to a computer connected to the machine. You only have to operate on the machine. According to the settings registered to the shortcut key on the [Home] screen or Scan▶PC on the control panel, the scanned data is stored to a computer designated beforehand.

Touch Panel Model(P. 247)
5 Lines LCD Model(P. 248)

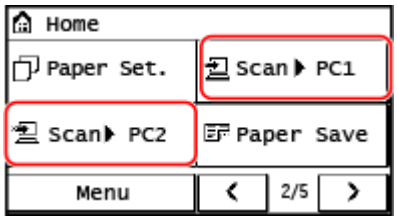
Touch Panel Model

Required Preparations

- To the shortcut key, you need to register the destination computer and the scan settings beforehand. **Preparing for a Shortcut Key to Store Scanned Data to a Computer(P. 227)**
- If the ScanGear MF screen appears on the computer used as the save location, close the screen.

1 Place the original. Placing Originals(P. 135)

2 On the control panel, press [Scan -> PC1] or [Scan -> PC2] in the [Home] screen. [Home] Screen(P. 116)



➡ Scanning of the original starts.

- The scan data format and the destination computer are registered to each shortcut key. Scanning is performed according to the settings registered to a selected shortcut key.
- To cancel scanning, press [Cancel] ▶ [Yes]. **Canceling Scanning(P. 257)**
- When scanning is completed, the destination folder is displayed on the screen of the selected computer.

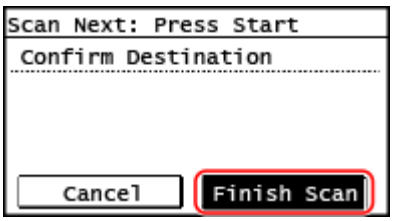
  * By default, a subfolder with the scanning date is created in the [Documents] folder (Windows) or the [Pictures] folder (macOS), and the scanned data is saved to that folder.

■ When [Scan Next: Press Start] appears

When an original is placed on the platen glass and is scanned, the screen for scanning additional originals is displayed.

To continue scanning originals, place them on the platen glass, and press on the control panel.

Press [Finish Scan] to save the scanned data.



* If the size of the original is different, part of the image may be missing, or the image may be scanned smaller.

NOTE

Confirming the registered information of the shortcut key

- You can confirm the registered information of the shortcut key selected in Step 2 by selecting the shortcut key on the screen displayed with the following steps:

  [Menu] ▶ [Function Settings] ▶ [Send] ▶ [Scan and Send Settings] ▶ [Shortcut Key Settings] ▶ [Confirm Destination] from the [Home] screen

Checking or Changing Scan Setting or Save Location

- You can check and change the scan setting by using the MF Scan Utility on the computer used as the save location. **Starting MF Scan Utility(P. 253)**

5 Lines LCD Model

Required Preparations

- To the shortcut key, you need to register the destination computer and the scan settings beforehand. **Preparing for a Shortcut Key to Store Scanned Data to a Computer(P. 227)**
- If the ScanGear MF screen appears on the computer used as the save location, close the screen.

1 Place the original. **Placing Originals(P. 135)**

2 Press [Scan▶PC] on the control panel. **Control Panel(P. 14)**

➡ Scanning of the original starts.

- To cancel scanning, press [<Cancel>] ▶ [OK] ▶ [Yes] ▶ [OK]. **Canceling Scanning(P. 257)**
- When scanning is completed, the destination folder is displayed on the screen of the selected computer.

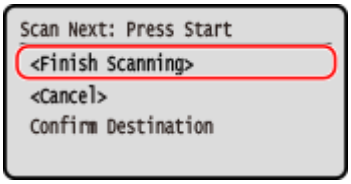
  * By default, a subfolder with the scanning date is created in the [Documents] folder (Windows) or the [Pictures] folder (macOS), and the scanned data is saved to that folder.

■ When [Scan Next: Press Start] appears

When an original is placed on the platen glass and is scanned, the screen for scanning additional originals is displayed.

To continue scanning originals, place them on the platen glass, and press on the control panel.

Select [<Finish Scanning>] and press [OK] to save the scanned data.



* If the size of the original is different, part of the image may be missing, or the image may be scanned smaller.

NOTE

Confirming the registered information of the shortcut key

- You can confirm the information registered to Scan▶PC on the screen displayed with the following steps:

  ▶ [Function Settings] ▶ OK ▶ [Send] ▶ OK ▶ [Scan and Send Settings] ▶ OK ▶ [Shortcut Key Settings] ▶ OK ▶ [Confirm Destination] ▶ OK ▶ [Scan -> PC] ▶ OK from the [Home] screen

Checking or Changing Scan Setting or Save Location

- You can check and change the scan setting by using the MF Scan Utility on the computer used as the save location. **Starting MF Scan Utility(P. 253)**

Scanning from a Computer (Saving to a Computer)

8WFY-053



You can scan an original and save the scanned data to a computer connected to the machine. You can set the format and save location when scanning from a computer. This method lets you see the scanned data immediately on the computer screen so you can check the image quality and make adjustments.

Use either of the following applications to perform scanning.

Dedicated application (MF Scan Utility)
Scan easily using the setting to suit your purpose. Send scanned data to a specified application to display it and send it by e-mail. You can also use the ScanGear MF screen to configure advanced settings.
Using a Dedicated Application to Perform Scanning - MF Scan Utility(P. 250)

Other TWAIN- and WIA-supported Applications
You can also use image processing software, document software, and other applications that support TWAIN*1 or WIA*2. Scanned data is imported directly to the application for immediate editing and processing. Check the manual of the application you are using to see if it supports TWAIN or WIA.
Scanning Using Other TWAIN- and WIA-supported Applications(P. 251)

*1 TWAIN is a standard for connecting a scanner or other image input device to a computer.

*2 WIA is a function that comes standard in Windows.

Using a Dedicated Application to Perform Scanning - MF Scan Utility

After placing an original on the machine, scan using MF Scan Utility on a computer.

Required Preparations

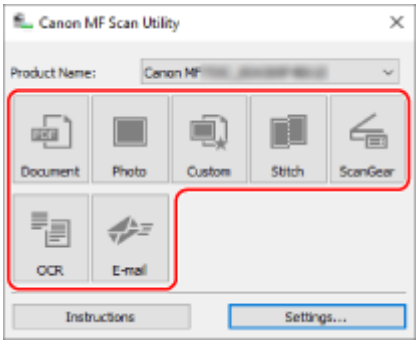
- Install the scanner driver (ScanGear MF) and application (MF Scan Utility) on the computer. **Installing Software and Drivers to the Computer(P. 102)**

1 **Place the original on the machine.** **Placing Originals(P. 135)**

2 **Start MF Scan Utility on a computer.** **Starting MF Scan Utility(P. 253)**

3 **For [Product Name], select the machine.**

4 **Click the button corresponding to the original type and purpose to start scanning.**



Click [ScanGear] to display ScanGear MF and configure the advanced scan settings. For more information, click [?] on ScanGear MF to display help.

NOTE

When Scanning Cannot Be Performed

- The machine may not be online (scan standby mode). On the control panel, select [Scan] in the [Home] screen, and press [Remote Scanner] to turn the machine online, and then repeat the operation.

Scanning Using Other TWAIN- and WIA-supported Applications

After placing an original on the machine, scan using other TWAIN- and WIA-supported application on your computer. This section describes the general procedure for this operation. Check the manual of the application you are using for detailed operations on how to use it.

Required Preparations

- Install the scanner driver (ScanGear MF) on the computer. **Installing Software and Drivers to the Computer(P. 102)**

1 **Place the original on the machine.** **Placing Originals(P. 135)**

2 **On the computer, start the application used to import the scanned data.**

3 **In the application, select the command to start the scanning operation.**

4 **Select the scanner driver (ScanGear MF or WIA) of the machine, and configure the scan settings.**

For more advanced scan settings, select ScanGear MF. For more information, click [?] on ScanGear MF to display help.

5 **Start scanning.**

➡ When scanning is completed, the scanned data is imported to the application.

If the next pages of the original are not scanned or an error message appears after scanning is completed, place the originals on the machine one at a time and perform scanning.

NOTE

When Scanning Cannot Be Performed

- The machine may not be online (scan standby mode). On the control panel, select [Scan] in the [Home] screen, and press [Remote Scanner] to turn the machine online, and then repeat the operation.

Starting MF Scan Utility

8WFY-054

Start MF Scan Utility installed on the computer.

■When Using Windows

Click [ ] (Start) ▶ [Canon] ▶ [MF Scan Utility].

■When Using macOS

From the OS Applications folder, double-click [Canon MF Utilities] ▶ [Canon MF Scan Utility].

NOTE

- For more information on the operations and settings of MF Scan Utility, click [Instructions] on the MF Scan Utility screen to display help.

Scan Settings (Touch Panel Model)

8WFY-055

When scanning with the machine, you can use the scanning screen to set the original size and adjust the image quality.



If the scanned data does not appear as expected, you can change the settings and scan again.
* To save scanned data to a computer, configure the settings with MF Scan Utility or ScanGear MF installed on the computer. You cannot use the control panel to configure the settings.

Setting the Original Size and Orientation(P. 254)
Adjusting Image Quality(P. 255)
Setting File / Division(P. 255)
E-mail Settings(P. 256)

NOTE

Registering the Frequently Used Scan Settings as the Default Settings

- You can change the default scan settings according to the frequently used scan settings. **Changing the Default Settings(P. 186)**

Recalling Past Settings - TX Job Log

- You can use the TX Job Log to recall the scan settings used to send or save scanned data in the past. **Specifying Destinations (TX Job Log)(P. 185)**

Setting the Original Size and Orientation

Set the size and orientation according to the original to be scanned.

[Scan Size]
Select the size of the placed original.

[Original Orientation]
Select [Portrait] or [Landscape] to suit the placed original.

[Portrait]



[Landscape]



Adjusting Image Quality

You can adjust the image quality such as when the scanned data image is not clear or the text is difficult to read.

[Color Mode]
Select the scanning color mode (Black & White/Color).

[Density]
Adjust the density to suit the original.
Press [+] to increase the density and [-] to lower it.

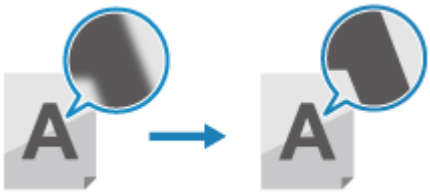
[Original Type]
Select the original type.
Scanning is performed using the image quality to suit the content of the original.

[Sharpness]
Adjust the sharpness.
Emphasize the contours and lines to make them clearer, or weaken them to make them softer.

Adjustment example:

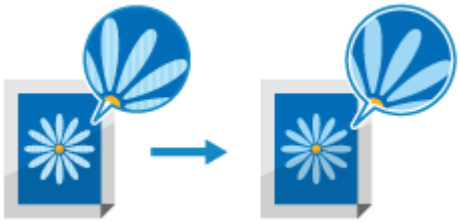
- **To make blurry text or shapes clearer**

  Press [+].



- **To reduce moire (vertical pattern noise) in pictures**

  Press [-].



NOTE

When the File Format of the Scanned Data Is JPEG

- The image quality varies depending on the compression ratio selected in [Data Size]. **Setting File / Division(P. 255)**

Setting File / Division

Set the scanned data format and file name.
You can compress data and enable recognition of text in an original. You can also combine multiple originals into one file or create separate files for each original.

[File Format]
Select the scanned data format from PDF, JPEG, or TIFF according to your purpose and environment.

Reducing the Data Size

- **When using PDF format**
  Select [PDF (Compact)].
  The data size is reduced, but the image quality and the number of sheets that can be scanned at a time may also be reduced depending on the original type.
- **When using JPEG format**
  Select [JPEG], and set [Data Size] to [Small: Memory Priority].

Combining Multiple Originals into One File
Select PDF or TIFF format.

Dividing the Original into Separate Files

- **When using PDF format or TIFF Format**
  Select [Set PDF/TIFF Details] ▶ select PDF format or TIFF Format ▶ press [On] in [Divide into Pages].
- **When using JPEG format**
  Select [JPEG].

[Data Size]
Select the data size when using JPEG format for the scanned data. The compression ratio varies according to the selected data size.

[Small: Memory Priority]
Increases the compression ratio but lowers the image quality.

[Large: Image Quality Priority]
Lowers the compression ratio but increases the data size.

[File Name]
Specify a string to add to the start of the file name of the scanned data.

E-mail Settings

You can configure the e-mail settings when sending scanned data by e-mail.

[Subject/Message]
Set the subject and main body of the e-mail.

[Reply To]
Select an e-mail address (Reply-To) from the Address Book to be used for e-mail recipients to reply to.
If no e-mail address is selected here, the e-mail address of the machine is used as the Reply-To e-mail address.
* If the e-mail address you want to use is not registered in the Address Book, register it, and then select it. **Address Book Function(P. 165)**

[Priority]
Select the priority level.

NOTE

E-mail Sender

- The e-mail address of the machine becomes the sender e-mail address (From) regardless of the [Reply To] setting.
- To send the sender's name along with the e-mail address of the machine, use the following procedure to set the unit name.

  Log in to Remote UI ▶ [Settings/Registration] ▶ [TX Settings] ▶ [Scan and Send Settings] ▶ [Edit] under [Unit Name Settings] ▶ enter the unit name ▶ [OK].

  On the control panel, select [Menu] in the [Home] screen, and then select [Function Settings] to configure the settings. **[Register Unit Name (E-Mail)](P. 481)**
- The e-mail sender is the setting shared with the machine.

Canceling Scanning

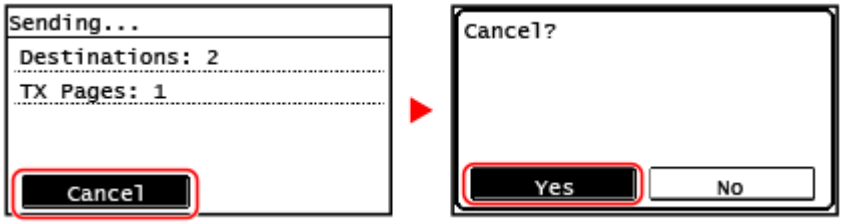
8WFY-056

Follow the instructions on screen to cancel a scanning operation.

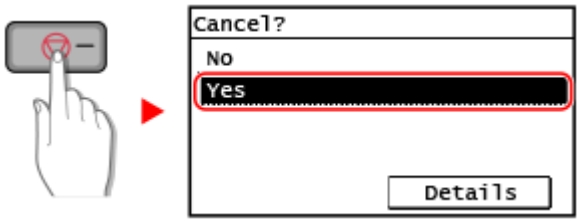
Touch Panel Model(P. 257)
5 Lines LCD Model(P. 257)

Touch Panel Model

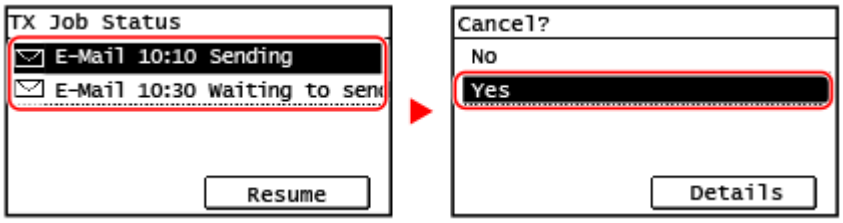
Press [Cancel] ▶ [Yes].



If the above screen is not displayed, press on the control panel, and then press [Yes].

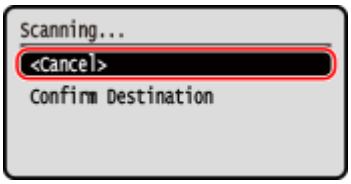


If the job list screen is displayed, select the job to cancel, and press [Yes].



5 Lines LCD Model

Press [<Cancel>] ▶ OK ▶ [Yes] ▶ OK .



If the above screen is not displayed, press on the control panel, and then select [Yes] and press OK .



Checking the Send and Save Status and Log of Scanned Data (Touch Panel Model)

8WFY-057

You can check the send or save status and log of data scanned with the machine.
Processes handled by the machine, including sending and saving scanned data, are managed as jobs. By checking the status and log of jobs, you can determine whether a scan job was performed correctly and the cause of errors that occur.
* If the log is hidden, you can only check the send and save status. **[Display Job Log](P. 503)**

This section describes how to check the status and log using the control panel.
You can also use Remote UI from a computer to check the status and log. **Checking Usage and Logs with Remote UI(P. 397)**

1 Press on the control panel. Control Panel(P. 14)

➡ The [Status Monitor] screen is displayed.

2 Press [TX Job].

3 Check the status and log on the [Job Status] or [Job Log].

■Checking the Send and Save Status

1. Press [Job Status], check the job being processed or waiting to be processed.
2. Select a job to view its details.
   ➡ The job details are displayed.
3. Check the number of pages and the destination.
   For jobs with multiple destinations, press [Number of Destinations] to display the list of destinations.

■Checking the Send and Save Log

1. Press [Job Log], check the completed send and save jobs.
2. Select a job to view its details.
   ➡ The job details are displayed.
3. Check the number of pages and the destination.
   For jobs with multiple destinations, press [Number of Destinations] to display the list of destinations.

If Send or Save Log Displays [Error]

Sending or saving was canceled, or an error occurred.
If a three-digit number starting with "#" (error code) is displayed, you can check the cause and solution using the error code. **An Error Code Is Displayed(P. 635)**

NOTE

Registering Destinations to the Address Book

- On the screen displaying the job details, press [Reg Adr Book] to register the destination to the Address Book.

  * This operation is not available when there are multiple destinations.

Faxing

Faxing 261
Preparing to Send and Receive Faxes 262
Preparing to Send Faxes from a Computer 263
Changing Fax RX Mode and Setting the Action when Receiving a Fax 265
Changing the Fax Number and Unit Name 267
Forwarding Faxes and Configuring the Backup Settings 268
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Sending Faxes 273
Sending a Fax after a Phone Conversation (Manual Sending) 275
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Checking the Status and Log for Sent and Received Faxes 288

Faxing

8WFY-059

Faxing is the sending and receiving of documents and photos as black and white images over a telephone line.

Sending Faxes

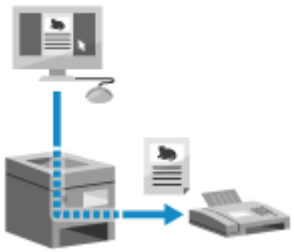
The following two methods are available:

Sending a Fax from the Machine



You can scan a document, photo, or other printed materials (originals) with the machine, converting it to a black and white image, and then send it.
Sending Faxes(P. 273)
Sent faxes can also be forwarded or saved automatically to a specific destination.
Backing Up Sent Faxes(P. 269)

Sending a Fax from a Computer



You can convert a document or photo to a black and white image and send it via a fax driver installed on a computer connected to the machine.
You can send a fax in the same way as printing a document or photo from a computer. To send a fax, you do not need to prepare printed materials.
Preparing to Send Faxes from a Computer(P. 263)
Sending Faxes from a Computer (PC Faxing)(P. 277)

* In macOS, you can use the AirPrint function that is standard in the OS to send data from a computer without having to install a fax driver. **Using AirPrint Application to Print and Scan Data and Send Faxes(P. 336)**

Receiving Faxes

When the machine is set to receive faxes automatically, faxes are received without the incoming ringing. If the machine rings, you can pick up the handset to determine whether it is a call or a fax. If it is a fax, you can receive it.
Receiving Faxes(P. 283)

Received faxes can also be forwarded or saved automatically to a specific destination.
Auto Forwarding and Backing Up Received Faxes(P. 271)

■ See Also

Restricting Printing of Received Faxes

You can temporarily save received faxes in the memory of the machine without printing them.
Saving Received Documents in the Machine (Memory Lock)(P. 376)

Preparing to Send and Receive Faxes

8WFY-05A

To send and receive faxes with the machine, you must use the control panel (Fax Setup Guide) to configure the initial settings. You cannot configure the initial settings using Remote UI from a computer. **Configuring the Fax Settings (Fax Setup Guide)(P. 98)**

When Sending Faxes from a Computer

You must make the necessary preparations on each computer used to send faxes.
Preparing to Send Faxes from a Computer(P. 263)

To Change the Initial Settings

You can change the settings configured with Fax Setup Guide individually.
Changing Fax RX Mode and Setting the Action when Receiving a Fax(P. 265)
Changing the Fax Number and Unit Name(P. 267)

NOTE

- The sender's information, including the sent date and time and fax number of the machine, is printed together with the fax data at the destination. You can change the print position and the mark added to the fax number or choose to not print this. **[TX Terminal ID](P. 490)**
- To automatically forward or save sent and received faxes, you must configure separate settings. **Forwarding Faxes and Configuring the Backup Settings(P. 268)**

Preparing to Send Faxes from a Computer

8WFY-05C

Make the following preparations for each computer used to send faxes.

Step 1: Installing the Driver to the Computer(P. 263)
Step 2: Configuring the Settings for Secure Sending(P. 263)
Step 3: Test Fax Sending(P. 264)

Step 1: Installing the Driver to the Computer

Install the fax driver to the computer that will be used to send faxes. **Installing Software and Drivers to the Computer(P. 102)**

Step 2: Configuring the Settings for Secure Sending

While sending faxes from a computer can be convenient, there is a risk of sending them to incorrect numbers. To reduce this risk, it is recommended that you configure the following settings using the fax driver.

When Using Windows(P. 263)
When Using macOS(P. 263)

■When Using Windows

1 Click [ ] (Start) ▶ [ ] (Settings) ▶ [Devices] ▶ [Printers & scanners].

➠ The [Printers & scanners] screen is displayed.

2 Click the fax driver of the machine ▶ [Manage] ▶ [Printing preferences].

➠ The [Printing preferences] screen of the fax driver is displayed.

3 Configure the settings for secure sending.

- Enable confirmation of fax number.
- Set an external connecting number.
- Keep a TX Job Log.

For more information, click [Help] on the [Printing preferences] screen to display help.

■When Using macOS

Configure the settings to safely send faxes using the print dialog box (fax driver setting screen).

- Enable confirmation of fax number.
- Set an external connecting number.

For more information, click [?] in the print dialog box to display help.

Step 3: Test Fax Sending

When installation and setup are complete, you can test to see if you can send faxes correctly. **Sending Faxes from a Computer (PC Faxing)(P. 277)**

Changing Fax RX Mode and Setting the Action when Receiving a Fax

8WFY-05E

You can change the RX mode from the default setting.
When [Fax/Tel (Auto Switch)] is enabled to determine whether the incoming call is a fax, you can also configure settings such as the ring time.

Use the control panel to configure the settings. You cannot configure the settings using Remote UI from a computer.

1 On the control panel, press [Fax] in the [Home] screen. [Home] Screen(P. 116)

2 Press [RX Mode].

➡ The [RX Mode] screen is displayed.

3 Select the RX mode.

■When Using the Machine without Connecting a Telephone or the Optional TELEPHONE 6 KIT

Select [Auto]. Used for fax only.

- Faxes are automatically received.
- Incoming telephone calls cannot be answered.

■When Connecting a Regular Telephone or TELEPHONE 6 KIT

When Automatically Receiving Faxes
Select [Fax/Tel (Auto Switch)]. Enables use of both fax and phone.

- Faxes are automatically received.
- When a telephone call is received, the machine rings. Pick up the handset to answer the call.

When Manually Receiving Faxes
Select [Manual]. Enables use of both fax and phone.

- The machine rings when receiving both fax and phone calls.
- If you hear a fax tone when picking up the handset, receive the fax manually. **Receiving Faxes(P. 283)**
- You can also configure the setting to receive faxes automatically after the machine rings for a certain period of time. **[Switch to Auto RX](P. 496)**

■When Connecting an Answering Machine

Select [Answering Machine]. Enables use of both fax and phone.

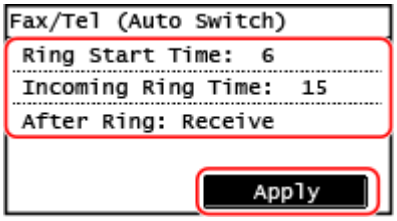
- Faxes are automatically received.
- When a telephone call is received, the answering machine function can be used to record messages. You can answer the call by picking up the handset before recording starts.

  * Set the answering machine so that the recording function activates after the machine rings one or two times.

  * When recording your message, it is recommended that you keep about four seconds of silence, or keep the entire message within 20 seconds.

4 Set the ring time and action when receiving a fax, and press [Apply].

Set this when [Fax/Tel (Auto Switch)] is selected for RX mode. If you selected another RX mode, this step is not required.



[Ring Start Time]

Specify the time to determine whether an incoming call is a fax or a phone call. The machine does not ring at this time.
Reception starts when the machine determines that the call is a fax.

[Incoming Ring Time]

Specify the ring time for incoming calls when it is determined that the call is not a fax.

[After Ring]

Select the action to take when the handset is not picked up while ringing.
Select [End] to disconnect the call, or select [Receive] to receive the fax.

NOTE

Connecting a Telephone or the Optional TELEPHONE 6 KIT

- For details about connecting a telephone or the optional TELEPHONE 6 KIT, use the procedure to connect to the telephone line. **Step 4: Connecting to Telephone Line(P. 100)**

[Net Switch]

- Depending on your country, [Net Switch] may appear as an RX mode. In this mode, the machine distinguishes between receiving phone calls and faxes. To use this mode, you must subscribe to a network switch service.
- You must connect the machine to an external telephone or optional handset kit in advance.

Changing the Fax Number and Unit Name

8WFY-05F

You can change the information registered to the machine such as when the fax number changes after a move or you want to change the name notified to the destination.

This section describes how to configure the settings using Remote UI from a computer.
On the control panel, select [Menu] in the [Home] screen, and then select [Function Settings] to configure the settings.
[Set Line](P. 488)
Administrator privileges are required.

1 **Log in to Remote UI in System Manager Mode.** **Starting Remote UI(P. 393)**

2 **On the Portal page of Remote UI, click [Settings/Registration].** **Portal Page of Remote UI(P. 395)**

3 **Click [TX Settings] ▶ [Fax TX Settings] ▶ [Edit].**

➡ The [Edit Fax TX Settings] screen is displayed.

4 **Change the fax number and unit name.**

- Enter the fax number in [Unit Telephone Number] in [Set Line].
- Enter the unit name in [Unit Name] in [Basic Settings].

5 **Click [OK].**

➡ The settings are applied.

6 **Log out from Remote UI.**

Forwarding Faxes and Configuring the Backup Settings

8WFY-05H

Faxes can be forwarded and saved automatically to a specific destination when they are sent and received.
This is convenient when you want to check received faxes from a remote location or you want to back up faxes you sent or received.

Backing Up Sent Faxes(P. 269)
Auto Forwarding and Backing Up Received Faxes(P. 271)

NOTE

Forwarding Essential Faxes Only

- You can also select a specific fax from the RX Job Log and send it to a specific destination. **Checking the Status and Log for Sent and Received Faxes(P. 288)**

Backing Up Sent Faxes

8WFY-05J

You can configure the settings to automatically forward and save a sent fax to a destination specified in advance. The following can be specified as forwarding and save destinations:

- Fax number
- E-mail address (e-mail)
- Shared folder on a computer

For destinations other than a fax number, the fax is forwarded or saved as a black and white PDF file.

This section describes how to configure the settings using Remote UI from a computer.
On the control panel, select [Menu] in the [Home] screen, and then select [Function Settings] to configure the settings. **[Archive TX Document](P. 489)**
Administrator privileges are required.

Required Preparations

- When specifying a backup destination other than a fax number, prepare the fax to be sent or saved to that destination.
  - The required preparations are the same as when sending and saving scanned data.
    Preparing to Send Scanned Data by E-mail(P. 231)
    Preparing to Save Scanned Data to a Shared Folder(P. 237)
- Register the destination to be specified to the Address Book of the machine. **Registering Destinations (Address Book)(P. 164)**

1 Log in to Remote UI in System Manager Mode. Starting Remote UI(P. 393)

2 On the Portal page of Remote UI, click [Settings/Registration]. Portal Page of Remote UI(P. 395)

3 Click [TX Settings] ▶ [Fax TX Settings] ▶ [Edit].

➡ The [Edit Fax TX Settings] screen is displayed.

4 In [Communication Management Settings], select the [Archive TX Document] checkbox, and click [Select from Address Book].

➡ The [Select from Address Book] screen is displayed.

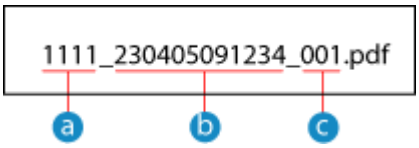
5 Select the destination, and click [OK].

➡ The [Edit Fax TX Settings] screen reappears.

6 Enter any string in [File Name], as needed.

- If you selected a fax number as the destination, this step is not required. Proceed to Step 7.

- If you selected a destination other than a fax number, a PDF file is forwarded or saved with the following file name.



a Communications management number

b Date sent (in this example, "April 5, 2023, 9:12:34 AM")

c File sequence number (if one file, then "001")

When you enter a string in [File Name], the specified string is appended to the start of the above file name.

7 Click [OK].

➡ The settings are applied.

8 Log out from Remote UI.

NOTE

Backing Up Received Faxes

- The above section describes the settings for forwarding and saving sent faxes. To back up received faxes, separate settings are required. **Auto Forwarding and Backing Up Received Faxes(P. 271)**

Auto Forwarding and Backing Up Received Faxes

8WFY-05K

You can configure the settings to automatically forward and save a received fax to a destination specified in advance. You can also specify whether to print the received fax on the machine.
The following can be specified as forwarding and save destinations:

- Fax number
- E-mail address (e-mail)
- Shared folder on a computer

For destinations other than a fax number, the fax is forwarded or saved as a black and white PDF file.

This section describes how to configure the settings using Remote UI from a computer.
On the control panel, select [Menu] in the [Home] screen, and then select [Function Settings] to configure the settings. **[Forwarding Settings](P. 497)**
Administrator privileges are required.

Required Preparations

- When specifying a forwarding or backup destination other than a fax number, prepare the fax to be sent or saved to that destination.
  - The required preparations are the same as when sending and saving scanned data.
    Preparing to Send Scanned Data by E-mail(P. 231)
    Preparing to Save Scanned Data to a Shared Folder(P. 237)
- Register the destination to be specified to the Address Book of the machine. **Registering Destinations (Address Book)(P. 164)**

1 Log in to Remote UI in System Manager Mode. Starting Remote UI(P. 393)

2 On the Portal page of Remote UI, click [Settings/Registration]. Portal Page of Remote UI(P. 395)

3 Click [RX/Forwarding Settings] ▶ [Fax RX Settings] ▶ [Edit] in [Forwarding Settings].

➡ The [Edit Forwarding Settings] screen is displayed.

4 Select the [Use Forwarding Function] checkbox, and click [Select from Address Book].

➡ The [Select from Address Book] screen is displayed.

5 Select the destination, and click [OK].

➡ The [Edit Forwarding Settings] screen reappears.

6 Set whether to print faxes or save them in memory.

■When Printing Faxes on the Machine

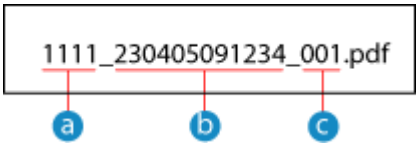
In [Print Images], select [On]. To print only when forwarding fails, select [Print Only When Error Occurs].

■When Saving Faxes that Cannot Be Forwarded to the Memory of the Machine

In [Store Images in Memory], select [Store Only When Error Occurs].
Faxes saved to the memory can be viewed in [Status Monitor]. **Checking Faxes that Failed to Be Forwarded(P. 289)**

7 Enter any string in [File Name], as needed.

- If you selected a fax number as the destination, this step is not required. Proceed to Step 8.
- If you selected a destination other than a fax number, a PDF file is forwarded or saved with the following file name.



a Communications management number

b Date sent (in this example, "April 5, 2023, 9:12:34 AM")

c File sequence number (if one file, then "001")

When you enter a string in [File Name], the specified string is appended to the start of the above file name.

8 Click [OK].

➠ The settings are applied.

9 Log out from Remote UI.

NOTE

Backing Up Sent Faxes

- The above section describes the settings for forwarding and saving received faxes. To back up sent faxes, separate settings are required. **Backing Up Sent Faxes(P. 269)**

Sending Faxes

8WFY-05L



You can scan a document, photo, or other printed materials (originals) with the machine, converting it to a black and white image, and then send it.
You can also send a fax after a phone conversation. **Sending a Fax after a Phone Conversation (Manual Sending)(P. 275)**

1 Place the original. Placing Originals(P. 135)

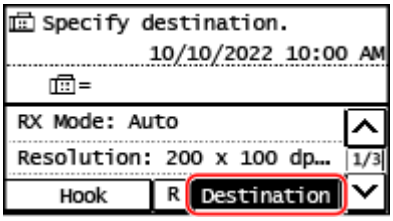
2 On the control panel, press [Fax] in the [Home] screen. [Home] Screen(P. 116)

➡ The Fax screen appears.

3 Press on the control panel.

If the destination setting for the previously sent fax remains, a fax may be sent to an incorrect destination. Reset the setting before operating.

4 Specify the destination. Specifying Destinations(P. 178)



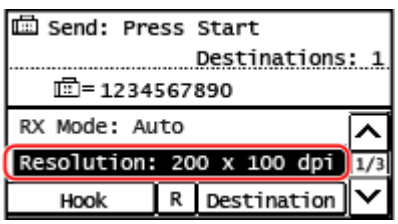
Enter the fax number with the numeric keys, or select the destination registered in the Address Book by pressing [Destination].

* If the machine is connected via Private Branch Exchange (PBX), press [R] before entering the destination with the numeric keys. If [R] is not available, you must register the R-key setting. **[R-Key Setting](P. 489)**

■When [Confirm] appears

Enter the fax number again, and press [Apply].

5 Configure the original scan settings. Fax Original Scan Settings(P. 281)



6 Press on the control panel.

➠ Scanning of the original starts.

- To cancel sending of a fax, press [Cancel] ▶ [Yes]. **Canceling Fax Sending(P. 287)**
- When scanning of the original is completed, the fax is sent. Press on the control panel to view the sending status and log. **Checking the Status and Log for Sent and Received Faxes(P. 288)**

■When [Confirm Destination] appears

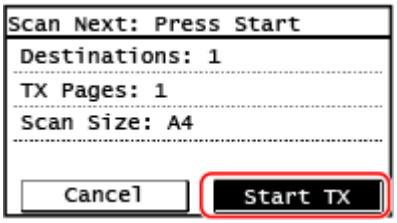
Check that the destination is correct, and then press [Start Scan].

■When [Scan Size] appears

Select the size of the placed original.

■When [Scan Next: Press Start] appears

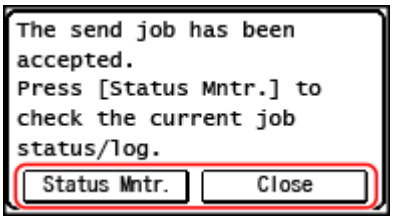
When an original is placed on the platen glass and scanned, the screen for scanning additional originals is displayed.
To scan additional originals, place them on the platen glass, and press on the control panel.
When scanning of all originals is completed, press [Start TX].



* If the size of the original is different, part of the image may be missing, or the image may be scanned smaller.

■When [Status Mntr.] appears

To view the sending status and log, press [Status Mntr.]. **Checking the Status and Log for Sent and Received Faxes(P. 288)**
Pressing [Close] displays the fax screen.



Sending a Fax after a Phone Conversation (Manual Sending)

8WFY-05R

You can send a fax after a phone conversation. To make a phone call, an external telephone or optional TELEPHONE 6 KIT is required. This section describes how to send a fax after a phone conversation.
When sending a fax during an incoming call, first pick up the handset to answer the call, and then perform the steps below. You do not need to perform Steps 4 and 5 to make a phone call.

IMPORTANT

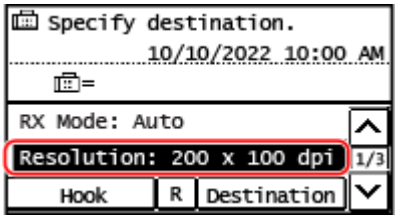
- The pages that can be scanned and sent for manual sending are restricted as follows:
  - When an original is placed on the feeder, only one side is scanned.
  - When an original is placed on the platen glass, only one page of the placed original can be sent.

1 Place the original. Placing Originals(P. 135)

2 On the control panel, press [Fax] in the [Home] screen. [Home] Screen(P. 116)

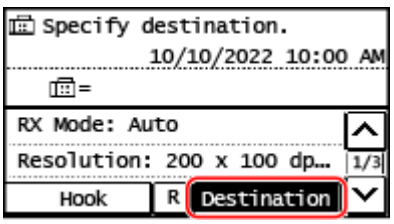
➡ The fax screen appears.

3 Configure the original scan settings. Fax Original Scan Settings(P. 281)



4 Pick up the handset.

5 Specify the destination. Specifying Destinations(P. 178)



Enter the fax number with the numeric keys or select the destination registered in the Address Book by pressing [Destination] to make a phone call.

* If the machine is connected via Private Branch Exchange (PBX), press [R] before entering the destination with the numeric keys. If [R] is not available, you must register the R-key setting. **[R-Key Setting](P. 489)**

■When [Confirm] appears

Enter the fax number again, and press [Apply].

6 After the phone conversation, ask the recipient to set their fax machine to receive your fax.

7 When you hear a beep, press on the control panel, and hang up the handset.

➡ Scanning of the original starts.

- To cancel sending of a fax, press [Cancel] ▶ [Yes]. **Canceling Fax Sending(P. 287)**
- When scanning of the original is completed, the fax is sent. Press on the control panel to view the sending status and log. **Checking the Status and Log for Sent and Received Faxes(P. 288)**

■When [Scan Size] appears

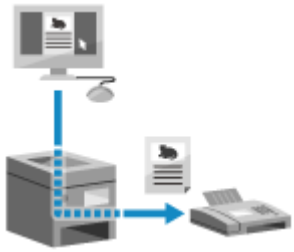
Select the size of the placed original.

NOTE

- The destinations and the settings in Manual Sending are not left in the TX Job Log.

Sending Faxes from a Computer (PC Faxing)

8WFY-05S



You can send a document as a fax from a computer using a fax driver.
As it is easy to send a document, be sure to thoroughly check the item you are sending beforehand. **Securely Sending PC Faxes(P. 280)**

This section describes the general procedure for this operation. Check the manual of the application you are using for detailed operations on how to use it.

Required Preparations

- Install the fax driver to the computer and configure the settings according to your usage environment and purpose. **Preparing to Send Faxes from a Computer(P. 263)**

When Using Windows(P. 277)
When Using macOS(P. 278)

■When Using Windows

1 Open the document you are sending on your computer.

2 In the application used to open the document, select the command to print.

3 Select the fax driver of the machine, and click [Print].

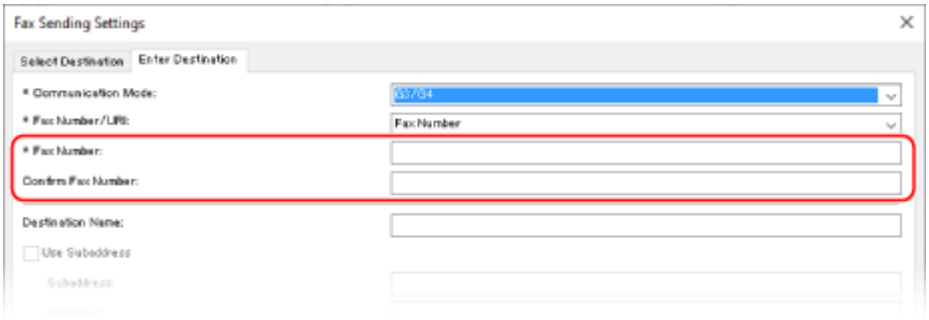
➡ The [Fax Sending Settings] screen of the fax driver appears.

4 Specify a destination.

- This section describes how to enter a fax number. You can specify a destination registered to the Address Book from the [Select Destination] tab.
- If an outside line number is required, enter this number before the fax number. If the outside line number has been set in advance, you do not need to enter it here.

■When Entering One Fax Number

On the [Enter Destination] tab, enter a fax number. When [Confirm Fax Number] can be entered, enter the same fax number. **Step 2: Configuring the Settings for Secure Sending(P. 263)**



■When Entering Multiple Fax Numbers

1. In [Select Destination] tab, click [Add Destination].
   ➠ The [Add Destination] screen is displayed.
2. Enter the destination name and fax number, and click [Add Next Destination].
   When [Confirm Fax Number] can be entered, enter the same fax number.
3. Repeat Step 2, and after entering all destinations, click [OK].

5 Configure the cover sheet, the setting for saving the TX Job Log, and other fax setting, as needed.

- To configure the cover sheet details, click [Cover Sheet].
- To save the TX Job Log to the computer, select the [Store Sent Fax Information and Image] checkbox.
- For more information about the other fax settings, click [Help] on the [Fax Sending Settings] screen to display help.

6 Click [Send].

➠ A screen confirming the send destination is displayed.

7 Check that the destination is correct, and click [OK].

➠ The fax is sent via the machine.

- Press  on the control panel to view the sending status and log. **Checking the Status and Log for Sent and Received Faxes(P. 288)**
- When sending a fax with the [Store Sent Fax Information and Image] checkbox selected, you can view the log also from the [Sent Fax Information and Image] tab of the fax driver.

■When Using macOS

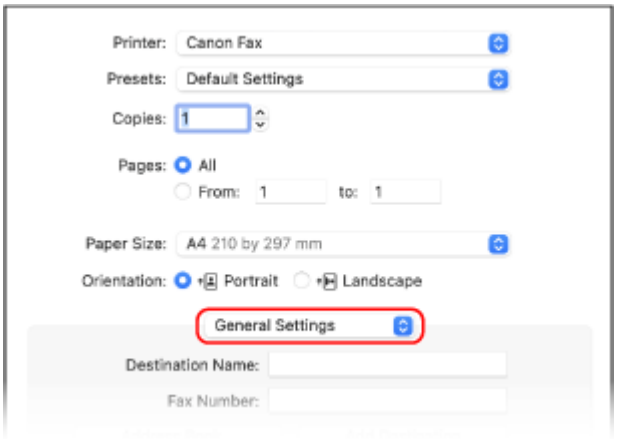
1 Open the document you are sending on your computer.

2 In the application used to open the document, click [Print].

➠ The printing dialog box appears.

3 In [Printer], select the fax driver of the machine.

4 From the print options pop-up menu, select [General Settings].



If print options are not displayed, click [Show Details] in the printing dialog box.

5 Enter the fax number, and click [Add Destination].

- To specify multiple destinations, repeat this step. You can specify a destination registered to the Address Book from [Address Book].
- If an outside line number is required, enter this number before the fax number.

6 Configure the cover sheet and other fax settings, as needed.

- To set the cover sheet details, select [Cover Sheet] from the pop-up menu of the print option.
- For more information about the other fax settings, click [?] in the printing dialog box to display help.

7 Click [Print].

➠ The fax is sent via the machine.

Press on the control panel to view the sending status and log. **Checking the Status and Log for Sent and Received Faxes(P. 288)**

Securely Sending PC Faxes

8WFY-05U

While sending faxes from a computer can be convenient, there is a risk of sending it to an incorrect number. To reduce this risk, it is recommended that you check the following when sending faxes.

Checking the Content You Are Sending(P. 280)
Confirming the Destination(P. 280)
Confirming TX Job Log after Sending(P. 280)

Checking the Content You Are Sending

Unlike when scanning a document and sending it, you can only check the content to be sent on the screen of the computer. Therefore, check the content before sending the document.

Checking with Preview
Check that the content to be sent is as intended. If the paper size is not appropriate, part of the document sticking beyond the paper may be divided and sent separately.

Checking with PDF
You can convert the document into a PDF and then send it to reduce the risk of sending unintended sheets in an Excel file, for example. When you cannot preview the document with the print function of the application or you want to send only certain pages of the document, you can check the content to be sent before sending.

Confirming the Destination

You can require the user to enter the fax number twice when specifying a destination or require the user to confirm the destination before sending to reduce the risk of sending a fax to an incorrect destination. For details about the settings to confirm the destination, see the procedures when preparing to send PC faxes. **Step 2: Configuring the Settings for Secure Sending(P. 263)**

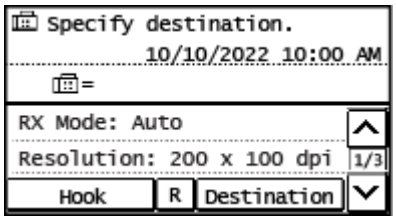
Confirming TX Job Log after Sending

When the machine is set to save a TX Job Log, you can check the log to confirm whether the intended content was sent correctly. For details about the settings to confirm the TX job log after sending PC faxes, see the procedures when preparing to send PC faxes. **Step 2: Configuring the Settings for Secure Sending(P. 263)**

Fax Original Scan Settings

8WFY-05W

When sending a fax using the machine, you can adjust the image quality.



If the recipient cannot read the text or the sent fax was not as intended, the settings can be adjusted and the fax resent.

Adjusting Image Quality(P. 281)

NOTE

Registering the Frequently Used Scan Settings as the Default Settings

- You can change the default settings for scanning fax originals according to the frequently used scan settings. **Changing the Default Settings(P. 186)**

Recalling Past Settings (TX Job Log)

- You can use the TX Job Log to recall the settings used to send faxes in the past. **Specifying Destinations (TX Job Log)(P. 185)**

Adjusting Image Quality

You can adjust the image quality such as when the fax image is not clear or the text is difficult to read.

[Resolution]
Select the resolution for scanning originals.
The higher the resolution, the sharper the image, but the longer it takes to send the data.

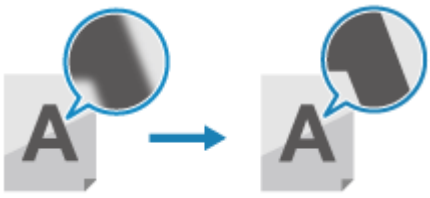
[Density]
Adjust the density to suit the original.
Press [+] to increase the density and [-] to lower it.

[Sharpness]
Adjust the sharpness.
Emphasize the contours and lines to make them clearer, or weaken them to make them softer.

Adjustment example:

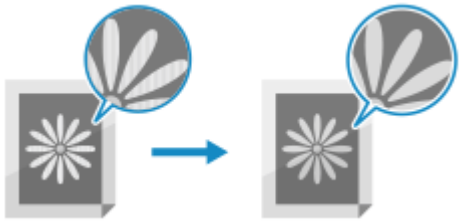
- **To make blurry text or shapes clearer**

  Press [+].



- **To reduce moire (vertical pattern noise) in photos**

Press [-].



Receiving Faxes

8WFY-05X

When the RX mode is set to receive faxes manually, you must perform operations to receive them.
When the RX mode is not set to receive faxes manually, you do not need to perform operations to receive them. When there is an incoming fax, it is automatically received without ringing and then printed once receiving is completed.
Place A4 or letter size paper in the paper source to prevent the image from being missing or divided.
You can also change the settings to print a received fax on both sides of the paper and print the received date and time and page number. **Changing the Print Settings for Received Faxes(P. 285)**

■When the Machine Rings

Receive the fax manually.
If a telephone is connected to the machine, you can receive the fax by operating the telephone without operating the machine. **Receiving Faxes via Telephone (Remote RX)(P. 284)**

1 When the machine rings, pick up the handset.

If it is a phone call, you can take the call.

2 If you hear a beep, on the control panel, press [Fax] in the [Home] screen. [Home] Screen(P. 116)

➡ The fax screen appears.

3 Press  on the control panel, and hang up the handset.

➡ The machine starts receiving the fax. When receiving is completed, the fax is printed automatically.

NOTE

When a Fax Is Not Received or Printed

Cannot Receive a Fax(P. 608)

To Not Print a Received Fax

- Save the received fax to the memory of the machine or forward it to a specific destination.
  Saving Received Documents in the Machine (Memory Lock)(P. 376)
  Auto Forwarding and Backing Up Received Faxes(P. 271)

Receiving Faxes via Telephone (Remote RX)

8WFY-05Y

Remote RX allows you to use the numeric keys of the telephone connected to the machine to receive faxes by dialing a predetermined number (Remote RX ID).
The Remote RX ID is set to [25] by default. You can change this to a custom number. **[Remote RX](P. 496)**

1 **When the machine rings, pick up the handset of the telephone.**

If it is a phone call, you can take the call.

2 **When you hear a beep, dial the Remote RX ID using the numeric keys of the telephone.**

➡ The machine starts receiving the fax. When receiving is completed, the fax is printed automatically.

If you do not hear a set of tones when entering the Remote RX ID, press the tone button (*) of the telephone, and then enter the Remote RX ID again.

3 **Hang up the handset.**

Changing the Print Settings for Received Faxes

8WFY-060

Received faxes are printed on one side of the paper by default. You can change the settings to print on both sides of the paper, and print the received date and time and page number.

Printing on Both Sides(P. 285)
Printing the Received Date and Time and Page Number(P. 285)

Printing on Both Sides

This section describes how to configure the settings using Remote UI from a computer.
On the control panel, select [Menu] in the [Home] screen, and then select [Function Settings] to configure the settings.
[Print on Both Sides](P. 495)
Administrator privileges are required.

1 **Log in to Remote UI in System Manager Mode.** **Starting Remote UI(P. 393)**

2 **On the Portal page of Remote UI, click [Settings/Registration].** **Portal Page of Remote UI(P. 395)**

3 **Click [RX/Forwarding Settings] ▶ [Fax RX Settings] ▶ [Edit] in [Basic Settings].**

➡ The [Edit Basic Settings] screen is displayed.

4 **Select the [Print on Both Sides] checkbox.**

5 **Click [OK].**

➡ The settings are applied.

6 **Log out from Remote UI.**

Printing the Received Date and Time and Page Number

Select whether to print the following information at the bottom of received faxes:

- Reception date and time
- Received reception number
- Page number

This section describes how to configure the settings using Remote UI from a computer.
On the control panel, select [Menu] in the [Home] screen, and then select [Function Settings] to configure the settings.
[Print RX Page Footer](P. 494)
Administrator privileges are required.

1 **Log in to Remote UI in System Manager Mode. Starting Remote UI(P. 393)**

2 **On the Portal page of Remote UI, click [Settings/Registration]. Portal Page of Remote UI(P. 395)**

3 **Click [RX/Forwarding Settings] ▶ [Common Settings] ▶ [Edit] in [Common Settings].**

➠ The [Edit Common Settings] screen is displayed.

4 **Select the [Add RX Page Footer] checkbox.**

5 **Click [OK].**

➠ The settings are applied.

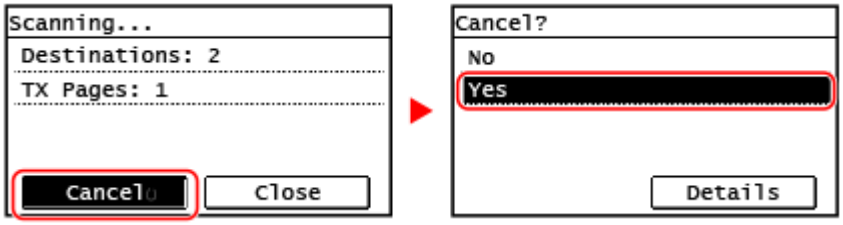
6 **Log out from Remote UI.**

Canceling Fax Sending

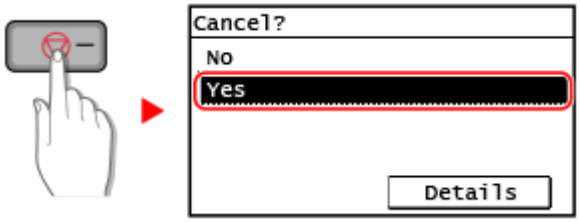
8WFY-061

You can cancel sending of a fax by following the on-screen instructions.

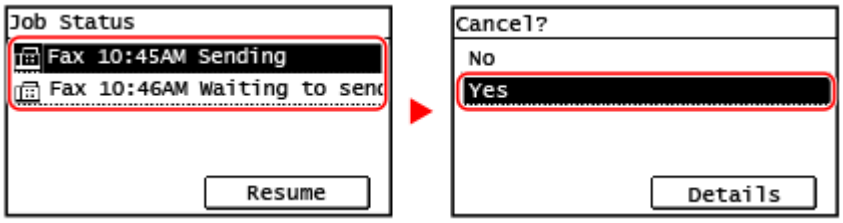
Press [Cancel] ▶ [Yes].



If the above screen is not displayed, press on the control panel, and then press [Yes].



If a job list screen is displayed, select the job to cancel, and press [Yes].



Checking the Status and Log for Sent and Received Faxes

8WFY-062

Processes handled by the machine, including sending and receiving faxes, are managed as jobs. By checking the status and log of jobs, you can determine whether a job was sent or received correctly and the cause of errors that occur.
When the settings are configured to save faxes that could not be forwarded, these faxes can be printed on the machine or forwarded to a different destination instead.
* If the log is set to not be displayed, you can only check the send and receive status. **[Display Job Log](P. 503)**

Checking Sent and Received Faxes(P. 288)
Checking Faxes that Failed to Be Forwarded(P. 289)

Checking Sent and Received Faxes

You can check the status and log of sent and received faxes.
You can also check the number of pages of the fax and the fax numbers of the destination and sender, and forward faxes waiting to be received and printed.

This section describes how to check the status and log using the control panel.
You can also use Remote UI from a computer to check the status and log. To print faxes saved in the memory, use Remote UI. **Checking Usage and Logs with Remote UI(P. 397)**

1 Press on the control panel. Control Panel(P. 14)

➡ The [Status Monitor] screen is displayed.

2 Press [TX Job] or [RX Job].

3 Check the status and log.

■When Checking the Status of Sent and Received Faxes

1. Press [Job Status], and check the jobs being processed or waiting to be processed.
Faxes saved in the memory are displayed as [Waiting to print].
2. Select a job to view its details.
➡ The job details are displayed.
3. View the number of pages, the fax numbers of the destination and sender, and other information.
- When there are multiple fax destinations, press [Number of Destinations] to display them in a list.
- Press [Forward] to forward faxes waiting to be received or printed to a destination registered in the Address Book. You cannot forward faxes being received or printed.

■When Checking the Log of Sent and Received Faxes

1. Press [Job Log], and check the completed sent and received jobs.
2. Select a job to view its details.

➡ The job details are displayed.

3 View the number of pages and the fax numbers of the destination and sender.
When there are multiple fax destinations, press [Number of Destinations] to display them in a list.

When the TX/RX Job Log displays [Error]

Sending or receiving was canceled, or an error occurred.
If a three-digit number starting with "#" (error code) is displayed, you can check the cause and solution using the error code. **An Error Code Is Displayed(P. 635)**

NOTE

Registering Destinations to the Address Book

- On the screen displaying the job details, press [Reg Adr Book] to register the destination to the Address Book.

  * This operation is not available when there are multiple destinations.

Checking Faxes that Failed to Be Forwarded

If a fax could not be forwarded but remains in the memory, you can print it or forward it to a different destination, and view its content.

This section describes how to check the fax content using the control panel.
You can also use Remote UI from a computer to check the fax content. To preview the fax content, use the Remote UI.
Checking Usage and Logs with Remote UI(P. 397)

Required Preparations

- Configure the settings to save faxes that could not be forwarded in the memory of the machine. **Auto Forwarding and Backing Up Received Faxes(P. 271)**

1 Press on the control panel. Control Panel(P. 14)

➡ The [Status Monitor] screen is displayed.

2 Press [Fax Forwarding Errors].

➡ A list of jobs of faxes that could not be forwarded is displayed.

3 Select a job you want to check.

➡ The job details are displayed.

4 Print or forward the fax to a different destination, and view the fax content.

- To print with the machine, press [Print/Fwd] ▶ [Print] ▶ [Yes].
- To send or save the fax to a destination different from the one set as the forwarding destination, press [Print/Fwd] ▶ [Forward], select the destination from the Address Book.

Copying

Copying 291
- **Copy Operations** 292
- **Additional Copying Features** 295
- **Paper Save Copy** 305
- **Copying Both Sides of ID Cards onto One Sheet** 309
- **Copying Multiple Passports onto One Sheet** 313
- **Canceling Copy Operations** 317
- **Checking the Copy Status** 319

Copying

8WFY-063

You can easily copy documents, photos, and other printed materials ("originals") using the copy function of the machine. In addition to basic copy settings, the machine also has settings for copying according to your original and purpose. Configure these settings when copying for more efficient operations and to save paper.

Basic Copy Operations

You can set the copy ratio (for enlarging or reducing), number of copies, and other basic settings.
Copy Operations(P. 292)

Copying According to Your Original and Purpose

You can perform 2-sided copying and adjust the image quality and other settings to suit your original and purpose.
Additional Copying Features(P. 295)

Copying for Specific Operations

You can use the following copy functions quickly from the [Home] screen or the control panel.

Paper Save Copy



Multiple pages of an original are copied on a single sheet by shrinking several pages in one side or printing them on both sides. It is useful to save printed paper.
Paper Save Copy(P. 305)

ID Card Copy



Copies the front and back sides of a driver's license or other ID card on the same sheet of paper at 100% magnification. This is convenient, for example, when copying ID cards at reception.
Copying Both Sides of ID Cards onto One Sheet(P. 309)

Passport Copy



Copies multiple passports together onto one sheet of paper.
Copying Multiple Passports onto One Sheet(P. 313)

Copy Operations

8WFY-064

This section describes the basic copy operations when copying documents, photos, and other printed materials ("originals").

IMPORTANT

- When copying originals that have text or images extending to the edges without margins, the copy may printed with an area missing around the edge. For the size of the margin, see the basic specifications. **Basic Specifications(P. 27)**

Touch Panel Model(P. 292)
5 Lines LCD Model(P. 293)

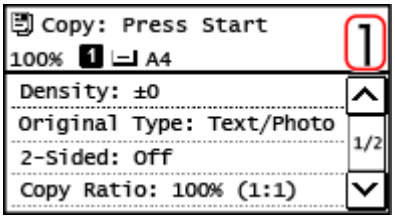
Touch Panel Model

1 Place the original. Placing Originals(P. 135)

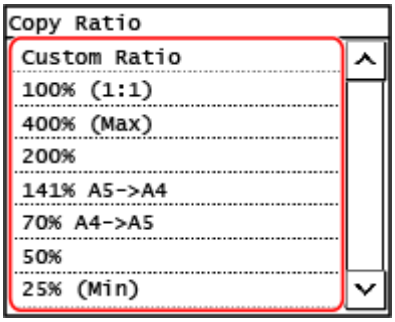
2 On the control panel, press [Copy] in the [Home] screen. [Home] Screen(P. 116)

➡ The copy screen is displayed.

3 Enter the number of copies using the numeric keys.



4 Set the Copy Ratio.



Set the ratio for enlarging or reducing copies.

Select a fixed copy ratio from the list or select [Custom Ratio] and enter a custom ratio using the numeric keys.
You can specify a value from 25% to 400% in 1% increments.

5 Configure the other copy settings, as needed. Additional Copying Features(P. 295)

You can perform 2-sided copying and adjust the image quality and other settings to suit your original and purpose.

6 Press on the control panel.

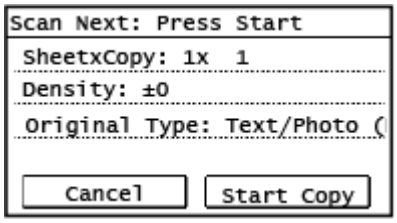
➡ Copying starts.

- To cancel copying, press [Cancel] ▶ [Yes]. **Canceling Copy Operations(P. 317)**
- Press on the control panel to view the copy job status. **Viewing the Print Job Status and Log(P. 219)**

■When [Scan Next: Press Start] appears

When an original is placed on the platen glass and copied using 2-sided copying or N on 1, the screen is displayed for scanning the next original.

1 Place the next original on the platen glass, and press on the control panel.



➡ The next original is scanned, and the same screen is displayed.
Repeat this process until scanning of all originals is completed.

- You can press [Density] and [Original Type] to change the settings for each original.
- If the size of the original is different, part of the image may be missing, or the image may be printed smaller on the paper.

2 Press [Start Copy].

➡ The scanned originals are printed.

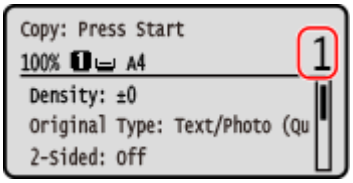
5 Lines LCD Model

1 Place the original. Placing Originals(P. 135)

2 On the control panel, select [Copy] in the [Home] screen and press OK. [Home] Screen(P. 116)

➡ The copy screen is displayed.

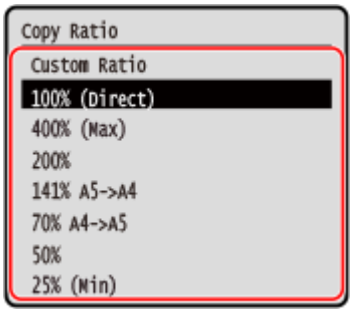
3 Enter the number of copies using the numeric keys.



4 Select [Copy Ratio] and press OK.

➡ The [Copy Ratio] screen is displayed.

5 Select the copy ratio to suit your purpose and press OK.



Set the ratio for enlarging or reducing copies.

Select a fixed copy ratio from the list or select [Custom Ratio] and enter a custom ratio using the numeric keys.
You can specify a value from 25% to 400% in 1% increments.

6 Configure the other copy settings, as needed. Additional Copying Features(P. 295)

You can perform 2-sided copying and adjust the image quality and other settings to suit your original and purpose.

7 Press on the control panel.

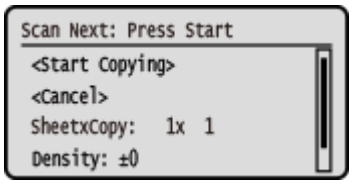
➡ Copying starts.

- To cancel copying, press [<Cancel>] ▶ OK ▶ [<Yes>] ▶ OK. **Canceling Copy Operations(P. 317)**
- Press on the control panel to view the copy job status. **Viewing the Print Job Status and Log(P. 219)**

■When [Scan Next: Press Start] appears

When an original is placed on the platen glass and copied using 2-sided copying or N on 1, the screen is displayed for scanning the next original.

1 Place the next original on the platen glass, and press on the control panel.



➡ The next original is scanned, and the same screen is displayed.
Repeat this process until scanning of all originals is completed.

- You can press [Density] ▶ OK and [Original Type] ▶ OK to change the settings for each original.
- If the size of the original is different, part of the image may be missing, or the image may be printed smaller on the paper.

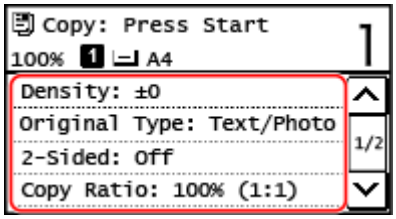
2 Select [<Start Copying>] press OK.

➡ The scanned originals are printed.

Additional Copying Features

8WFY-065

In addition to basic copy settings, the machine also has settings for 2-sided copying, image quality adjustment, and other settings according to your original and purpose. Use the copy screen to configure these settings.



* To make copies using the ID Card Copy function, you can simply adjust the density and image quality.

Making 2-sided Copies(P. 295)
Copying Multiple Originals onto One Sheet (N on 1)(P. 297)
Collating Copies by Page (Collate)(P. 299)
Adjusting the Density(P. 300)
Adjusting the Image Quality(P. 301)

NOTE

Registering the Frequently Used Scan Settings as the Default Settings

- You can change the default copy settings according to the frequently used scan settings. **Changing the Default Settings(P. 186)**

Basic Copy Operations

- For the basic operations when copying, see the following:
Copy Operations(P. 292)

Making 2-sided Copies

You can copy two 1-sided originals on both sides of one sheet of paper.
You can also copy a 2-sided original on both sides of one sheet of paper, or on two separate sheets of paper.
* 2-sided copying may not be available with some sizes and types of paper. **Usable Paper(P. 22)**

Touch Panel Model(P. 295)
5 Lines LCD Model(P. 296)

■Touch Panel Model

1 Press [2-Sided] on the copy screen.

➠ The [2-Sided] screen is displayed.

2 Select the pattern of 2-Sided copying.

[Off]

Copies 1-sided originals to separate sheets of paper.

[1->2-Sided]

Copies two 1-sided originals on both sides of one sheet of paper.

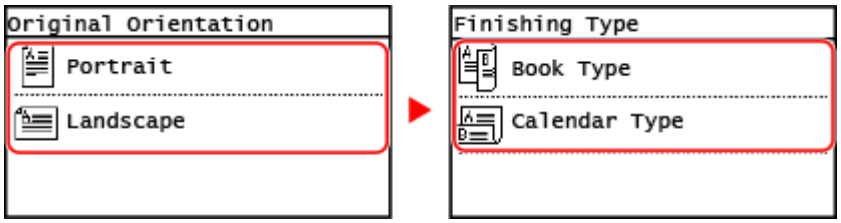
3 Set the original orientation and opening type, and copy opening type, as needed.

1. On the copy screen, press [2-Sided] ▶ [Original/Finishing Type].

   ➡ The [Orig./Finishing Type] screen is displayed.

2. Select the combination of the 2-Sided settings between an original and a copy, and then specify the orientation and the opening type of the copy.

[1->2-Sided]



■5 Lines LCD Model

1 On the copy screen, select [2-Sided] and press OK.

➡ The [2-Sided] screen is displayed.

2 Select the way of 2-Sided copying and press OK.

➡ The copy screen is displayed.

[Off]

Copies 1-sided originals to separate sheets of paper.

[1->2-Sided]

Copies two 1-sided originals on both sides of one sheet of paper.

3 Set the original orientation and copy opening type, as needed.

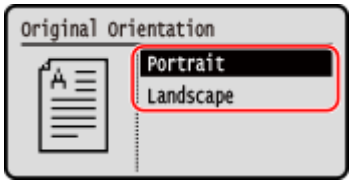
1. On the copy screen, press [2-Sided] ▶ OK ▶ [Original/Finishing Type] ▶ OK.

   ➡ The [Orig./Finishing Type] screen is displayed.

2. Select [1->2-Sided] and press OK.

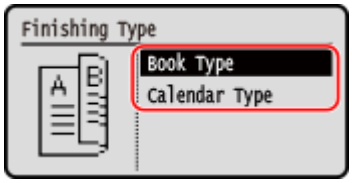
   ➡ The [Original Orientation] screen is displayed.

3. Select the orientation of the set original and press OK.



4 Select the finishing type after copying and press OK.

➡ The copy screen is displayed.



Copying Multiple Originals onto One Sheet (N on 1)

You can reduce the size of a multiple-page original and arrange the pages on one sheet of paper when copying.
N on 1 is convenient when you want to save paper by copying on fewer sheets of paper than the original.
If you want to save more paper by combining N on 1 copying and 2-Sided copying, Paper Save Copy is useful, allowing to perform the combination of the copy settings with a single operation. **Paper Save Copy(P. 305)**
* This cannot be set at the same time as Erase Frame.

Touch Panel Model(P. 292)
5 Lines LCD Model(P. 293)

■ Touch Panel Model

1 Press [N on 1] on the copy screen.

➡ The [N on 1] screen is displayed.

2 Select the number of pages to be combined.

[Off]

Pages are not combined.

[2 on 1]

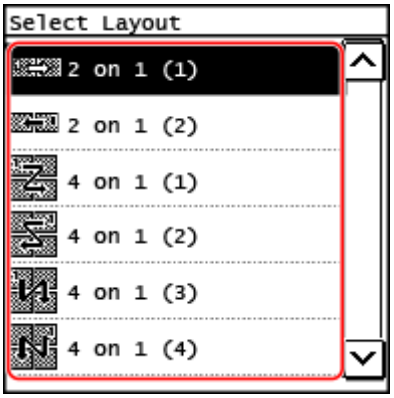
Combines a 2-page original onto one sheet of paper.

[4 on 1]

Combines a 4-page original onto one sheet of paper.

3 Select the size of the placed original.

4 Configure the layout (page order) when combining originals, as needed.



1. Press [N on 1] on the copy screen.
   ➡ The [N on 1] screen is displayed.
2. Press [Select Layout], and select the page order.
   ➡ The [Select Layout] screen is displayed.
3. Select the size of the placed original.

NOTE

- When combining pages, the copy ratio is set automatically according to the following. You can also change the copy ratio setting manually.
  - Number of pages to be combined
  - Original size setting
  - Size of paper used for copying
- When pages are combined, a margin may be created around the copied images.

■5 Lines LCD Model

1 On the copy screen, select [N on 1] and press OK.

➡ The [N on 1] screen is displayed.

2 Select the number of pages to be combined and press OK.

[Off]
Pages are not combined.

[2 on 1]
Combines a 2-page original onto one sheet of paper.

[4 on 1]
Combines a 4-page original onto one sheet of paper.

3 Select the size of the placed original.

4 Configure the layout (page order) when combining originals, as needed.

1. Select [N on 1] and press OK.
   - The [N on 1] screen is displayed.
2. Press [Select Layout], and press OK.
   - The [Select Layout] screen is displayed.
3. Select the page order and press OK.
4. Select the size of the placed original.

NOTE

- When combining pages, the copy ratio is set automatically according to the following. You can also change the copy ratio setting manually.
  - Number of pages to be combined
  - Original size setting
  - Size of paper used for copying
- When pages are combined, a margin may be created around the copied images.

Collating Copies by Page (Collate)

When copying multiple copies of a multi-page original, you can collate the copies in the page order of the original. This is convenient when copying handouts for meetings.

When Copying without Collating
The copies are grouped by the page of the original in the number of specified copies and not collated.
For example, when you are making three copies of a three-page original, the printouts are arranged in the following order: 1, 1, 1, 2, 2, 2, 3, 3, 3.



When Copying with Collating
The copies are collated into sets in the page order of the original.
For example, when you are making three copies of a three-page original, the printouts are arranged in the following order: 1, 2, 3, 1, 2, 3, 1, 2, 3.



Touch Panel Model(P. 300)
5 Lines LCD Model(P. 300)

■Touch Panel Model

1 Press [Collate] on the copy screen.

➡ The [Collate] screen is displayed.

2 Press [On].

■5 Lines LCD Model

1 On the copy screen, select [Collate] and press OK.

➡ The [Collate] screen is displayed.

2 Select [On] and press OK.

Adjusting the Density

You can adjust the density to suit the original when copying.
If text or images in the original are too faint or dark, adjust the density of the entire original.
To create clean copies of an original with a colored background or a newspaper, adjust the density of the background.

Touch Panel Model(P. 300)
5 Lines LCD Model(P. 301)

■Touch Panel Model

1 Press [Density] on the copy screen.

➡ The [Density] screen is displayed.

■Adjusting the Density of the Entire Original

Drag the slider to the left or right to adjust the density.
Press [+] to increase the density and [-] to lower it.

■Adjusting the Density of the Background

1 Press [Background] ▶ [Adjust (Manual)].

➡ The [Adjust] screen is displayed.

2 Drag the slider to the left or right to adjust the density.

- Press [+] to increase the density and [-] to lower it.

2 Press [Apply].

NOTE

- When you adjust the density of the background, parts other than the background may also be affected.

■5 Lines LCD Model

1 On the copy screen, select [Density] and press OK.

➡ The [Density] screen is displayed.

■Adjusting the Density of the Entire Original

Move the slider to the left or right to adjust the density.
On the control panel, press ▶ to increase the density or press ◀ to lower it.

■Adjusting the Density of the Background

1 On the control panel, press [Background] ▶ OK ▶ [Adjust (Manual)] ▶ OK.

➡ The [Adjust] screen is displayed.

2 Move the slider to the left or right to adjust the density.

- On the control panel, press ▶ to increase the density or press ◀ to lower it.

2 Press OK.

NOTE

- When you adjust the density of the background, parts other than the background may also be affected.

Adjusting the Image Quality

You can adjust the image quality such as when the copied image is not clear or the text is difficult to read. You can also erase dark borders and shadows that appear around the edges of the original.
* Erase Frame is not available when making copies using the ID Card Copy function.

■Selecting the Image Quality for the Original Type

Touch Panel Model

1 Press [Original Type] on the copy screen.

➡ The [Original Type] screen is displayed.

2 Select the original type.

➡ The copy screen is displayed.

■ When copying an original containing both text and photos with priority to the print speed

Select [Text/Photo (High Speed)].

■ When copying an original containing both text and photos with priority to the print quality

Select [Text/Photo (Quality)], adjust to make text or photos more visible, and press [Apply].

■ Copying Photos Containing Halftone Dots such as in Magazines

Select [Photo].

■ Copying Originals with Large Volumes of Text such as Research Papers

Select [Text].

5 Lines LCD Model

1 On the copy screen, select [Original Type] and press OK.

➡ The [Original Type] screen is displayed.

2 Select the original type and press OK.

■ Copying an original containing both text and photos with priority to the copy speed

Select [Text/Photo (High Speed)] and press OK.

■ Copying an original containing both text and photos with priority to the print quality

1. Select [Text/Photo (Quality)] and press OK.
2. Adjust to make text or photos more visible, and press OK.

■ Copying Photos Containing Halftone Dots such as in Magazines

Select [Photo] and press OK.

■ Copying Originals with Large Volumes of Text such as Research Papers

Select [Text] and press OK.

■ Erasing Dark Borders and Shadows around Edges of the Original (Erase Frame)

This function erases the dark borders and shadows that appear around the edges in the copied image when copying originals that are smaller than the paper size or thick originals.
* This cannot be set at the same time as N on 1.

Touch Panel Model

1 Press [Erase Frame] on the copy screen.

➡ The [Erase Frame] screen is displayed.

2 **Press [On].**

➡ The screen for specifying the frame width to erase is displayed.

3 **Enter the frame width to erase, and press [Apply].**

➡ The [Scan Size] screen is displayed.

When you are copying at an enlarged or reduced size, the function automatically changes the size of the frame width to erase to match the copy ratio setting.

4 **Select the size of the placed original.**

5 Lines LCD Model

1 **On the copy screen, select [Erase Frame] and press OK.**

➡ The [Erase Frame] screen is displayed.

2 **Select [On] and press OK.**

➡ The screen for specifying the frame width to erase is displayed.

3 **Enter the frame width to erase, and press OK.**

➡ The [Scan Size] screen is displayed.

When you are copying at an enlarged or reduced size, the function automatically changes the size of the frame width to erase to match the copy ratio setting.

4 **Select the size of the placed original.**

■ Adjusting the Sharpness

You can emphasize the contours and lines to make them clearer in the copied image, or weaken them to make them softer.

Touch Panel Model

1 **Press [Sharpness] on the copy screen.**

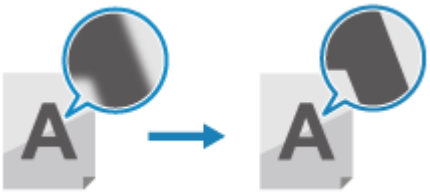
➡ The [Sharpness] screen is displayed.

2 **Drag the slider to the left or right to adjust the sharpness.**

Adjustment example:

- **To Make Blurry Text or Shapes Clearer**

Press [+].



- **To reduce moire (vertical pattern noise) in photos**
  Press [-].



3 Press [Apply].

5 Lines LCD Model

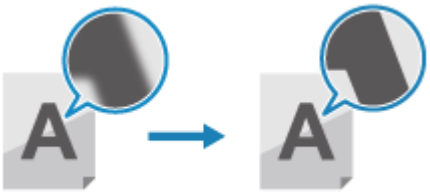
1 On the copy screen, select [Sharpness] and press OK.

➠ The [Sharpness] screen is displayed.

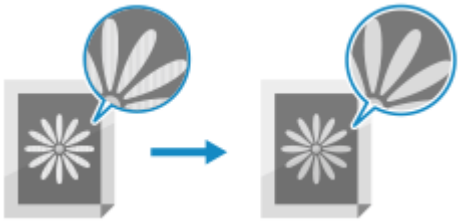
2 Move the slider to the left or right to adjust the sharpness.

Adjustment example:

- **To Make Blurry Text or Shapes Clearer**
  Press ▶ on the control panel.



- **To reduce moire (vertical pattern noise) in photos**
  Press ◀ on the control panel.



3 Press OK.

Paper Save Copy

8WFY-06A



If you want to save paper when multiple originals, use the paper save copy function. You can perform N on 1 copying and 2-sided copying at the same time from the [Home] screen or Paper Save Copy on the control panel, allowing you to save paper.

Touch Panel Model(P. 305)
5 Lines LCD Model(P. 307)

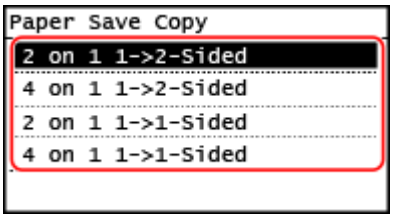
Touch Panel Model

1 Place the original. Placing Originals(P. 135)

2 On the control panel, press [Paper Save] in the [Home] screen. [Home] Screen(P. 116)

➡ The [Paper Save Copy] screen is displayed.

3 Select the combination of N on 1 copying and 2-sided copying.



[2 on 1 1->2-Sided]

Four pages of an original are printed on a single sheet with two pages printed on both sides.



[4 on 1 1->2-Sided]

Eight pages of an original are printed on a single sheet with four pages printed on both sides.



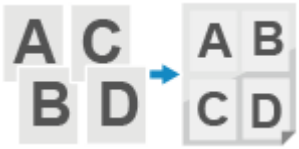
[2 on 1 1->1-Sided]

Two pages of an original are printed on a single sheet with two pages printed on one side.



[4 on 1 1->1-Sided]

Four pages of an original are printed on a single sheet with four pages printed on one side.



4 Select the size of the placed original.

➡ The copy screen is displayed.

5 Enter the number of copies using the numeric keys.

6 Configure the other copy settings, as needed. Additional Copying Features(P. 295)

➡ You can adjust the density and image quality and other settings.

7 Press on the control panel.

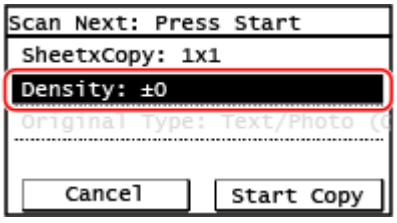
➡ Copying starts.

- To cancel copying, press [Cancel] ▶ [Yes]. **Canceling Copy Operations(P. 317)**
- Press on the control panel to view the copy job status. **Viewing the Print Job Status and Log(P. 219)**

■ When [Scan Next: Press Start] appears

When an original is placed on the platen glass and copied using 2-sided copying or N on 1, the screen is displayed for scanning the next original.

1 Place the next original on the platen glass, and press on the control panel.



➡ The next original is scanned, and the same screen is displayed.
Repeat this process until scanning of all originals is completed.

- You can press [Density] to change the settings for each original.

2 Press [Start Copy].

➡ The scanned originals are printed.

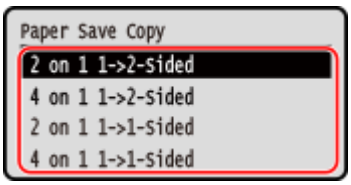
5 Lines LCD Model

1 **Place the original.** **Placing Originals(P. 135)**

2 **Press** Paper Save Copy **on the control panel.** **Control Panel(P. 14)**

➡ The [Paper Save Copy] screen is displayed.

3 **Select the combination of N on 1 copying and 2-sided copying.**



[2 on 1 1->2-Sided]

Four pages of an original are printed on a single sheet with two pages printed on both sides.



[4 on 1 1->2-Sided]

Eight pages of an original are printed on a single sheet with four pages printed on both sides.



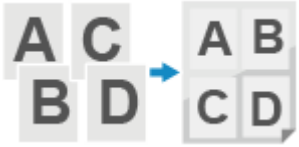
[2 on 1 1->1-Sided]

Two pages of an original are printed on a single sheet with two pages printed on one side.



[4 on 1 1->1-Sided]

Four pages of an original are printed on a single sheet with four pages printed on one side.



4 **Select the size of the placed original, and press** OK **.**

➡ The copy screen is displayed.

5 Enter the number of copies using the numeric keys.

6 Configure the other copy settings, as needed. Additional Copying Features(P. 295)

➡ You can adjust the density and image quality and other settings.

7 Press on the control panel.

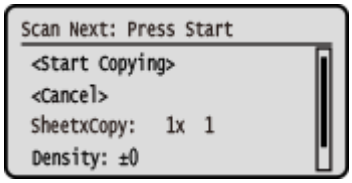
➡ Copying starts.

- To cancel copying, press [<Cancel>] ▶ OK ▶ [<Yes>] ▶ OK. **Canceling Copy Operations(P. 317)**
- Press on the control panel to view the copy job status. **Viewing the Print Job Status and Log(P. 219)**

■ When [Scan Next: Press Start] appears

When an original is placed on the platen glass and copied using 2-sided copying or N on 1, the screen is displayed for scanning the next original.

1 Place the next original on the platen glass, and press on the control panel.



➡ The next original is scanned, and the same screen is displayed.
Repeat this process until scanning of all originals is completed.

- You can also press [Density] ▶ OK and [Original Type] ▶ OK to change the settings for each original.

2 Press [<Start Copying>] and press OK.

➡ The scanned originals are printed.

Copying Both Sides of ID Cards onto One Sheet

8WFY-066



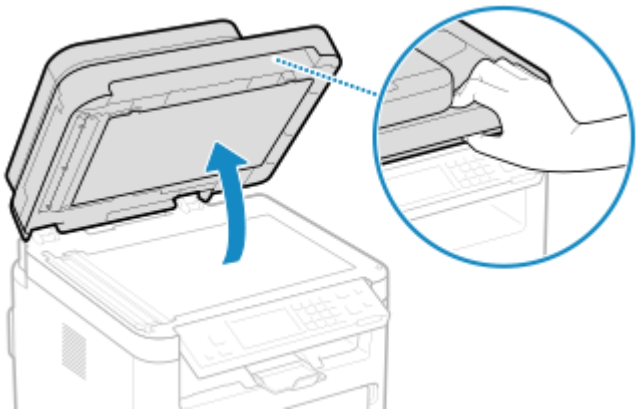
You can use the ID Card Copy function to copy the front and back sides of a driver's license or other ID card on the same sheet of paper at 100% magnification. This can be quickly performed from the [Home] screen or (ID Card Copy key) on the control panel and is convenient, for example, when copying ID cards at reception.

Touch Panel Model(P. 309)
5 Lines LCD Model(P. 311)

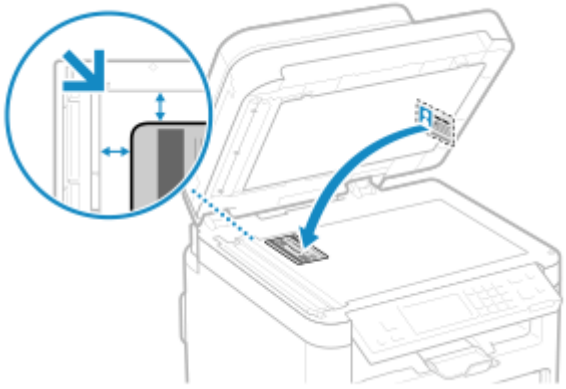
Touch Panel Model

1 Place the ID card on the platen glass.

1 Open the feeder.



2 Place the front of the ID card face down on the platen glass in the portrait orientation while aligning the corner of the ID card with the top left corner of the platen glass.



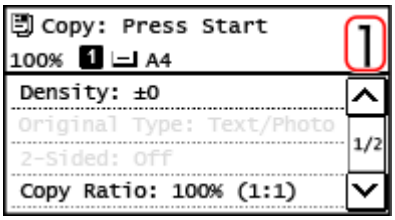
Place the ID card slightly away from the edge of the platen glass.

3 Gently close the feeder.

2 **On the control panel, press [ID Card Copy] in the [Home] screen. [Home] Screen(P. 116)**

➡ The copy screen is displayed.

3 **Enter the number of copies using the numeric keys.**



* When you make copies using the ID Card Copy function, the copy ratio is fixed at 100%.

4 **Adjust the density and image quality, as needed.**

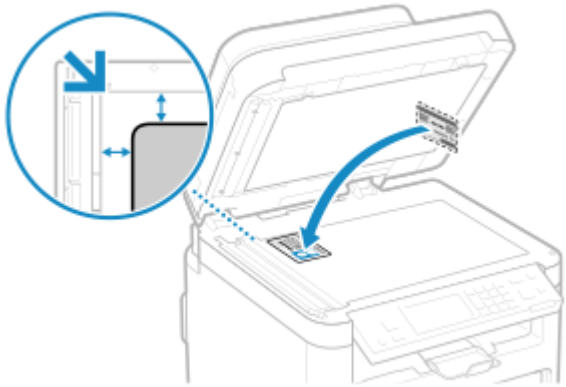
Adjusting the Density(P. 300)

Adjusting the Image Quality(P. 301)

5 **Press on the control panel.**

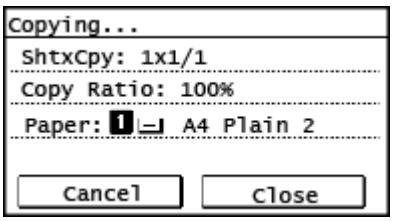
➡ The front of the ID card is scanned.

6 **When [Scan Next: Press Start] is displayed, turn over the ID card and place it on the platen glass.**



Place the back of the ID card face down in the same way as the front.

7 **Press on the control panel.**



➡ The back of the ID card is scanned and copying starts.

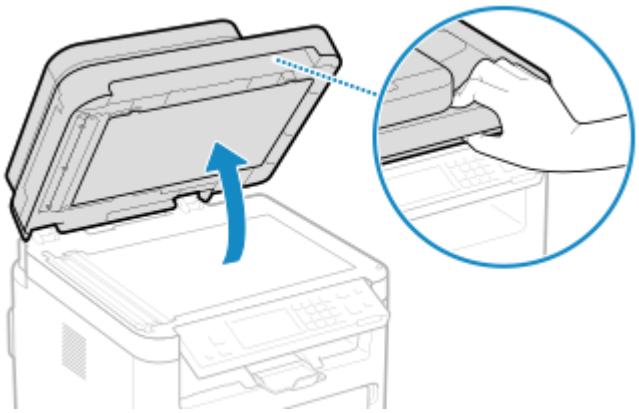
- To cancel copying, press [Cancel] ▶ [Yes]. **Canceling Copy Operations(P. 317)**

- Press to view the copy job status. **Viewing the Print Job Status and Log(P. 219)**

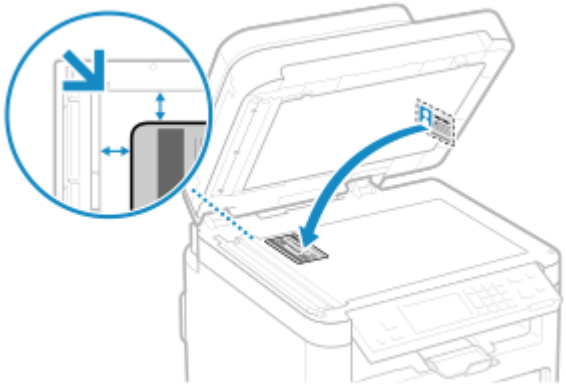
5 Lines LCD Model

1 Place the ID card on the platen glass.

1. Open the feeder.



2. Place the front of the ID card face down on the platen glass in the portrait orientation while aligning the corner of the ID card with the top left corner of the platen glass.



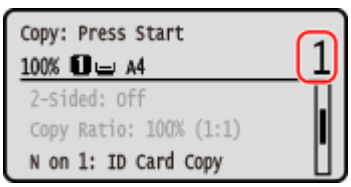
Place the ID card slightly away from the edge of the platen glass.

3. Gently close the feeder.

2 Press (ID Card Copy key) on the control panel. **Control Panel(P. 14)**

➡ The copy screen is displayed.

3 Enter the number of copies using the numeric keys.



4 Adjust the density and image quality, as needed.

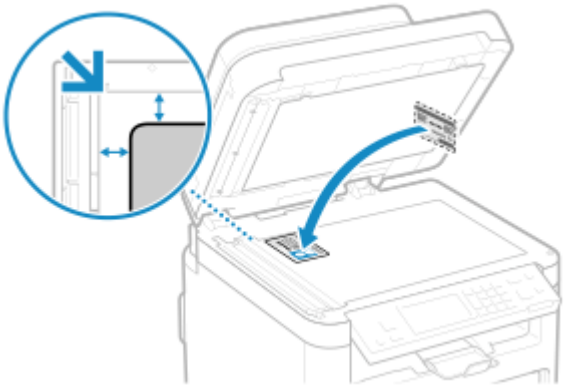
Adjusting the Density(P. 300)

Adjusting the Image Quality(P. 301)

5 Press on the control panel.

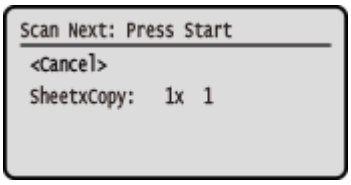
➡ The front of the ID card is scanned.

6 When [Scan Next: Press Start] is displayed, turn over the ID card and place it on the platen glass.



Place the back of the ID card face down in the same way as the front.

7 Press on the control panel.



➡ Copying starts.

- To cancel copying, press [<Cancel>] ▶ OK ▶ [<Yes>] ▶ OK. **Canceling Copy Operations(P. 317)**
- Press on the control panel to view the copy job status. **Viewing the Print Job Status and Log(P. 219)**

Copying Multiple Passports onto One Sheet

8WFY-067



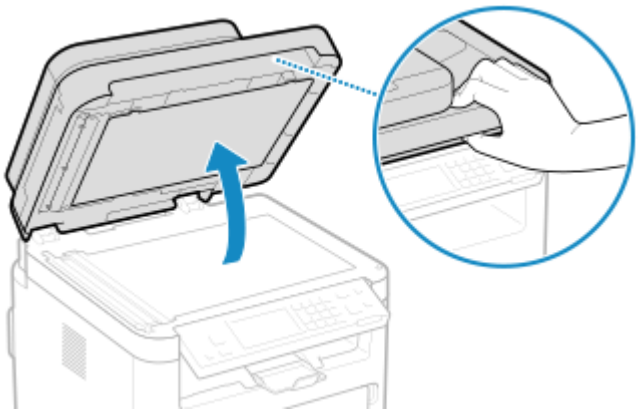
You can use the Passport Copy function to copy multiple passports together onto one sheet of paper. This can be quickly performed from the [Home] screen on the control panel.

Touch Panel Model(P. 313)
5 Lines LCD Model(P. 315)

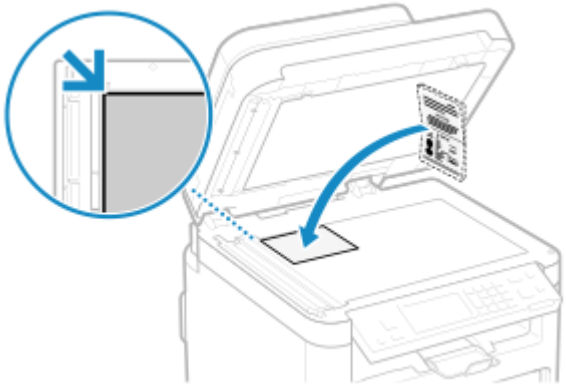
Touch Panel Model

1 Place a passport on the platen glass.

1 Open the feeder.



2 Place the page to be scanned face down while aligning the corner of the passport with the top left corner of the platen glass, as shown.



3 Gently close the feeder.

2 On the control panel, press [Passport Copy] in the [Home] screen. [Home] Screen(P. 116)

➠ The [Passport Copy] screen is displayed.

3 Select a combination of the number of passports and whether to use 2-sided printing.

[2 on 1 (2-Sided)]

Combines two passports onto one side of a sheet of paper by copying with 2-sided printing. Copies four passports onto both sides of a sheet of paper with 2-sided printing.

[4 on 1 (2-Sided)]

Combines four passports onto one side of a sheet of paper by copying with 2-sided printing. Copies eight passports onto both sides of a sheet of paper with 2-sided printing.

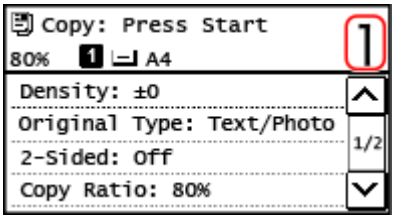
[2 on 1]

Combines two passports onto one side of a sheet of paper.

[4 on 1]

Combines four passports onto one side of a sheet of paper.

4 Enter the number of copies using the numeric keys.



* When you use Passport Copy to make copies, the copy ratio is set automatically according to the size of the paper used for copying and the number of passports to combine. You can also press [Custom Ratio] to change the copy ratio manually.

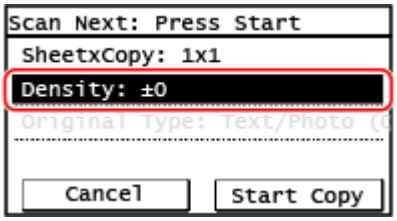
5 Configure the other copy settings, as needed. Additional Copying Features(P. 295)

- You can adjust the density and image quality.
- You can change the number of passports to combine (N on 1) and the 2-sided copy settings selected in 3.

6 Press on the control panel.

➡ The first passport is scanned.

7 When [Scan Next: Press Start] is displayed, place the next passport on the platen glass, and press on the control panel.



➡ The next passport is scanned, and the same screen is displayed.
Repeat this process until scanning of all passports is completed.

- You can press [Density] to change the settings for each passport.

8 Press [Start Copy].

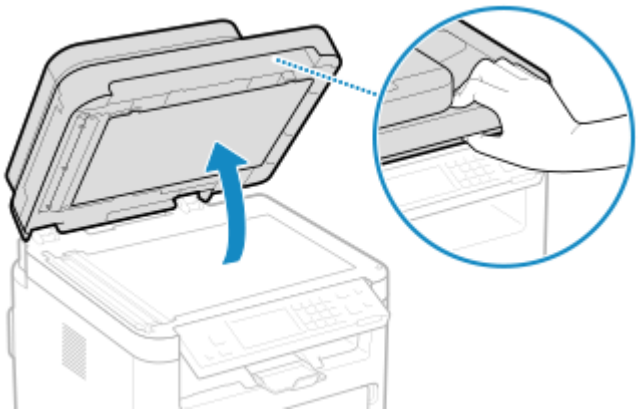
➡ The scanned passports are printed.

- To cancel copying, press [Cancel] ▶ [Yes]. **Canceling Copy Operations(P. 317)**
- Press to view the copy job status. **Viewing the Print Job Status and Log(P. 219)**

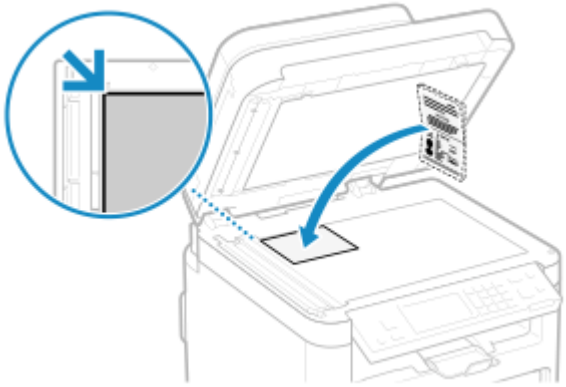
5 Lines LCD Model

1 Place a passport on the platen glass.

1 Open the feeder.



2 Place the page to be scanned face down while aligning the corner of the passport with the top left corner of the platen glass, as shown.



Place the ID card slightly away from the edge of the platen glass.

3 Gently close the feeder.

2 On the control panel, press [Passport Copy] in the [Home] screen and press OK. [Home] Screen(P. 116)

➡ The [Passport Copy] screen is displayed.

3 Select a combination of the number of passports and whether to use 2-sided printing.

[2 on 1 (2-Sided)]

Combines two passports onto one side of a sheet of paper by copying with 2-sided printing. Copies four passports onto both sides of a sheet of paper with 2-sided printing.

[4 on 1 (2-Sided)]

Combines four passports onto one side of a sheet of paper by copying with 2-sided printing. Copies eight passports onto both sides of a sheet of paper with 2-sided printing.

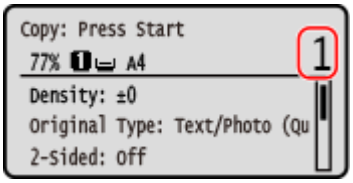
[2 on 1]

Combines two passports onto one side of a sheet of paper.

[4 on 1]

Combines four passports onto one side of a sheet of paper.

4 Enter the number of copies using the numeric keys.



* When you use Passport Copy to make copies, the copy ratio is set automatically according to the size of the paper used for copying and the number of passports to combine. You can also press [Custom Ratio] to change the copy ratio manually.

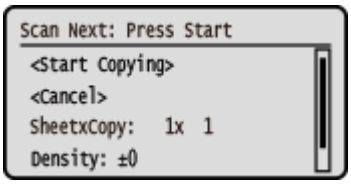
5 Configure the other copy settings, as needed. Additional Copying Features(P. 295)

- You can adjust the density and image quality.
- You can change the number of passports to combine (N on 1) and the 2-sided copy settings selected in 3.

6 Press on the control panel.

➠ The first passport is scanned.

7 When [Scan Next: Press Start] is displayed, place the next passport on the platen glass, and press on the control panel.



➠ The next passport is scanned, and the same screen is displayed.
Repeat this process until scanning of all passports is completed.

- You can press [Density] and press OK to change the settings for each passport.

8 Select [<Start Copying>] and press OK.

➠ The scanned passports are printed.

- To cancel copying, press [<Cancel>] ▶ OK ▶ [<Yes>] ▶ OK. **Canceling Copy Operations(P. 317)**
- Press on the control panel to view the copy job status. **Viewing the Print Job Status and Log(P. 219)**

Canceling Copy Operations

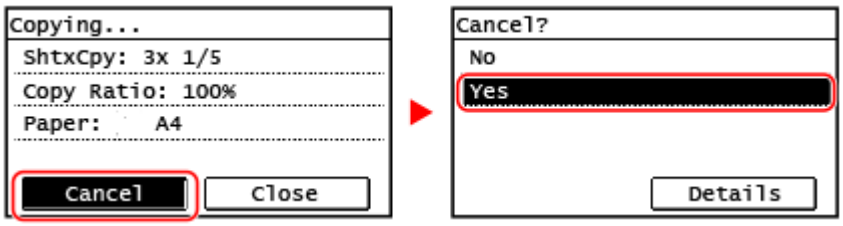
8WFY-068

Follow the instructions on screen to cancel a copy operation.

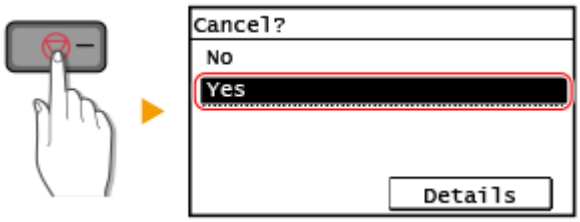
Touch Panel Model(P. 317)
5 Lines LCD Model(P. 317)

Touch Panel Model

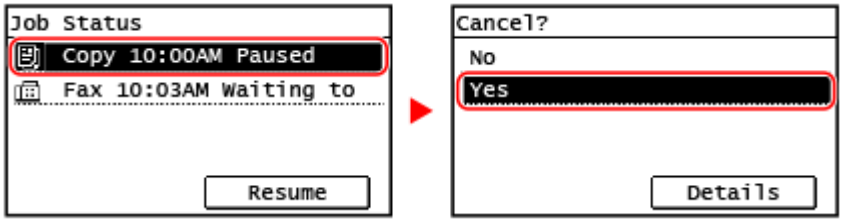
Press [Cancel] ▶ [Yes].



If the above screen is not displayed, on the control panel, press ▶ [Yes].

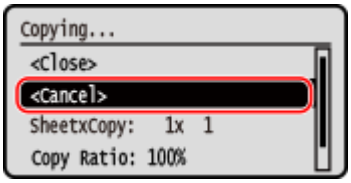


If the job list screen is displayed, select the job to cancel, and press [Yes].

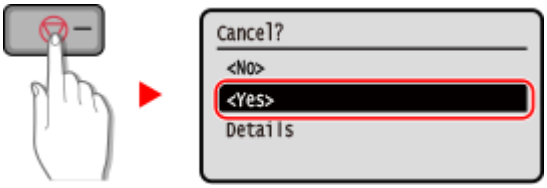


5 Lines LCD Model

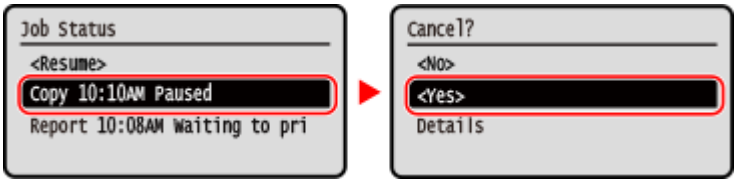
Press [<Cancel>] ▶ OK ▶ [<Yes>] ▶ OK.



If the above screen is not displayed, press on the control panel, and then select [<Yes>] and press OK.



If the job list screen is displayed, select the job to cancel, and select [<Yes>] and press OK.



Checking the Copy Status

8WFY-069

Processes handled by the machine, including copying, are managed as jobs. By checking the status of jobs, you can determine whether a copy job was performed correctly and the cause of errors that occur.

This section describes how to view this information using the control panel.
You cannot check this information using Remote UI from a computer.

Touch Panel Model(P. 319)
5 Lines LCD Model(P. 319)

Touch Panel Model

1 Press on the control panel. Control Panel(P. 14)

➡ The [Status Monitor] screen is displayed.

2 Press [Copy/Print Job].

3 Press [Job Status].

➡ Check the job being processed or waiting to be processed.

4 Select a job to view its details.

➡ The job details are displayed.

5 Check the number of originals, number of copies, and other settings.

5 Lines LCD Model

1 Press on the control panel. Control Panel(P. 14)

➡ The [Status Monitor] screen is displayed.

2 Press [Copy/Print Job] and press OK.

3 Press [Job Status] and press OK.

➡ Check the job being processed or waiting to be processed.

4 **Select a job and press OK to view its details.**

➠ The job details are displayed.

5 **Check the number of originals, number of copies, and other settings.**

Linking with Mobile Devices

Linking with Mobile Devices 322
Preparations for Linking with Mobile Devices 323
Preparations for Direct Connection 324
Preparations for Using AirPrint 327
Connecting a Mobile Device to the Machine 330
Connecting a Mobile Device via Wireless LAN Router (LAN Connection) 331
Connecting a Mobile Device Directly to the Machine (Direct Connection) 332
Using a Dedicated Application to Print and Scan (Canon PRINT Business) 335
Using AirPrint Application to Print and Scan Data and Send Faxes 336
Printing from an Android Device 340
Printing from Chromebook or Other Device with Chrome OS 341

Linking with Mobile Devices

8WFY-06C

The machine can be operated from a smartphone, tablet, or other mobile device. By using a compatible application or service, you can easily print photos or documents through a mobile device and save data scanned with the machine to the same device.

The applications and services that are available vary depending on the mobile device you are using.

iPhone, iPad, iPod touch, Mac

Canon PRINT Business (iPhone, iPad only)

Dedicated Canon application. Enables printing and scanning.

Using a Dedicated Application to Print and Scan (Canon PRINT Business)(P. 335)

AirPrint

This function is standard in Apple operating systems. You can print from applications that support AirPrint instead of having to install a dedicated application or driver.
In addition, you can use AirPrint to print from a Mac. You can also scan data and send faxes with a Mac.

Preparations for Using AirPrint(P. 327)
Using AirPrint Application to Print and Scan Data and Send Faxes(P. 336)

Android Devices

Canon PRINT Business

Dedicated Canon application. Enables printing and scanning.

Using a Dedicated Application to Print and Scan (Canon PRINT Business)(P. 335)

Canon Print Service

Dedicated Canon plugin. Enables printing from any application.

Using a Dedicated Plugin to Print (Canon Print Service)(P. 340)

Mopria ® Print Service

Common plugin for Mopria® certified printers and multifunction machines. Enables printing from any application without having to install a dedicated plugin or application for individual manufacturers.

Using a Common Plugin to Print (Mopria® Print Service)(P. 340)

Chromebook or Other Device with Chrome OS

You can use the function standard equipped in the Chrome operating system to print without having to install a dedicated application or printer driver.

Printing from Chromebook or Other Device with Chrome OS(P. 341)

NOTE

Using the Address Book on a Mobile Device

- When sending scanned data by e-mail with the machine, you can use Canon PRINT Business to specify a destination registered to the Address Book on a mobile device. **Specifying Destinations (Address Book on a Mobile Device)(P. 184)**

■ See Also

Managing the Machine from a Mobile Device (Remote UI)

You can use Remote UI from a Web browser on a mobile device. With Remote UI, you can check the operation status of the machine, change the machine settings, and register destinations to the Address Book. For details about starting and operating Remote UI, see the instructions for using Remote UI on a computer.

Managing the Machine from a Computer (Remote UI)(P. 392)

* Some display items are omitted in the mobile version of Remote UI. To check all items, tap [PC Version] at the bottom of the screen and switch to the computer version of Remote UI.

Preparations for Linking with Mobile Devices

8WFY-06E

To directly connect a mobile device to the machine or to use AirPrint, you must first configure the settings on the machine.

Preparations for Direct Connection(P. 324)
Preparations for Using AirPrint(P. 327)

Preparations for Direct Connection

8WFY-06F

Enable the Direct Connection function on the machine. If the machine is not connected to a network, you need to check the Network Connection Type settings.
*The Direct Connection function is not available for the models which are not equipped with a wireless LAN capability.

Enabling the Direct Connection Function(P. 324)
Checking the Network Connection Type of the Machine(P. 325)

Enabling the Direct Connection Function

This section describes how to configure the settings using Remote UI from a computer.
On the control panel, select [Menu] in the [Home] screen, and then select [Preferences] to configure the settings. **[Direct Connection Settings](P. 431)**
Administrator privileges are required. The machine must be restarted to apply the settings.

1 **Log in to Remote UI in System Manager Mode.** **Starting Remote UI(P. 393)**

2 **On the Portal page of Remote UI, click [Settings/Registration].** **Portal Page of Remote UI(P. 395)**

3 **Click [Network Settings] ▶ [Direct Connection Settings] ▶ [Edit].**

➡ The [Edit Direct Connection Settings] screen is displayed.

4 **Select the [Use Direct Connection] checkbox.**

5 **Configure the Direct Connection function, as needed.**

When connecting multiple mobile devices at the same time, you must specify the SSID and network key.

■To Terminate the Connection Automatically

Select the [Terminate Direct Connection Session] checkbox, and enter the time period of the direct connection until it is terminated. When multiple mobile devices are connected, they will be disconnected after the time period elapses since the last started connection.

■To Change the IP Address for Connection

In [IP Address for Direct Connection], enter any IP address.

■To specify the SSID and Network Key (When Connecting Multiple Mobile Devices at the Same Time)

By default, the SSID and network key of the machine are automatically assigned a random character string each time direct connection is performed.
To specify the SSID and network key manually, in [Access Point Mode Settings], select the [Specify SSID to Use] or [Specify Network Key to Use] checkbox, and enter an SSID or network key using single-byte alphanumeric characters.

■To Allow Mobile Devices to Always Connect to the Machine

By default, you must use the control panel to put the machine into waiting state when you want to establish a direct connection.

To allow mobile devices to always connect to the machine, in [Access Point Mode Settings], specify the SSID and network key, and select the [Always Keep Enabled If SSID/Network Key Is Specified] checkbox in [Keep Connection Enabled].

6 Click [OK].

7 Restart the machine. Restarting the Machine(P. 109)

➡ The settings are applied.

Checking the Network Connection Type of the Machine

If the machine is not connected to a network (wired or wireless LAN), check that the network connection type is set to wired LAN.
If the machine is connected to a network, you do not have to check this.

Touch Panel Model(P. 325)
5 Lines LCD Model(P. 325)

■Touch Panel Model

1 Press on the control panel. Control Panel(P. 14)

➡ The [Status Monitor] screen is displayed.

2 Press [Network Information] ▶ [Network Connection Method].

➡ The [Network Conn. Method] screen is displayed.

3 Check that [Wired LAN] is displayed.

If the connection type is set to wired LAN, you can establish a direct connection even if the machine is not connected to a network.

■When [Wireless LAN] Is Displayed in [Network Conn. Method]

When the machine is not connected to a wireless LAN, a direct connection cannot be established. Connect the machine to a wireless LAN or switch the connection type to wired LAN.
Connecting to a Wireless LAN(P. 57)
Selecting Wired or Wireless LAN(P. 54)

■5 Lines LCD Model

1 Press on the control panel. Control Panel(P. 14)

➡ The [Status Monitor] screen is displayed.

2 Press [Network Information] ▶ OK ▶ [Network Connection Method] ▶ OK.

➡ The [Network Conn. Method] screen is displayed.

3 Check that [Wired LAN] is displayed.

If the connection type is set to wired LAN, you can establish a direct connection even if the machine is not connected to a network.

■When [Wireless LAN] Is Displayed in [Network Conn. Method]

When the machine is not connected to a wireless LAN, a direct connection cannot be established. Connect the machine to a wireless LAN or switch the connection type to wired LAN.

Connecting to a Wireless LAN(P. 57)
Selecting Wired or Wireless LAN(P. 54)

Preparations for Using AirPrint

8WFY-06H

Set the basic information that is required to use AirPrint. Configure the settings related to the functions and security that will be used, according to your usage and environment.

Setting the Basic Information of AirPrint(P. 327)
Setting the Functions and Security to Be Used with AirPrint(P. 328)

Setting the Basic Information of AirPrint

Configure these settings using Remote UI from a computer. You cannot use the control panel to configure the settings.
Administrator privileges are required.

1 Log in to Remote UI in System Manager Mode. Starting Remote UI(P. 393)

2 On the Portal page of Remote UI, click [Settings/Registration]. Portal Page of Remote UI(P. 395)

3 Click [Network Settings] ▶ [AirPrint Settings] ▶ [Edit].

➡ The [Edit AirPrint Settings] screen is displayed.

4 Select the [Use AirPrint] checkbox, and enter the printer name.

- For the printer name, enter a name to identify the machine, using single-byte alphanumeric characters.
- If mDNS of IPv4 is set, the mDNS name is entered for the printer name. If you change the printer name, the mDNS name is also changed.

  * When you change the set printer name or mDNS name, the Mac that was connected to the machine may no longer be able to connect to it. In this case, you must register the machine on the Mac.

5 Enter the location and longitude and latitude of the machine, as needed.

If the location of the machine is set in [Settings/Registration] ▶ [Device Management] ▶ [Device Information Settings], the same character string is entered in the location. When you change the location in AirPrint Settings, the location in Device Information Settings is also changed.

6 Click [OK].

➡ The settings are applied.

7 Log out from Remote UI.

NOTE

- When the AirPrint function is enabled, the following network settings are also enabled:

- [Use HTTP](P. 443)
- [IPP Print Settings](P. 443)
- [mDNS Settings](P. 439)
- [Network Link Scan Settings](P. 443)

Setting the Functions and Security to Be Used with AirPrint

AirPrint uses the following protocols:

- IPP (printing and sending faxes)
- Network Link Scan (scanning)

The protocol to use varies with the function. Therefore, you can restrict the available functions by disabling the protocols. In addition, you can configure the settings to encrypt communication with TLS and configure IPP authentication when using a protocol.

Configure these settings using Remote UI from a computer. You cannot use the control panel to configure the settings.
Administrator privileges are required.

Required Preparations

- When encrypting communication with TLS, specify the key and certificate to use for TLS encrypted communication. **Using TLS(P. 354)**

1 Log in to Remote UI in System Manager Mode. Starting Remote UI(P. 393)

2 On the Portal page of Remote UI, click [Settings/Registration]. Portal Page of Remote UI(P. 395)

3 Click [Network Settings] ▶ [IPP Print Settings] or [Network Link Scan Settings] ▶ [Edit].

➡ The [Edit IPP Print Settings] screen or [Edit Network Link Scan Settings] screen is displayed.

4 Configure the IPP or Network Link Scan settings.

■When Restricting the Functions to Use

Clear the [Use IPP Printing] or [Use Network Link Scan] checkboxes.

- When you clear the [Use IPP Printing] checkbox, printing and sending faxes with AirPrint are no longer possible.
- When you clear the [Use Network Link Scan] checkbox, scanning is no longer possible with AirPrint.

■When Encrypting Communication with TLS

Select the [Allow Only When Using TLS] or [Use TLS] checkbox.

■When Setting IPP Authentication

Select the [Use Authentication] checkbox, and set the user name to be used for IPP authentication using single-byte alphanumeric characters.

To set a password, select the [Set/Change Password] checkbox, and enter the same password in both [Password] and [Confirm] using single-byte alphanumeric characters.
Printing or sending faxes with AirPrint now requires authentication, and only users who know the user name and password of IPP authentication can use these functions.

5 Click [OK].

➠ The settings are applied.

6 Log out from Remote UI.

Connecting a Mobile Device to the Machine

8WFY-06J

To use the machine from a mobile device, you must connect it to the machine using either of the following methods:

Connecting via Wireless LAN Router (LAN Connection)

Connect a mobile device to the machine via a wireless LAN router in the same way as you connect a computer to the machine. By configuring a mobile device to connect automatically to the wireless LAN router, you do not need to manually connect it next time.

Connecting a Mobile Device via Wireless LAN Router (LAN Connection)(P. 331)



Connecting Directly (Direct Connection)

Connect a mobile device directly to the machine via Wi-Fi. You can directly connect to the machine without using wireless LAN. You must manually connect the mobile device each time you use the machine.

Preparations for Direct Connection(P. 324)
Connecting a Mobile Device Directly to the Machine (Direct Connection)(P. 332)



Connecting a Mobile Device via Wireless LAN Router (LAN Connection)

8WFY-06K

Connect a mobile device to the machine via a wireless LAN router in the same way as you connect a computer to the machine. By configuring a mobile device to connect automatically to the wireless LAN router, you do not need to manually connect it next time.



Required Preparations

- Connect the machine to the network using wireless or wired LAN. **Setting Up the Network(P. 52)**
  * When using a wired LAN, check that a wireless LAN router is connected to the same network.
- Set an IPv4 address to the machine. **Setting IPv4 Addresses(P. 73)**

Connect the mobile device to either of the following wireless LAN routers:

- A wireless LAN router connected to the machine
- (When the machine is connected to a wired LAN) A wireless LAN router on the network connected to the machine

For details about how to connect a mobile device to a wireless LAN router, see the manual of the mobile device.

Connecting a Mobile Device Directly to the Machine (Direct Connection)

8WFY-06L

Connect a mobile device directly to the machine via Wi-Fi. You can directly connect it to the machine without using wireless LAN. You must manually connect the mobile device each time you use the machine.
By default, only one mobile device can be directly connected to the machine at any one time.
*The Direct Connection function is not available for the models which are not equipped with a wireless LAN capability.



To establish a direct connection, put the machine into waiting state using the control panel, search the machine from a mobile device, and then connect to the machine by manually entering the network key.

Required Preparations

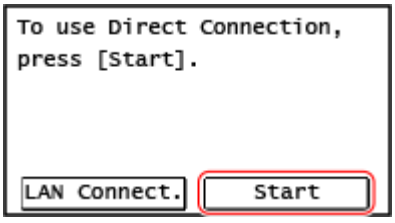
- Make preparations such as enabling the Direct Connection function on the machine. **Preparations for Direct Connection(P. 324)**

Touch Panel Model(P. 332)
5 Lines LCD Model(P. 333)

■Touch Panel Model

1 On the control panel, press [Mobile Portal] in the [Home] screen. [Home] Screen(P. 116)

2 Press [Start].



➠ The machine enters waiting state for Direct Connection.

Within 5 minutes of pressing [Start], you must directly connect the mobile device.

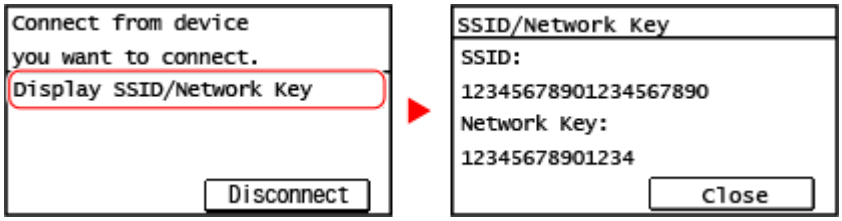
■When [Disconnect] Is Displayed

- You can skip this step when [Connect from device you want to connect.] is displayed. Proceed to Step 3.
- When [Maximum number of wireless devices connected using Direct Connection has been reached.] is displayed, you cannot connect a new mobile device until a connected mobile device is disconnected. To disconnect a connected mobile device, press [Disconnect] ▶ [Yes].
  * By default, only one mobile device can be directly connected to the machine at any one time.

3 Directly connect the mobile device.

■Manually Configuring the Wi-Fi Settings

1 Press [Display SSID/Network Key] to check the SSID and the network key of the machine.



2 In the Wi-Fi settings of the mobile device, select the SSID of the machine, and enter the network key.
For details about how to configure the Wi-Fi settings, see the manual of the mobile device.

4 When [Connected.] appears on the control panel, press [Close].

➡ The direct connection screen reappears.
By default, only one mobile device can be directly connected to the machine at any one time. [Maximum number of wireless devices connected using Direct Connection has been reached.] is displayed on the screen.

5 When you have completed your operations on the mobile device, press [Disconnect] ▶ [Yes].

➡ The direct connection is terminated.
If multiple mobile devices are connected, all devices are disconnected.

■5 Lines LCD Model

1 On the control panel, select [Mobile Portal] in the [Home] screen, and press OK. [Home] Screen(P. 116)

2 Select [<Connect>] and press OK.

➡ The machine enters waiting state for Direct Connection.

- Within 5 minutes of pressing [<Connect>], you must directly connect the mobile device.
- You can skip this step when [Connect from device you want to connect.] is displayed. Press OK and proceed to Step 3.
- When [Maximum number of wireless devices connected using Direct Connection has been reached.] is displayed, you cannot connect a new mobile device until a connected mobile device is disconnected. To disconnect a connected mobile device, press [<Disconnect>] ▶ OK ▶ [Yes] ▶ OK.
  * By default, only one mobile device can be directly connected to the machine at any one time.

3 Directly connect the mobile device.

■Manually Configuring the Wi-Fi Settings

1. Check the SSID and network key of the machine.
2. In the Wi-Fi settings of the mobile device, select the SSID of the machine, and enter the network key.
   For details about how to configure the Wi-Fi settings, see the manual of the mobile device.

4 When [Connected.] appears on the control panel, press [Close].

➡ The direct connection screen reappears.
By default, only one mobile device can be directly connected to the machine at any one time. [Maximum number of wireless devices connected using Direct Connection has been reached.] is displayed on the screen.

5 When you have completed your operations on the mobile device, press [<Disconnect>] ▶ OK.

➡ The direct connection is terminated.
If multiple mobile devices are connected, all devices are disconnected.

IMPORTANT

- You may not be able to connect to the Internet with Direct Connection depending on the mobile device.
- The power-saving effect of sleep mode decreases when using Direct Connection.
- The IP address of the mobile device is set automatically. If you set the IP address manually, communication using Direct Connection may not be performed correctly.

NOTE

Checking a Mobile Device Connected to the Machine

- When using Direct Connection, press [Connection Information] to display the information of the mobile device connected to the machine with Direct Connection.

If the Direct Connection Is Automatically Disconnected

- The direct connection is automatically terminated in the following cases:
  - When the Direct Connection Termination is set
  - When no data is sent or received between the mobile device and the machine for a while
  - When the wireless LAN connection of the machine is terminated

Using a Dedicated Application to Print and Scan (Canon PRINT Business)

8WFY-06R

You can use the dedicated Canon application Canon PRINT Business to print and scan.

Compatible Operating Systems and Download Site

See the Canon website.
https://global.canon/gomp/

Usage

- Connect a mobile device to the machine. **Connecting a Mobile Device to the Machine(P. 330)**
- Register the machine to Canon PRINT Business.
  When the mobile device is connected to the machine via LAN, the IP address information of the machine is required to register the machine to Canon PRINT Business. You can view the IP address with [Home] screen ▶ [Mobile Portal] ▶ [LAN Connect.] ▶ [Display Device Name/IP Address].
  For the 5 Lines LCD Model, you can check the IP address from [Mobile Portal] in the [Home] screen ▶ OK ▶ [LAN Connection] ▶ OK ▶ [Display Device Name/IP Address] ▶ OK.
- If you want to scan, select [Menu] in the [Home] screen ▶ [Management Settings] ▶ [Device Management] ▶ set [Scan with Canon PRINT Business] to [On].
  For the 5 Lines LCD Model, select on the control panel ▶ [Management Settings] ▶ OK ▶ [Device Management] ▶ OK ▶ set [Scan with Canon PRINT Business] to [On].
- For details about registering the machine, printing, and scanning, see the Help menu item in the application.

Using AirPrint Application to Print and Scan Data and Send Faxes

8WFY-06S

AirPrint is a print function standard in Apple operating systems. You can print from applications that support AirPrint instead of having to install a dedicated application or driver.
In addition, you can use AirPrint to print from a Mac. You can also scan data and send faxes with a Mac.



When Using an iPhone, iPad, or iPod touch(P. 336)
When Using a Mac(P. 337)

When Using an iPhone, iPad, or iPod touch

Use AirPrint to print from an iPhone, iPad, or iPod touch connected to the machine via LAN or direct connection.

Operating Environment
You can use AirPrint with the following iPhone, iPad, and iPod touch models:

- iPhone: 3GS or later
- iPad: All models
- iPod touch: Third generation or later

Required Preparations

- Set the machine to enable use of AirPrint. **Preparations for Using AirPrint(P. 327)**
- Connect the machine to an iPhone, iPad, or iPod touch. **Connecting a Mobile Device to the Machine(P. 330)**

1 Open the data to be printed on the iPhone, iPad, or iPod touch.

2 In the application with the data to be printed open, tap [ ].

➡ The menu options are displayed.

3 Tap [Print].

➡ The print options are displayed.
If print options are not displayed, the application does not support AirPrint. In this case, you cannot use AirPrint to print data.

4 Tap [Printer], and select the machine.

5 Configure the print settings.

The available settings and usable paper sizes vary depending on the application you are using.

6 Tap [Print].

➡ Printing starts.

You can check the print status or the print log by pressing on the control panel. **Viewing the Print Job Status and Log(P. 219)**

When Using a Mac

You can use AirPrint to print and scan data and send faxes from a Mac connected to the network on the same LAN as the machine or a Mac connected to the machine via USB.

Operating Environment

You can use AirPrint on a Mac with the following operating systems installed:

- Printing: OS X 10.7 or later*1
- Scanning: OS X 10.9 or later*2
- Sending faxes: OS X 10.9 or later

*1 When printing from a Mac connected to the machine via USB, OS X 10.9 or later.

*2 When scanning with TLS encrypted communication, OS X 10.11 or later.

Required Preparations

- Set the machine to enable use of AirPrint. **Preparations for Using AirPrint(P. 327)**
- Connect the machine to a Mac. **Setting Up the Network(P. 52)**
  When connecting via USB, connect to the USB port for computer connection on the back of the machine with a USB cable. **Back Side(P. 12)**
- In [System Preferences] ▶ [Printers & Scanners] on the Mac, click [+] to register the machine.

Using AirPrint to Print Data(P. 337)
Using AirPrint to Scan Data(P. 338)
Using AirPrint to Send Faxes(P. 339)

■ Using AirPrint to Print Data

1 Open the document you want to print on your Mac.

2 In the application used to open the document, click [Print].

➡ The printing dialog box appears.

3 In [Printer], select the machine.

4 Configure the print settings.

The available settings and usable paper sizes vary depending on the application you are using.

5 Click [Print].

➡ Printing starts.

You can check the print status or the print log by pressing on the control panel. **Viewing the Print Job Status and Log(P. 219)**

■ Using AirPrint to Scan Data

1 Place the original on the machine. **Placing Originals(P. 135)**

2 On your Mac, Click [System Preferences] ▶ [Printers & Scanners].

➡ The [Printers & Scanners] screen is displayed.

3 Select the machine.

4 On the [Scan] tab, click [Open Scanner].

➡ The [Scanner] screen is displayed.

5 Configure the scan settings.

6 Click [Scan].

➡ Scanning starts.

NOTE

When Scanning Cannot Be Performed

- The machine may not be online (scan standby mode). On the control panel, select [Scan] in the [Home] screen, and press [Remote Scanner] to turn the machine online, and then repeat the operation.
  For the 5 Lines LCD Model, repeat the procedure again after turning the machine online from [Scan] on the [Home] screen ▶ OK ▶ [Remote Scanner] ▶ OK.

■Using AirPrint to Send Faxes

1 **Open the document you are sending on your Mac.**

2 **From the menu in the application used to open the document, click [Print].**

➠ The printing dialog box appears.

3 **In [Printer], select the machine.**

Select the printer whose name ends with "Fax."

4 **In [To], enter the fax number.**

5 **Click [Fax].**

➠ The fax is sent via the machine.

You can check the sending status or the sending log by pressing on the control panel. **Checking the Status and Log for Sent and Received Faxes(P. 288)**

Printing from an Android Device

8WFY-06U

Install a plugin on a mobile device to enable printing from an application that has a print function.
This machine supports Canon plugins as well as Mopria®, which is supported by various manufacturers.

Using a Dedicated Plugin to Print (Canon Print Service)(P. 340)
Using a Common Plugin to Print (Mopria® Print Service)(P. 340)

Using a Dedicated Plugin to Print (Canon Print Service)

You can use the dedicated Canon plugin Canon Print Service to print from any application.

Compatible Operating Systems and Download Site

See the Canon website.
https://global.canon/psmp/

Usage

- Connect a mobile device to the machine. **Connecting a Mobile Device to the Machine(P. 330)**
- Register the machine to Canon Print Service.
  When the mobile device is connected to the machine via LAN, the IP address information of the machine is required to register the machine to Canon Print Service. You can view the IP address with [Home] screen ▶ [Mobile Portal] ▶ [LAN Connect.] ▶ [Display Device Name/IP Address].
  For the 5 Lines LCD Model, you can view the IP address with [Mobile Portal] on the [Home] screen ▶ OK ▶ [LAN Connection] ▶ OK ▶ [Display Device Name/IP Address] ▶ OK.
- For details about registering the machine and the printing method, see the Canon Print Service manual in "Mobile Apps" at the online manual site.
  https://oip.manual.canon/

Using a Common Plugin to Print (Mopria® Print Service)

The machine supports Mopria® Print Service, a plugin that enables printing from any application on a Mopria® certified printer or multifunction machine.
You can print on a Mopria® certified printer available from various manufacturers, which is convenient when printing on the go, without having to install a dedicated application or plugin.

Usage

- Connect a mobile device to the machine. **Connecting a Mobile Device to the Machine(P. 330)**
- For details about how to print and Mopria® certified printers, see the following website:
  https://mopria.org/

NOTE

- By using Mopria® Scan, you can directly import scanned data to an Android device.

Printing from Chromebook or Other Device with Chrome OS

8WFY-06W

You can use a Chromebook or other device equipped with Chrome OS to print without having to install a dedicated application or printer driver.

IMPORTANT

Printing from a Chrome OS Device

- Printing from a Chrome OS device may not be supported depending on your country or region.

Usage

- Connect a Chromebook to the machine.
  Connecting a Mobile Device via Wireless LAN Router (LAN Connection)(P. 331)
  When connecting via USB, connect to the USB port for computer connection on the back of the machine with a USB cable. **Back Side(P. 12)**
- For details about how to print using the Chromebook, see Chromebook Help.
  https://support.google.com/chromebook/answer/7225252

Security

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Security

8WFY-06X

This machine is an information device that uses communication functions and handles various data. Therefore, it is important to provide measures to prevent unauthorized access when using the machine in a network environment and measures against security risks such as sending data by mistake and leaking information.
This machine is equipped with various functions and settings to reduce these threats and vulnerabilities. Configure the settings and use them appropriately according to your usage environment and conditions for safer operation of the machine.

Creating an Administrator System

Use an administrator account to manage the machine and configure the settings. Operate the machine using a system in which only a specific administrator(s) knows the ID and PIN.

Setting the Department ID and PIN for the Administrator(P. 344)

Network Settings

Applying the network security settings according to the usage environment can reduce the threat of unauthorized access and eavesdropping.

Protecting the Network(P. 347)

Managing Usage Status

When using the function to send a fax or scanned data, measures are needed to prevent sending data by mistake or leaking information. In addition, using a PIN and setting usage restrictions can help prevent unauthorized use of the Address Book and Remote UI. Implementing measures that include operations according to usage status of the machine can improve security.

Preventing Sending Data by Mistake and Leaking Information(P. 367)
Preventing Unauthorized Use(P. 379)

Setting the Department ID and PIN for the Administrator

8WFY-06Y

Set the System Manager ID and System Manager PIN to create an administrator account.
By creating an administrator account, only those users who know these credentials can log in to System Manager Mode to view and change important settings. **System Manager ID and PIN(P. 6)**

This section describes how to configure the settings using the control panel.
You can also configure the settings using Remote UI from a computer after the System Manager ID and PIN have been set on the machine. **Managing the Machine from a Computer (Remote UI)(P. 392)**
Administrator privileges are required.

Touch Panel Model(P. 344)
5 Lines LCD Model(P. 345)

Touch Panel Model

1 On the control panel, press [Menu] in the [Home] screen. **[Home] Screen(P. 116)**

2 Press [Management Settings] ▶ [User Management] ▶ [System Manager Information Settings].

➡ The [Sys. Manager Info Set.] screen is displayed.

If the login screen appears, enter the currently set System Manager ID and PIN, and then press [Log In]. **Logging In to the Machine(P. 133)**

3 Press [System Manager ID and PIN]

4 Enter the System Manager ID, and press [Apply].

Specify any number. You cannot set a System Manager ID consisting of all zeros, such as "00" or "0000000."

5 Enter the System Manager PIN, and press [Apply].

Specify any number other than "7654321." You cannot set a PIN consisting of all zeros, such as "00" or "0000000."

6 Enter the PIN again, and press [Apply].

➡ The settings are applied.

IMPORTANT

- Do not forget the System Manager ID and PIN. If you forget your System Manager ID and PIN, contact your dealer or service representative. **If the Problem Persists(P. 643)**

NOTE

Setting the System Manager Information

- On the [Sys. Manager Info Set.] screen, press [System Manager Name] to set the name of the system manager.
- You can also configure the e-mail address and other system manager information by using Remote UI from a computer.
  - The set information is displayed in [Status Monitor/Cancel] ▶ [Device Information] of Remote UI. **Checking Usage and Logs with Remote UI(P. 397)**
  - The set e-mail address becomes the destination that is selected by clicking [Mail to System Manager] on the Portal page of Remote UI. **Portal Page of Remote UI(P. 395)**

Clearing the System Manager ID and PIN Settings

- Clear the entered values of the System Manager ID and PIN, and then press [Apply] with the fields left empty.

5 Lines LCD Model

1 **Press on the control panel.** **Control Panel(P. 14)**

2 **Press [Management Settings] ▶ OK ▶ [User Management] ▶ OK ▶ [System Manager Information Settings] ▶ OK.**

➡ The [Sys. Manager Info Set.] screen is displayed.

If the login screen appears, enter the currently set System Manager ID and PIN, then select [<Log In>] and press OK. **Logging In to the Machine(P. 133)**

3 **Select [System Manager ID and PIN] and press OK.**

4 **Enter the System Manager ID, and press OK.**

Specify any number. You cannot set a System Manager ID consisting of all zeros, such as "00" or "0000000."

5 **Enter the System Manager PIN, and press OK.**

Specify any number other than "7654321." You cannot set a PIN consisting of all zeros, such as "00" or "0000000."

6 **Enter the PIN again, and press OK.**

➡ The settings are applied.

IMPORTANT

- Do not forget the System Manager ID and PIN. If you forget your System Manager ID and PIN, contact your dealer or service representative. **If the Problem Persists(P. 643)**

NOTE

Setting the System Manager Information

- On the [Sys. Manager Info Set.] screen, press [System Manager Name] to set the name of the system manager.
- You can also configure the e-mail address and other system manager information by using Remote UI from a computer.
  - The set information is displayed in [Status Monitor/Cancel] ▶ [Device Information] of Remote UI. **Checking Usage and Logs with Remote UI(P. 397)**
  - The set e-mail address becomes the destination that is selected by clicking [Mail to System Manager] on the Portal page of Remote UI. **Portal Page of Remote UI(P. 395)**

Clearing the System Manager ID and PIN Settings

- Clear the entered values of the System Manager ID and PIN, and then press OK with the fields left empty.

Protecting the Network

8WFY-070

Connecting the machine to a network allows you link it to computers and mobile devices for more convenient operations. However, this also creates risks of unauthorized access and eavesdropping over the network.
By configuring the security settings according to your network environment, you can reduce these risks to ensure safer use of the machine.

Filtering Using the Firewall Settings

Allows communications only with devices that have a specific IP address or MAC address to prevent unauthorized access.

Setting the Firewall(P. 348)

Port Control

If the port number being used by a communicating device, such as a computer or server, is changed, change the setting on the machine too. In addition, if it is clear that there is an unneeded protocol, use of the protocol is prohibited on the machine and that port is closed to prevent intrusion from the outside.

Changing the Port Number(P. 351)

Using a Proxy Server

Using a proxy server to connect the machine to a network not only facilitates managing communication with external networks but blocks unauthorized access and consolidates anti-virus protection for enhanced security.

Using a Proxy(P. 352)

Encryption of Communication Using TLS

You can use TLS to encrypt communication when using Remote UI. This reduces the risks of data eavesdropping and tampering during communication.

Using TLS(P. 354)

Using the Machine in a Network with IEEE 802.1X Authentication

When connecting the machine to a network that uses IEEE 802.1X authentication, you must configure the settings on the machine such as the authentication method managed by the authentication server.

Using IEEE 802.1X(P. 356)

Managing and Verifying the Key and Certificate

You can generate a key and certificate used to encrypt communication and register a key and certificate obtained from a certification authority. By configuring the settings to check the revocation status of a certificate (using OCSP), you can check to see if a certificate received from a certification authority has been revoked.

Managing and Verifying a Key and Certificate(P. 358)

■ See Also

For the network settings at setup, see the following.

Configuring Your Machine for Your Network Environment(P. 79)

Setting the Firewall

8WFY-071

Set up the packet-filtering firewall to prevent unauthorized access.
First, as a prerequisite, set whether to allow or block communication with other devices. Next, specify the IP addresses or MAC addresses of devices you want to block or allow as exceptions.
For the number of addresses that can be specified and the protocols whose communication can be restricted, see the firewall specifications. **Firewall(P. 35)**

Setting IP Address Filtering(P. 348)
Setting MAC Address Filtering(P. 349)

IMPORTANT

- MAC address filtering is not available when connecting the machine to a wireless LAN.
- Multicast and broadcast addresses are not restricted even when the setting is configured to block the sending of data from the machine to other devices.

Setting IP Address Filtering

Set IPv4 address filtering or IPv6 address filtering according to your usage environment.

This section describes how to configure the settings using Remote UI from a computer.
On the control panel, select [Menu] in the [Home] screen, and then select [Preferences] to configure the settings. However, the control panel can only be used to enable or disable the filter. **[Firewall Settings](P. 434)**
Administrator privileges are required. The machine must be restarted to apply the settings.

IMPORTANT

- If you set an incorrect IP address, you will no longer be able to access Remote UI. If this happens, use the control panel to disable the firewall settings, and then use Remote UI to set the IP address again.

1 Log in to Remote UI in System Manager Mode. Starting Remote UI(P. 393)

2 On the Portal page of Remote UI, click [Settings/Registration]. Portal Page of Remote UI(P. 395)

3 Click [Network Settings] ▶ [Firewall Settings].

➡ The [Firewall Settings] screen is displayed.

4 Click [Edit] for the IP address send or receive filter.

- To restrict sending of data from the machine to other devices, click [Edit] for the send filter.
- To restrict receiving of data from other devices, click [Edit] for the receive filter.

5 **Select the [Use Filter] checkbox.**

➡ The IP address is enabled.

6 **In [Default Policy], set the filtering prerequisites.**

As a filtering prerequisite, select whether to allow or block communication with other devices.

7 **Register [Exception Addresses].**

- In [Address to Register], enter an IP address, and then click [Add].
- You can also specify a range of IP addresses by using a hyphen (-) or prefix length.

Input example:

- **One IPv4 address**
  192.168.0.10
- **One IPv6 address**
  fe80::10
- **Specifying a range**
  192.168.0.10-192.168.0.20
  192.168.0.32/27
  fe80::1234/64

8 **Click [OK].**

9 **Restart the machine.** **Restarting the Machine(P. 109)**

➡ The settings are applied.

Setting MAC Address Filtering

This section describes how to configure the settings using Remote UI from a computer.
On the control panel, select [Menu] in the [Home] screen, and then select [Preferences] to configure the settings. You cannot use the control panel to configure some of the settings. **[Firewall Settings](P. 434)**
Administrator privileges are required. The machine must be restarted to apply the settings.

IMPORTANT

- If you set an incorrect MAC address, you will no longer be able to access Remote UI. If this happens, use the control panel to disable the firewall settings, and then use Remote UI to set the MAC address again.

1 **Log in to Remote UI in System Manager Mode.** **Starting Remote UI(P. 393)**

2 **On the Portal page of Remote UI, click [Settings/Registration].** **Portal Page of Remote UI(P. 395)**

3 Click [Network Settings] ▶ [Firewall Settings].

➡ The [Firewall Settings] screen is displayed.

4 Click [Edit] for the MAC address send or receive filter.

- To restrict sending of data from the machine to other devices, click [Edit] for the send filter.
- To restrict receiving of data from other devices, click [Edit] for the receive filter.

5 Select the [Use Filter] checkbox.

➡ The MAC address is enabled.

6 In [Default Policy], set the filtering prerequisites.

As a filtering prerequisite, select whether to allow or block communication with other devices.

7 Register [Exception Addresses].

- In [Address to Register], enter a MAC address, and then click [Add].
- Enter MAC addresses without separating with hyphens (-) or colons (:).

Input example:
123A456B789C

8 Click [OK].

9 Restart the machine. Restarting the Machine(P. 109)

➡ The settings are applied.

Changing the Port Number

8WFY-072

Typically, conventional port numbers are used for major protocols, but these port numbers may be changed to enhance security. As the port numbers must be the same on communicating devices, such as a computer or server, when the port number is changed, the setting on the machine also needs to be changed.

This section describes how to configure the settings using Remote UI from a computer.
On the control panel, select [Menu] in the [Home] screen, and then select [Preferences] to configure the settings. **[Port Number Settings](P. 443)**
Administrator privileges are required. The machine must be restarted to apply the settings.

1 Log in to Remote UI in System Manager Mode. Starting Remote UI(P. 393)

2 On the Portal page of Remote UI, click [Settings/Registration]. Portal Page of Remote UI(P. 395)

3 Click [Network Settings] ▶ [Port Number Settings] ▶ [Edit].

➡ The [Edit Port Number Settings] screen is displayed.

4 Change the port number of the protocol, and click [OK].

5 Restart the machine. Restarting the Machine(P. 109)

➡ The settings are applied.

NOTE

Protocol Settings

- For the protocol settings and settings of the functions using the protocol, see the following:
  LPD/RAW/WSD **Configuring LPD, RAW, or WSD(P. 386)**
  HTTP **Disabling HTTP Communication(P. 388)**
  POP3/SMTP **Configuring Detailed Information of the E-mail Server (Remote UI)(P. 235)**
  SNMP **Configuring SNMP(P. 87)**

Changing the Port Number of the Proxy Server

- To change the port number of the proxy server, see the following:
  Using a Proxy(P. 352)

Changing the Port Number of the Printer Driver (Windows)

- When the port number of the print protocol (LPD or RAW) is changed on the machine, change the port number setting on the computer too. **Configuring a Printer Port (Windows)(P. 199)**

Using a Proxy

8WFY-073

Using a proxy server to connect to a network not only facilitates managing communications with external networks but blocks unauthorized access and consolidates anti-virus protection for enhanced security.

Configure these settings using Remote UI from a computer. You cannot use the control panel to configure the settings.
Administrator privileges are required.

Required Preparations

- Prepare the address, port number, and authentication information of the proxy server.

1 Log in to Remote UI in System Manager Mode. Starting Remote UI(P. 393)

2 On the Portal page of Remote UI, click [Settings/Registration]. Portal Page of Remote UI(P. 395)

3 Click [Network Settings] ▶ [Proxy Settings] ▶ [Edit].

➡ The [Edit Proxy Settings] screen is displayed.

4 Select the [Use Proxy] checkbox.

5 Enter the address and port number of the proxy server.

- In [HTTP Proxy Server Address], enter the IP address and host name.
- In [HTTP Proxy Server Port Number], enter the port number.

6 Set the applicable range and authentication information according to your usage environment.

■When using a proxy server also specified for communication with devices on the same domain

Select the [Use Proxy within Same Domain] checkbox.

■When authentication is required to connect to a proxy server

Select the [Use Proxy Authentication] checkbox, and enter the user name to be used for authentication using single-byte alphanumeric characters.
To set a password to use for authentication, select the [Set/Change Password] checkbox, and enter the password using single-byte alphanumeric characters.

7 Click [OK].

➡ The settings are applied.

8 **Log out from Remote UI.**

Using TLS

8WFY-074

Transport Layer Security (TLS) is a mechanism for encrypting data sent or received over the network. Encrypting communication with TLS when using Remote UI reduces the risks of data eavesdropping and tampering during communication.
To use TLS encrypted communication for Remote UI, specify the key and certificate (server certificate) you want to use, and then enable TLS on Remote UI.

This section describes how to configure the settings using Remote UI from a computer.
On the control panel, select [Menu] in the [Home] screen, and then select [Management Settings] to configure the settings. However, the control panel can only be used to enable or disable TLS on Remote UI. **[Use Remote UI] (P. 507)**
Administrator privileges are required. The machine must be restarted to apply the settings.

Required Preparations

- Prepare the key and certificate to use for TLS encrypted communication. **Managing and Verifying a Key and Certificate(P. 358)**

1 Log in to Remote UI in System Manager Mode. Starting Remote UI(P. 393)

2 On the Portal page of Remote UI, click [Settings/Registration]. Portal Page of Remote UI(P. 395)

3 In [Network Settings], click [TLS Settings].

➡ The [TLS Settings] screen is displayed.

4 Specify the key and certificate to use for TLS encrypted communication.

1. In [Key and Certificate Settings], click [Key and Certificate].

   ➡ The [Key and Certificate Settings] screen is displayed.

2. To the right of the key and certificate to use, click [Register Default Key].
   - When you click the key name (or certificate icon), the certificate details appear.
   - On the certificate details screen, click [Verify Certificate] to verify that the certificate is valid.

5 Set the TLS version and algorithm.

1. Click [TLS Details] ▶ [Edit].

   ➡ The [Edit TLS Details] screen is displayed.

2. Set the usable version and algorithm, and click [OK].
   Some combinations of versions and algorithms cannot be used. For the supported combinations of versions and algorithms, see the TLS specifications. **TLS(P. 36)**

   [Allowed Versions]

Specify the maximum and minimum versions of TLS.

[Algorithm Settings]

Select the checkbox of the algorithm to use for TLS.

6 Enable TLS on Remote UI.

1. Click [License/Other] ▶ [Remote UI Settings] ▶ [Edit].
   ➡ The [Edit Remote UI Settings] screen is displayed.
2. Select the [Use TLS] checkbox, and click [OK].

7 Restart the machine. Restarting the Machine(P. 109)

➡ The settings are applied.

NOTE

When a Warning Message Appears at Remote UI Startup

- A warning message about the security certificate may appear when starting up Remote UI with TLS enabled. If there are no problems with the certificate or TLS settings, you can continue operations.

Using TLS to Encrypt Sent and Received E-mails

- If the SMTP server and POP3 server support TLS, TLS can be used for communication with these servers. **Configuring Detailed Information of the E-mail Server (Remote UI)(P. 235)**

Using IEEE 802.1X

8WFY-075

In a network environment with IEEE 802.1X authentication, only client devices (supplicants) authenticated by the authentication server (RADIUS server) are allowed to connect to the network via the LAN switch (authenticator), thereby blocking unauthorized access. When connecting the machine to a network that uses IEEE 802.1X authentication, you must configure the settings on the machine such as the authentication method managed by the authentication server.

IEEE 802.1X Authentication Methods(P. 356)
Setting IEEE 802.1X(P. 356)

IEEE 802.1X Authentication Methods

The following IEEE 802.1X authentication methods are supported:

TLS
The machine and authentication server authenticate each other by mutually verifying their certificates. This cannot be used together with another authentication method.

TTLS
This authentication method uses a user name and password for machine authentication and a CA certificate for the server authentication. MSCHAPv2 or PAP can be selected as the internal protocol, and TTLS can be used together with PEAP.

PEAP
The required settings are almost the same as those for TTLS, with MSCHAPv2 used as the internal protocol.

Setting IEEE 802.1X

First enable IEEE 802.1X, and then set the authentication method.

This section describes how to configure the settings using Remote UI from a computer.
On the control panel, select [Menu] in the [Home] screen, and then select [Preferences] to configure the settings. However, the control panel can only be used to enable or disable IEEE 802.1X. **[IEEE 802.1X Settings](P. 434)**
Administrator privileges are required. The machine must be restarted to apply the settings.

Required Preparations

- When using TLS as the authentication method, prepare the key and certificate issued by the certificate authority and used for authentication of the machine. **Managing and Verifying a Key and Certificate(P. 358)**

  * A preinstalled CA certificate or a CA certificate installed from Remote UI is used for server authentication.
- When using TTLS or PEAP as the authentication method, TLS-encrypt communication using Remote UI. **Using TLS(P. 354)**

1 **Log in to Remote UI in System Manager Mode. Starting Remote UI(P. 393)**

2 **On the Portal page of Remote UI, click [Settings/Registration]. Portal Page of Remote UI(P. 395)**

3 **Click [Network Settings] ▶ [IEEE 802.1X Settings] ▶ [Edit].**

➡ The [Edit IEEE 802.1X Settings] screen is displayed.

4 Select the [Use IEEE 802.1X] checkbox, and enter the login name.

For the login name, enter a name to identify the user (EAP Identity) using single-byte alphanumeric characters.

■When verifying the certificate of an authentication server

Select the [Verify Authentication Server Certificate] checkbox.
When verifying the common name of the certificate, select the [Verify Authentication Server Name] checkbox, and enter the name of the authentication server to which the user is registered.

5 Configure the settings according to the authentication method to be used.

■When using TLS

1. Select the [Use TLS] checkbox.
2. In [Name of Key to Use], click [Key and Certificate].

   ➡ The [Key and Certificate Settings] screen is displayed.
3. To the right of the key and certificate to use, click [Register Default Key].
   - Click the key name (or certificate icon) to display the certificate details.
   - On the certificate details screen, click [Verify Certificate] to verify that the certificate is valid.

■ When using TTLS or PEAP

1. Select the [Use TTLS] or [Use PEAP] checkbox.
   When using TTLS, select the internal protocol to be used.
2. Use [Use Login Name as User Name] to specify whether to use the login name of IEEE 802.1X authentication for the user name.
3. In [User Name/Password Settings], click [Change User Name/Password].

   ➡ The [Change User Name/Password] screen is displayed.
4. Set the user name and password, and select the [OK] checkbox.
   - Enter the user name using single-byte alphanumeric characters.
   - To set a password, select the [Change Password] checkbox, and enter the same password in both [Password] and [Confirm] using single-byte alphanumeric characters.

6 Click [OK].

7 Restart the machine. Restarting the Machine(P. 109)

➡ The settings are applied.

Managing and Verifying a Key and Certificate

8WFY-076

To encrypt communication with TLS when using Remote UI, or to use TLS as the IEEE 802.1X authentication method, a key and certificate are required In addition, depending on the communicating device, encrypted communication using a specified certificate may be requested, thereby requiring a key and certificate.

Managing a Key and Certificate

You can prepare a key and certificate using the following methods:

Generating a Key and Certificate on the Machine

Generate the key and certificate required for TLS on the machine. You can immediately communicate where self-signed certificates are allowed.

Generating a Key and Certificate(P. 359)

Registering a Certificate Issued by a Certificate Authority in a Self-generated Key

When a key is generated on the machine, generate a Certificate Signing Request (CSR), have the certificate authority issue a certificate, and then register that certificate in the key.

Generating a Key and Certificate Signing Request (CSR) and Obtaining and Registering a Certificate(P. 361)

Registering a Key and Certificate or CA Certificate Obtained from an Issuing Authority

Register a key and certificate obtained from an issuing authority or a CA certificate issued by a certificate authority, without self-generating the key and certificate. You can use a digital certificate that matches the communicating device and authentication level.

Registering a Key and Certificate or CA Certificate Obtained from an Issuing Authority(P. 364)

Verifying a Certificate

You can configure the settings to verify the validity of a certificate that the machine receives from a certificate authority, using the Online Certificate Status Protocol (OCSP).

Verifying a Received Certificate with OCSP(P. 366)

Generating a Key and Certificate

8WFY-077

Generate the key and certificate required for TLS-encrypted communication on the machine. A self-signed certificate is used for the self-generated key.
For the algorithm of the keys and certificates that can be generated with this machine, see the specifications of the self-generated key and self-signed certificate. **Keys and Certificates(P. 35)**

Generate a key and certificate using Remote UI from a computer. You cannot use the control panel to generate a key and certificate.
Administrator privileges are required.

1 Log in to Remote UI in System Manager Mode. Starting Remote UI(P. 393)

2 On the Portal page of Remote UI, click [Settings/Registration]. Portal Page of Remote UI(P. 395)

3 Click [Device Management] ▶ [Key and Certificate Settings] ▶ [Generate Key].

➡ The [Generate Key] screen is displayed.

4 Select [Network Communication], and click [OK].

➡ The [Generate Network Communication Key] screen is displayed.

5 In [Key Settings], enter the name of the key, and select the signature and key algorithm.

- Enter the key name using single-byte alphanumeric characters.
- For the key algorithm, select [RSA] or [ECDSA], and select the key length from the pulldown menu. The longer the key length, the better the security, but this slows down communication processing.

6 In [Certificate Settings], set the certificate information.

[Validity Start Date (YYYY/MM/DD)]/[Validity End Date (YYYY/MM/DD)]

Enter the start and end dates of the certificate validity period.

[Country/Region]

Select [Select Country/Region], and then select the country or region from the pulldown menu, or select [Enter Internet Country Code], and enter the country code.

[State]/[City]/[Organization]/[Organization Unit]

Enter the items as needed using single-byte alphanumeric characters.

[Common Name]

Enter the name of the certificate subject as needed using single-byte alphanumeric characters. This corresponds to the Common Name (CN).

7 Click [OK].

➠ The generated key and certificate are added to [Registered Key and Certificate] on the [Key and Certificate Settings] screen.

8 Log out from Remote UI.

NOTE

Viewing and Verifying Detailed Information of a Generated Certificate

- When you click the key name (or certificate icon) in [Registered Key and Certificate] on the [Key and Certificate Settings] screen, the certificate details appear.
- On the certificate details screen, click [Verify Certificate] to verify that the certificate is valid.

When the Key and Certificate Cannot Be Deleted

- You cannot delete a key and certificate being used. Disable the function being used, or delete these after switching to another key and certificate.

Generating a Key and Certificate Signing Request (CSR) and Obtaining and Registering a Certificate

8WFY-078

As a certificate generated on the machine does not have a signature from a certificate authority, the machine may not be able to communicate depending on the communicating device. In this case, registering a signed certificate issued by a certificate authority to the key enables communication even with a self-generated key.
For the certificate authority to issue a signed certificate, you must make a request attached with a Certificate Signing Request (CSR). The machine generates a CSR at the same time it generates a key.
For more information about the keys that can be generated by the machine and the CSR algorithm, see self-generated key and CSR specifications. **Keys and Certificates(P. 35)**

Generating a Key and CSR(P. 361)
Registering a Certificate Issued by a Certificate Authority to a Key(P. 362)

Generating a Key and CSR

Generate a key and CSR using Remote UI from a computer. You cannot use the control panel to generate a key and CSR.
Administrator privileges are required.

1 Log in to Remote UI in System Manager Mode. Starting Remote UI(P. 393)

2 On the Portal page of Remote UI, click [Settings/Registration]. Portal Page of Remote UI(P. 395)

3 Click [Device Management] ▶ [Key and Certificate Settings] ▶ [Generate Key].

➡ The [Generate Key] screen is displayed.

4 Select [Key and Certificate Signing Request (CSR)], and click [OK].

➡ The [Generate Key and Certificate Signing Request (CSR)] screen is displayed.

5 In [Key Settings], enter the name of the key, and select the signature algorithm and key algorithm.

- Enter the key name using single-byte alphanumeric characters.
- For the key algorithm, select [RSA] or [ECDSA], and select the key length from the pulldown menu. The longer the key length, the better the security, but this slows down communication processing.

6 In [Certificate Signing Request (CSR) Settings], set the CSR information.

[Country/Region]

Select [Select Country/Region], and either select the country or region from the pulldown menu, or select [Enter Internet Country Code] and enter the country code.

[State]/[City]/[Organization]/[Organization Unit]

Enter the items as needed using single-byte alphanumeric characters.

[Common Name]

Enter the name of the certificate subject as needed using single-byte alphanumeric characters. This corresponds to the Common Name (CN).

7 Click [OK].

➡ The [Key and Certificate Signing Request (CSR) Details] screen is displayed.

8 Click [Store in File] to save the CSR file to a computer.

9 Log out from Remote UI.

10 Submit the application with CSR file attached to the certificate authority.

NOTE

- When the CSR is generated, the key is registered to the machine, but it cannot be used until the certificate issued by the certificate authority is registered.

Registering a Certificate Issued by a Certificate Authority to a Key

Register the certificate using Remote UI from a computer. You cannot use the control panel to register it. Administrator privileges are required.

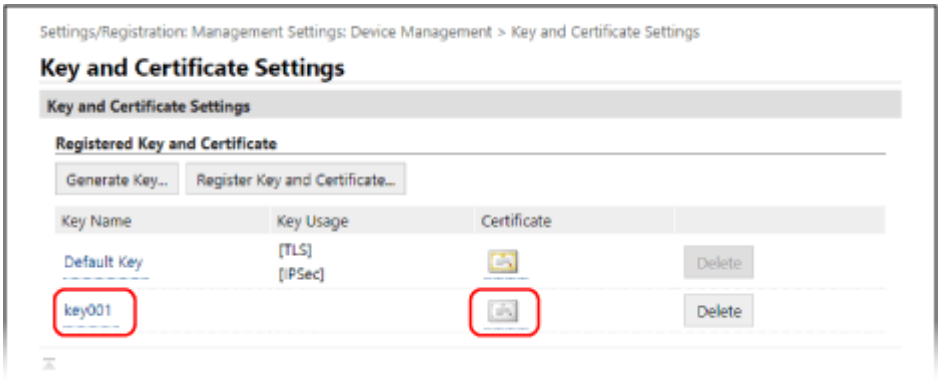
1 Log in to Remote UI in System Manager Mode. Starting Remote UI(P. 393)

2 On the Portal page of Remote UI, click [Settings/Registration]. Portal Page of Remote UI(P. 395)

3 Click [Device Management] ▶ [Key and Certificate Settings].

➡ The [Key and Certificate Settings] screen is displayed.

4 Click the key name (or certificate icon) to which to register the certificate.



➠ The [Key and Certificate Signing Request (CSR) Details] screen is displayed.

5 **Click [Register Certificate].**

6 **In [Specify File], click [Browse], and specify the file of the certificate issued by the certificate authority.**

7 **Click [Register].**

➠ The icon of the certificate displayed in [Registered Key and Certificate] on the [Key and Certificate Settings] screen changes from [ ] to [ ].

8 **Log out from Remote UI.**

NOTE

Viewing and Verifying Detailed Information of a Registered Certificate

- Click the key name (or certificate icon) in [Registered Key and Certificate] on the [Key and Certificate Settings] screen to display the certificate details.
- On the certificate details screen, click [Verify Certificate] to verify that the certificate is valid.

When the Key and Certificate Cannot Be Deleted

- You cannot delete a key and certificate being used. Disable the function being used, or delete these after switching to another key and certificate.

Registering a Key and Certificate or CA Certificate Obtained from an Issuing Authority

8WFY-079

Install and register a key and certificate or CA certificate obtained from a digital certificate issuing authority to the machine before starting to use them.

Register the key and certificate or CA certificate using Remote UI from a computer. You cannot use the control panel to register these.
Administrator privileges are required.

Required Preparations

- Check the conditions of the key and certificate or CA certificate usable with the machine. **Keys and Certificates(P. 35)**
- When registering a key and certificate, check the password for the private key set in the file.

1 Log in to Remote UI in System Manager Mode. Starting Remote UI(P. 393)

2 On the Portal page of Remote UI, click [Settings/Registration]. Portal Page of Remote UI(P. 395)

3 Click [Device Management] [Key and Certificate Settings] or [CA Certificate Settings].

The [Key and Certificate Settings] screen or [CA Certificate Settings] screen is displayed.

4 Click [Register Key and Certificate] or [Register CA Certificate].

The [Register Key and Certificate] screen or [Register CA Certificate] screen is displayed.

5 Install the key and certificate file or CA certificate file.

1 Click [Install].

2 Click [Browse] in [Specify File], and specify the file to be installed.

3 Click [Start Installation].

The installed file is added to [Installed Key and Certificate] on the [Register Key and Certificate] screen or [Installed CA Certificate] on the [Register CA Certificate] screen.

6 Registering the key and certificate or CA certificate.

■ When registering a key and certificate

1 To the right of the key and certificate file to register, click [Register].

➡ The [Enter Private Key Password] screen is displayed.

2 Enter the key name password using single-byte alphanumeric characters, and click [OK].

➡ The registered key and certificate are added to [Registered Key and Certificate] on the [Key and Certificate Settings] screen.

■ When registering a CA certificate

To the right of the CA certificate file to register, click [Register].

➡ The registered CA certificate is added to [Registered CA Certificate] on the [CA Certificate Settings] screen.

7 Log out from Remote UI.

NOTE

Viewing and Verifying Detailed Information of a Registered Certificate

- When you click the key name (or certificate icon) in [Registered Key and Certificate] on the [Key and Certificate Settings] screen, the certificate details appear.
- On the certificate details screen, click [Verify Certificate] to verify that the certificate is valid.

Viewing and Verifying Detailed Information of a Registered CA Certificate

- When you click the issued to location in [Registered CA Certificate] on the [CA Certificate Settings] screen, the CA certificate details appear.
- On the CA certificate details screen, click [Verify Certificate] to verify that the CA certificate is valid.

When the Key and Certificate or CA Certificate Cannot Be Deleted

- You cannot delete a key and certificate being used. Disable the function being used, or delete these after switching to another key and certificate.
- A preinstalled CA certificate cannot be deleted. If a preinstalled CA certificate is not required, click [Disable] to the right of the CA certificate.

Verifying a Received Certificate with OCSP

8WFY-07A

Online Certificate Status Protocol (OCSP) is a protocol for inquiring to an OCSP responder (server that supports OCSP) about the revocation status of a certificate received from a certificate authority.
You can configure the settings to verify the validity of a certificate that the machine receives from a certificate authority, using the OCSP.

Configure these settings using Remote UI from a computer. You cannot use the control panel to configure the settings.
Administrator privileges are required.

1 Log in to Remote UI in System Manager Mode. Starting Remote UI(P. 393)

2 On the Portal page of Remote UI, click [Settings/Registration]. Portal Page of Remote UI(P. 395)

3 Click [Device Management] ▶ [OCSP (Online Certificate Status Protocol) Settings] ▶ [Edit].

➡ The [Edit OCSP (Online Certificate Status Protocol) Settings] screen is displayed.

4 Select the [Use OCSP (Online Certificate Status Protocol)] checkbox.

5 Set the certificate verification level and the OCSP responder.

[Certificate Verification Level]

Set whether to validate the certificate even if its revocation status cannot be confirmed, such as when the machine is unable to connect to an OCSP responder.

[OCSP Responder Settings]

Specify the URL of the OCSP responder.

[Custom URL]

When [Use Custom URL] or [Use Certificate URL (Use Custom URL If Certificate URL Cannot Be Retrieved)] is selected, enter the URL of the OCSP responder.

[Communication Timeout]

Enter the time from search start to timeout in seconds.

6 Click [OK].

➡ The settings are applied.

7 Log out from Remote UI.

Preventing Sending Data by Mistake and Leaking Information

8WFY-07C

Unintentionally sending a fax to the wrong destination or leaving a received fax document on the machine poses a risk of information leakage. In addition, while sending a fax from a computer and using mobile devices are easy and convenient, these can lead to operation errors and information theft.
You can take measures to prevent sending data by mistake and leaking information, according to the usage status of the function, to ensure safer use of the machine.

Restricting and Confirming the Destination

You can restrict the destinations to which scanned data and faxes are sent and have a screen confirming the destination displayed when sending these.

Limiting Available Destinations(P. 368)
Confirming the Destination before Sending(P. 370)

Appropriately Restricting Functions

You can restrict access to part or all of a function when sending a fax or using mobile devices.

Restricting Fax Sending(P. 372)
Restricting Use from a Mobile Device(P. 374)

Preventing Unattended Printed Documents and Information Theft

You can store received faxes on the machine without printing them immediately.

Restricting Printing(P. 375)

Limiting Available Destinations

8WFY-07E

You can prevent sending faxes or scanned data by mistake and leaking data by not allowing users to use destinations in the send function log and by limiting send destinations to those registered in the Address Book.

Prohibiting the Use of Destinations in the Send Log(P. 368)
Sending Only to Registered Destinations(P. 369)

IMPORTANT

You cannot limit destinations for faxes sent by computer.

- Even when the use of new destinations or destinations from the send function log is prohibited, users can send faxes from a computer (PC faxing) to a destination of their choice. To more strictly limit the available destinations, you must also prohibit the sending of faxes from the computer. **Prohibit Fax Sending from a Computer(P. 372)**

Prohibiting the Use of Destinations in the Send Log

Prevent specifying destinations in the TX Job Log of scan or fax jobs.

This section describes how to configure the settings using Remote UI from a computer.
On the control panel, select [Menu] in the [Home] screen, and then select [Function Settings] to configure the settings. **[Restrict Resending from Log](P. 479)**
Administrator privileges are required.

1 **Log in to Remote UI in System Manager Mode.** **Starting Remote UI(P. 393)**

2 **On the Portal page of Remote UI, click [Settings/Registration].** **Portal Page of Remote UI(P. 395)**

3 **Click [TX Settings] ▶ [Common Settings] ▶ [Edit].**

➡ The [Edit Common Settings] screen is displayed.

4 **In [Common Settings], select the [Restrict Resending from Log] checkbox.**

5 **Click [OK].**

➡ The settings are applied.

6 **Log out from Remote UI.**

Sending Only to Registered Destinations

This limits the available send destinations to the following:

- Destinations in the Address Book.

When this function is enabled, users cannot enter a destination using the numeric keys or register or edit the Address Book. In addition, the TX Job Log recorded before enabling this function is deleted, leaving only the aforementioned available destinations in the TX Job Log.

This section describes how to configure the settings using Remote UI from a computer.
On the control panel, select [Menu] in the [Home] screen, and then select [Function Settings] to configure the settings. **[Restrict New Destinations](P. 479)**
Administrator privileges are required.

1 **Log in to Remote UI in System Manager Mode.** **Starting Remote UI(P. 393)**

2 **On the Portal page of Remote UI, click [Settings/Registration].** **Portal Page of Remote UI(P. 395)**

3 **Click [TX Settings] ▶ [Restrict New Destinations] ▶ [Edit].**

➡ The [Edit Settings for New Destinations Restrictions] screen is displayed.

4 **Select the [Restrict New Destinations] checkbox.**

5 **Click [OK].**

➡ The settings are applied.

6 **Log out from Remote UI.**

Confirming the Destination before Sending

8WFY-07F

Configure the settings to display a screen confirming the destination before an e-mail or fax is sent. Confirm that there are no mistakes in the specified destination and entered information to prevent sending by mistake.

Choosing When to Display the Confirmation Screen

- **When specifying a destination with a coded dial number or one-touch dial**
  When a destination is specified with a coded dial number or one-touch dial, the registered destination and destination name are displayed on the confirmation screen. When a group is registered to a coded dial number or one-touch dial, the group name and number of destinations are displayed.
- **When sending an e-mail or fax**
  When you press  to send an e-mail or fax a screen confirming the destination is displayed. Set whether to display this only when sending to multiple destinations (Sequential Broadcast) or whenever sending a fax or e-mail.
- **When entering a fax number using the numeric keys**
  When you enter a fax number using the numeric keys and press , a screen appears prompting you to enter the number again. When you enter a second and subsequent destinations, they are displayed before the next destination is entered.

This section describes how to configure the settings using Remote UI from a computer.
On the control panel, select [Menu] in the [Home] screen, and then select [Function Settings] to configure the settings.
[Common Settings](P. 479) / **[Confirm Entered Fax Number](P. 489)**
Administrator privileges are required.

1 Log in to Remote UI in System Manager Mode. Starting Remote UI(P. 393)

2 On the Portal page of Remote UI, click [Settings/Registration]. Portal Page of Remote UI(P. 395)

3 Click [TX Settings].

➡ The [TX Settings] screen is displayed.

4 Configure the setting so that the screen confirming the destination is displayed.

■To display the screen when specifying the destination using a coded dial number or one-touch dial

1. Click [Common Settings] ▶ [Edit].
   ➡ The [Edit Common Settings] screen is displayed.
2. In [Common Settings], select the [Confirm When Using One-Touch/Coded Dial TX] checkbox.
3. Click [OK].

■To display the screen when sending an e-mail or fax

1. Click [Common Settings] ▶ [Edit].
   ➠ The [Edit Common Settings] screen is displayed.
2. In [Common Settings], select the [Confirm Destination Before Sending] checkbox, and select the item to display.
3. Click [OK].

■To display the screen when entering a fax number using the numeric keys

1. Click [Fax TX Settings] ▶ [Edit].
   ➠ The [Edit Fax TX Settings] screen is displayed.
2. In [Basic Settings], select the [Confirm Entered Fax Number] checkbox.
3. Click [OK].

5 Log out from Remote UI.

Restricting Fax Sending

8WFY-07H

You can prohibit fax sending from a computer (PC faxing) and the function for collectively sending a fax to multiple destinations (Sequential Broadcast) to prevent information leakage via fax.

Prohibit Fax Sending from a Computer(P. 372)
Prohibiting Fax Sending to Multiple Destinations(P. 372)

Prohibit Fax Sending from a Computer

You can prohibit users from sending a fax from a fax driver, thereby disabling PC faxing.

This section describes how to configure the settings using Remote UI from a computer.
On the control panel, select [Menu] in the [Home] screen, and then select [Function Settings] to configure the settings.
[Allow Fax Driver TX](P. 489)
Administrator privileges are required.

1 **Log in to Remote UI in System Manager Mode.** **Starting Remote UI(P. 393)**

2 **On the Portal page of Remote UI, click [Settings/Registration].** **Portal Page of Remote UI(P. 395)**

3 **Click [TX Settings] ▶ [Fax TX Settings] ▶ [Edit].**

➡ The [Edit Fax TX Settings] screen is displayed.

4 **In [Basic Settings], clear the [Allow Fax Driver TX] checkbox.**

5 **Click [OK].**

➡ The settings are applied.

6 **Log out from Remote UI.**

Prohibiting Fax Sending to Multiple Destinations

This section describes how to configure the settings using Remote UI from a computer.
On the control panel, select [Menu] in the [Home] screen, and then select [Function Settings] to configure the settings.
[Restrict Sequential Broadcast](P. 490)
Administrator privileges are required.

1 **Log in to Remote UI in System Manager Mode.** **Starting Remote UI(P. 393)**

2 **On the Portal page of Remote UI, click [Settings/Registration]. Portal Page of Remote UI(P. 395)**

3 **Click [TX Settings] ▶ [Fax TX Settings] ▶ [Edit].**

➡ The [Edit Fax TX Settings] screen is displayed.

4 **In [Basic Settings], set [Restrict Sequential Broadcast] to [Reject Sequential Broadcast].**

5 **Click [OK].**

➡ The settings are applied.

6 **Log out from Remote UI.**

Restricting Use from a Mobile Device

8WFY-07K

The machine supports the Mopria® plugin, which is supported by various manufacturers.
Mopria® enables printing from any application, such as on a smartphone, or a device equipped with Chrome OS without having to install a dedicated Canon plugin.
Printing from a mobile device can be easy and convenient, but it can also lead to information leakage. You can also prohibit use of Mopria®.

Configure this setting using Remote UI from a computer. You cannot use the control panel to configure the setting.
Administrator privileges are required.

1 Log in to Remote UI in System Manager Mode. Starting Remote UI(P. 393)

2 On the Portal page of Remote UI, click [Settings/Registration]. Portal Page of Remote UI(P. 395)

3 Click [Network Settings] [Mopria Settings] [Edit].

The [Edit Mopria Settings] screen is displayed.

4 Clear the [Use Mopria] checkbox, and click [OK].

The settings are applied.

5 Log out from Remote UI.

NOTE

- When the Mopria® setting is enabled, the HTTP, IPP printing, mDNS (IPv4/IPv6) network settings, and Network Link Scan settings are also enabled.
  - **[TCP/IP Settings](P. 438)**

Restricting Printing

8WFY-07L

You can configure the machine not to immediately print received faxes. This can prevent not only unattended printed documents and information theft, but also unneeded printing, thereby saving paper.

Saving Received Documents in the Machine (Memory Lock)(P. 376)

Saving Received Documents in the Machine (Memory Lock)

8WFY-07S

Memory Lock temporarily saves received faxes in the memory of the machine without printing them immediately. Faxes saved in the memory can be printed later, thereby preventing unattended printed documents and information theft. In addition, unneeded faxes can be deleted without printing to help save paper.

Setting Memory Lock(P. 376)
Viewing and Printing Faxes Saved in the Memory(P. 377)

Setting Memory Lock

This section describes how to configure the settings using Remote UI from a computer.
On the control panel, select [Menu] in the [Home] screen, and then select [Function Settings] to configure the settings.
[Fax Memory Lock Settings](P. 493)
Administrator privileges are required.

1 Log in to Remote UI in System Manager Mode.

Starting Remote UI(P. 393)

2 On the Portal page of Remote UI, click [Settings/Registration].

Portal Page of Remote UI(P. 395)

3 In [RX/Forwarding Settings], click [Common Settings].

➡ The [Common Settings] screen is displayed.

4 In [Memory Lock Settings], click [Edit].

➡ The [Edit Memory Lock Settings] screen is displayed.

5 Select the [Use Memory Lock] checkbox.

6 Configure the functions related to Memory Lock, as needed.

■To enable fax preview

Select the [Use Fax Preview] checkbox.
You can preview the fax on Remote UI. When you enable preview, you can also see the details of the fax and print with the Memory Lock setting enabled.

* This cannot be set at the same time as [Specify Memory Lock Time].

■To print an RX Result Report to provide notification of Memory Lock

Select the [Print Report] checkbox.

* To use this function, RX Result Report must be enabled. **Printing and Viewing Reports and Lists(P. 402)**

■To enable Memory Lock only at a specified time period

Select the [Specify Memory Lock Time] checkbox and enter a start and end time.

7 **Click [OK].**

➡ The settings are applied.

8 **Log out from Remote UI.**

IMPORTANT

- When Memory Lock is disabled, all faxes saved in the memory are printed automatically. Memory Lock is disabled in the following cases:
  - When the [Use Memory Lock] checkbox is cleared
  - When the end time of [Specify Memory Lock Time] has been reached

Viewing and Printing Faxes Saved in the Memory

When you enable preview in Memory Lock, you can see the details of the fax and print with the Memory Lock setting enabled.

This section describes how to view this information and print using Remote UI from a computer.
On the control panel, press  to view this information. You cannot use the control panel to view some items. In addition, you cannot use the control panel to print documents. **Checking the Status and Log for Sent and Received Faxes(P. 288)**
Administrator privileges are required.

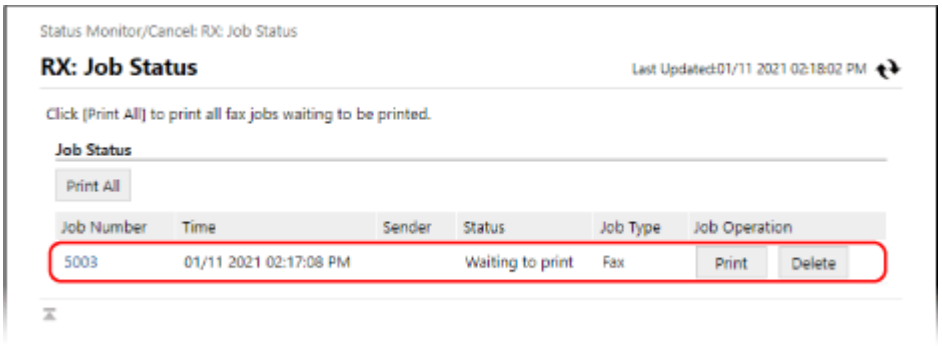
1 **Log in to Remote UI in System Manager Mode.** **Starting Remote UI(P. 393)**

2 **On the Portal page of Remote UI, click [Status Monitor/Cancel].** **Portal Page of Remote UI(P. 395)**

3 **In [RX], click [Job Status].**

➡ The [RX: Job Status] screen is displayed.

4 **View or print the fax.**



- When you click the job number, the [Job Details] screen is displayed. You can view the reception time and number of pages, and preview the fax.

- When you click [Print All], all faxes saved in the memory are printed.

5 Log out from Remote UI after viewing the information or printing.

Preventing Unauthorized Use

8WFY-07U

The machine handles a variety of information including the Address Book and print data. It also provides various settings to ensure efficient management and operation. While this information and the settings provide convenience, they can also lead to information leakage and other security issues if the information and settings can be accessed by anyone.
You can take measures to restrict access and disable functions according to the usage status of the function, to ensure safer use of the machine.

Restricting Access to Information and Settings

Restricting users and operations accessing information and settings on the machine can help prevent unauthorized use and protect confidential information.

Restricting Address Book Registration and Editing(P. 380)
Restricting Use of Remote UI(P. 382)

Disabling Unused Functions

You can disable unused functions to prevent intrusion from the outside.

Preventing Connection to Computer via USB Port(P. 385)
Configuring LPD, RAW, or WSD(P. 386)
Disabling HTTP Communication(P. 388)

■ See Also

For details about the administrator account and how to manage users and groups with access to the machine, see the following.

Setting the Department ID and PIN for the Administrator(P. 344)

Restricting Address Book Registration and Editing

8WFY-07W

To prevent unauthorized adding of new entries in the Address Book and editing of existing entries, you can set a PIN and restrict the method for adding new entries.

Restricting Address Book Registration and Editing by Setting a PIN(P. 380)
Prohibiting Registering Fax Sending Log Destinations to Address Book(P. 381)

NOTE

- To better prevent sending data by mistake and information leakage, allow to send only to registered destinations, and prohibit the adding and editing of entries in the Address Book. **Limiting Available Destinations(P. 368)**

Restricting Address Book Registration and Editing by Setting a PIN

You can require the entry of PIN to add a new entry to the Address Book or edit existing entries.

This section describes how to configure the settings using Remote UI from a computer.
On the control panel, select [Menu] in the [Home] screen, and then select [Set Destination] to configure the settings. **[Address Book PIN](P. 499)**
Administrator privileges are required.

1 Log in to Remote UI in System Manager Mode. Starting Remote UI(P. 393)

2 On the Portal page of Remote UI, click [Settings/Registration]. Portal Page of Remote UI(P. 395)

3 Click [Address Book PIN] ▶ [Edit].

➡ The [Edit Address Book PIN] screen is displayed.

4 Select the [Set/Change PIN] checkbox, and set a PIN.

Enter the same number in [Address Book PIN] and [Confirm].

* You cannot set a PIN consisting of all zeros, such as "00" or "0000000."

5 Click [OK].

➡ The settings are applied.

6 Log out from Remote UI.

NOTE

Clearing the PIN Setting

- Clear the entered values of [Address Book PIN], and then click [OK] with the fields left empty.

Prohibiting Registering Fax Sending Log Destinations to Address Book

You can restrict the registration of destinations in the fax sending log to Address Book.

This section describes how to configure the settings using Remote UI from a computer.
On the control panel, select [Menu] in the [Home] screen, and then select [Function Settings] to configure the settings.
[Register Log Dest to Addr Book](P. 490)
Administrator privileges are required.

1 **Log in to Remote UI in System Manager Mode.** **Starting Remote UI(P. 393)**

2 **On the Portal page of Remote UI, click [Settings/Registration].** **Portal Page of Remote UI(P. 395)**

3 **Click [TX Settings] ▶ [Fax TX Settings] ▶ [Edit].**

➡ The [Edit Fax TX Settings] screen is displayed.

4 **Select the [Restrict Registration of Log Destinations to Address Book] checkbox.**

5 **Click [OK].**

➡ The settings are applied.

6 **Log out from Remote UI.**

Restricting Use of Remote UI

8WFY-07X

While Remote UI is convenient for operating the machine from a computer, it also poses a risk of third-party access to the machine.
You can configure the setting to require users to enter a PIN (Remote UI Access PIN) when using Remote UI to prevent unauthorized access by a third party.
If you do not use Remote UI, it is recommended that you disable the function.

Setting the PIN to Use for Remote UI(P. 382)
Disabling Remote UI(P. 383)

Setting the PIN to Use for Remote UI

You can restrict the use of Remote UI to only those users who know the Remote UI Access PIN.

This section describes how to configure the settings using the control panel.
You can also configure the settings using Remote UI from a computer after the Remote UI Access PIN has been set on the machine. **Managing the Machine from a Computer (Remote UI)(P. 392)**
Administrator privileges are required.

Touch Panel Model(P. 382)
5 Lines LCD Model(P. 383)

■Touch Panel Model

1 **On the control panel, press [Menu] in the [Home] screen. [Home] Screen(P. 116)**

2 **Press [Management Settings] ▶ [Remote UI Settings/Update Firmware] ▶ [Remote UI Settings] ▶ [Remote UI Access Security Settings].**

➡ The [RUI Access Security] screen is displayed.

If the login screen appears, enter the System Manager ID and PIN, and then press [Log In]. **Logging In to the Machine(P. 133)**

3 **Press [On].**

4 **Enter the Remote UI Access PIN, and press [Apply].**

5 **Enter the same number, and press [Apply].**

➡ The settings are applied.

NOTE

When [Management Settings] of the Settings Menu Is Initialized

- Use the settings menu on the control panel to reset the Remote UI Access PIN. **[Remote UI Access Security Settings](P. 507)**

■5 Lines LCD Model

1 **Press on the control panel. Control Panel(P. 14)**

2 **Press [Management Settings] ▶ OK ▶ [Remote UI Settings/Update Firmware] ▶ OK ▶ [Remote UI Settings] ▶ [Remote UI Access Security Settings] ▶ OK.**

➡ The [RUI Access Security] screen is displayed.

If the login screen appears, enter the System Manager ID and PIN, and then select [<Log In>] and press OK. **Logging In to the Machine(P. 133)**

3 **Select [On] and press OK.**

4 **Enter the Remote UI Access PIN, select [<Apply>] and press OK.**

5 **Enter the same number, and press [<Apply>] and press OK.**

➡ The settings are applied.

NOTE

When [Management Settings] of the Settings Menu Is Initialized

- Use the settings menu on the control panel to reset the Remote UI Access PIN. **[Remote UI Access Security Settings](P. 507)**

Disabling Remote UI

You can disable Remote UI to reduce the risk of unauthorized access to the machine via the network.

Use the control panel to configure the settings. You cannot configure the settings using Remote UI from a computer. Administrator privileges are required. The machine must be restarted to apply the settings.

Touch Panel Model(P. 384)
5 Lines LCD Model(P. 384)

■Touch Panel Model

1 **On the control panel, press [Menu] in the [Home] screen. [Home] Screen(P. 116)**

2 **Press [Management Settings] ▶ [Remote UI Settings/Update Firmware] ▶ [Remote UI Settings] ▶ [Use Remote UI].**

➠ The [Use Remote UI] screen is displayed.

If the login screen appears, enter the System Manager ID and PIN, and then press [Log In]. **Logging In to the Machine(P. 133)**

3 **Press [Off].**

4 **Restart the machine. Restarting the Machine(P. 109)**

➠ The settings are applied.

■5 Lines LCD Model

1 **Press on the control panel. Control Panel(P. 14)**

2 **Press [Management Settings] ▶ OK ▶ [Remote UI Settings/Update Firmware] ▶ OK ▶ [Remote UI Settings] ▶ OK ▶ [Use Remote UI] ▶ OK.**

➠ The [Use Remote UI] screen is displayed.

If the login screen appears, enter the System Manager ID and PIN, and then select [<Log In>] and press OK. **Logging In to the Machine(P. 133)**

3 **Select [Off] and press OK.**

4 **Restart the machine. Restarting the Machine(P. 109)**

➠ The settings are applied.

Preventing Connection to Computer via USB Port

8WFY-07Y

You can disable the USB port for computer connection on the back of the machine to reduce the risk of an external connection without going through a network with security measures.

This section describes how to configure the settings using Remote UI from a computer.
On the control panel, select [Menu] in the [Home] screen, and then select [Preferences] to configure the settings. **[USB Settings](P. 445)**
Administrator privileges are required. The machine must be restarted to apply the settings.

1 Log in to Remote UI in System Manager Mode. Starting Remote UI(P. 393)

2 On the Portal page of Remote UI, click [Settings/Registration]. Portal Page of Remote UI(P. 395)

3 Click [External Interface Settings] ▶ [Edit].

➡ The [Edit External Interface Settings] screen is displayed.

4 Clear the [Use as USB Device] checkbox, and click [OK].

5 Restart the machine. Restarting the Machine(P. 109)

➡ The settings are applied.

Configuring LPD, RAW, or WSD

8WFY-080

Select whether to use any of the protocols below on the machine when printing or scanning documents from a computer.
You are recommended to disable any protocols you will not be using.
When using LPD or RAW, you can configure the time until reception of print data is canceled.

LPD
This protocol is not dependent on the hardware, operating system, or other platform. It is commonly used in TCP/IP network environments.

RAW
This is Windows' proprietary print data type protocol. It is used as standard in a Windows environment.

WSD
This protocol enables automatic detection of network-connected printers and scanners in a Windows environment.

This section describes how to configure the settings using Remote UI from a computer.
On the control panel, select [Menu] in the [Home] screen, and then select [Preferences] to configure the settings. **[TCP/IP Settings](P. 438)**
Administrator privileges are required. The machine must be restarted to apply the settings.

1 Log in to Remote UI in System Manager Mode. Starting Remote UI(P. 393)

2 On the Portal page of Remote UI, click [Settings/Registration]. Portal Page of Remote UI(P. 395)

3 Click [Network Settings].

4 Configure LPD, RAW, or WSD.

■When Configuring LPD

1. Click [LPD Settings] ▶ [Edit].
   ➡ The [Edit LPD Settings] screen is displayed.
2. Set whether to use LPD.
   When not using LPD, clear the [Use LPD Printing] checkbox, and proceed to step 5.
3. Enter the time in [RX Timeout].
   Enter the time in minutes from the start of reception standby, after print data reception is canceled, to the timeout.

■When Configuring RAW

1. Click [RAW Settings] ▶ [Edit].
   ➡ The [Edit RAW Settings] screen is displayed.
2. Set whether to use RAW.

When not using RAW, clear the [Use RAW Printing] checkbox, and proceed to step 5.

3 Enter the time in [RX Timeout].
Enter the time in minutes from the start of reception standby, after print data reception is canceled, to the timeout.

■When Configuring WSD

1 Click [WSD Settings] ▶ [Edit].

➡ The [Edit WSD Settings] screen is displayed.

2 Set whether to use WSD for each function.
When not using WSD, clear the checkbox of the function for restricting use of WSD.

Using WSD to Print Data

Select the [Use WSD Printing] checkbox.
The [Use WSD Browsing] checkbox is selected automatically, and WSD is used to obtain the information of the machine from the computer.

Using WSD to Scan Data

Select the [Use WSD Scanning] checkbox. You can perform scanning from a computer without having to install a scanner driver.
To be able to specify a computer connected via WSD as the store location when scanning from the machine, also select the [Use Computer Scanning] checkbox.

When Responding to a Search Request of the Machine by Multicast Discovery

Select the [Use Multicast Discovery] checkbox.
To keep the machine in sleep mode without responding to received multicast discovery packets, clear the checkbox.

5 Click [OK].

6 Restart the machine. Restarting the Machine(P. 109)

➡ The settings are applied.

NOTE

Adding a WSD Network Device

- Click [ ] (Start) ▶ [ ] (Settings) ▶ [Devices] ▶ [Printers & scanners] ▶ [Add printers & scanners], and perform the operations following the instructions on the screen.
- For details about installing the driver via a WSD network, see the manual of the driver at the online manual site.
https://oip.manual.canon/

Changing the Port Number

- To change the port number of each protocol, see the following:
Changing the Port Number(P. 351)

Disabling HTTP Communication

8WFY-081

It is recommended to disable HTTP communication when using only the USB connection or when not using functions that require HTTP communication, such as Remote UI, WSD printing, and AirPrint.

This section describes how to configure the settings using the control panel.
You can also configure the settings using Remote UI from a computer. **Managing the Machine from a Computer (Remote UI)(P. 392)**
Administrator privileges are required.

Touch Panel Model(P. 388)
5 Lines LCD Model(P. 388)

Touch Panel Model

1 On the control panel, press [Menu] in the [Home] screen. [Home] Screen(P. 116)

2 Press [Preferences] ▶ [Network] ▶ [TCP/IP Settings] ▶ [Use HTTP].

➡ The [Use HTTP] screen is displayed.

If the login screen appears, enter the System Manager ID and PIN, and then click [Log In]. **Logging In to the Machine(P. 133)**

3 Press [Off] ▶ [Yes].

5 Lines LCD Model

1 Press on the control panel. Control Panel(P. 14)

2 Press [Preferences] ▶ OK ▶ [Network] ▶ OK ▶ [TCP/IP Settings] ▶ OK ▶ [Use HTTP] ▶ OK.

➡ The [Use HTTP] screen is displayed.

If the login screen appears, enter the currently set System Manager ID and PIN, then select [<Log In>] and press OK. **Logging In to the Machine(P. 133)**

3 Select [Off] and press OK.

4 Select [Yes] and press OK.

Managing the Machine

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Managing the Machine

8WFY-084

This section describes the management functions that are required to operate the machine.

Monitoring the Operation Status and Usage of the Machine, and Configuring the Settings

Setting the Date and Time

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

Setting the Date and Time(P. 391)

Checking the Operation Status and Changing the Settings (Remote UI)

You can use a Web browser on a computer to check the operation status of the machine, change the machine settings, and register destinations to the Address Book. You can manage the machine from a remote location and efficiently perform time-consuming settings and registration on your computer.

Managing the Machine from a Computer (Remote UI)(P. 392)

Monitoring the Usage (Control Panel)

You can use the control panel of the machine to check the total number of printed pages and print communication results, settings, and other reports and lists.

Monitoring the Usage(P. 399)

Managing Servers, Various Data, and Firmware

Clearing the Server Mail Box

Delete mail from the server mail box as needed so that the mail box does not become full with notification mail sent to the e-mail address of the machine.

Clearing the Mail Box(P. 407)

Managing the Address Book and Settings

You can use the import and export functions to regularly back up the Address Book. In addition, you can share the Address Book with other devices to save time on registering destinations and configuring the settings.

Importing and Exporting the Address Book(P. 408)

Updating the Firmware

Update the firmware to add new functions to the machine and to fix bugs. By updating to the latest firmware, you can use the machine with more stable and comfortable operations.

Updating the Firmware (Touch Panel Model)(P. 410)

Updating the Firmware (5 Lines LCD Model)(P. 413)

Initializing the Settings and Data

You can initialize all settings and data when replacing or disposing of the machine. Initializing the machine prevents access to confidential information and unauthorized use by third parties.

Initializing the Settings and Data(P. 416)

■ See Also

For the settings required to operate the machine, such as the network settings and fax settings, see the following:

Setting Up(P. 45)

Setting the Date and Time

8WFY-085

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

This section describes how to configure the settings using Remote UI from a computer.
On the control panel, select [Menu] in the [Home] screen, and then select [Preferences] to configure the settings. **[Timer/Energy Settings](P. 428)**

1 Log in to Remote UI. Starting Remote UI(P. 393)

2 On the Portal page of Remote UI, click [Settings/Registration]. Portal Page of Remote UI(P. 395)

3 Click [Timer Settings] ▶ [Edit].

➡ The [Edit Timer Settings] screen is displayed.

4 Enter the current date and time.

5 Set the time zone according to the region where the machine is used.

Communicating over the Internet is premised on setting the UTC (Coordinated Universal Time) correctly. The UTC is a coordinated universal time that is standard for all parts of the world. There is a time difference depending on the country or region where the machine is used.

6 Set daylight saving time as needed.

- Select the [Use Daylight Saving Time] checkbox if the machine is in a country or region with daylight saving time, and then set the start and end dates.

7 Click [OK].

➡ The settings are applied.

8 Log out from Remote UI.

Managing the Machine from a Computer (Remote UI)

8WFY-086

With Remote UI, you can use a Web browser on a computer to check the function operation status of the machine, change the machine settings, and register destinations to the Address Book. You can manage the machine from a remote location and efficiently perform time-consuming settings and registration on your computer.

Remote UI has the following two modes. The functions available with Remote UI vary depending on the mode you logged in to.

- **System Manager Mode**
  You can use all functions of Remote UI.
- **General User Mode**
  You can monitor usage, view logs, cancel printing, and change some settings.

Starting Remote UI(P. 393)
Portal Page of Remote UI(P. 395)
Checking Usage and Logs with Remote UI(P. 397)

■ See Also

It is recommended that you set up the following functions to prevent unauthorized use of Remote UI by a third party:

System Manager ID
Set the System Manager ID, which is the exclusive administrator account, so that only users with the ID can log in to System Manager Mode.
Setting the Department ID and PIN for the Administrator(P. 344)

Remote UI Access PIN
Configure this setting to require PIN entry when logging in to Remote UI so that only users with the PIN can use Remote UI.
Setting the PIN to Use for Remote UI(P. 382)

Starting Remote UI

8WFY-087

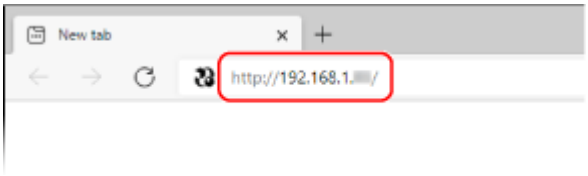
To use Remote UI, enter the IP address of the machine into a Web browser on a computer, and log in with System Manager Mode or General User Mode. The functions available with Remote UI vary depending on the mode you logged in to.

Required Preparations

- Check the operating environment of Remote UI. **Supported Environment(P. 38)**
- Connect the computer you are using to operate Remote UI to the machine over a network. **Setting Up the Network(P. 52)**
- Check the IP address of the machine. **Checking the Network Status and Settings(P. 92)**

1 From a Web browser on a computer, access the following URL.

http://<IP address of the machine>/



➡ The Remote UI login screen appears.
When Remote UI communication is encrypted, a warning message about the security certificate may appear. If there are no problems with the certificate or TLS settings, you can continue operations.

When entering an IPv6 address, enclose the IP address in brackets [ ].

Example:

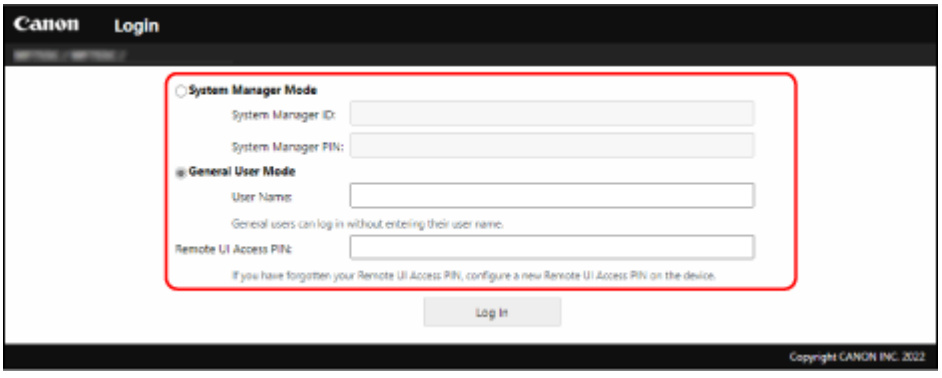
http://[fe80:2e9e:fcff:fe4e:dbce]/

■If the Remote UI Login Screen Is Not Displayed

When a message such as [Cannot access Remote UI.] is displayed and the login screen is not displayed, see the following:
Cannot Access Remote UI or Send Function Setting Tool(P. 615)

2 Enter the items required for login.

Select [System Manager Mode] or [General User Mode], and enter the required items according to the setting status.



[System Manager Mode]

When the System Manager ID is set, enter the System Manager ID and System Manager PIN. **System Manager ID and PIN(P. 6)**

* When logging in with System Manager Mode, you must change the System Manager PIN from the default setting. **Setting the Department ID and PIN for the Administrator(P. 344)**

[General User Mode]

You can log in without entering a user name, but enter a print user name when checking and canceling jobs waiting to be printed.

* If a user name is not set in the printer driver, the logon user name of the computer that sent the print data is set automatically.

[Remote UI Access PIN]

When the Remote UI Access PIN is set, enter the PIN.

3 Click [Log In].

➡ The Portal page of Remote UI appears. **Portal Page of Remote UI(P. 395)**

4 When you have completed your operations, click [Log Out].

➡ The login screen appears after logging out from Remote UI.

IMPORTANT

- Do not access other websites when using Remote UI.

NOTE

Setting the Time Until the User Is Automatically Logged Out

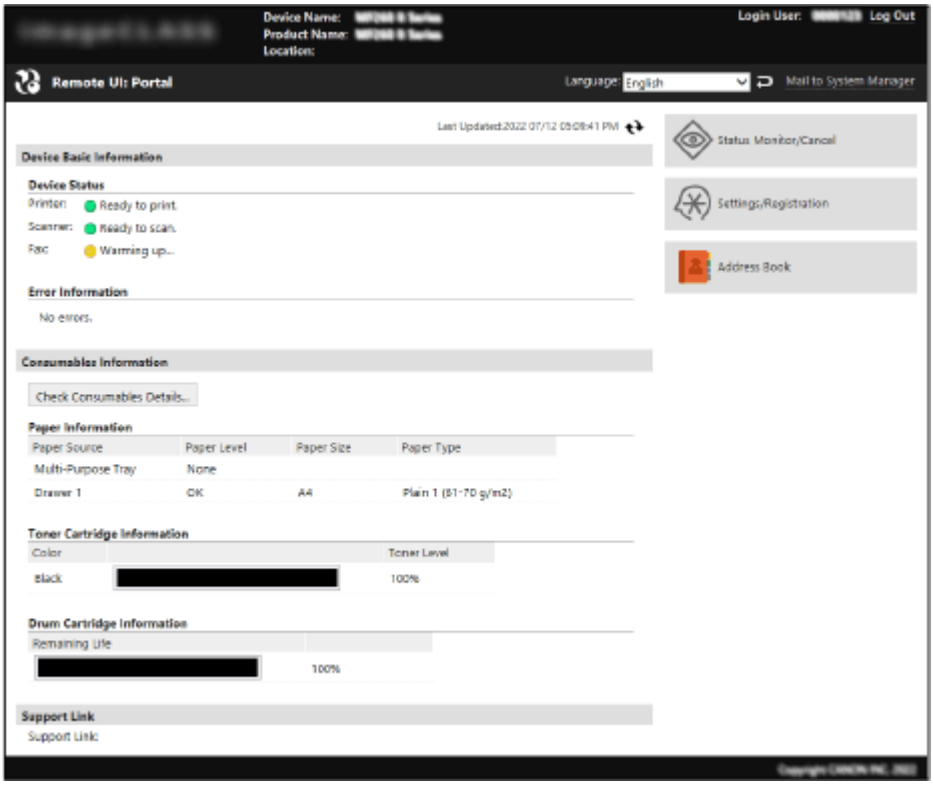
- The user is automatically logged out from Remote UI if no operations are performed for a certain period of time. Use the following procedure to set the time until the user is logged out.

  Log in to Remote UI in System Manager Mode ▶ [Settings/Registration] ▶ [Network Settings] ▶ [Session Settings] ▶ [Edit] ▶ enter the time until the user is logged out ▶ [OK]

Portal Page of Remote UI

8WFY-088

When you log in to Remote UI, the Portal page (Remote UI top page) appears. From here you can check the operations status of the machine, view various information, and change the settings with button operations.



[Device Name]
Displays the device name set in [Settings/Registration] ▶ [Device Management] ▶ [Device Information Settings].

[Product Name]
Displays the product name of the machine.

[Location]
Displays the installation location set in [Settings/Registration] ▶ [Device Management] ▶ [Device Information Settings].

[Login User]
Displays the information of the logged in user.

[Log Out]
You are logged out of Remote UI, and the login screen is displayed.

[Language]
You can change the display language of Remote UI.
* The display languages of the computer and Remote UI must be the same. If the display languages are not the same, the entered information may not be displayed correctly, or you may not be able to reference a folder, server, or other specified destination.

[Mail to System Manager]
Creates e-mail for the administrator indicated in [Settings/Registration] ▶ [User Management] ▶ [System Manager Information].

[Last Updated]
Displays the date and time that the information displayed on the Portal page was last updated.
Click [ ] to the right of the date and time to update these.

[Device Basic Information]
Displays the current status and error information of the machine.
When an error occurs, this displays a link to the error information screen.

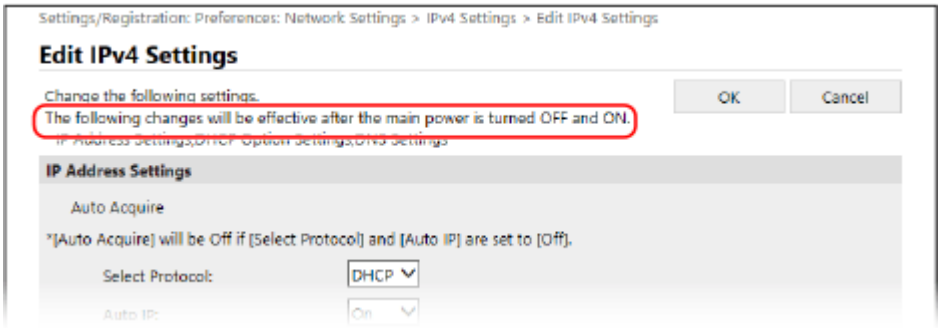
[Consumables Information]
Displays the paper source information and the remaining amount in the toner cartridge or the drum cartridge.
Click [Check Consumables Details] to display the toner cartridge name and the drum cartridge name.

[Support Link]
Displays a link to support information for this machine that is set in [Settings/Registration] ▶ [License/Other] ▶ [Support Link].

[Status Monitor/Cancel]
Click this to display the [Status Monitor/Cancel] screen.
From here, you can check the status and logs of a function, operation status of the machine, and error information. **Checking Usage and Logs with Remote UI(P. 397)**

[Settings/Registration]
Click this to display the [Settings/Registration] screen.
If you logged in with System Manager Mode, you can change any settings and perform operations such as saving and importing data.

- The items that can be set in the [Settings/Registration] screen are nearly the same as those of the control panel, but some items can only be set with either the control panel or Remote UI. **Settings Menu Items(P. 421)**
- Depending on the item, you may have to restart the machine for the settings to be applied. If a restart is required, a message appears at the top of the screen.



[Address Book]
Click this to display the [Address Book] screen.
If you logged in with System Manager Mode, you can register and edit destinations in the Address Book. **Registering Destinations to the Address Book (Remote UI)(P. 172)**

Checking Usage and Logs with Remote UI

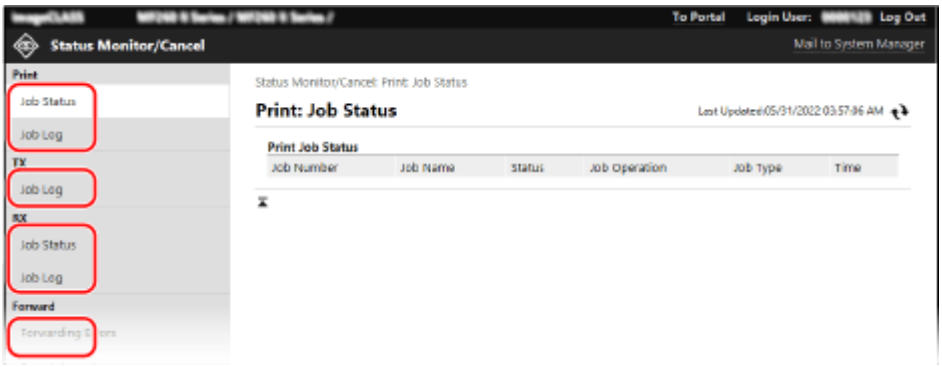
8WFY-089

From Status Monitor/Cancel in Remote UI, you can check the status and logs of a function, operation status of the machine, and error information.

1 Log in to Remote UI. Starting Remote UI(P. 393)

2 On the Portal page of Remote UI, click [Status Monitor/Cancel]. Portal Page of Remote UI(P. 395)

3 Select an item to view the status or log.



[Print]

[Job Status]

Displays the status (Printing or Waiting) of printed data.
When you log in Remote UI using the System Manager Mode, the status of all print jobs is displayed.
If you entered your user name in [User Name] when you logged in with General User Mode, only the print job status for that user is visible.

- Click [Cancel] in [Job Operation] to delete the print data for jobs that are printing or waiting.

[Job Log]

Displays the print job log.

[TX]

[Job Log]

Displays the TX job log for scan and fax jobs.

[RX]

[Job Status]

Displays the RX job status for fax jobs.
With preview in Memory Lock enabled, you can view the fax details and print the fax when logged in with System Manager Mode. **Saving Received Documents in the Machine (Memory Lock)(P. 376)**

[Job Log]

Displays the RX job log for fax jobs.

[Forward]

[Forwarding Errors]

Displays information of the data being forwarded that ended with an error.

With preview in Memory Lock enable, you can perform the following operations when logged in with System Manager Mode. **Saving Received Documents in the Machine (Memory Lock)(P. 376)**

- Click [Job Number] to view details and a preview of the data to be forwarded.
- Click [Delete] to delete the data to be forwarded.

* If data cannot be forwarded but remains in the memory, it can be printed. **Checking Faxes that Failed to Be Forwarded(P. 289)**

[Error Information]

Displays information of errors occurring on the machine.

* You can view the same information by clicking the link displayed in [Error Information] on the Portal page.

[Consumables]

Displays the paper size and type of each paper source, the toner cartridge name and the drum cartridge name.

* You can view the same information by clicking [Check Consumables Details] on the Portal page.

[Device Features]

Displays the specifications of the machine and the status of optional equipment.

[Device Information]

Displays information of the machine, such as the product name and serial number, as well as the firmware version and system manager information.

- [Device Name] and [Location] display the information set in [Settings/Registration] ▶ [Device Management] ▶ [Device Information Settings].
- [System Manager Information] displays the information set in [Settings/Registration] ▶ [User Management] ▶ [System Manager Information].

[Check Counter]

Displays the total number of pages copied and printed to date. **Checking the Number of Printed Pages (Check Counter)(P. 400)**

[Cartridge Log]

Displays a usage record for the toner cartridge or the drum cartridge.
To change the displayed cartridge, select the cartridge from the pulldown menu, and click [Display].

[Eco Information]

Displays the average number of sheets output and average power consumption per month.
You can change the settings of the following items in [Device Settings Status] to save paper and power.

- [N on 1 in Copy Settings]
- [2-Sided in Copy Settings]
- [Use Fax Preview in Memory Lock Settings] **Saving Received Documents in the Machine (Memory Lock)(P. 376)**

4 Log out from Remote UI after viewing the usage.

Monitoring the Usage

8WFY-08A

You can use the control panel of the machine to check the total number of copied and printed pages and print communication results, settings, and other reports and lists.

Checking the Number of Printed Pages (Check Counter)(P. 400)
Printing and Viewing Reports and Lists(P. 402)

■ See Also

You can also check the counter using Remote UI from a computer. In Remote UI, you can also check the status and logs of a function, operation status of the machine, and error information.
Checking Usage and Logs with Remote UI(P. 397)

Checking the Number of Printed Pages (Check Counter)

8WFY-08C

You can display a counter showing the total number of pages copied and printed.
The number of printed pages includes received faxes and printed reports and lists.

This section describes how to check the number of printed pages using the control panel.
You can also check this information using Remote UI from a computer. **Checking Usage and Logs with Remote UI(P. 397)**

Touch Panel Model(P. 400)
5 Lines LCD Model(P. 401)

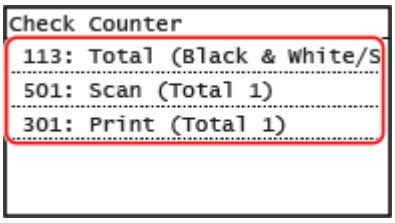
Touch Panel Model

1 Press on the control panel. Control Panel(P. 14)

➡ The [Status Monitor] screen is displayed.

2 Press [Device Status] ▶ [Check Counter].

3 Select the counter to check.



[113: Total (Black & White/Small)]

Displays the total number of pages copied and printed in black and white.

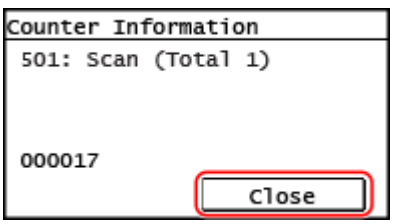
[501: Scan (Total 1)]

Displays the total number of scanned pages.

[301: Print (Total 1)]

Displays the total number of printed pages.

4 Check the number of printed pages, and press [Close].



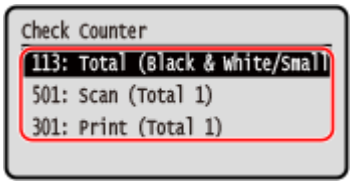
5 Lines LCD Model

1 **Press on the control panel. Control Panel(P. 14)**

➠ The [Status Monitor] screen is displayed.

2 **Press [Device Status] ▶ OK ▶ [Check Counter] ▶ OK.**

3 **Select the item you want to check, and press OK.**



[113: Total (Black & White/Small)]

Displays the total number of pages copied and printed in black and white.

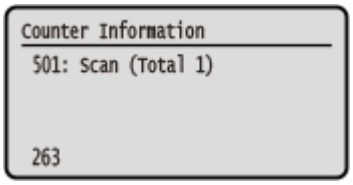
[501: Scan (Total 1)]

Displays the total number of scanned pages.

[301: Print (Total 1)]

Displays the total number of printed pages.

4 **Check the number of printed pages.**



Printing and Viewing Reports and Lists

8WFY-08E

You can print and view reports and lists including machine usage, communication results, and settings.

Types of Reports and Lists(P. 402)
Printing Reports and Lists(P. 403)

NOTE

2-Sided Printing of Reports and Lists

- Reports and lists are printed on paper on one side by default. You can change the setting to print on both sides. **Changing the Report and List Print Settings(P. 405)**

Types of Reports and Lists

Machine Usage Reports

You can print and view the following reports related to usage of the machine including power consumption and status of consumables:

- **Eco Report**
  Displays the number of printed pages and power consumption per month. You can see how to save paper and power based on this information.
- **Consumables Status Report**
  Displays the status of consumables installed in the machine.
- **Cartridge Log Report**
  Displays a log of toner cartridge usage.

Communication Results Reports

You can print and view the following reports related to communication results including sending and receiving results and saving results.
With the exception of communication management reports, communication results reports cannot be printed manually. You must configure the settings in advance to print the reports automatically. **Changing the Report and List Print Settings(P. 405)**

- **Communication Management Report**
  Displays all communication results for faxes and scanned data.
  By default, this is printed automatically after every 40 communication events.
  You can also configure the settings to print sending and saving results and receiving results in a different format.
- **Fax TX Result Report**
  Displays the fax sending results.
  By default, this is printed automatically only when an error occurs.
  This can be set to print part of the original in the report.
  * The results reports do not include sending results of faxes sent from a computer.
- **E-mail, File Sending Result Report**
  Displays the sending results of e-mails and the saving results of the shared folder.
  By default, this is printed automatically only when an error occurs.
  * When an error occurs during sending or saving, the error code is not displayed in the e-mail or file sending result report. To view the error code, print a communication management report.
- **RX Result Report**
  Displays the receiving results for faxes.
  By default, this is not printed automatically.

Settings Lists

You can print and view the following lists that summarize the registration information and settings of the machine:

- **Address Book List**
  Displays the destination information registered in the Address Book by [Coded Dial], [One-Touch], and [Group].
- **User Data List**
  Displays the serial number and other machine information as well as the settings that do not require administrator privileges.
- **System Manager Data List**
  Displays the serial number and other machine information as well as the settings that require administrator privileges.

Printing Reports and Lists

Print reports and lists using the control panel. You cannot print these using Remote UI from a computer. Administrator privileges are required to print the following reports and lists:

- System Manager Data List

Touch Panel Model(P. 403)
5 Lines LCD Model(P. 403)

■Touch Panel Model

1 On the control panel, press [Menu] in the [Home] screen. [Home] Screen(P. 116)

2 Press [Output Rprt.] ▶ [Print List].

➡ The [Print List] screen is displayed.

3 Select the report or list to print.

➡ A screen confirming the paper available for printing is displayed.

If the login screen appears, enter the System Manager ID and PIN, and then press [Log In]. **Logging In to the Machine(P. 133)**

■To Print Address Book List

Select [Address Book List], and select the items to print.

4 Check that printable paper is set in the machine, and press [OK] ▶ [Yes].

➡ The report or list is printed.

■5 Lines LCD Model

1 Press on the control panel. Control Panel(P. 14)

2 Press [Output Reports] ▶ OK ▶ [Print List] ▶ OK.

➡ The [Print List] screen is displayed.

3 Select the report or list to print, and press OK.

➡ A screen confirming the paper available for printing is displayed.

If the login screen appears, enter the System Manager ID and PIN, then select [<Log In>] and press OK. **Logging In to the Machine(P. 133)**

4 Check that printable paper is set in the machine, and press [OK] ▶ OK ▶ [Yes] ▶ OK.

➡ The report or list is printed.

Changing the Report and List Print Settings

8WFY-08F

Reports and lists are printed on paper on one side by default. You can change the setting to print on both sides. You can also change the setting to automatically print communication results reports.*1

*1 For the 5 Lines LCD Model, the reports of communication results are not available.

Use the control panel to configure the settings. You cannot configure the settings using Remote UI from a computer.

Touch Panel Model(P. 405)
5 Lines LCD Model(P. 406)

Touch Panel Model

1 On the control panel, press [Menu] in the [Home] screen. [Home] Screen(P. 116)

2 Press [Output Rprt.] ▶ [Report Settings].

➡ The [Report Settings] screen is displayed.

3 Change the report and list print settings.

■To Print Reports and Lists on Both Sides

1 Press [Default Settings for Report Output] ▶ [2-Sided Printing].

➡ The [2-Sided Printing] screen is displayed.

2 Press [On].

■To Change the Communication Management Report Settings

1 Press [Communication Management Report].

➡ The [Comm. Mngt. Report] screen is displayed.

2 Configure the report settings.

- To print automatically after every 40 communication events, press [Auto Print (40 Transmissions)] ▶ [On].
- To configure the settings to print sending and saving results and receiving results in a different format, press [Separate TX/RX] ▶ [On].

■To Change the Fax TX Result Report Settings

1 Press [Fax TX Result Report].

➡ The [Fax TX Result Report] screen is displayed.

2 Select whether to print this report automatically.

- To print automatically after each send job, select [On]. To print automatically only when an error occurs, select [Only When Error Occurs].
- When [On] or [Only When Error Occurs] is selected, in [Include TX Image], select whether to print part of the original on the report.

■To Change the E-mail or File Sending Result Report Settings

1 Press [E-Mail/File TX Result Report].

➡ The [E-Mail/File TX Report] screen is displayed.

2 Select whether to print this report automatically.
To print automatically after each send or save job, select [On]. To print automatically only when an error occurs, select [Only When Error Occurs].

■To Change the RX Result Report Settings

1 Press [RX Result Report].

➡ The [RX Result Report] screen is displayed.

2 Select whether to print this report automatically.
To print automatically after each receive job, select [On]. To print automatically only when an error occurs, select [Only When Error Occurs].

5 Lines LCD Model

1 Press on the control panel. Control Panel(P. 14)

2 Press [Only When Error Occurs] ▶ OK ▶ [Report Settings] ▶ OK.

➡ The [Report Settings] screen is displayed.

3 Select [Default Settings for Report Output] and press OK.

➡ The [Default Settings for Report Output] screen is displayed.

4 Press [2-Sided Printing] ▶ OK ▶ [On] ▶ OK.

Clearing the Mail Box

8WFY-08H

When scanned data is sent by e-mail and a send error occurs, the mail server may send an error notification e-mail to the e-mail address of the machine. Delete all mail from the server mail box, as needed, so that the mail box does not become full with notification mail.

Clear the mail box using Remote UI from a computer. You cannot use the control panel to clear the mail box. Administrator privileges are required.

IMPORTANT

- When the mail box is cleared, all mail in the e-mail inbox of the server is deleted. Be careful not to delete needed unread mail.

1. **Log in to Remote UI in System Manager Mode. Starting Remote UI(P. 393)**
2. **On the Portal page of Remote UI, click [Settings/Registration]. Portal Page of Remote UI(P. 395)**
3. **Click [TX Settings] [E-Mail Settings].**

   The [E-Mail Settings] screen is displayed.
4. **In [Clear Mail Box], click [Clear].**
5. **Click [OK].**

   All mail in the mail box on the server is deleted.
6. **Log out from Remote UI.**

Importing and Exporting the Address Book

8WFY-08J

You can write the Address Book to files and save (export) them to a computer. You can also load an exported file and apply (import) the Address Book to the machine.
You can use the import and export functions to back up the Address Book in case of an accident.
In addition, an exported file can be imported to another device[*1] to enable sharing of the Address Book with another device without having to register destinations.

[*1] Some models may not be able to import the Address Book saved from this machine.

Exporting the Address Book(P. 408)
Importing the Address Book(P. 409)

IMPORTANT

Do Not Turn OFF the Machine until the Import or Export Is Complete.

- It may take a few minutes until the process is completed. Turning OFF the machine during processing may cause data corruption or damage the machine.

Do Not Operate the Machine during Import or Export.

- Before import or export, check that the machine is not printing or performing other operations.

Exporting the Address Book

Write the Address Book to a file.

Configure these settings using Remote UI from a computer. You cannot use the control panel to configure the settings.
Administrator privileges are required.

1 Log in to Remote UI in System Manager Mode. Starting Remote UI(P. 393)

2 On the Portal page of Remote UI, click [Settings/Registration]. Portal Page of Remote UI(P. 395)

3 Click [Data Management] ▶ [Export].

➡ The [Export] screen is displayed.

4 Click [Start Exporting] to save the exported data as a file to a computer.

➡ The Address Book is exported as a Canon Address Book file (*.abk).
If a PIN is set for the Address Book, enter the Address Book PIN.

5 Log out from Remote UI.

Importing the Address Book

Specify the exported Address Book file.

File formats for import

- Canon Address Book file (*.abk)

Configure these settings using Remote UI from a computer. You cannot use the control panel to configure the settings.
Administrator privileges are required.

1 **Log in to Remote UI in System Manager Mode. Starting Remote UI(P. 393)**

2 **On the Portal page of Remote UI, click [Settings/Registration]. Portal Page of Remote UI(P. 395)**

3 **Click [Data Management] [Import].**

➡ The [Import] screen is displayed.

4 **Click [Browse] in [File Path], and specify the file to be imported.**

5 **Click [Start Importing] [OK].**

➡ The selected file is imported to the machine.
If a PIN is set for the Address Book, enter the Address Book PIN.

6 **When the screen indicating that importing has completed appears, click [OK].**

7 **Log out from Remote UI.**

Updating the Firmware (Touch Panel Model)

8WFY-08K

When functions are added or the software version is upgraded, the firmware of the machine is updated.
Check the version of the firmware, and update the firmware via the Internet or a computer according to the usage environment of the machine.

✔ : Can be updated — : Cannot be updated

Usage environment of the machine	Connection via Internet	Connection via computer
Wired LAN connection	✔	✔
Wireless LAN connection	✔	—
USB connection	—	✔
Use IPv6	—	—

* You cannot update the firmware in an IPv6 Environment. Connect the machine to a computer via USB, and update from the computer.

Checking the Firmware Version(P. 410)
Updating the Firmware via the Internet(P. 411)
Updating the Firmware via a Computer(P. 411)

Checking the Firmware Version

Check the current version of the firmware before updating it, and then check the version after updating to see if the update was performed correctly.

This section describes how to check the firmware version using the control panel.
You can also use Remote UI from a computer to check the firmware version. **Managing the Machine from a Computer (Remote UI)(P. 392)**
Administrator privileges are required.

1 On the control panel, press [Menu] in the [Home] screen. **[Home] Screen(P. 116)**

2 Press [Management Settings] ▶ [Remote UI Settings/Update Firmware] ▶ [Update Firmware].

➡ The [Update Firmware] screen is displayed.

If the login screen appears, enter the System Manager ID and PIN, and then press [Log In]. **Logging In to the Machine(P. 133)**

3 Select [Version Information].

➡ Displays the current version of the firmware.

Updating the Firmware via the Internet

Use the control panel to update the firmware via the Internet. You cannot update it using Remote UI from a computer. Administrator privileges are required. When the firmware has been updated, the machine restarts automatically.

Required Preparations

- Connect the machine to the Internet. **Setting Up the Network(P. 52)**

1 On the control panel, press [Update Firmware] in the [Home] screen. [Home] Screen(P. 116)

➡ The machine accesses the Canon server to see if new firmware is available.
When [This is the latest firmware version.] appears, no update is available.

If the login screen appears, enter the System Manager ID and PIN, and then press [Log In]. **System Manager ID and PIN(P. 6)**

2 Press [Yes].

3 In the licensing screen, press [Accept].

➡ The firmware update confirmation screen is displayed.

4 Press [OK].

➡ Downloading of the firmware starts.
When the download is complete, the machine restarts automatically, and the firmware is updated.

IMPORTANT

- Do not turn OFF the machine until the restart is complete.

Updating the Firmware via a Computer

Update the firmware from a computer connected to the machine via wired LAN or USB.

Required Preparations

- Download the latest firmware from the Canon website for your country/region to the computer performing the update.
https://global.canon/en/support/

■ How to Update from a Computer

See the "User Support Tool Operation Guide" included with the firmware.

■To Put the Machine into Update Waiting State (Download Mode)

Use the following procedure.

Use the control panel to perform this operation. You cannot perform this operation using Remote UI from a computer. Administrator privileges are required.

1 On the control panel, press [Menu] in the [Home] screen. [Home] Screen(P. 116)

2 Press [Management Settings] ▶ [Remote UI Settings/Update Firmware] ▶ [Update Firmware].

➠ The [Update Firmware] screen is displayed.

If the login screen appears, enter the System Manager ID and PIN, and then press [Log In]. **Logging In to the Machine(P. 133)**

3 Press [Via PC] ▶ [Yes].

➠ Switches the machine to download mode and puts it into update waiting state.

Updating the Firmware (5 Lines LCD Model)

8WFY-08L

When functions are added or the software version is upgraded, the firmware of the machine is updated.
Check the version of the firmware, and update the firmware via the Internet or a computer according to the usage environment of the machine.

✔ : Can be updated — : Cannot be updated

Usage environment of the machine	Connection via Internet	Connection via computer
Wired LAN connection	✔	✔
Wireless LAN connection	✔	—
USB connection	—	✔
Use IPv6	—	—

* You cannot update the firmware in an IPv6 Environment. Connect the machine to a computer via USB, and update from the computer.

Checking the Firmware Version(P. 413)
Updating the Firmware via the Internet(P. 414)
Updating the Firmware via a Computer(P. 414)

Checking the Firmware Version

Check the current version of the firmware before updating it, and then check the version after updating to see if the update was performed correctly.

This section describes how to check the firmware version using the control panel.
You can also use Remote UI from a computer to check the firmware version. **Managing the Machine from a Computer (Remote UI)(P. 392)**
Administrator privileges are required.

1 **Press [Menu] on the control panel.** **Control Panel(P. 14)**

2 **Press [Management Settings] ▶ [OK] ▶ [Remote UI Settings/Update Firmware] ▶ [OK] ▶ [Update Firmware] ▶ [OK].**

➡ The [Update Firmware] screen is displayed.

If the login screen appears, enter the System Manager ID and PIN, then select [<Log In>] and press [OK]. **Logging In to the Machine(P. 133)**

3 **Select [Version Information] and press [OK].**

➡ Displays the current version of the firmware.

Updating the Firmware via the Internet

Use the control panel to update the firmware via the Internet. You cannot update it using Remote UI from a computer. Administrator privileges are required. When the firmware has been updated, the machine restarts automatically.

Required Preparations

- Connect the machine to the Internet. **Setting Up the Network(P. 52)**

1 On the control panel, select [Update Firmware] in the [Home] screen, and press OK.

[Home] Screen(P. 116)

➡ The machine accesses the Canon server to see if new firmware is available.

When [This is the latest firmware version.] appears, no update is available.

If the login screen appears, enter the System Manager ID and PIN, then select [<Log In>] and press OK.

Logging In to the Machine(P. 133)

2 Select [Yes] and press OK.

3 In the licensing screen, press OK.

➡ The firmware update confirmation screen is displayed.

4 Press OK.

➡ Downloading of the firmware starts.

When the download is complete, the machine restarts automatically, and the firmware is updated.

IMPORTANT

- Do not turn OFF the machine until the restart is complete.

Updating the Firmware via a Computer

Update the firmware from a computer connected to the machine via wired LAN or USB.

Required Preparations

- Download the latest firmware from the Canon website for your country/region to the computer performing the update.
  https://global.canon/en/support/

■How to Update from a Computer

See the "User Support Tool Operation Guide" included with the firmware.

■To Put the Machine into Update Waiting State (Download Mode)

Use the following procedure.

Use the control panel to perform this operation. You cannot perform this operation using Remote UI from a computer. Administrator privileges are required.

1 Press on the control panel. Control Panel(P. 14)

2 Press [Management Settings] ▶ OK ▶ [Remote UI Settings/Update Firmware] ▶ OK ▶ [Update Firmware] ▶ OK.

➡ The [Update Firmware] screen is displayed.

If the login screen appears, enter the System Manager ID and PIN, then select [<Log In>] and press OK. **Logging In to the Machine(P. 133)**

3 Press [Via PC] ▶ OK ▶ [Yes] ▶ OK.

➡ Switches the machine to download mode and puts it into update waiting state.

Initializing the Settings and Data

8WFY-08R

You can initialize the settings and registered data to reset the machine to the factory settings. You can initialize specified settings and data only or initialize all settings and data.

Initializing Specific Settings and Data
You can initialize the following items separately:

- Settings menu: Initializes the settings of [Menu] in the [Home] screen.
- Key and Certificate: Initializes the settings of the key and certificate as well as CA certificate, and clears everything except the pre-installed key and certificate.
- Address Book: Clears the destinations registered in the Address Book.

Initializing Specific Settings and Data(P. 416)

Initializing All Settings and Data
You can reset all settings to the factory settings, and clear all stored data including logs. Initialization is performed to prevent access to confidential information and unauthorized use such as when replacing or disposing of the machine.
Initializing All Settings and Data(P. 417)

Initializing Specific Settings and Data

This section describes how to initialize settings and data using Remote UI from a computer.
On the control panel, select [Menu] in the [Home] screen, and then perform initialization from [Preferences] or [Management Settings]. **[Initialize Network Settings](P. 435)** / **[Data Management](P. 508)**
Administrator privileges are required. Depending on the item to be initialized, you may have to restart the machine.

1 Log in to Remote UI in System Manager Mode. **Starting Remote UI(P. 393)**

2 On the Portal page of Remote UI, click [Settings/Registration]. **Portal Page of Remote UI(P. 395)**

3 Click [Data Management].

➡ The [Data Management] screen is displayed.

4 Select the item to initialize.

■Initializing the Settings Menu
Click [Initialize Menu], and select the setting to be initialized from [Menu to Initialize].

■When Initializing a Key and Certificate
Click [Initialize Key and Certificate].

■When Initializing the Address Book
Click [Initialize Address Book].
If the [Enter PIN] screen appears, enter the Address Book PIN, and then click [OK].

5 Click [Initialize] ▶ [OK].

➡ The specified item is initialized.

6 Log out from Remote UI.

■When the Settings Menu Is Initialized

When any of the following is initialized, restart the machine to apply the initialized settings. **Restarting the Machine(P. 109)**

- [Preferences]
- [Function Settings]
- [Management Settings]
- [Network Settings]

NOTE

When Initializing a Key and Certificate

- Functions using a key and certificate such as TLS is disabled. To use these functions again, you must set the key and certificate, and then enable the function.

When [Management Settings] of the Settings Menu Is Initialized

- This also initializes the Remote UI Access PIN. To use Remote UI, you must set the Remote UI Access PIN again. **Setting the PIN to Use for Remote UI(P. 382)**

Initializing All Settings and Data

Use the control panel to initialize all settings and data. You cannot initialize these using Remote UI from a computer. Administrator privileges are required. When these are initialized, the machine restarts automatically.

Touch Panel Model(P. 417)
5 Lines LCD Model(P. 418)

■Touch Panel Model

IMPORTANT

- Before initialization, check that there is no data being processed or waiting to be processed. This data is deleted when the initialization is performed.

1 On the control panel, press [Menu] in the [Home] screen. **[Home] Screen(P. 116)**

2 Press [Management Settings] ▶ [Initialize All Data/Settings].

➡ The initialization confirmation screen is displayed.

If the login screen appears, enter the System Manager ID and PIN, and then press [Log In]. **Logging In to the Machine(P. 133)**

3 Press [Yes] ▶ [Yes].

➡ All settings and data are initialized.

When initialization is complete, the machine restarts automatically.

■5 Lines LCD Model

1 Press on the control panel. Control Panel(P. 14)

2 Press [Management Settings] ▶ OK ▶ [Initialize All Data/Settings] ▶ OK.

➡ The initialization confirmation screen is displayed.

If the login screen appears, enter the currently set System Manager ID and PIN, then select [<Log In>] and press OK. **Logging In to the Machine(P. 133)**

3 Press [Yes] ▶ OK ▶ [Yes] ▶ OK.

➡ All settings and data are initialized.

When initialization is complete, the machine restarts automatically.

Settings Menu Items

Settings Menu Items 421
[Preferences] 422
[Display Settings] 424
[Timer/Energy Settings] 428
[Network] 431
[Wireless LAN Settings] 436
[TCP/IP Settings] 438
[External Interface] 445
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[Security Settings] 509
[Authentication/Password Settings] 510

Settings Menu Items

8WFY-08S

This section describes the items available in the settings menu displayed when you press [Menu] in the [Home] screen on the control panel.
From the settings menu, you can run functions and modify the settings according to the machine's operating environment or its usage.
Administrator privileges are required to view or change some settings. Note also that the machine may need to be restarted for changed settings to take effect.

[Preferences](P. 422)
[Adjustment/Maintenance](P. 451)
[Function Settings](P. 458)
[Set Destination](P. 499)
[Management Settings](P. 500)

See Also

If a Login Screen Appears

If a System Manager ID has been set, a login screen may appear when certain items are selected. Once you enter the required information and the login is authenticated, you can view or change the settings.

Logging In to the Machine(P. 133)

If the Machine Must be Restarted

After changing the settings, restart the machine.

Restarting the Machine(P. 109)

Settings Not Included in the Menus

The Paper Settings items appear when you press [Paper Set.] or [Paper Settings] ▶ OK in the [Home] screen.

Specifying the Paper Size and Type(P. 148)

Configuring Settings from Remote UI

The settings menu items can also be specified from a computer using Remote UI. In Remote UI, specify the settings from [Settings/Registration] in the Portal page.
The items that can be specified in [Settings/Registration] in Remote UI are almost identical to those in the control panel settings menu, but there are also items that can be specified only from the control panel or only from Remote UI. Note also that some of the item names differ in Remote UI.

Managing the Machine from a Computer (Remote UI)(P. 392)

Checking the Settings

You can check a list of the current settings by printing them out.

Printing and Viewing Reports and Lists(P. 402)

[Preferences]

8WFY-08U

These are settings used to configure features such as the control panel screen displays and the network settings according to the environment in which the machine is used.

[Display Settings](P. 422)
[Timer/Energy Settings](P. 422)
[Network](P. 422)
[External Interface](P. 422)
[Accessibility](P. 422)
[Volume Settings](P. 423)

[Display Settings]

[Menu] ▶ [Preferences]

Configure the control panel screen displays.
[Display Settings](P. 424)

[Timer/Energy Settings]

[Menu] ▶ [Preferences]

Set the date and time and specify the Energy Saver settings.
[Timer/Energy Settings](P. 428)

[Network]

[Menu] ▶ [Preferences]

Configure the network environment for the machine.
[Network](P. 431)

[External Interface]

[Menu] ▶ [Preferences]

Configure the USB connection.
[External Interface](P. 445)

[Accessibility]

[Menu] ▶ [Preferences]

Configure control panel screen features such as screen color inversion and message display time to make the screen easier to see.
[Accessibility](P. 446)

[Volume Settings]

[Menu] ▶ [Preferences]

Set whether the machine emits sounds notifying you of operations and statuses.
[Volume Settings](P. 448)

* [Volume Settings] may not be displayed depending on the model, the installed options, and other settings.

[Display Settings]

8WFY-08W

Configure the control panel screen displays.
* Values in bold red text are the default settings for each item.

- **[Default Screen after Startup/Restoration](P. 424)**
- **[Button Display Order on Home Screen](P. 424)**
- **[Language](P. 425)**
- **[Remote UI Language](P. 426)**
- **[Millimeter/Inch Entry Switch](P. 426)**
- **[Displ. Timing for Cartridge Prep. Notif.] (P. 426)**
- **[Display IP Address](P. 427)**
- **[Notify to Clean Original Scanning Area] (P. 427)**

[Default Screen after Startup/Restoration]

[Menu] ▶ [Preferences] ▶ [Display Settings]

Specify the screen displayed after the start screen appears when the machine is turned ON and immediately after an Auto Reset.
Setting this for the [Status Monitor] enables you to also specify the screen displayed immediately after the [Status Monitor] screen is closed.

[**Home**]

[Copy]

[Fax]*1

[Scan]

[Status Monitor]
- [**Home**]
- [Copy]
- [Fax]*1
- [Scan]

*1 May not be displayed depending on the model, the installed options, and other settings.

[Button Display Order on Home Screen]

[Menu] ▶ [Preferences] ▶ [Display Settings]

Rearrange the buttons so that you can run frequently used functions more quickly from the [Home] screen of the control panel. **Customizing the [Home] Screen(P. 131)**

Touch Panel Model

[Set Display Order]

[Insert and Delete Blank]

5 Lines LCD Model

[Copy]

[Scan]
[Menu]
[Paper Settings]
[Scan -> PC]
[Paper Save Copy]
[Passport Copy]
[Mobile Portal]
[Display Order (Home)]
[Update Firmware]
[Wireless LAN Set.]

[Language]

[Menu] ▶ [Preferences] ▶ [Display Settings]

Change the language shown on the control panel and used in printed reports.

* Depending on your country or region, the [Language] setting may not be available, or its content or default setting may be different.

[Català]
[Čeština]
[Dansk]
[Deutsch]
[Eesti]
[**English**]
[Español]
[Euskara]
[Français]
[Hrvatski]
[Italiano]
[Latviešu]
[Lietuvių]
[Magyar]
[Nederlands]
[Norsk]
[Polski]
[Português]
[Română]
[Slovenčina]
[Slovenščina]
[Suomi]
[Svenska]
[Türkçe]
[Ελληνικά]
[Български]
[Русский]
[Українська]
[العربية]
[日本語]
[中文(繁體)]
[中文(简体)]
[한국어]

[Remote UI Language]

[Menu] ▶ [Preferences] ▶ [Display Settings]

Change the language shown on Remote UI screens.

* Depending on your country or region, the [Remote UI Language] setting may not be available, or its content or default setting may be different.

[**English**]
[Japanese]
[French]
[Spanish]
[German]
[Italian]
[Dutch]
[Finnish]
[Portuguese]
[Norwegian]
[Swedish]
[Danish]
[Czech]
[Hungarian]
[Russian]
[Turkish]
[Polish]
[Chinese (Simplified)]
[Chinese (Traditional)]
[Korean]

[Millimeter/Inch Entry Switch]

[Menu] ▶ [Preferences] ▶ [Display Settings]

Change the units shown on the screen for entering length and width.

[**Millimeter**]
[Inch]

[Displ. Timing for Cartridge Prep. Notif.]

[Menu] ▶ [Preferences] ▶ [Display Settings]

When the toner in a toner cartridge runs low or the lifetime of the drum cartridge is close to end, a message appears notifying you to prepare a new toner cartridge or drum cartridge. To manually specify when this message appears (the toner level in a cartridge or how much the drum is used), specify the timing in [Custom].
When [Auto] is set, the machine automatically decides when to display the message.

Touch Panel Model

[Toner Cartridge]
  [**Auto**]
  [Custom]
    20 to 99(%)

[Drum Cartridge]
[**Auto**]
[Custom]
20 to 99(%)

5 Lines LCD Model

[Toner Cartridge]
[**Auto**]
[Custom]
2 to **20** to 99(%)

[Drum Cartridge]
[**Auto**]
[Custom]
2 to **10** to 99(%)

[Display IP Address]

[Menu] ▶ [Preferences] ▶ [Display Settings]

Specify whether to display the machine's IPv4 address in the [Status Monitor] screen. **[Status Monitor] Screen(P. 120)**

[Off]
[**On**]

[Notify to Clean Original Scanning Area]

[Menu] ▶ [Preferences] ▶ [Display Settings]

Specify whether a message is displayed to notify you if soiling is detected during feeder use.

[Off]
[**On**]

[Timer/Energy Settings]

8WFY-08X

Set the date and time and specify the Energy Saver settings.
* Values in bold red text are the default settings for each item.

[Quiet Mode Time](P. 428)
[Current Date/Time Settings](P. 428)
[Date/Time Settings](P. 428)
[Date Format](P. 429)
[Time Format](P. 429)
[Auto Reset Time](P. 429)
[Function After Auto Reset](P. 430)
[Auto Shutdown Time](P. 430)
[Auto Sleep Time](P. 430)

[Quiet Mode Time]

[Menu] ▶ [Preferences] ▶ [Timer/Energy Settings]

Specify the period of time where the machine enters and exits the quiet mode in order to reduce the operation sound of the machine. **Reducing the Operation Sound (Quiet Mode)(P. 193)**

[**Off**]

[On]
  [Start Time]
    0:00 to 12:59 AM/PM
  [End Time]
    0:00 to 12:59 AM/PM

[Current Date/Time Settings]

[Menu] ▶ [Preferences] ▶ [Timer/Energy Settings]

Set the date and time for the machine. The date and time set here are used as a reference for the functions that use date and time information. **Setting the Date and Time(P. 391)**
Before configuring this setting, check that the correct time zone is selected. **[Date/Time Settings](P. 428)**

* The current date and time cannot be changed for one hour after Daylight Saving Time is set.

[Date/Time Settings]

[Menu] ▶ [Preferences] ▶ [Timer/Energy Settings]

Set the time zone (UTC*1) and Daylight Saving Time according to the region where the machine is installed.

*1 The UTC (Coordinated Universal Time) is a coordinated universal time that is standard for all parts of the world. Internet-based communication relies on the UTC being set correctly.

* Depending on your country or region, the [Date/Time Settings] setting may not be displayed, or its content or default setting may be different.

* When you change the time zone, the current time setting is automatically changed accordingly. **[Current Date/Time Settings](P. 428)** .

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

[Time Zone]
[(UTC-12:00) International Date Line West] to [**(UTC) Coordinated Universal Time**] to [(UTC+14:00) Kiritimati Island]

[Daylight Saving Time Settings]
[Off]
[**On**]
[Start]: Month, Week, Day
[End]: Month, Week, Day

[Date Format]

[Menu] ▶ [Preferences] ▶ [Timer/Energy Settings]

Set the order in which the year, month, and day are displayed.

* Depending on your country or region, the [Date Format] setting may not be available, or its content or default setting may be different.

[YYYY MM/DD]
[MM/DD/YYYY]
[**DD/MM YYYY**]

[Time Format]

[Menu] ▶ [Preferences] ▶ [Timer/Energy Settings]

Set 12 Hour or 24 Hour as the format for displayed time.

[**12 Hour (AM/PM)**]
[24 Hour]

[Auto Reset Time]

[Menu] ▶ [Preferences] ▶ [Timer/Energy Settings]

If the control panel is not used for a set period, a function called "Auto Reset Time" automatically restores the default settings.
You can specify the amount of time that elapses before Auto Reset is performed.

* You can also change the screen that is displayed after an Auto Reset. **[Function After Auto Reset](P. 430)**

0 (Off)
1 to **2** to 9 (min.)

NOTE

Situations Where Auto Reset is Not Triggered

- When the Error lamp on the control panel is flashing **Control Panel(P. 14)**
- When the [Menu] screen or an error message[*1] is displayed on the control panel

- When processing of some sort (such as printing or sending and receiving faxes) is in progress

*1 Auto Reset is performed for some messages.

[Function After Auto Reset]

[Menu] ▶ [Preferences] ▶ [Timer/Energy Settings]

Set the screen displayed after an Auto Reset.

- To view the specified screen, specify the screen in [Default Function]. Specify the displayed screen in [Default Screen after Startup/Restoration]. **[Default Screen after Startup/Restoration](P. 424)**
- To display the screen for the function being used before the Auto Reset, specify the screen in [Selected Function].

[**Default Function**]
[Selected Function]

[Auto Shutdown Time]

[Menu] ▶ [Preferences] ▶ [Timer/Energy Settings]

Set a timer to automatically shut down the machine after a specified period of idle time has elapsed since the machine entered the sleep mode.

* When the [Auto Shutdown Time] setting is enabled, the machine may automatically shut down even if you are operating the machine from Remote UI or from the Send Function Setting Tool. A malfunction may occur, particularly if the machine shuts down while data is being imported. When you import data using Remote UI or use the Send Function Setting Tool, set [Auto Shutdown Time] to [Off] in advance.

* If any settings of the [Timer Settings] are changed from Remote UI while the machine is in the sleep mode, the timer for the [Auto Shutdown Time] setting is reset to the beginning. The machine automatically shuts down after a specified period of idle time has elapsed since the timer was reset.

* Depending on your country or region, the [Auto Shutdown Time] setting may not be available, or its content or default setting may be different.

0 (Off)
1 to **4** to 8 (hr.)

[Auto Sleep Time]

[Menu] ▶ [Preferences] ▶ [Timer/Energy Settings]

Set the time after which the machine automatically goes into sleep mode. **Reducing Power Consumption (Sleep Mode)(P. 110)**

* Use of the default settings is recommended to achieve the most effective power savings.

1 to 60 (min.)

[Network]

8WFY-08Y

Specify the settings for the machine's network environment.
* Values in bold red text are the default settings for each item.

- **[Select Wired/Wireless LAN](P. 431)**
- **[Wireless LAN Settings](P. 431)**
- **[Direct Connection Settings](P. 431)**
- **[Easy Connection via PC](P. 432)**
- **[TCP/IP Settings](P. 432)**
- **[SNMP Settings](P. 432)**
- **[Dedicated Port Settings](P. 433)**
- **[Dedicated Port Authentication Method](P. 433)**
- **[Waiting Time for Connection at Startup] (P. 433)**
- **[Ethernet Driver Settings](P. 433)**
- **[IEEE 802.1X Settings](P. 434)**
- **[Firewall Settings](P. 434)**
- **[RMT-SW](P. 435)**
- **[Initialize Network Settings](P. 435)**

[Select Wired/Wireless LAN]

[Menu] ▶ [Preferences] ▶ [Network]

Set whether to connect the machine to the network using a wired or wireless LAN. **Selecting Wired or Wireless LAN(P. 54)**

* If you are switching from a wired LAN to a wireless LAN, you can make the change within the procedure for configuring the wireless LAN.

[**Wired LAN**]
[Wireless LAN]

[Wireless LAN Settings]

[Menu] ▶ [Preferences] ▶ [Network]

Specify the settings for connecting the machine to a wireless LAN and to save energy while the machine is connected to a wireless LAN.
[Wireless LAN Settings](P. 436)

[Direct Connection Settings]

[Menu] ▶ [Preferences] ▶ [Network]

Specify the settings for using a direct connection and for the connection function. **Enabling the Direct Connection Function(P. 324)**

[Use Direct Connection]
  [**Off**]
  [On]

[Time Until Direct Connection Termination]
  0 (Off)
  1 to 60 (min.)

[Access Point Mode Settings]
  [Use Custom SSID]

[Off]
[On]
[SSID (1-20 Characters)]
[Use Custom Network Key]
[Off]
[On]
[Network Key (10 Char.)]

[Keep Enabled If SSID/Ntwk Key Spcfd][*1]
[Off]
[On]

[IP Address Settings for Direct Conn.]
192.168.22.1

[*1] May not be displayed depending on the model, the installed options, and other settings.

[Easy Connection via PC]

[Menu] ▶ [Preferences] ▶ [Network]

Start cableless setup mode.
To configure the network settings using the Canon Laser NW Device Setup Utility, select cableless setup mode.

* You can download the Canon Laser NW Device Setup Utility from the Canon website for your country/region.
https://global.canon/en/support/

[TCP/IP Settings]

[Menu] ▶ [Preferences] ▶ [Network]

Specify the settings for using the machine on a TCP/IP network.
[TCP/IP Settings](P. 438)

[SNMP Settings]

[Menu] ▶ [Preferences] ▶ [Network]

Specify the settings for setting up, monitoring, and controlling the machine using SNMP management software.
Configuring SNMP(P. 87)
To ensure compliance with the protocol's advanced specifications (RFC2790) when the machine's status is being monitored, set [Format Host Resources MIB to RFC2790] to [On].

[SNMPv1 Settings]
[Off]
[On]

[SNMPv3 Settings]
[Off]
[On]

[Acquire Printer Mngt. Info. from Host]
[Off]

[On]

[Format Host Resources MIB to RFC2790]
[Off]
[**On**]

[Dedicated Port Settings]

[Menu] ▶ [Preferences] ▶ [Network]

Specify whether to use a dedicated port.
Use a dedicated port for tasks such as printing from a computer, scanning using the MF Scan Utility, and configuring or browsing the machine's settings.

[Off]
[**On**]

[Dedicated Port Authentication Method]

[Menu] ▶ [Preferences] ▶ [Network]

Set the authentication method when using a dedicated port.
If you specify [Mode 2], communication via the dedicated port will be limited to secure authentication methods only. This may mean that you cannot connect to the machine from device management software, drivers or other software.

[**Mode 1**]
[Mode 2]

[Waiting Time for Connection at Startup]

[Menu] ▶ [Preferences] ▶ [Network]

Set the waiting time until a connection is established when the machine starts up.
If the machine is connected via a device such as a switching hub, you may not be able to connect to the network even when the setting on the machine is correct. If so, set the waiting time and reconnect.

0 to 300 (sec.)

[Ethernet Driver Settings]

[Menu] ▶ [Preferences] ▶ [Network]

Set the Ethernet communication method. **Manually Configuring the Ethernet Settings(P. 80)**
This also allows you to check the MAC address on a wired LAN. **Viewing the MAC Address of the Wired LAN(P. 94)**

Touch Panel Model

[MAC Address]

[Auto Detect]
[Off]
[Communication Mode]
[**Half Duplex**]
[Full Duplex]

[Ethernet Type]
[**10BASE-T**]
[100BASE-TX]
[**On**]

5 Lines LCD Model

[Auto Detect]
[Off]
[Communication Mode]
[**Half Duplex**]
[Full Duplex]
[Ethernet Type]
[**10BASE-T**]
[100BASE-TX]
[**On**]

[MAC Address]

[IEEE 802.1X Settings]

[Menu] ▶ [Preferences] ▶ [Network]

Specify whether to use IEEE 802.1X.
Use Remote UI from a computer to set the IEEE 802.1X authentication method. **Using IEEE 802.1X(P. 356)**

* [IEEE 802.1X Settings] may not be displayed depending on the model, the installed options, and other settings.

[**Off**]
[On]

[Firewall Settings]

[Menu] ▶ [Preferences] ▶ [Network]

Specify whether to enable an IP address filter and MAC address filter.
Use Remote UI from a computer to set the default policy for filtering and the exception addresses. **Setting the Firewall(P. 348)**

[IPv4 Address Filter]
[Outbound Filter]
[**Off**]
[On]
[Inbound Filter]
[**Off**]
[On]

[IPv6 Address Filter]
[Outbound Filter]
[**Off**]
[On]
[Inbound Filter]
[**Off**]

[On]

[MAC Address Filter]
[Outbound Filter]
[**Off**]
[On]
[Inbound Filter]
[**Off**]
[On]

[RMT-SW]

[Menu] ▶ [Preferences] ▶ [Network]

Normally, use the machine with this set to [Off].
When your service representative carries out device maintenance remotely, he or she may change this to [On].

[**Off**]
[On]

[Initialize Network Settings]

[Menu] ▶ [Preferences] ▶ [Network]

Use this to restore the network settings to the factory settings. **Initializing Specific Settings and Data(P. 416)**

[Wireless LAN Settings]

8WFY-090

Specify the settings for connecting the machine to a wireless LAN and to save energy while the machine is connected to a wireless LAN.
* Values in bold red text are the default settings for each item.

[Select Network](P. 436)
[Other Connections](P. 436)
[Connection Settings](P. 437)

[Select Network]

[Menu] ▶ [Preferences] ▶ [Network] ▶ [Wireless LAN Settings]

Select a wireless LAN router (access point) from the displayed list and enter the network key to connect. **Connecting to a Wireless LAN by Searching for a Router (Access Point Setup Method)(P. 65)**

[Other Connections]

[Menu] ▶ [Preferences] ▶ [Network] ▶ [Wireless LAN Settings]

Connect to the wireless LAN by a method other than selecting the wireless LAN router from a list.

[Manually Enter Network Name]

[Menu] ▶ [Preferences] ▶ [Network] ▶ [Wireless LAN Settings] ▶ [Other Connections]

Connect to a wireless LAN router by manually entering all the router information, such as the SSID, network key and security settings. **Connecting to a Wireless LAN by Setting the Details (Manual Setup Method)(P. 68)**

[Security Settings]
  [None]
  [WEP]
    [**Open System**]
      Encryption keys 1 to 4
    [Shared Key]
      Encryption keys 1 to 4
  [**WPA/WPA2-PSK**]
    [**Auto**]
    [AES-CCMP]
  [WPA/WPA2-EAP]

[WPS Push Button Mode]

[Menu] ▶ [Preferences] ▶ [Network] ▶ [Wireless LAN Settings] ▶ [Other Connections]

Connect to a wireless LAN by pressing a button on a LAN router that supports WPS push button mode. **Connecting to a Wireless LAN by Using the Router Button (Push Button Mode)(P. 60)**

[WPS PIN Code Mode]

[Menu] ▶ [Preferences] ▶ [Network] ▶ [Wireless LAN Settings] ▶ [Other Connections]

Connect to a wireless LAN router that supports WPS PIN code mode by registering a PIN code generated by the machine. Use a computer or similar device to register the PIN code. **Connecting to a Wireless LAN by Entering a PIN Code (WPS PIN Code Mode)(P. 62)**

[Connection Settings]

[Menu] ▶ [Preferences] ▶ [Network] ▶ [Wireless LAN Settings]

Configure the setting to save power when connecting by wireless LAN, and check the wireless LAN connection information.

[Power Save Mode]

[Menu] ▶ [Preferences] ▶ [Network] ▶ [Wireless LAN Settings] ▶ [Connection Settings]

Specify whether to periodically set the machine to Power Save Mode according to signals sent from the wireless LAN router.

[Off]
[**On**]

[Connection Information]

[Menu] ▶ [Preferences] ▶ [Network] ▶ [Wireless LAN Settings] ▶ [Connection Settings]

Check data such as the security settings, as well as the wireless LAN MAC address and other connection information. **Viewing the MAC Address and Connection Information of the Wireless LAN(P. 95)**

[MAC Address]
[Wireless LAN Status]
[Latest Error Information]
[Channel]
[Network Name]
[Security Settings]
[Power Save Mode]

[TCP/IP Settings]

8WFY-091

Specify the settings to use the machine on a TCP/IP network.
* Values in bold red text are the default settings for each item.

- **[IPv4 Settings](P. 438)**
- **[IPv6 Settings](P. 440)**
- **[WINS Settings](P. 441)**
- **[LPD Settings](P. 442)**
- **[RAW Settings](P. 442)**
- **[WSD Settings](P. 442)**
- **[IPP Print Settings](P. 443)**
- **[Use HTTP](P. 443)**
- **[Network Link Scan Settings](P. 443)**
- **[Port Number Settings](P. 443)**
- **[MTU Size](P. 444)**

[IPv4 Settings]

[Menu] ▶ [Preferences] ▶ [Network] ▶ [TCP/IP Settings]

Specify the settings to use the machine in an IPv4 environment.

[IP Address Settings]

[Menu] ▶ [Preferences] ▶ [Network] ▶ [TCP/IP Settings] ▶ [IPv4 Settings]

Set the IPv4 address either automatically or manually. **Setting IPv4 Addresses(P. 73)**

[Auto Acquire]
[Select Protocol]
[Off]
[**DHCP**]
[Auto IP]
[Off]
[**On**]

[Manually Acquire]*1
[IP Address]: 0.0.0.0
[Subnet Mask]: 0.0.0.0
[Gateway Address]: 0.0.0.0

[Check Settings]

*1 May not be displayed depending on the model, the installed options, and other settings.

[PING Command]

[Menu] ▶ [Preferences] ▶ [Network] ▶ [TCP/IP Settings] ▶ [IPv4 Settings]

Execute a PING command to check whether the machine can connect to devices on the network. **Checking Whether the Machine Can Connect to Network Devices(P. 92)**

[DNS Settings]

[Menu] ▶ [Preferences] ▶ [Network] ▶ [TCP/IP Settings] ▶ [IPv4 Settings]

Specify the DNS settings when using the machine in an environment with a Domain Name System (DNS) implemented. **Configuring DNS(P. 81)**

[DNS Server Settings]
[Primary DNS Server]: 0.0.0.0
[Secondary DNS Server]: 0.0.0.0

[DNS Host Name/Domain Name Settings]
[Host Name]
[Domain Name]

[DNS Dynamic Update Settings]
[**Off**]
[On]
[DNS Dyn. Updt. Intrvl.]
0 to **24** to 48 (hr.)

[mDNS Settings]

[Menu] ▶ [Preferences] ▶ [Network] ▶ [TCP/IP Settings] ▶ [IPv4 Settings]

Specify the mDNS settings to use DNS functions in an environment such as Bonjour with no DNS installed.

[Off]

[**On**]
[mDNS Name]

[DHCP Option Settings]

[Menu] ▶ [Preferences] ▶ [Network] ▶ [TCP/IP Settings] ▶ [IPv4 Settings]

Specify the settings for using a DHCP server in an IPv4 environment with a Domain Name System (DNS) implemented. **Configuring DNS(P. 81)**

[Acquire Host Name]
[Off]
[**On**]

[DNS Dynamic Update]
[**Off**]
[On]

[Acquire DNS Server Address]
[Off]
[**On**]

[Acquire Domain Name]
[Off]
[**On**]

[Acquire WINS Server Address]
[Off]
[**On**]

[Acquire SMTP Server Address]*1
[**Off**]

[On]

[Acquire POP Server Address][*1]
[**Off**]
[On]

[*1] May not be displayed depending on the model, the installed options, and other settings.

[IPv6 Settings]

[Menu] ▶ [Preferences] ▶ [Network] ▶ [TCP/IP Settings]

Specify the settings for using the machine in an IPv6 environment.
You can set multiple IPv6 addresses and use them at the same time. **Setting IPv6 Addresses(P. 77)**

[Use IPv6]

[Menu] ▶ [Preferences] ▶ [Network] ▶ [TCP/IP Settings] ▶ [IPv6 Settings]

Configure whether to use IPv6.

[**Off**]
[On]
[Check Settings]

[Stateless Address Settings]

[Menu] ▶ [Preferences] ▶ [Network] ▶ [TCP/IP Settings] ▶ [IPv6 Settings]

Configure whether to use a stateless address.

[Off]
[**On**]
[Check Settings]

[Use DHCPv6]

[Menu] ▶ [Preferences] ▶ [Network] ▶ [TCP/IP Settings] ▶ [IPv6 Settings]

Configure whether to use a stateful address obtained from a DHCP server using DHCPv6.

[**Off**]
[On]
[Check Settings]

[DNS Settings]

[Menu] ▶ [Preferences] ▶ [Network] ▶ [TCP/IP Settings] ▶ [IPv6 Settings]

Specify the DNS settings when using the machine in an environment with a Domain Name System (DNS) implemented. **Configuring DNS(P. 81)**

[DNS Host Name/Domain Name Settings]
[Off]
[Host Name]
[Domain Name]
[**On**]

[DNS Dynamic Update Settings]
[**Off**]
[On]
[Register Manual Address]
[**Off**]
[On]
[Register Stateful Address]
[**Off**]
[On]
[Register Stateless Address]
[**Off**]
[On]
[DNS Dynamic Update Interval]
0 to **24** to 48 (hr.)

[mDNS Settings]

[Menu] ▶ [Preferences] ▶ [Network] ▶ [TCP/IP Settings] ▶ [IPv6 Settings]

Specify the mDNS settings to use DNS functions in an environment such as Bonjour with no DNS installed.

[Off]

[**On**]
[Use IPv4 Name for mDNS]
[Off]
[mDNS Name]
[**On**]

[DHCP Option Settings]

[Menu] ▶ [Preferences] ▶ [Network] ▶ [TCP/IP Settings] ▶ [IPv6 Settings]

Specify the settings for using a DHCP server in an IPv4 environment with a Domain Name System (DNS) implemented. **Configuring DNS(P. 81)**

[Acquire DNS Server Address]
[Off]
[**On**]

[Acquire Domain Name]
[Off]
[**On**]

[WINS Settings]

[Menu] ▶ [Preferences] ▶ [Network] ▶ [TCP/IP Settings]

Configure WINS (Windows Internet Name Service) when using the machine in a network environment that uses both NetBIOS and TCP/IP. **Configuring WINS(P. 86)**

[WINS Resolution]
[**Off**]
[On]

[WINS Server Address]: 0.0.0.0

[LPD Settings]

[Menu] ▶ [Preferences] ▶ [Network] ▶ [TCP/IP Settings]

Specify whether to use the LPD protocol. **Configuring LPD, RAW, or WSD(P. 386)**
If the LPD protocol is used, you can also set the time from the start of reception standby, after print data reception is canceled, to the timeout.

[LPD Print Settings]
[Off]
[**On**]

[RX Timeout]
1 to **5** to 60 (min.)

[RAW Settings]

[Menu] ▶ [Preferences] ▶ [Network] ▶ [TCP/IP Settings]

Specify whether to use the RAW protocol. **Configuring LPD, RAW, or WSD(P. 386)**
If the RAW protocol is used, you can also set the time from the start of reception standby, after print data reception is canceled, to the timeout.

[RAW Print Settings]
[Off]
[**On**]

[RX Timeout]
1 to **5** to 60 (min.)

[WSD Settings]

[Menu] ▶ [Preferences] ▶ [Network] ▶ [TCP/IP Settings]

Specify whether to use the WSD protocol. You can specify this setting for each of the functions that use the WSD protocol. **Configuring LPD, RAW, or WSD(P. 386)**

[WSD Print Settings]
[Use WSD Print]
[Off]
[**On**]
[Use WSD Browsing]
[Off]
[**On**]

[Use Multicast Discovery]
[Off]
[**On**]

[WSD Scan Settings]
[Use WSD Scan]

[Off]
[On]
[Use Computer Scan]
[Off]
[On]

[IPP Print Settings]

[Menu] ▶ [Preferences] ▶ [Network] ▶ [TCP/IP Settings]

Specify whether to use IPP (Internet Printing Protocol). You can use IPP when printing and sending fax with AirPrint. **Setting the Functions and Security to Be Used with AirPrint(P. 328)**
When using IPP, you can also specify whether TLS encryption is used for communication.

[Use IPP Printing]
[Off]
[**On**]

[Allow IPP Printing Only When Using TLS]
[**Off**]
[On]

[Use HTTP]

[Menu] ▶ [Preferences] ▶ [Network] ▶ [TCP/IP Settings]

Specify whether to use HTTP. **Disabling HTTP Communication(P. 388)**

[Off]
[**On**]

[Network Link Scan Settings]

[Menu] ▶ [Preferences] ▶ [Network] ▶ [TCP/IP Settings]

Specify whether to use Network Link Scan. You can use Network Link Scan when scanning documents with AirPrint. **Setting the Functions and Security to Be Used with AirPrint(P. 328)**
When using Network Link Scan, you can also specify whether TLS encryption is used for communication.

* Setting [Use Network Link Scan] to [On] enables HTTP communication. **[Use HTTP](P. 443)**

[Use Network Link Scan]
[Off]
[**On**]

[Use TLS]
[**Off**]
[On]

[Port Number Settings]

[Menu] ▶ [Preferences] ▶ [Network] ▶ [TCP/IP Settings]

Specify the port number for the protocol used in accordance with the port numbers for the computer, server or other device. **Changing the Port Number(P. 351)**

[LPD]
1 to **515** to 65535

[RAW]
1 to **9100** to 65535

[WSD Multicast Discovery]
1 to **3702** to 65535

[HTTP]
1 to **80** to 65535

[POP3]*1
1 to **110** to 65535

[SMTP]*1
1 to **25** to 65535

[SNMP]
1 to **161** to 65535

*1 May not be displayed depending on the model, the installed options, and other settings.

[MTU Size]

[Menu] ▶ [Preferences] ▶ [Network] ▶ [TCP/IP Settings]

If communication slows down due to the size of the packets sent, use this to change the maximum size for outgoing packets.

[1300]
[1400]
[**1500**]

[External Interface]

8WFY-092

Specify the settings for USB connections.
* Values in bold red text are the default settings for each item.

[USB Settings](P. 445)

[USB Settings]

[Menu] ▶ [Preferences] ▶ [External Interface]

Specify the settings for using the USB ports.
Specify whether to use the USB port for connecting to the computer in [Use as USB Device]. **Preventing Connection to Computer via USB Port(P. 385)**

[Use as USB Device]
[Off]
[**On**]

[Accessibility]

8WFY-093

Configure control panel screen features such as screen color inversion and message display time to make the screen easier to see.
* Values in bold red text are the default settings for each item.

[Invert Screen Colors](P. 446)
[Contrast](P. 446)
[Message Display Time](P. 446)
[Scrolling Speed](P. 446)
[Cursor Movement Type](P. 447)

[Invert Screen Colors]

[Menu] ▶ [Preferences] ▶ [Accessibility]

Specify whether light and dark on the control panel screen are reversed.

[**Off**]
[On]

[Contrast]

[Menu] ▶ [Preferences] ▶ [Accessibility]

Adjust the contrast to make the control panel screen easier to view.

7 levels

[Message Display Time]

[Menu] ▶ [Preferences] ▶ [Accessibility]

Set the number of seconds for which each message is displayed when 2 messages are displayed alternately on the control panel screen.

1 to **2** to 5 (sec.)

[Scrolling Speed]

[Menu] ▶ [Preferences] ▶ [Accessibility]

Set the scrolling speed when operating the screen.

[Slow]
[**Standard**]
[Fast]

[Cursor Movement Type]

[Menu] ▶ [Preferences] ▶ [Accessibility]

Set the cursor operation when entering text.
Set to [Auto] to move the cursor automatically to the next input field after entering text. When set to [Manual], you must press  or ▶ to move the cursor.

[**Auto**]
[Manual]

[Volume Settings]

8WFY-0FW

Set whether the machine emits sounds notifying you of operations and statuses. **Adjusting the Volume (For Models with a Fax Function)(P. 189)**
* Values in bold red text indicate the default setting for each item.

* [Volume Settings] may not be displayed depending on the model, the installed options, and other settings.

[Fax Tone](P. 448)
[Ring Tone](P. 448)
[TX Done Tone](P. 448)
[RX Done Tone](P. 448)
[Scanning Done Tone](P. 449)
[Entry Tone](P. 449)
[Invalid Entry Tone](P. 449)
[Restock Supplies Tone](P. 449)
[Warning Tone](P. 450)
[Job Done Tone](P. 450)
[Energy Saver Alert](P. 450)
[Original in Feeder Detection Tone](P. 450)

[Fax Tone]

[Menu] ▶ [Preferences] ▶ [Volume Settings]

Adjust the volume of the dial tone while sending a fax.

4 levels

[Ring Tone]

[Menu] ▶ [Preferences] ▶ [Volume Settings]

Adjust the volume of the dial tone while sending a fax.

4 levels

[TX Done Tone]

[Menu] ▶ [Preferences] ▶ [Volume Settings]

Adjust the volume of the beep to notify when sending a fax is complete. You can set the machine to beep only when a sending error is occurred.

4 levels

[When Error]
[**Off**]
[On]

[RX Done Tone]

[Menu] ▶ [Preferences] ▶ [Volume Settings]

Adjust the volume of the beep to notify when receiving a fax is complete. You can set the machine to beep only when a receiving error is occurred.

4 levels

[When Error]
[**Off**]
[On]

[Scanning Done Tone]

[Menu] ▶ [Preferences] ▶ [Volume Settings]

Adjust the volume of the beep to notify when receiving a fax is complete. You can set the machine to beep only when a receiving error is occurred.

4 levels

[When Error]
[**Off**]
[On]

[Entry Tone]

[Menu] ▶ [Preferences] ▶ [Volume Settings]

Set whether to emit a sound when you press the keys and buttons on the control panel.

[Off]
[**On**]

[Invalid Entry Tone]

[Menu] ▶ [Preferences] ▶ [Volume Settings]

Set whether to emit a sound when an invalid key is pressed, such as when you enter a value outside the setting range.

[**Off**]
[On]

[Restock Supplies Tone]

[Menu] ▶ [Preferences] ▶ [Volume Settings]

Set whether to emit a sound when the toner cartridges are nearing the end of their lifetime.

[**Off**]
[On]

[Warning Tone]

[Menu] ▶ [Preferences] ▶ [Volume Settings]

Set whether to emit a sound when the machine has a paper jam or other malfunction.

[Off]
[**On**]

[Job Done Tone]

[Menu] ▶ [Preferences] ▶ [Volume Settings]

Set whether to emit a sound when an operation on the machine is completed, such as copying or scanning.

[Off]
[**On**]

[Energy Saver Alert]

[Menu] ▶ [Preferences] ▶ [Volume Settings]

Set whether to emit a sound when the machine enters and exits sleep mode.

[**Off**]
[On]

[Original in Feeder Detection Tone]

[Menu] ▶ [Preferences] ▶ [Volume Settings]

Set whether the machine beeps when it is detected that an original is loaded in the feeder.

[Off]
[**On**]

[Adjustment/Maintenance]

8WFY-094

Use this setting to adjust the print quality and when cleaning the machine.

[Adjust Image Quality](P. 451)
[Maintenance](P. 451)

[Adjust Image Quality]

[Menu] ▶ [Adjustment/Maintenance]

Use this setting to adjust the image quality and for special processing according to the paper used.
[Adjust Image Quality](P. 452)

[Maintenance]

[Menu] ▶ [Adjustment/Maintenance]

Carry out maintenance to clean the machine and to control condensation.
[Maintenance](P. 457)

[Adjust Image Quality]

8WFY-095

Use this setting to adjust the image quality and for special processing according to the paper used.
* Values in bold red text are the default settings for each item.

[Toner Save](P. 452)
[Special Processing](P. 452)

[Toner Save]

[Menu] ▶ [Adjustment/Maintenance] ▶ [Adjust Image Quality]

You can specify whether to save toner when printing a repot or list of copies or received faxes.

* If you select [On], the print result may be faded or blurred.

[**Off**]
[On]

[Special Processing]

[Menu] ▶ [Adjustment/Maintenance] ▶ [Adjust Image Quality]

Use a range of processes to resolve problems that arise due to factors such as the paper type, the material used, or its condition.
[Special Processing](P. 453)

[Special Processing]

8WFY-096

Use a range of processes to resolve problems that arise due to factors such as the paper type, the material used, or its condition.
* Values in bold red text are the default settings for each item.

[Special Paper Processing](P. 453)
[High Humidity Mode](P. 454)
[Low Humidity Mode](P. 454)
[Prevent Postcard Fogging](P. 454)
[Talc Paper Mode](P. 454)
[Prevent Image Distortion](P. 455)
[Select Line Width](P. 455)
[Prevent Stains on Printed Images](P. 455)
[Correct Blurry Image for Copy](P. 455)
[Correct Blurry Image](P. 456)

[Special Paper Processing]

[Menu] ▶ [Adjustment/Maintenance] ▶ [Adjust Image Quality] ▶ [Special Processing]

Specify special processing for the paper in the following situations:

- If you are using special paper
  - To print on the back of printed paper
  - For paper with a rough surface
- If the envelope flap is stuck down
- If the paper curls during printing

[Manual Back Side Print (2-Sided Only)]

[Menu] ▶ [Adjustment/Maintenance] ▶ [Adjust Image Quality] ▶ [Special Processing] ▶ [Special Paper Processing]

If you are using paper that has already been printed on, toner smudges and splatters may appear on the back side. If so, specifying [On] for that paper source may improve the print results.

* When this is set to [On], if some time has passed since the front side of the paper was printed, or depending on the operating environment humidity, changes in image quality or paper jams may occur.

[Multi-Purpose Tray]
[**Off**]
[On]

[Drawer 1]
[**Off**]
[On]

[Rough Surface Paper Mode]

[Menu] ▶ [Adjustment/Maintenance] ▶ [Adjust Image Quality] ▶ [Special Processing] ▶ [Special Paper Processing]

If you are using paper with a rough surface, printed images may appear faint. If so, specifying [On] for that paper source may improve the print results.

* Specifying [On] in this setting may lead to slower print speeds or changes in the image quality.

[Multi-Purpose Tray]

[**Off**]
[On]

[Drawer 1]
[**Off**]
[On]

[High Humidity Mode]

[Menu] ▶ [Adjustment/Maintenance] ▶ [Adjust Image Quality] ▶ [Special Processing]

Printing in a high-humidity environment may cause uneven print density. If so, specifying [On] may improve the print results.

* Specifying [On] in this setting may lead to blurred images and/or text in low-humidity environments.

[**Off**]
[On]

[Low Humidity Mode]

[Menu] ▶ [Adjustment/Maintenance] ▶ [Adjust Image Quality] ▶ [Special Processing]

Printing in a low-humidity environment may lead to blurred images and/or text. If so, specifying [On] may improve the print results.

* Specifying [On] in this setting may lead to faint or uneven printing in high-humidity environments.

[**Off**]
[On]

[Prevent Postcard Fogging]

[Menu] ▶ [Adjustment/Maintenance] ▶ [Adjust Image Quality] ▶ [Special Processing]

The whole surface of a printed postcard may appear darkened. If so, specifying [Mode 1] in this setting may improve the print results. If this does not solve the problem, specify [Mode 2].

* When this setting is enabled, lines may become thinner, ghost images may appear in a blank area, or the print density may decrease.

[**Off**]
[Mode 1]
[Mode 2]

[Talc Paper Mode]

[Menu] ▶ [Adjustment/Maintenance] ▶ [Adjust Image Quality] ▶ [Special Processing]

Printing in a high-temperature or high-humidity environment may cause white spots on a printed image. If so, specifying [On] in this setting may improve the print results.

* When you select [On], the print quality may be affected.

[**Off**]

[On]

[Prevent Image Distortion]

[Menu] ▶ [Adjustment/Maintenance] ▶ [Adjust Image Quality] ▶ [Special Processing]

If the whole page is printed grayish, specifying this setting to [On] may improve the quality of the printout.

* Specifying [On] may reduce the print speed.

[**Off**]
[On]

[Select Line Width]

[Menu] ▶ [Adjustment/Maintenance] ▶ [Adjust Image Quality] ▶ [Special Processing]

If you want to change the width of printed lines, specifying this setting may improve the print result.

*Changing this setting may affect the print density.

[**Auto**]
[Thin]
[Slightly Thin]
[Slightly Thick]
[Thick]

[Prevent Stains on Printed Images]

[Menu] ▶ [Adjustment/Maintenance] ▶ [Adjust Image Quality] ▶ [Special Processing]

The printed paper may be partially dirty. If so, specifying [On] in this setting may improve the print results.

* Specifying [On] may reduce the print speed.

[**Off**]
[On]

[Correct Blurry Image for Copy]

[Menu] ▶ [Adjustment/Maintenance] ▶ [Adjust Image Quality] ▶ [Special Processing]

Depending on the paper type or the usage environment of the machine, there may be blurry stains on the copied paper. If so, specifying this setting may improve the situation. First, specifying [Mode 1] may correct the problem. If this does not correct the problem, select [Mode 2] and [Mode 3] in that order.

* When this setting is enabled, the print density may decrease.

[Off]
[**Mode 1**]
[Mode 2]
[Mode 3]

[Correct Blurry Image]

[Menu] ▶ [Adjustment/Maintenance] ▶ [Adjust Image Quality] ▶ [Special Processing]

Depending on the paper type or the usage environment of the machine, there may be blurry stains on the printed paper. If so, specifying this setting may improve the situation. First, specifying [Mode 1] may correct the problem. If this does not correct the problem, select [Mode 2], [Mode 3], and [Mode 4] in that order.

* When this setting is enabled, the print density may decrease or the print speed may be slower.

[Off]
[**Mode 1**]
[Mode 2]
[Mode 3]
[Mode 4]

[Maintenance]

8WFY-097

Carry out maintenance to clean the machine and control condensation.
* Values in bold red text are the default settings for each item.

[Clean Fixing Assembly](P. 457)
[Control Condensation](P. 457)

[Clean Fixing Assembly]

[Menu] ▶ [Adjustment/Maintenance] ▶ [Maintenance]

Perform this operation to clean the fixing assembly if black streaks appear on printed paper following procedures such as toner cartridge replacement. **Cleaning the Fixing Assembly(P. 524)**

[Control Condensation]

[Menu] ▶ [Adjustment/Maintenance] ▶ [Maintenance]

In environments subject to sudden temperature changes, condensation may form and cause images and/or text to be faint or blurred. If so, specifying [On] may improve the print results.
While removing condensation, a blank sheet of paper may be output because printing is not performed properly.
Setting this to [On] saves every received fax to the memory. Or, you can set whether to restrict printing.

* If you set this to [On], you must keep the machine ON to continuously remove the condensation. The Auto Shutdown Time setting is disabled.

Touch Panel Model

[**Off**]

[On]
[**Use Fax Memory Lock**]
[Use Fax Mem. Lock+Do Not Allow Job Print]

5 Lines LCD Model

[**Off**]

[On]
[**Allow Job Printing During Process**]
[Do Not Allow Job Printing During Process]

[Function Settings]

8WFY-098

Specify the settings for printing, scanning, faxing, and copying.

[Common](P. 458)
[Copy](P. 458)
[Printer](P. 458)
[Send](P. 458)
[Receive/Forward](P. 458)

[Common]

[Menu] ▶ [Function Settings]

Specify the settings for function operation, such as the paper source, printing, and scanning.
[Common](P. 459)

[Copy]

[Menu] ▶ [Function Settings]

Specify the settings for copying.
[Copy](P. 464)

[Printer]

[Menu] ▶ [Function Settings]

Specify the printer settings.
[Printer](P. 466)

[Send]

[Menu] ▶ [Function Settings]

Specify the settings for sending faxes and scanned data.
[Send](P. 478)

[Receive/Forward]

[Menu] ▶ [Function Settings]

Specify the settings for receiving and forwarding e-mails and faxes.
[Receive/Forward](P. 492)

* [Receive/Forward] may not be displayed depending on the model, the installed options, and other settings.

[Common]

8WFY-099

Specify the settings for function operations, such as the paper source, printing and scanning.

[Paper Feed Settings](P. 459)
[Print Settings](P. 459)
[Scan Settings](P. 459)
[Generate File](P. 459)
[Fax Setup Guide](P. 459)

[Paper Feed Settings]

[Menu] ▶ [Function Settings] ▶ [Common]

Specify the settings for the paper source.
[Paper Feed Settings](P. 460)

[Print Settings]

[Menu] ▶ [Function Settings] ▶ [Common]

Specify the settings for printing.
[Print Settings](P. 461)

[Scan Settings]

[Menu] ▶ [Function Settings] ▶ [Common]

Specify the settings for scanning.
[Scan Settings](P. 462)

[Generate File]

[Menu] ▶ [Function Settings] ▶ [Common]

Specify the settings for scan file generation.
[Generate File](P. 463)

[Fax Setup Guide]

[Menu] ▶ [Function Settings] ▶ [Common]

Configure the settings for faxing by following the instructions on the screen. **Configuring the Fax Settings (Fax Setup Guide)(P. 98)**

* [Fax Setup Guide] may not be displayed depending on the model, the installed options, and other settings.

[Paper Feed Settings]

8WFY-09A

Specify the settings for the paper source.
* Values in bold red text are the default settings for each item.

[Switch Paper Feed Method](P. 460)

[Switch Paper Feed Method]

[Menu] ▶ [Function Settings] ▶ [Common] ▶ [Paper Feed Settings]

Specify the settings used when printing on paper with a pre-printed logo.
Normally, when such paper is used, you need to change the direction in which the paper is loaded and which side faces up according to whether printing is 1-sided or 2-sided.
If you set [Print Side Priority] as the paper source for the loaded paper, there is no need to change the direction of the paper loaded or which side faces up. If you specify [Print Side Priority], always load the paper using the method for 2-sided printing. **Orientation for Loading Paper with a Logo(P. 146)**

* If you specify [Print Side Priority] in this setting, 1-sided printing will be slower. If you are using paper without a pre-printed logo, or if you are not using 2-sided printing for paper with a pre-printed logo, specify [Speed Priority].

[Multi-Purpose Tray]
[**Speed Priority**]
[Print Side Priority]

[Drawer 1]
[**Speed Priority**]
[Print Side Priority]

NOTE

- If you specify [Print Side Priority] for a paper source containing a paper that cannot be used for 2-sided printing, that setting is disabled and the machine operates using the [Speed Priority] setting.

[Print Settings]

8WFY-09C

Specify the settings for printing.
* Values in bold red text are the default settings for each item.

[Auto Delete Suspended Jobs](P. 461)

[Auto Delete Suspended Jobs]

[Menu] ▶ [Function Settings] ▶ [Common] ▶ [Print Settings]

Specify whether to automatically delete the print or copy job when an error occurs and printing stops.
If you specify automatic deletion, you can also specify the time before the job is deleted.

[**Off**]

[On]
[Time Until Auto Delete]
0 to **5** to 240 (min.)

[Scan Settings]

8WFY-09E

Specify the settings for scanning.
* Values in bold red text are the default settings for each item.

[Speed/Img. Qlty. Priority for Color Scan](P. 462)
[Auto Online](P. 462)
[Auto Offline](P. 462)

[Speed/Img. Qlty. Priority for Color Scan]

[Menu] ▶ [Function Settings] ▶ [Common] ▶ [Scan Settings]

Select whether to give priority to speed or print quality when scanning originals.

[**Speed Priority**]
[Image Quality Priority]

[Auto Online]

[Menu] ▶ [Function Settings] ▶ [Common] ▶ [Scan Settings]

Specify whether the machine automatically goes online (scan standby mode) when you are scanning from a computer. If you specify [Off] in this setting, you must press [Scan] ▶ [Remote Scanner] in the control panel [Home] screen to bring the machine online before performing the scan.

[Off]
[**On**]

[Auto Offline]

[Menu] ▶ [Function Settings] ▶ [Common] ▶ [Scan Settings]

Specify the amount of time where the machine remains online (Scan Standby Mode), but no scanning is performed. After the specified time, the machine is brought offline.

[Auto Offline Time]
0 (Off)
1 to **5** to 60 (min.)

[Generate File]

8WFY-09F

Specify the settings for scan file generation.
* Values in bold red text are the default settings for each item.

[Output File Image Settings](P. 463)

[Output File Image Settings]

[Menu] ▶ [Function Settings] ▶ [Common] ▶ [Generate File]

Specify the gamma value used when a scan file is converted to YCbCr for transmission.
Setting a gamma value that matches that of the display used by the recipient ensures that image display is faithful to the original.

[YCbCr TX Gamma Value]
[Gamma 1.0]
[Gamma 1.4]
[**Gamma 1.8**]
[Gamma 2.2]

NOTE

- For information on the display's gamma value, see the manual for the display.

[Copy]

8WFY-09H

Specify the settings for copying.
* Values in bold red text are the default settings for each item.

[Change Default Settings](P. 464)
[Initialize Default Settings](P. 465)

[Change Default Settings]

[Menu] ▶ [Function Settings] ▶ [Copy]

Change the default settings for copying. **Changing the Default Settings(P. 186)**
The values specified here are also restored when you press on the control panel while the copy screen is displayed.

[Number of Copies]
1 to 999

[Density]
9 levels
[Background]
[Auto]
[**Adjust (Manual)**]
9 levels

[Original Type]
[Text]
[**Text/Photo (High Speed)**]
[Text/Photo (Quality)]
[Photo]

[2-Sided]
[**Off**]
[1->2-Sided]
[Original/Finishing Type]

[Copy Ratio]
[Custom Ratio]
[**100% (1:1)**]
[400% (Max)]
[200%]
[141% A5->A4]
[70% A4->A5]
[50%]
[25% (Min)]

[N on 1]
[**Off**]

[2 on 1]
[4 on 1]
[ID Card Copy]
[Select Layout]

[Collate]
[**Off**]
[On]

[Erase Frame]
[**Off**]
[On]

[Sharpness]
7 levels

[Initialize Default Settings]

[Menu] ▶ [Function Settings] ▶ [Copy]

Use this to restore the copy settings to the factory settings.

[Printer]

8WFY-09J

Specify the printer settings.

[Printer Settings](P. 466)
[PDL Selection (Plug and Play)](P. 466)

[Printer Settings]

[Menu] ▶ [Function Settings] ▶ [Printer]

Specify the settings for printer operation and for processing print data.
[Printer Settings](P. 467)

[PDL Selection (Plug and Play)]

[Menu] ▶ [Function Settings] ▶ [Printer]

Specify which Page Description Language (PDL) to use when connecting the machine to a computer using Plug and Play.
[PDL Selection (Plug and Play)](P. 477)

[Printer Settings]

8WFY-09K

Specify the settings for printer operation and for processing print data.
* Values in bold red text are the default settings for each item.

- **[Prioritize Driver Settings When Printing](P. 467)**
- **[Copies](P. 468)**
- **[2-Sided Printing](P. 468)**
- **[Default Paper](P. 468)**
- **[Paper Size Override](P. 468)**
- **[Print Quality](P. 468)**
- **[Layout](P. 469)**
- **[Auto Error Skip](P. 471)**
- **[Timeout](P. 471)**
- **[UFR II](P. 471)**
- **[PCL](P. 472)**
- **[Imaging Settings](P. 476)**

NOTE

If the control Panel and Printer Driver Have the Same Settings

- Priority is given to the printer driver settings. The control panel settings are valid for operating systems such as UNIX and PCL printing where printer drivers cannot be used and when printing from mobile devices.

[Prioritize Driver Settings When Printing]

[Menu] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings]

Specify for each paper source whether the printer driver settings are given priority over the paper size and type specified in [Paper Set.] in the [Home] screen.
If you specify [On] in this setting, the machine will print from the paper source specified by the printer driver, regardless of the paper setting on the machine.
Also, if [On] is specified here and the size of the paper loaded differs markedly from that specified in the printer driver settings, you can specify whether printing proceeds anyway or printing is stopped and an error message is displayed.

* Note that specifying [On] in this setting when the paper loaded in the machine does not match the paper specified by the printer driver could lead to paper jams or printing errors.

* Several sheets of paper may be printed even if the machine is configured to cancel printing when an error message is displayed.

[Multi-Purpose Tray]
[**Off**]
[On]
[**Paper Size and Type**]
[Force Output]
[**Display Error**]
[Paper Type Only]

[Drawer 1]
[**Off**]
[On]
[**Paper Size and Type**]
[**Force Output**]
[Display Error]

[Paper Type Only]

[Copies]

[Menu] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings]

Specify the number of copies to be printed.

1 to 999

[2-Sided Printing]

[Menu] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings]

Specify whether to print on both sides of the paper.

[**Off**]
[On]

[Default Paper]

[Menu] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings]

Specify the paper size and type to be used when printing from a mobile device or an OS that does not support the printer driver.
See below for the papers that can be specified.
Usable Paper(P. 22)

[Paper Size Override]

[Menu] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings]

Specify whether the machine substitutes A4 size paper for Letter size paper and vice-versa when printing.
Specifying [On] in this setting means that if, for example, printing on A4 size paper is specified on the computer and there is only Letter size paper loaded, the job is printed on Letter size paper instead.

* Print settings are specified in an application or printer driver, but this setting can only be specified on the control panel.

[**Off**]
[On]

[Print Quality]

[Menu] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings]

Adjust print quality settings such as the density and resolution according to the document being printed and the purpose.

[Density]

[Menu] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [Print Quality]

Adjust the toner density used when printing.
For more precise adjustment, you can adjust the levels of the three density areas in [Density (Fine Adjust)].

* Note that you cannot adjust the toner density if [Toner Save] is set to [On]. **[Toner Save](P. 469)**

* [Density] may not be displayed depending on the model, the installed options, and other settings.

[Density]
17 levels

[Density (Fine Adjust)]
[High]/[Medium]/[Low]
17 levels

[Toner Save]

[Menu] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [Print Quality]

Specify whether to save toner when printing.
Specify [On] in this setting when you only want to check the layout or other finishing prior to the final print, such as before printing a very large job.

[**Off**]
[On]

[Image Refinement]

[Menu] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [Print Quality]

Specify whether to use the smoothing process which allows printing outlines of characters or diagrams smoothly.

[Off]
[**On**]

[Resolution]

[Menu] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [Print Quality]

Specify the resolution used to process print data.
To print with a higher resolution, specify [1200 dpi] in this setting.

[1200 dpi]
[**600 dpi**]

[Layout]

[Menu] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings]

Specify the gutter direction or margin and the print position.

[Binding Location]

[Menu] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [Layout]

Specify whether the gutter will be on the long edge or the short edge when the printed document will be bound using a method such as staples.
Use this setting in conjunction with the [Gutter] setting to adjust the binding position and margins. **[Gutter](P. 470)**

- To bind the paper on the long edge, specify [Long Edge] in this setting.



- To bind the paper on the short edge, specify [Short Edge] in this setting.



[**Long Edge**]
[Short Edge]

[Gutter]

[Menu] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [Layout]

Offset the print position to adjust the width of the margin that will form the gutter.
Specify the offset width in 0.5 mm increments in the plus (+) or minus (-) offset direction, in accordance with the edge specified in [Binding Location]. **[Binding Location](P. 469)**

If [Binding Location] is set to [Long Edge]
Specify the offset width by selecting a positive (+) value to bind on the left edge of the paper or a negative (-) value to bind on the right edge.



Specified as a positive (+) value



Specified as a negative (-) value

If [Binding Location] is set to [Short Edge]
Specify the offset width by selecting a positive (+) value to bind on the top edge of the paper or a negative (-) value to bind on the bottom edge.



Specified as a positive (+) value



Specified as a negative (-) value

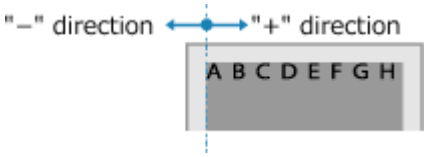
-50.0 to **00.0** to +50.0 (mm)

[Offset Short Edge] or [Offset Long Edge]

[Menu] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [Layout]

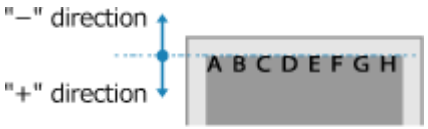
Offset the print position of text and images. Use this setting when the printed text and images are shifted towards one edge of the paper or when they extend beyond the print range.
Specify the offset width as a positive (+) or negative (-) value in 0.5 mm increments for each paper edge direction and print side.

To Offset Along the Short Edge (Horizontally)
Specify the adjustment width by selecting a positive (+) value to adjust to the right on the paper or a negative (-) value to adjust to the left on the paper.



To Offset Along the Long Edge (Vertically)

Specify the adjustment width by selecting a positive (+) value to adjust down on the paper or a negative (-) value to adjust up on the paper.



-50.0 to **00.0** to +50.0 (mm)

[Auto Error Skip]

[Menu] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings]

Specify whether to continue printing if an error occurs during printing.
It is recommended that the [Off] setting normally be used so that printing stops when an error occurs.

[**Off**]
[On]

[Timeout]

[Menu] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings]

Specify the time from the start of waiting to receive print data until reception times out when print data reception is interrupted.

5 to **15** to 300 (sec.)

[UFR II]

[Menu] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings]

Specify the print data processing method used when the UFR II Printer Driver is used.

[Halftones]

[Menu] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [UFR II]

Specify the print method used to reproduce halftones (intermediate areas between light and dark areas) according to the print data content.

The reproduction method of halftones can be set separately for text, graphics (lines or figures), and image (photos).

- Specify [Resolution] for high-resolution printing where text outlines are clear. Suitable for printing data with text and fine lines.
- Specify [Color Tone] for printing with contrasting light and shade and with a sharp gradation. Suitable for printing image data such as photographic images.
- Specify [Gradation] for smooth printing of tones and outlines. Suitable for printing data such as figures that use gradations.
- Specify [High Resolution] for printing outlines of characters more clearly and finely than specifying [Resolution]. Suitable for printing data with text and fine lines or CAD data.

[Text]

[**Resolution**]
[Color Tone]
[Gradation]
[High Resolution]

[Graphics]
[Resolution]
[**Color Tone**]
[Gradation]
[High Resolution]

[Image]
[Resolution]
[**Color Tone**]
[Gradation]
[High Resolution]

[Paper Save]

[Menu] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [UFR II]

Specify whether to disable output for blank pages included in the print data.

[Off]
[**On**]

[PCL]

[Menu] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings]

Specify the PCL printing settings, such as page layout and print quality.

[Paper Save]

[Menu] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [PCL]

Specify whether to disable output for blank pages included in print data.

[**Off**]
[On]

[Orientation]

[Menu] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [PCL]

Select [Portrait] (vertical orientation) or [Landscape] (horizontal orientation) as the page orientation.

[**Portrait**]
[Landscape]

[Font Number]

[Menu] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [PCL]

Specify the font to use by selecting a corresponding font ID number.

* You can print the PCL font list with font samples from the control panel. **Printing and Viewing Reports and Lists(P. 402)**

0 to 54

[Point Size]

[Menu] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [PCL]

Set the font size in points, adjustable in 0.25 increments.

- You can specify this setting only when a proportionally-spaced scalable font is selected in [Font Number].

* [Point Size] may not be displayed depending on the model, the installed options, and other settings.

4.00 to **12.00** to 999.75 (point)

[Pitch]

[Menu] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [PCL]

Set the font pitch, or cpi (characters per inch), adjustable in 0.01 increments.

- You can specify this setting only when a fixed-pitch scalable font or a bitmap font is selected in [Font Number].

* [Pitch] may not be displayed depending on the model, the installed options, and other settings.

0.44 to **10.00** to 99.99 (cpi)

[Form Lines]

[Menu] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [PCL]

Set the number of lines printed on one page from 5 to 128.

- This setting is automatically changed according to the settings specified in [Default Paper Size] and [Orientation].

* Depending on your country or region, the [Form Lines] setting may not be available, or its content or default setting may be different.

5 to **64** to 128 (lines)

[Character Code]

[Menu] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [PCL]

Select the character code that is best suited to the computer you are sending print data from.

- The specified setting is ignored when the character code is controlled by the font specified in [Font Number].

[DESKTOP]	[**PC8**]
[ISO11]	[PC850]
[ISO15]	[PC852]
[ISO17]	[PC858]
[ISO21]	[PC8DN]
[ISO4]	[PC8TK]
[ISO6]	[PIFONT]
[ISO60]	[PSMATH]
[ISO69]	[PSTEXT]
[ISOL1]	

[ISOL2]	[ROMAN8]
[ISOL5]	[ROMAN9]
[ISOL6]	[VNINTL]
[ISOL9]	[VNMATH]
[LEGAL]	[VNUS]
[MATH8]	[WIN30]
[MCTEXT]	[WINBALT]
[MSPUBL]	[WINL1]
[PC1004]	[WINL2]
[PC775]	[WINL5]

[Custom Paper]

[Menu] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [PCL]

Specify whether to set a custom paper size.
Specify [On] to set the dimensions of the paper in [X dimension] and [Y dimension].

[**Off**]
[On]

[Unit of Measure]

[Menu] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [PCL]

Select the unit of measurement used to set custom paper sizes.

* Depending on your country or region, the [Unit of Measure] setting may not be displayed, or its content or default setting may be different.

[**Millimeters**]
[Inches]

[X dimension]

[Menu] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [PCL]

Specify the horizontal dimension (short edge) of the custom paper.

* [X dimension] may not be displayed depending on the model, the installed options, and other settings.

76 to **216** (mm)

[Y dimension]

[Menu] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [PCL]

Specify the vertical dimension (long edge) of the custom paper.

* [Y dimension] may not be displayed depending on the model, the installed options, and other settings.

127 to **356** (mm)

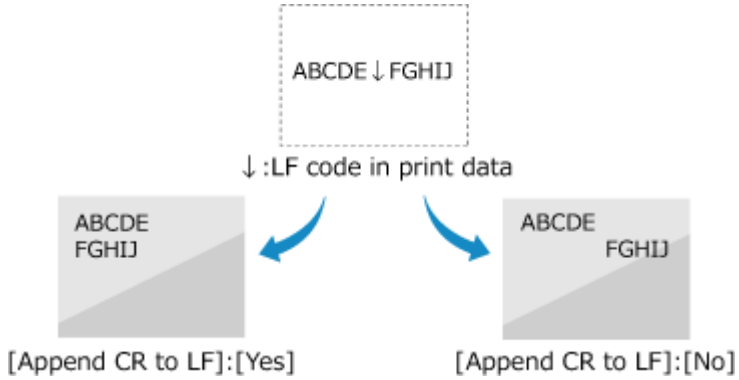
[Append CR to LF]

[Menu] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [PCL]

Select whether to append a carriage return (CR) when the machine receives a line feed code (LF).

- If [Yes] is selected, the print position moves to the beginning of the next line when the machine receives an LF code.

- If [No] is selected, the print position moves to the next line, just under the received LF code.



[Yes]
[**No**]

[Enlarge A4 Print Width]

[Menu] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [PCL]

Select whether to expand the width of the printable area of A4 size paper in portrait orientation to that of Letter size.

[**Off**]
[On]

[Halftones]

[Menu] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [PCL]

Specify the print method used to reproduce halftones (intermediate areas between light and dark areas) according to the print data content.

The reproduction method of halftones can be set separately for text, graphics (lines or figures), and image (photos).

- Specify [Resolution] for high-resolution printing where text outlines are clear. Suitable for printing data with text and fine lines.
- Specify [Color Tone] for printing with contrasting light and shade and with a sharp gradation. Suitable for printing image data such as photographic images.
- Specify [Gradation] for smooth printing of tones and outlines. Suitable for printing data such as figures that use gradations.
- Specify [High Resolution] for printing outlines of characters more clearly and finely than specifying [Resolution]. Suitable for printing data with text and fine lines or CAD data.

[Text]
  [**Resolution**]
  [Color Tone]
  [Gradation]
  [High Resolution]

[Graphics]
  [Resolution]
  [**Color Tone**]
  [Gradation]
  [High Resolution]

[Image]
[Resolution]
[**Color Tone**]
[Gradation]
[High Resolution]

[Imaging Settings]

[Menu] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings]

Specify the print data processing method used for printing JPEG or TIFF format image files.

[Halftones]

[Menu] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [Imaging Settings]

Specify the print method used to reproduce halftones (intermediate areas between light and dark areas) according to the image content.

To Print Images Such as Digital Camera Photos
Specify [Gradation] to produce a print with contrasting light and shade and with a sharp gradation.

To Print Figures or Graphs Containing Gradation Areas
Specify [Resolution] to produce a print with smooth gradation and smooth edges.

To Print Documents Containing Many Characters
Specify [High Resolution] to produce a fine print with clear edges of text.

[**Gradation**]
[Resolution]
[High Resolution]

[PDL Selection (Plug and Play)]

8WFY-09L

Specify which Page Description Language (PDL) to use when the machine is connected to a computer using Plug and Play.
* Values in bold red text are the default settings for each item.

[Network](P. 477)
[USB](P. 477)

[Network]

[Menu] ▶ [Function Settings] ▶ [Printer] ▶ [PDL Selection (Plug and Play)]

Specify the Page Description Language (PDL) to use when the machine is connected to a networked computer using Plug and Play.

- To connect the machine as a fax machine, specify [FAX] in this setting.
- When connecting the machine as a printer, select from the following:
  - When connecting as a UFR II printer: [UFR II]
  - When connecting as a PCL6 printer: [PCL6]

[FAX]*1
[**UFR II**]
[PCL6]

*1 May not be displayed depending on the model, the installed options, and other settings.

[USB]

[Menu] ▶ [Function Settings] ▶ [Printer] ▶ [PDL Selection (Plug and Play)]

Specify the Page Description Language (PDL) to use when the machine is connected to a computer via USB using Plug and Play.

- When connecting the machine as a printer, select from the following:
  - When connecting as a UFR II printer: [UFR II]
  - When connecting as a PCL6 printer: [PCL6]

[**UFR II**]
[PCL6]

[Send]

8WFY-09R

Specify the settings for sending scanned data and faxes.

[Common Settings](P. 478)
[Scan and Send Settings](P. 478)
[Fax Settings](P. 478)

[Common Settings]

[Menu] ▶ [Function Settings] ▶ [Send]

Specify the settings for restricting the transmission of scanned data and faxes, and for displaying a destination confirmation screen.
[Common Settings](P. 479)

* [Common Settings] may not be displayed depending on the model, the installed options, and other settings.

[Scan and Send Settings]

[Menu] ▶ [Function Settings] ▶ [Send]

Specify the settings for sending scanned data.
[Scan and Send Settings](P. 481)

[Fax Settings]

[Menu] ▶ [Function Settings] ▶ [Send]

Specify the settings for sending faxes.
[Fax Settings](P. 486)

* [Fax Settings] may not be displayed depending on the model, the installed options, and other settings.

[Common Settings]

8WFY-09S

Specify the settings for restricting the transmission of scanned data and faxes, and for displaying the confirmation screen when sending data.
* Values in bold red text are the default settings for each item.
* [Common Settings] may not be displayed depending on the model, the installed options, and other settings.

[Restrict New Destinations](P. 479)
[Restrict Resending from Log](P. 479)
[One-Touch/Coded Dial TX Confirmation](P. 479)
[Confirm Destination Before Sending](P. 479)
[Display Notif. When Job Is Accepted](P. 480)

[Restrict New Destinations]

[Menu] ▶ [Function Settings] ▶ [Send] ▶ [Common Settings]

Specify whether to restrict the destinations that can be specified when sending scanned data and faxes to destinations that are registered in the Address Book. **Limiting Available Destinations(P. 368)**

[**Off**]
[On]

[Restrict Resending from Log]

[Menu] ▶ [Function Settings] ▶ [Send] ▶ [Common Settings]

Specify whether to prohibit the specification of destinations from the TX Job Log for scan or fax jobs. **Limiting Available Destinations(P. 368)**

[**Off**]
[On]

[One-Touch/Coded Dial TX Confirmation]

[Menu] ▶ [Function Settings] ▶ [Send] ▶ [Common Settings]

Specify whether the registered destination confirmation screen is shown when the destination is specified using a Coded Dial number or One-Touch Dial. **Confirming the Destination before Sending(P. 370)**

[**Off**]
[On]

[Confirm Destination Before Sending]

[Menu] ▶ [Function Settings] ▶ [Send] ▶ [Common Settings]

Specify whether a destination confirmation screen is shown when you send an e-mail or fax. **Confirming the Destination before Sending(P. 370)**

[**Off**]
[On]

[Only for Sequential Broadcast]

[Display Notif. When Job Is Accepted]

[Menu] ▶ [Function Settings] ▶ [Send] ▶ [Common Settings]

Processes handled by the machine, including sending scanned data and faxes are managed as jobs. Select whether to display the screen for confirming reception as a job after scan or fax operations are performed.
When you select [On], you can display a screen to view the sending status and log.

[Off]
[**On**]

[Scan and Send Settings]

8WFY-09U

Specify the settings for sending scanned data.
* Values in bold red text are the default settings for each item.

[Register Unit Name (E-Mail)](P. 481)
[E-Mail Settings](P. 481)
[File Settings](P. 483)
[Shortcut Key Settings](P. 484)

[Register Unit Name (E-Mail)]

[Menu] ▶ [Function Settings] ▶ [Send] ▶ [Scan and Send Settings]

Register an e-mail sender.
Registered sender names are posted to the destination along with the e-mail address of the machine.
If the sender name is not registered, only the machine's e-mail address is posted.

* [Register Unit Name (E-Mail)] may not be displayed depending on the model, the installed options, and other settings.

[E-Mail Settings]

[Menu] ▶ [Function Settings] ▶ [Send] ▶ [Scan and Send Settings]

Specify the settings for sending e-mail.

* [E-Mail Settings] may not be displayed depending on the model, the installed options, and other settings.

[Change Default Settings]

[Menu] ▶ [Function Settings] ▶ [Send] ▶ [Scan and Send Settings] ▶ [E-Mail Settings]

Change the default settings for sending scanned data via e-mail. **Changing the Default Settings(P. 186)**
When you press  on the control panel while the e-mail sending screen is displayed, the settings revert to the values specified here.

[Scan Size]
[**A4**]
[A5R]
[B5]
[LTR]
[LGL]
[STMT]
[EXEC]
[FOOLSCAP/FOLIO]
[OFICIO]
[Government-LTR]
[Government-LGL]
[India-LGL]
[AUS-FOOLSCAP]
[Brazil-OFICIO]
[Mexico-OFICIO]

[Color Mode]
[**Color**]
[Black & White]

[File Format]
[**PDF**]
[PDF (Compact)]
[JPEG]
[TIFF]
[Set PDF/TIFF Details]
[PDF]/[PDF (Compact)]/[TIFF]
[Divide into Pages]
[**Off**]
[On]

[Density]
9 levels

[Original Orientation]
[**Portrait**]
[Landscape]

[Original Type]
[Text]
[**Text/Photo**]
[Photo]

[Sharpness]
7 levels

[Data Size]
[Small: Memory Priority]
[**Standard**]
[Large: Image Quality Priority]

[Subject/Message]
[Subject]
[Message]

[Reply To]
[**None**]
[Specify from Address Book]

[Priority]
[Low]
[**Standard**]
[High]

[Initialize Default Settings]

[Menu] ▶ [Function Settings] ▶ [Send] ▶ [Scan and Send Settings] ▶ [E-Mail Settings]

Use this to restore the settings to send scanned data via e-mail to the factory settings.

[Link Mobile Device Address Book]

[Menu] ▶ [Function Settings] ▶ [Send] ▶ [Scan and Send Settings] ▶ [E-Mail Settings]

Specify whether destinations registered in the Address Book on a mobile device can be specified if you are sending scanned data via e-mail. **Specifying Destinations (Address Book on a Mobile Device)(P. 184)**
Set [Use Remote UI Access PIN] to [On] to require that a PIN be entered when sending destinations from a mobile device to the machine as the destination. For this, use the same PIN as Remote UI access PIN. **Setting the PIN to Use for Remote UI(P. 382)**

[Link Mobile Device Address Book]
[**Off**]
[On]

[Use Remote UI Access PIN]
[Off]
[**On**]

[File Settings]

[Menu] ▶ [Function Settings] ▶ [Send] ▶ [Scan and Send Settings]

Specify the operation settings used for saving scanned data to a shared folder.

* [File Settings] may not be displayed depending on the model, the installed options, and other settings.

[Change Default Settings]

[Menu] ▶ [Function Settings] ▶ [Send] ▶ [Scan and Send Settings] ▶ [File Settings]

Change the default settings for saving scanned data to a shared folder. **Changing the Default Settings(P. 186)**
When you press  on the control panel while the file sending screen is displayed, the settings revert to the values specified here.

[Scan Size]
[**A4**]
[A5R]
[B5]
[LTR]
[LGL]
[STMT]
[EXEC]
[FOOLSCAP/FOLIO]
[OFICIO]
[Government-LTR]
[Government-LGL]
[India-LGL]
[AUS-FOOLSCAP]
[Brazil-OFICIO]

[Mexico-OFICIO]

[Color Mode]
[**Color**]
[Black & White]

[File Format]
[**PDF**]
[PDF (Compact)]
[JPEG]
[TIFF]
[Set PDF/TIFF Details]
[PDF]/[PDF (Compact)]/[TIFF]
[Divide into Pages]
[**Off**]
[On]

[Density]
9 levels

[Original Orientation]
[**Portrait**]
[Landscape]

[Original Type]
[Text]
[**Text/Photo**]
[Photo]

[Sharpness]
7 levels

[Data Size]
[Small: Memory Priority]
[**Standard**]
[Large: Image Quality Priority]

[Initialize Default Settings]

[Menu] ▶ [Function Settings] ▶ [Send] ▶ [Scan and Send Settings] ▶ [File Settings]

Restore the settings to save scanned data to a shared folder to the factory settings.

[Shortcut Key Settings]

[Menu] ▶ [Function Settings] ▶ [Send] ▶ [Scan and Send Settings]

You can register the destination computer to store the scanned data or the scanning settings to the button (Shortcut key) on the [Home] screen. **Preparing for a Shortcut Key to Store Scanned Data to a Computer(P. 227)**

You can confirm the settings registered to a shortcut key by selecting a shortcut key in [Confirm Destination].

* After registering a shortcut key, if you select the shortcut key in [Register] and specify [Off], the registered settings will be canceled.

Touch Panel Model

[Register]
[Scan -> PC1] / [Scan -> PC2]
[**Off**]
[USB Connection]
[Color Scan]
[Black & White Scan]
[Custom 1]
[Custom 2]
[Network Connection]
[Color Scan]
[Black & White Scan]
[Custom 1]
[Custom 2]

[Confirm Destination]
[Scan -> PC1]
[Scan -> PC2]

5 Lines LCD Model

[Register]
[Scan -> PC]
[**Off**]
[USB Connection]
[Color Scan]
[Black & White Scan]
[Custom 1]
[Custom 2]
[Network Connection]
[Color Scan]
[Black & White Scan]
[Custom 1]
[Custom 2]

[Confirm Destination]
[Scan -> PC]

[Fax Settings]

8WFY-09W

Specify the settings for sending faxes.
* Values in bold red text are the default settings for each item.
* [Fax Settings] may not be displayed depending on the model, the installed options, and other settings.

- **[Change Default Settings](P. 486)**
- **[Off-Hook Alarm](P. 486)**
- **[ECM TX](P. 487)**
- **[Set Pause Time](P. 487)**
- **[Auto Redial](P. 487)**
- **[Check Dial Tone Before Sending](P. 488)**
- **[Set Line](P. 488)**
- **[TX Start Speed](P. 488)**
- **[R-Key Setting](P. 489)**
- **[Archive TX Document](P. 489)**
- **[Confirm Entered Fax Number](P. 489)**
- **[Allow Fax Driver TX](P. 489)**
- **[Use Address Book When On-Hook](P. 490)**
- **[Restrict Sequential Broadcast](P. 490)**
- **[Register Log Dest to Addr Book](P. 490)**
- **[TX Terminal ID](P. 490)**
- **[Auto Adjust VoIP Comm. Speed](P. 491)**

[Change Default Settings]

[Menu] ▶ [Function Settings] ▶ [Send] ▶ [Fax Settings]

Change the default settings for sending Faxes. **Changing the Default Settings(P. 186)**
When you press  on the control panel while the fax sending screen is displayed, the settings revert to the values specified here.

[Resolution]
[**200 x 100 dpi (Normal)**]
[200 x 200 dpi (Fine)]
[200 x 200 dpi (Photo)]
[200 x 400 dpi (Superfine)]

[Density]
9 levels

[Sharpness]
7 levels

[Initialize]

[Off-Hook Alarm]

[Menu] ▶ [Function Settings] ▶ [Send] ▶ [Fax Settings]

Adjust the volume of the alarm tone sounded when a telephone or the optional TELEPHONE 6 KIT is connected and the receiver or handset is left off the hook.

- Dragging the slider to the right increases the volume.
- Dragging the slider to the far left mutes the sound.

4 levels

[ECM TX]

[Menu] ▶ [Function Settings] ▶ [Send] ▶ [Fax Settings]

ECM (Error Correction Mode) is a function that conducts checking and correction to ensure that corrupted images are not sent when an error occurs during image transmission. Here, specify whether the ECM function is used for transmissions.

- If you use ECM transmission, error checking is carried out by both the sender and recipient during communication, so the ECM function must also be enabled at the receiving end.
- ECM transmission may slow down communication because error checking and corrections are carried out during transmission. Note also that even when ECM transmission is enabled, errors may still occur depending on the state of the phone lines.
- Enable ECM reception on the machine to reduce the number of errors that occur when the machine receives data. **[ECM RX](P. 495)**

[Off]
[**On**]

[Set Pause Time]

[Menu] ▶ [Function Settings] ▶ [Send] ▶ [Fax Settings]

Specify the number of seconds (wait time) in the pause inserted between numbers.

- To send a fax to an overseas destination, enter the international access number, country code, and fax number in that order. If the call will not connect, insert a pause between the different numbers.
- If you still cannot connect after inserting a pause, change the pause time.

* Depending on your country or region, the [Set Pause Time] setting may not be available, or its content or default setting may be different.

1 to **4** to 15 (sec.)

[Auto Redial]

[Menu] ▶ [Function Settings] ▶ [Send] ▶ [Fax Settings]

Specify whether the machine automatically redials if it fails to make a connection for reasons such as the line being busy.
If you specify Auto Redial, you can also specify the number of redials, the interval between redials, and whether to redial if a transmission error occurs.

* Depending on your country or region, the [Auto Redial] setting may not be displayed, or its content or default setting may be different.

[Off]

[**On**]
[No. of Times to Redial]
1 to **2** to 10 (times)
[Redial Interval]
2 to 99 (min.)
[Redial When Err Occurs]

[Off]
[**On**]

[Check Dial Tone Before Sending]

[Menu] ▶ [Function Settings] ▶ [Send] ▶ [Fax Settings]

Specify whether to check for a dial tone before dialing when sending a fax.

[**Off**]
[On]

[Set Line]

[Menu] ▶ [Function Settings] ▶ [Send] ▶ [Fax Settings]

Specify the machine's fax number, unit name, and the number of lines.

* The fax number and unit name are sent to the recipient as sender information. **[TX Terminal ID](P. 490)**

[Register Unit Telephone Number]

[Menu] ▶ [Function Settings] ▶ [Send] ▶ [Fax Settings] ▶ [Set Line]

Register the fax number of the machine. **Changing the Fax Number and Unit Name(P. 267)**

[Register Unit Name]

[Menu] ▶ [Function Settings] ▶ [Send] ▶ [Fax Settings] ▶ [Set Line]

Register the name (unit name) sent to the other party. **Changing the Fax Number and Unit Name(P. 267)**

[Select Line Type]

[Menu] ▶ [Function Settings] ▶ [Send] ▶ [Fax Settings] ▶ [Set Line]

Specify the type of the line connected to the machine.

* Depending on your country or region, the [Select Line Type] setting may not be displayed, or its content or default setting may be different.

[Pulse]
[**Tone**]

[TX Start Speed]

[Menu] ▶ [Function Settings] ▶ [Send] ▶ [Fax Settings]

It may take some time for transmission to begin due to factors such as a poor phone line connection. If this occurs, adjust the initial communication speed to a lower level.

[**33600 bps**]
[14400 bps]
[9600 bps]
[7200 bps]
[4800 bps]
[2400 bps]

[R-Key Setting]

[Menu] ▶ [Function Settings] ▶ [Send] ▶ [Fax Settings]

If the machine is connected through a PBX (Private Branch Exchange), it is necessary to set the access method. If you set the machine to [PBX], the [R] key will be displayed on the Fax Basic Features screen. If you assign an outside line access number to the [R] key, you can easily access the outside line.

* Select [PBX] when you want the machine to be connected through a PBX (Private Branch Exchange). Set the function of the [R] key displayed on the Fax Basic Features screen to [Prefix] or [Hooking]. If you select [Prefix], register the prefix code on the next screen. Enter the prefix code using the numeric keys, select [Pause], and then select [Apply]. If you do not insert a pause, the prefix code is not registered.

[**PSTN**]

[PBX]*1
  [Prefix]
    Prefix Code
  [**Hooking**]

*1 Depending on your country or region, the setting may not be displayed, or its content or default setting may be different.

[Archive TX Document]

[Menu] ▶ [Function Settings] ▶ [Send] ▶ [Fax Settings]

Specify whether the content of sent faxes is automatically forwarded or saved to a preset destination. **Backing Up Sent Faxes(P. 269)**
If you specify [On] in this setting, also specify the forwarding or save destination and, if needed, the file name.

[Use TX Document Archiving]
  [**Off**]
  [On]
    Archive Address

[File Name]

[Confirm Entered Fax Number]

[Menu] ▶ [Function Settings] ▶ [Send] ▶ [Fax Settings]

Specify whether a screen for re-entering the number appears when you enter a fax number using the numeric keys. **Confirming the Destination before Sending(P. 370)**

[**Off**]
[On]

[Allow Fax Driver TX]

[Menu] ▶ [Function Settings] ▶ [Send] ▶ [Fax Settings]

Specify whether to allow faxes to be sent from a computer (PC faxing). **Prohibit Fax Sending from a Computer(P. 372)**

[Off]
[**On**]

[Use Address Book When On-Hook]

[Menu] ▶ [Function Settings] ▶ [Send] ▶ [Fax Settings]

When sending faxes manually, specify [Always Allow] to enter a specific number with the numeric keys, and then specify a destination registered in the Address Book.

[**Do Not Allow After Numeric Key Use**]
[Always Allow]

[Restrict Sequential Broadcast]

[Menu] ▶ [Function Settings] ▶ [Send] ▶ [Fax Settings]

Specify whether to prohibit fax transmission to multiple destinations (Sequential Broadcast). **Prohibiting Fax Sending to Multiple Destinations(P. 372)**

[**Off**]
[On]

[Register Log Dest to Addr Book]

[Menu] ▶ [Function Settings] ▶ [Send] ▶ [Fax Settings]

Specify whether to restrict destinations remaining in the TX Job Log so they cannot be registered in the Address Book. **Prohibiting Registering Fax Sending Log Destinations to Address Book(P. 381)**

[**Allow**]
[Do Not Allow]

[TX Terminal ID]

[Menu] ▶ [Function Settings] ▶ [Send] ▶ [Fax Settings]

Specify whether to include sender information such as the transmission date and time and the machine's fax number in fax headers.
If you specify [On] in this setting, you can also specify the print position for the sender information and mark the fax number.

- Set [Print Position] to [Inside Image Area] to align the print position with the top of the text or images on transmitted pages. To print the sender information beyond the top of the text or images on transmitted pages, specify [Outside Image Area].
- To post the machine's fax number as a telephone number, set [Mark Number as] to [TEL].

[Off]

[**On**]
[Print Position]

[Inside Image Area]
[**Outside Image Area**]
[Mark Number as]
[**FAX**]
[TEL]

[Auto Adjust VoIP Comm. Speed]

[Menu] ▶ [Function Settings] ▶ [Send] ▶ [Fax Settings]

For more secure fax transmission and reception in VoIP communication systems that are prone to communication errors, specify [On] in this setting.

* Specifying [On] will lower the communication speed.

[**Off**]
[On]

[Receive/Forward]

8WFY-09X

Specify the settings for receiving and forwarding faxes.

* [Receive/Forward] may not be displayed depending on the model, the installed options, and other settings.

[Common Settings](P. 492)
[Fax Settings](P. 492)

[Common Settings]

[Menu] ▶ [Function Settings] ▶ [Receive/Forward]

Specify the settings for Memory Lock operation with faxes.
[Common Settings](P. 493)

[Fax Settings]

[Menu] ▶ [Function Settings] ▶ [Receive/Forward]

Specify the settings for receiving and forwarding faxes.
[Fax Settings](P. 495)

[Common Settings]

8WFY-09Y

Specify the settings for Memory Lock operation with faxes.
* Values in bold red text are the default settings for each item.

[Set Fax/I-Fax Inbox](P. 493)
[Continue Print. When Amount in Cart. Low](P. 493)
[Print RX Page Footer](P. 494)

[Set Fax/I-Fax Inbox]

[Menu] ▶ [Function Settings] ▶ [Receive/Forward] ▶ [Common Settings]

Specify the settings for fax Memory Lock.

[Fax Memory Lock Settings]

[Menu] ▶ [Function Settings] ▶ [Receive/Forward] ▶ [Common Settings] ▶ [Set Fax/I-Fax Inbox]

Instead of immediately printing received faxes, you can temporarily save them in the machine's memory. **Saving Received Documents in the Machine (Memory Lock)(P. 376)**

[**Off**]

[On]
  [Use Fax Preview]
    [**Off**]
    [On]
  [Report Print]
    [Off]
    [**On**]
  [Memory Lock Time]
    [**Off**]
    [On]
      [Memory Lock Start Time]
      [Memory Lock End Time]

[Continue Print. When Amount in Cart. Low]

[Menu] ▶ [Function Settings] ▶ [Receive/Forward] ▶ [Common Settings]

Specify whether to print received faxes when a toner cartridge is low on toner.

- Printing when a toner cartridge is low on toner may lead to print results that are faint or faded. For this reason, this should normally be set to [Off]. When this setting is used and toner is low, received faxes are stored in the machine's memory.
- If [On] is specified in this setting, received faxes are not stored in the machine's memory. If this leads to print results that are too faint to read, you will need to ask the sender to re-send the fax.

[**Off**]
[On]

[Print RX Page Footer]

[Menu] ▶ [Function Settings] ▶ [Receive/Forward] ▶ [Common Settings]

Select whether to print the received date and time, page number, and other reception information at the bottom of faxes.
Changing the Print Settings for Received Faxes(P. 285)

[**Off**]
[On]

[Fax Settings]

8WFY-0A0

Specify the settings for receiving and forwarding faxes.
* Values in bold red text are the default settings for each item.

[Print on Both Sides](P. 495)
[ECM RX](P. 495)
[Incoming Ring](P. 495)
[Remote RX](P. 496)
[Switch to Auto RX](P. 496)
[RX Start Speed](P. 496)
[Reduce RX Size](P. 497)
[Forwarding Settings](P. 497)

[Print on Both Sides]

[Menu] ▶ [Function Settings] ▶ [Receive/Forward] ▶ [Fax Settings]

Specify whether to use 2-sided printing for received Faxes.

[**Off**]
[On]

[ECM RX]

[Menu] ▶ [Function Settings] ▶ [Receive/Forward] ▶ [Fax Settings]

ECM (Error Correction Mode) is a function that conducts checking and correction to ensure that corrupted images are not sent when an error occurs during image reception. Here, specify whether the ECM function is used for reception.

- If you use ECM reception, error checking is carried out by both the sender and recipient during communication, so the ECM function must also be enabled at the sender's end.
- ECM reception may slow down communication because error checking and correction are conducted during communication. Note also that even when ECM reception is enabled, errors may still occur depending on the state of the phone lines.
- Enable ECM transmission on the machine to reduce the number of errors that occur when the machine sends data. **[ECM TX](P. 487)**

[Off]
[**On**]

[Incoming Ring]

[Menu] ▶ [Function Settings] ▶ [Receive/Forward] ▶ [Fax Settings]

Specify whether the machine sounds an incoming ring tone if a fax is received when the fax RX mode is set to [Auto] or [Fax/Tel (Auto Switch)].
If you specify [On] in this setting, you can also specify the number of times the incoming ring tone sounds.

* Specifying [Off] will prevent the use of sleep mode.

[Off]

[**On**]
[No. of Rings]*1
1 to **2** to 99 (times)

*1 Depending on your country or region, the setting may not be displayed, or its content or default setting may be different.

[Remote RX]

[Menu] ▶ [Function Settings] ▶ [Receive/Forward] ▶ [Fax Settings]

Specify whether a telephone connected to the machine can be used to receive faxes (Remote RX). **Receiving Faxes via Telephone (Remote RX)(P. 284)**
If you specify [On] in this setting, you can also specify the number used for the external telephone (Remote RX ID).

* Depending on your country or region, the [Remote RX] setting may not be displayed, or its content or default setting may be different.

[Off]

[**On**]
[Remote RX ID]
00 to **25** to 99

[Switch to Auto RX]

[Menu] ▶ [Function Settings] ▶ [Receive/Forward] ▶ [Fax Settings]

Specify whether the machine switches to automatic receive mode (Auto RX) after a set period of time if you do not pick up the receiver for an incoming fax when the fax receive mode is set to [Manual].
If you specify [On] in this setting, you can also specify how long (in seconds) the incoming ring tone sounds before the machine switches to Auto RX.

[**Off**]

[On]
[Ring Time Till Auto RX]
1 to **15** to 99 (sec.)

[RX Start Speed]

[Menu] ▶ [Function Settings] ▶ [Receive/Forward] ▶ [Fax Settings]

It may take some time for reception to begin due to factors such as a poor phone line connection. If this occurs, adjust the initial communication speed to a lower level.

[**33600 bps**]
[14400 bps]
[9600 bps]
[7200 bps]
[4800 bps]
[2400 bps]

[Reduce RX Size]

[Menu] ▶ [Function Settings] ▶ [Receive/Forward] ▶ [Fax Settings]

Specify whether to reduce images when printing or saving received faxes.

- Set the reduction ratio to [Auto] in this setting to reduce images to fit the paper size.
- When specifying the reduction ratio, set a value between [97%] and [75%].
- To maintain the aspect ratio in reduced images, set the reduction direction to [Vertical/Horizontal]. To reduce images in the vertical direction only, specify [Vertical Only].

[Off]

[**On**]
  [Ratio]
    [**Auto**]
    [97%]
    [95%]
    [90%]
    [75%]
  [Direction]
    [Vertical/Horizontal]
    [**Vertical Only**]

[Forwarding Settings]

[Menu] ▶ [Function Settings] ▶ [Receive/Forward] ▶ [Fax Settings]

Specify the settings for forwarding faxes. **Auto Forwarding and Backing Up Received Faxes(P. 271)**

[Enable Forwarding Settings]

[Menu] ▶ [Function Settings] ▶ [Receive/Forward] ▶ [Fax Settings] ▶ [Forwarding Settings]

Specify whether the content of received faxes is automatically forwarded or saved to a preset destination.
If you specify [On] in this setting, also specify the forwarding or save destination and, if needed, the file name.

[**Off**]

[On]
  [Forwarding Destination]
  [File Name]

[Print Images]

[Menu] ▶ [Function Settings] ▶ [Receive/Forward] ▶ [Fax Settings] ▶ [Forwarding Settings]

Specify whether to print forwarded faxes.
You can also opt to print only faxes that cannot be forwarded.

[Off]
[**On**]
[Only When Error Occurs]

[Store Images in Memory]

[Menu] ▶ [Function Settings] ▶ [Receive/Forward] ▶ [Fax Settings] ▶ [Forwarding Settings]

Specify whether faxes that could not be forwarded due to an error are stored in the machine's memory.

[**Off**]
[Only When Error Occurs]

[Set Destination]

8WFY-0A1

Specify the settings for the Address Book PIN.
* [Set Destination] may not be displayed depending on the model, the installed options, and other settings.

[Address Book PIN](P. 499)

[Address Book PIN]

[Menu] ▶ [Set Destination]

Specify that a PIN must be entered to add new entries to the Address Book or edit existing entries. **Restricting Address Book Registration and Editing by Setting a PIN(P. 380)**

[Management Settings]

8WFY-0A2

Specify the settings for managing the machine users, the system, and other data.

[User Management](P. 500)
[Device Management](P. 500)
[Remote UI Settings/Update Firmware](P. 500)
[Data Management](P. 500)
[Security Settings](P. 500)
[Initialize All Data/Settings](P. 500)

[User Management]

[Menu] ▶ [Management Settings]

Register and manage information on the machine's administrator and users.
[User Management](P. 502)

[Device Management]

[Menu] ▶ [Management Settings]

Specify and manage the settings for information and operations relating to the machine's hardware.
[Device Management](P. 503)

[Remote UI Settings/Update Firmware]

[Menu] ▶ [Management Settings]

Specify and manage the settings for information and operations relating to the machine's software.
[Remote UI Settings/Update Firmware](P. 506)

[Data Management]

[Menu] ▶ [Management Settings]

Manage or initialize stored data and the machine's settings.
[Data Management](P. 508)

[Security Settings]

[Menu] ▶ [Management Settings]

Specify and manage the security settings, such as the machine's authentication functions and system verification.
[Security Settings](P. 509)

[Initialize All Data/Settings]

[Menu] ▶ [Management Settings]

Initialize the settings and registered data to reset the machine to the factory settings. **Initializing the Settings and Data(P. 416)**

[User Management]

8WFY-0A3

Register and manage information on the machine's administrator and users.

[System Manager Information Settings](P. 502)

[System Manager Information Settings]

[Menu] ▶ [Management Settings] ▶ [User Management]

Specify a System Manager ID and System Manager PIN to create a dedicated administrator account.
If needed, you can also specify the administrator's name.
Use Remote UI from a computer to specify other administrator information, such as the e-mail address. **Setting the Department ID and PIN for the Administrator(P. 344)**

[System Manager ID and PIN]
  [System Manager ID]
  [System Manager PIN]

[System Manager Name]

[Device Management]

8WFY-0A4

Specify and manage settings for information and operations relating to the machine's hardware.
* Values in bold red text are the default settings for each item.

[Device Information Settings](P. 503)
[Select Country/Region](P. 503)
[Display Job Log](P. 503)
[Displ. Consmbls. Info (RUI/Toner Status)](P. 504)
[Scan with Canon PRINT Business](P. 504)
[Notify to Check Paper Settings](P. 504)

[Device Information Settings]

[Menu] ▶ [Management Settings] ▶ [Device Management]

Specify a name to identify the machine and the installation location.
The information specified here appears in the Remote UI Portal page. **Portal Page of Remote UI(P. 395)**

[Device Name]
[Location]

[Select Country/Region]

[Menu] ▶ [Management Settings] ▶ [Device Management]

Specify the country or region where the machine is used. The default setting may vary depending on the setting selected at initial power-ON.

* Depending on your country or region, the [Select Country/Region] setting may not be available, or its content or default setting may be different.

[Austria (AT)]	[Luxembourg (LU)]
[Belarus (BY)]	[Netherlands (NL)]
[Belgium (BE)]	[Norway (NO)]
[Czech Republic (CZ)]	[Poland (PL)]
[Denmark (DK)]	[Portugal (PT)]
[Egypt (EG)]	[Russia (RU)]
[Finland (FI)]	[Saudi Arabia (SA)]
[France (FR)]	[Slovenia (SI)]
[Germany (DE)]	[South Africa (ZA)]
[**Great Britain (GB)**]	[Spain (ES)]
[Greece (GR)]	[Sweden (SE)]
[Hungary (HU)]	[Switzerland (CH)]
[Ireland (IE)]	[United Arab Emirates (AE)]
[Italy (IT)]	[Ukraine (UA)]
[Jordan (JO)]	[Other]

[Display Job Log]

[Menu] ▶ [Management Settings] ▶ [Device Management]

Specify whether the logs for printing, scanning, faxing, and copying are shown on the Status Monitor screen and in the communication management reports.
[Status Monitor] Screen(P. 120)
Checking Usage and Logs with Remote UI(P. 397)
Printing and Viewing Reports and Lists(P. 402)

[Off]
[**On**]

[Displ. Consmbls. Info (RUI/Toner Status)]

[Menu] ▶ [Management Settings] ▶ [Device Management]

Specify whether a button that accesses sites for purchasing toner cartridges is displayed in Toner Status and Remote UI. You can also specify whether Toner Status is used.

- Specify whether to show the button in Remote UI in [Displ. Consumables Purchase Button (RUI)].
- Specify whether to use Toner Status in [Toner Status Settings].
- If you opt to use Toner Status, use [Displ Cnsmbl Purch Btn] in the [Toner Status Settings] to specify whether to show the button.

Toner Status sends notification of the remaining amount of toner in the machine to the computer on which the tool is installed. Download Toner Status from the Canon website for your country/region, and install it on your computer.
https://global.canon/en/support/
* If the machine is supplied with a CD/DVD-ROM, you can also use this to install Toner Status.

[Displ. Consumables Purchase Button (RUI)]
[Off]
[**On**]

[Toner Status Settings]
[Off]
[**On**]
[Displ Cnsmbl Purch Btn]
[Off]
[**On**]

[Scan with Canon PRINT Business]

[Menu] ▶ [Management Settings] ▶ [Device Management]

Specify whether the machine's scanning functions can be used from a mobile device with Canon PRINT Business installed.

[Off]
[**On**]

[Notify to Check Paper Settings]

[Menu] ▶ [Management Settings] ▶ [Device Management]

Specify whether the Notify to Check Paper Settings screen appears when the drawer is loaded into the machine. **Loading Paper in the Drawer(P. 139)**

[Off]

[**On**]

[Remote UI Settings/Update Firmware]

8WFY-0A5

Specify and manage the settings for information and operations relating to the machine's software.
* Values in bold red text are the default settings for each item.

[Remote UI Settings](P. 506)
[Update Firmware](P. 506)

[Remote UI Settings]

[Menu] ▶ [Management Settings] ▶ [Remote UI Settings/Update Firmware]

Specify the settings for using Remote UI and for Restrict Access for Remote UI.
[Remote UI Settings](P. 507)

[Update Firmware]

[Menu] ▶ [Management Settings] ▶ [Remote UI Settings/Update Firmware]

Check the machine's firmware version and update the firmware via the Internet or a computer.
Updating the Firmware (Touch Panel Model)(P. 410)
Updating the Firmware (5 Lines LCD Model)(P. 413)

[Via PC]
[Via Internet]
[Version Information]
[Notification Settings] [Off] [**On**]

[Remote UI Settings]

8WFY-0A6

Specify the settings for using Remote UI and for Restrict Access for Remote UI.
* Values in bold red text are the default settings for each item.

[Use Remote UI](P. 507)
[Remote UI Access Security Settings](P. 507)

[Use Remote UI]

[Menu] ▶ [Management Settings] ▶ [Remote UI Settings/Update Firmware] ▶ [Remote UI Settings]

Specify whether to use Remote UI. **Disabling Remote UI(P. 383)**
If you opt to use Remote UI, you can also specify whether to use TLS encryption for communication when using Remote UI. **Using TLS(P. 354)**

[Off]

[**On**]
  [Use TLS]
    [**Off**]
    [On]

[Remote UI Access Security Settings]

[Menu] ▶ [Management Settings] ▶ [Remote UI Settings/Update Firmware] ▶ [Remote UI Settings]

When using Remote UI, set this setting to [On], and set the Remote UI Access PIN. **Setting the PIN to Use for Remote UI(P. 382)**

[**Off**]

[On]
  [Remote UI Access PIN]

[Data Management]

8WFY-0A7

Manage or initialize the data and settings on the machine.
* Values in bold red text are the default settings for each item.

[Enable Product Extended Survey Program](P. 508)
[Initialize Key and Certificate](P. 508)
[Initialize Address Book](P. 508)
[Initialize Menu](P. 508)

[Enable Product Extended Survey Program]

[Menu] ▶ [Management Settings] ▶ [Data Management]

Specify whether to use the Product Extended Survey Program (a program for surveying machine usage).

The Product Extended Survey Program is installed at the same time as the drivers. It automatically sends monthly updates of information on device usage to Canon over a 10-year period. The program does not send personal information or any information other than that shown above.

[Off]
[**On**]

[Initialize Key and Certificate]

[Menu] ▶ [Management Settings] ▶ [Data Management]

Initialize the key and certificate settings and CA certificate settings, and delete all keys and certificates other than pre-installed ones. **Initializing Specific Settings and Data(P. 416)**

[Initialize Address Book]

[Menu] ▶ [Management Settings] ▶ [Data Management]

Delete the destinations registered in the Address Book. **Initializing Specific Settings and Data(P. 416)**

* [Initialize Address Book] may not be displayed depending on the model, the installed options, and other settings.

[Initialize Menu]

[Menu] ▶ [Management Settings] ▶ [Data Management]

Initialize the [Menu] settings in the [Home] screen. Select the settings to be initialized. **Initializing Specific Settings and Data(P. 416)**

[Preferences]
[Adjustment/Maintenance]
[Function Settings]
[Set Destination]*1
[Management Settings]
[Initialize All]

*1 May not be displayed depending on the model, the installed options, and other settings.

[Security Settings]

8WFY-0A8

Specify and manage security settings such as the machine's authentication functions and system verification.
* Values in bold red text are the default settings for each item.

[Authentication/Password Settings](P. 509)
[Encryption Settings](P. 509)
[Verify System at Startup](P. 509)

[Authentication/Password Settings]

[Menu] ▶ [Management Settings] ▶ [Security Settings]

Configure the authentication functions for the machine.
[Authentication/Password Settings](P. 510)

[Encryption Settings]

[Menu] ▶ [Management Settings] ▶ [Security Settings]

Specify whether to restrict the use of weak encryption or keys and certificates that use weak encryption.

[Prohibit Use of Weak Encryption]
[**Off**]
[On]

[Prohibit Key/Cert. with Weak Encryption][*1]
[**Off**]
[On]

[*1] May not be displayed or available depending on the model, the installed options, and other settings.

[Verify System at Startup]

[Menu] ▶ [Management Settings] ▶ [Security Settings]

Verify that the system when starting up the machine.

If Tampering is Detected

- The machine switches to update standby mode. You need to update the firmware.
  Updating the Firmware (Touch Panel Model)(P. 410)
  Updating the Firmware (5 Lines LCD Model)(P. 413)
- If the screen remains blank after some time, system recovery may not be possible. Contact your dealer or service representative. **If the Problem Persists(P. 643)**

[**Off**]
[On]

[Authentication/Password Settings]

8WFY-0A9

Specify the settings for the machine's authentication functions.
* Values in bold red text are the default settings for each item.

[Authentication Function Settings](P. 510)

[Authentication Function Settings]

[Menu] ▶ [Management Settings] ▶ [Security Settings] ▶ [Authentication/Password Settings]

Specify the settings for enhanced security using the authentication functions.

[Lockout Settings]

[Menu] ▶ [Management Settings] ▶ [Security Settings] ▶ [Authentication/Password Settings] ▶ [Authentication Function Settings]

Specify whether to switch to a state that does not permit login (lockout) for a set period if authentication fails. If you use lockout, you can also specify how many consecutive times authentication fails before lockout is invoked in [Lockout Threshold] and specify the length of the lockout period in [Lockout Period].

[Enable Lockout]
[**Off**]
[On]

[Lockout Threshold]*1
1 to 10 (times)

[Lockout Period]
1 to 60 (min.)

*1 May not be displayed or available depending on the model, the installed options, and other settings.

Maintenance

Maintenance 512
Cleaning the Machine 514
Cleaning the Surface of the Machine 515
Cleaning inside the Machine 516
Cleaning the Platen Glass 519
Cleaning the Feeder 520
Cleaning the Fixing Assembly 524
Replacing Consumables 525
Replacing the Toner Cartridge 526
Replacing the Drum Cartridge 530
Checking the Remaining Amount of Consumables 534
List of Consumables 535
Moving the Machine 538

Maintenance

8WFY-0AC

To ensure safe and convenient use of the machine, daily maintenance that includes cleaning and replacement of consumables is required.
If you notice a deterioration in the print quality or frequent paper jams, perform cleaning and adjustment to improve it.

Performing Maintenance Operations

In addition to performing regular maintenance, operations are required according to the machine status and print quality.

Cleaning

Regularly clean the various parts of the machine. If the original or paper becomes dirty, or the print quality has deteriorated, clean the parts causing the problem according to the symptoms.
Cleaning the Machine(P. 514)

Replacing Consumables

If a message about consumables appears on the screen of the control panel or Remote UI, or the print quality deteriorates, replace the consumables.
Replacing Consumables(P. 525)

Changing the Installation Location

When moving the machine, perform the prescribed procedure to prevent accident or damage.
Moving the Machine(P. 538)

IMPORTANT

Maintenance and Inspections

- The minimum holding period for performance parts for repairs, toner cartridges, and drum cartridges is seven (7) years after production of the machine model is discontinued.
- If a problem occurs during operation, see the following:
  Troubleshooting(P. 542)
  If the problem still cannot be resolved or you think the machine needs to be checked, contact your dealer or service representative. **If the Problem Persists(P. 643)**

Installation

- If you find the machine's operation to be noisy in some operating modes or due to your surroundings, we recommend setting up the machine in a separate location from your office.
- Water droplets (condensation) may form inside the machine if the room where the machine is installed is heated rapidly, or if the machine is moved from a cool, dry location to a warm, humid location. Using the machine under these conditions may result in problems such as paper jams, poor print quality, or faults. Let the machine adjust to the ambient temperature and humidity for at least two hours before use.
- Machines with storage devices such as hard disks may not operate properly when used at high altitudes (3,000 meters above sea level or higher).

■ See Also

Checking the Required Troubleshooting Solutions from the Symptoms

You can check the required maintenance operations and settings according to the status of the machine and the error description.
Paper Jams(P. 543)
Problems with Printing Results(P. 551)
Paper and Paper Feeding Problems(P. 577)

Viewing the Number of Printed Pages and Machine Usage

As a guide to when to perform maintenance, you can view the number of printed pages using the counter and view the usage of the machine from reports and lists.
Monitoring the Usage(P. 399)

Cleaning the Machine

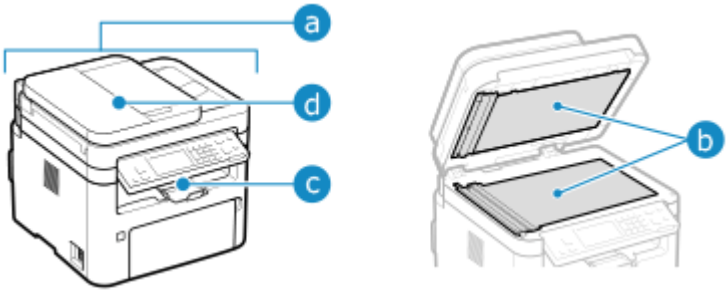
8WFY-0AE

To ensure efficient use of the machine, regularly clean the various parts and keep them clean.
If the original or paper becomes dirty, or the print quality has deteriorated, clean the parts causing the problem according to the symptoms.

Parts to Clean on a Regular Basis

Clean the surface (a), the platen glass and the rear of the feeder (b), and the inside of the machine (c) frequently.

Cleaning the Surface of the Machine(P. 515)
Cleaning inside the Machine(P. 516)
Cleaning the Platen Glass(P. 519)



Parts to Clean When Symptoms Occur

If the following symptoms occur, clean the feeder (d) or fixing assembly inside the machine.

- Original becomes dirty, paper is jammed, or smudges appear on printouts.
  Cleaning the Feeder(P. 520)
- Paper becomes dirty or print quality has deteriorated.
  Cleaning the Fixing Assembly(P. 524)

Cleaning the Surface of the Machine

8WFY-0AF

Regularly clean the surface of the machine to keep it clean. In addition, remove dust from the ventilation holes to ensure efficient ventilation and cooling of the inside of the machine.

1 **Turn OFF the power and remove the power cord from the outlet. Turning OFF the Machine(P. 108)**

Turning OFF the machine deletes any data waiting to be printed.

2 **Wipe the surface of the machine and the ventilation slots.**



- Wipe with a soft cloth soaked in water or diluted neutral detergent and wrung out.
- For the location of the ventilation slots, see the part names on the front of the machine. **Front Side(P. 10)**

3 **Allow the parts to fully dry.**

4 **Plug the power cord into the outlet, and turn ON the machine. Turning ON the Machine(P. 107)**

Cleaning inside the Machine

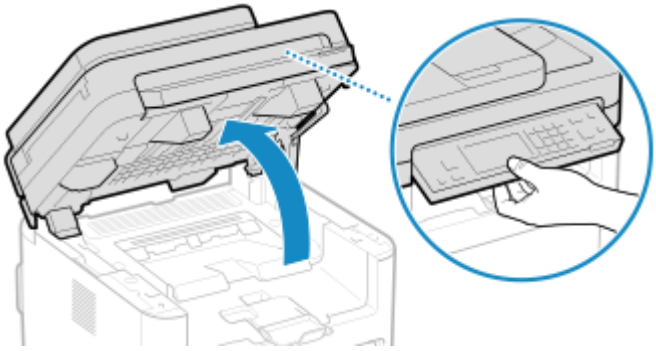
8WFY-0AH

Clean inside the machine periodically in order to prevent toner powder or paper dust from collecting.

1 **Turn OFF the power and remove the power cord from the outlet. Turning OFF the Machine(P. 108)**

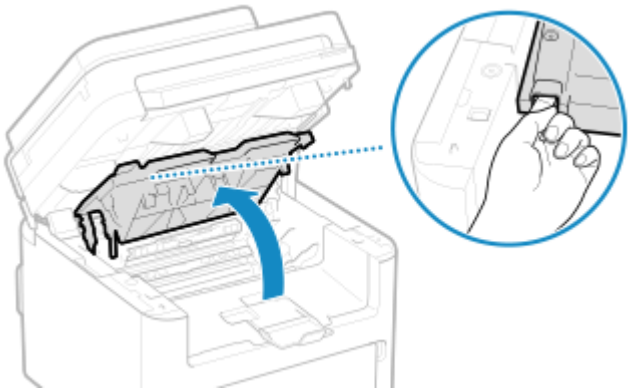
Turning OFF the machine deletes any data waiting to be printed.

2 **Lift the control panel.**

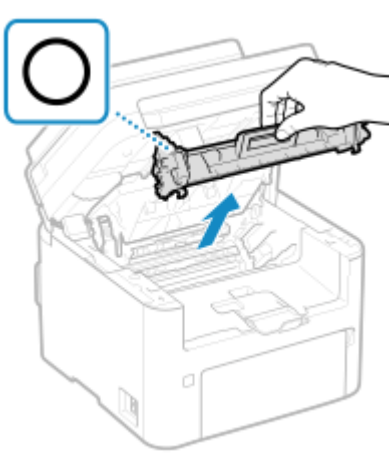


If the feeder is not closed completely, you cannot raise the control panel. If you try to raise it by force, the machine may be damaged.

3 **Open the toner cover.**

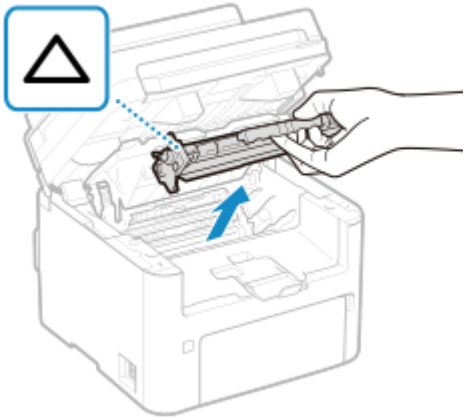


4 **Gently remove the toner cartridge.**



Do not shake or tilt the toner cartridge. Also, make sure to avoid applying shocks to the toner cartridge, such as by hitting it against something. Doing so may cause the toner left in the toner cartridge to leak.

5 Gently remove the drum cartridge.

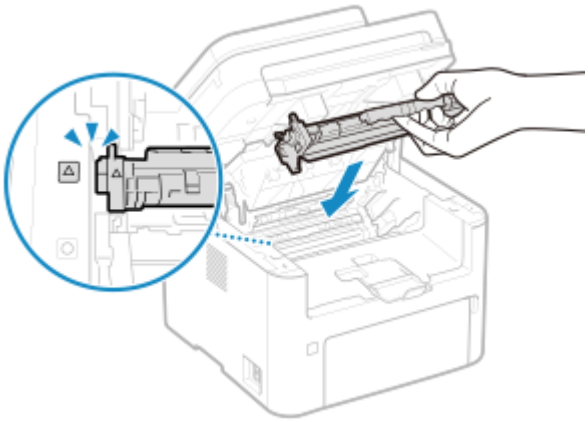


Do not shake or tilt the drum cartridge. Also, make sure to avoid applying shocks to the drum cartridge, such as by hitting it against something. Doing so may cause the toner left in the drum cartridge to leak.

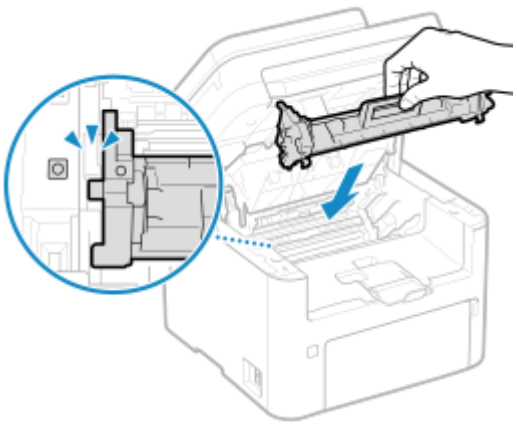
6 Wipe away toner powder or paper dust from the inside.

Use a lint-free clean, soft, dry cloth.

7 Insert the drum cartridge.



8 Insert the toner cartridge.



9 **Close the toner cover and lower the control panel.**

10 **Plug the power cord into the outlet, and turn ON the machine. Turning ON the Machine(P. 107)**

Cleaning the Platen Glass

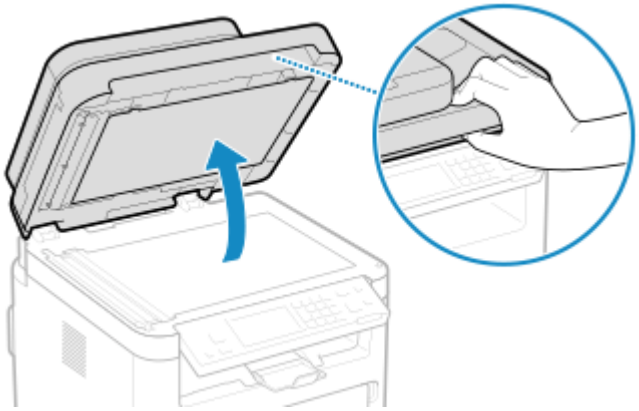
8WFY-0AJ

Regularly clean the platen glass and rear of the feeder to prevent originals from becoming dirty and printouts from appearing to be smudged.
If the platen glass or rear of the feeder is dirty, originals can become dirty and printouts can become smudged after scanning, copying, or sending faxes.

1 **Turn OFF the power and remove the power cord from the outlet. Turning OFF the Machine(P. 108)**

Turning OFF the machine deletes any data waiting to be printed.

2 **Open the feeder.**



3 **Wipe the platen glass and rear of the feeder.**



Wipe with a cloth soaked in water and wrung out. Next, wipe with a soft, dry cloth.

4 **Allow the parts to fully dry.**

5 **Gently close the feeder.**

6 **Plug the power cord into the outlet, and turn ON the machine. Turning ON the Machine(P. 107)**

Cleaning the Feeder

8WFY-0AK

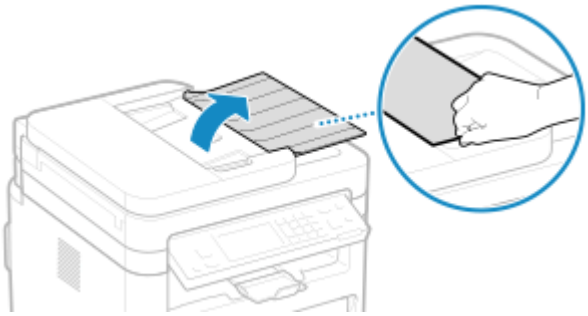
If the following symptoms are observed when using the feeder, remove any adhering graphite powder or dust by wiping the rollers inside the feeder and the original scanning area of the feeder.

- Originals become dirty
- Originals frequently jam
- Printouts appear smudged after scanning, copying, or sending faxes

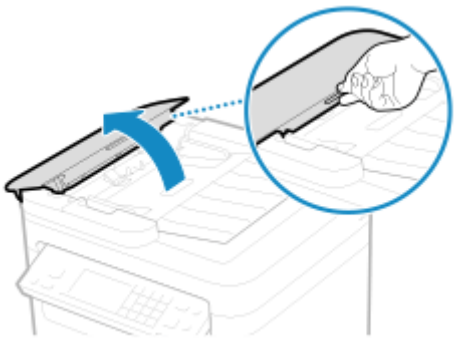
1 Turn OFF the power and remove the power cord from the outlet. Turning OFF the Machine(P. 108)

Turning OFF the machine deletes any data waiting to be printed.

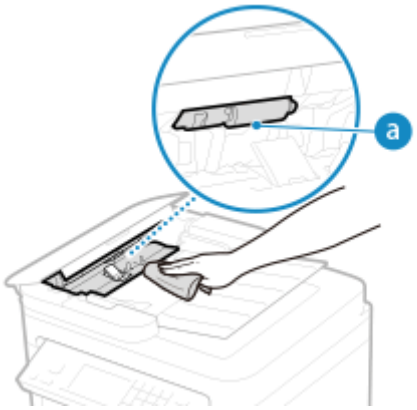
2 Open the original supply tray.



3 Open the feeder cover.



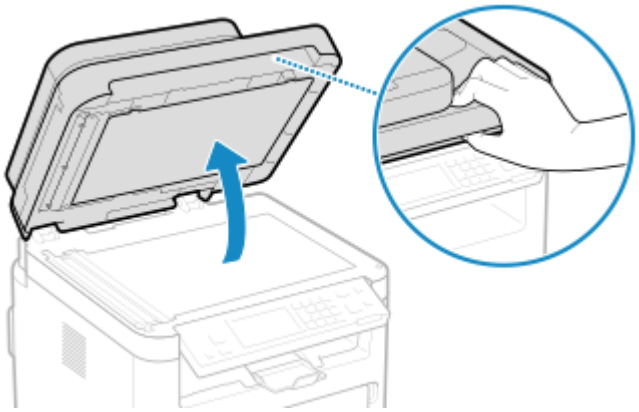
4 Wipe the rollers (a) inside the feeder and surrounding areas.



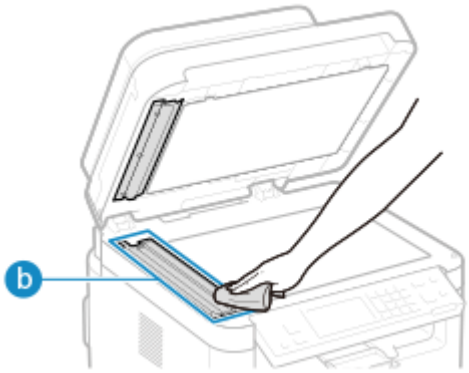
Wipe with a cloth soaked in water and wrung out. Next, wipe with a soft, dry cloth.

5 Close the feeder cover and original supply tray.

6 Open the feeder.



7 Wipe the feeder original scanning area.

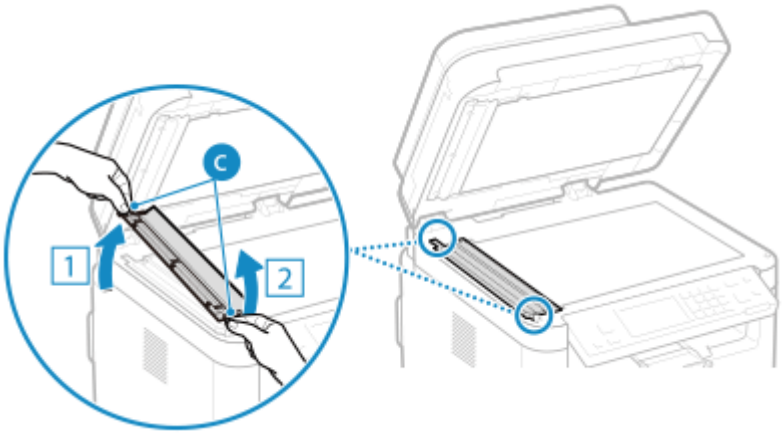


- Wipe with a cloth soaked in water and wrung out. Next, wipe with a soft, dry cloth.
- When wiping the transparent plastic part (b), take care not to bend the plastic.

■If the problem persists

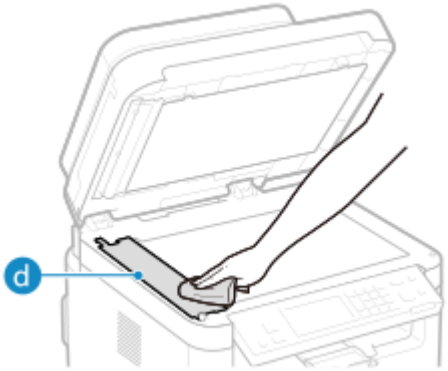
Remove the transparent plastic part (b) and wipe it.

1 Hold the tabs (c) at both ends of the transparent plastic part, and remove the plastic part by gently lifting the rearward end first.

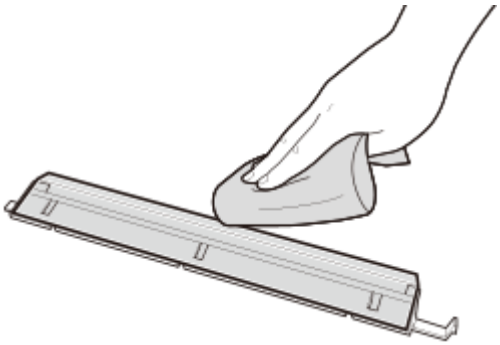


The plastic part is rather damageable. When removing it, be careful not to bend it.

2 Wipe the original scanning area (d).



3 Wipe the back side of the transparent plastic part.



4 Allow the parts to fully dry.

5 Place the transparent plastic part back into position.
Make sure of the proper orientation, then hold the tabs and place the plastic part back into position by gently lowering the frontward end first.

8 Allow the parts to fully dry.

9 Gently close the feeder.

10 **Plug the power cord into the outlet, and turn ON the machine. Turning ON the Machine(P. 107)**

Cleaning the Fixing Assembly

8WFY-0AL

If the printout is smudged, the fixing assembly may be dirty. In this case, you can clean the fixing assembly using paper.
The fixing assembly cannot be cleaned when data is waiting to be printed or when a toner cartridge or drum cartridge has reached the end of its lifetime.

Required Preparations

- Check that there is enough amount of toner remaining in the toner cartridge and the drum cartridge. **Checking the Remaining Amount of Consumables(P. 534)**

Touch Panel Model(P. 524)
5 Lines LCD Model(P. 524)

Touch Panel Model

1 **On the control panel, press [Menu] in the [Home] screen. [Home] Screen(P. 116)**

2 **Press [Adjustment/Maintenance] ▶ [Maintenance] ▶ [Clean Fixing Assembly].**

➡ The available paper sizes and types are displayed on the confirmation screen.

3 **Check that available paper is loaded, and then press [Start].**

➡ The paper is fed to the machine, and cleaning starts.

5 Lines LCD Model

1 **Press on the control panel. Control Panel(P. 14)**

2 **Press [Adjustment/Maintenance] ▶ OK ▶ [Maintenance] ▶ OK ▶ [Clean Fixing Assembly] ▶ OK.**

➡ The available paper sizes and types are displayed on the confirmation screen.

3 **Check that available paper is loaded, and then press ▶ OK.**

➡ The paper is fed to the machine, and cleaning starts.

Replacing Consumables

8WFY-0AS

If a message about consumables appears on the screen of the control panel or Remote UI, or the print quality deteriorates, replace the consumables.
You can view the current remaining amount of consumables on the control panel and Remote UI. For the consumable item names and number of sheets that can be printed, see the list of consumables.

Replacing the Toner Cartridge(P. 526)
Replacing the Drum Cartridge(P. 530)
Checking the Remaining Amount of Consumables(P. 534)
List of Consumables(P. 535)

Replacing the Toner Cartridge

8WFY-0AU

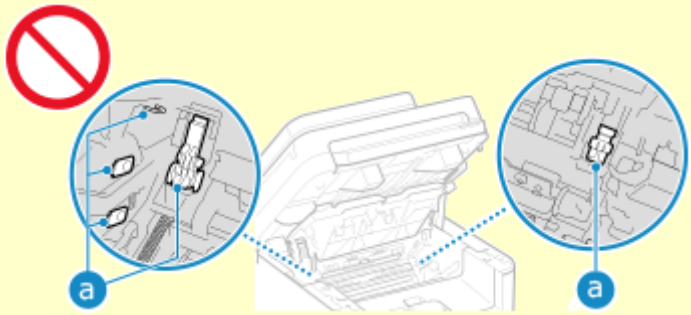
Replace the toner cartridge at the appropriate time according to messages that appear and a change in print quality.

Before replacing the toner cartridge, check the precautions in Important Safety Instructions. **Manuals of the Machine(P. 646)**

When to Replace the Toner Cartridge(P. 527)
Replacing Toner Cartridge(P. 527)

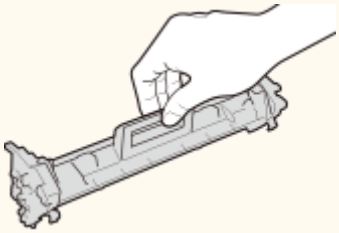
CAUTION

- Do not touch the contacts (a) inside the machine. Doing so may result in a fault.

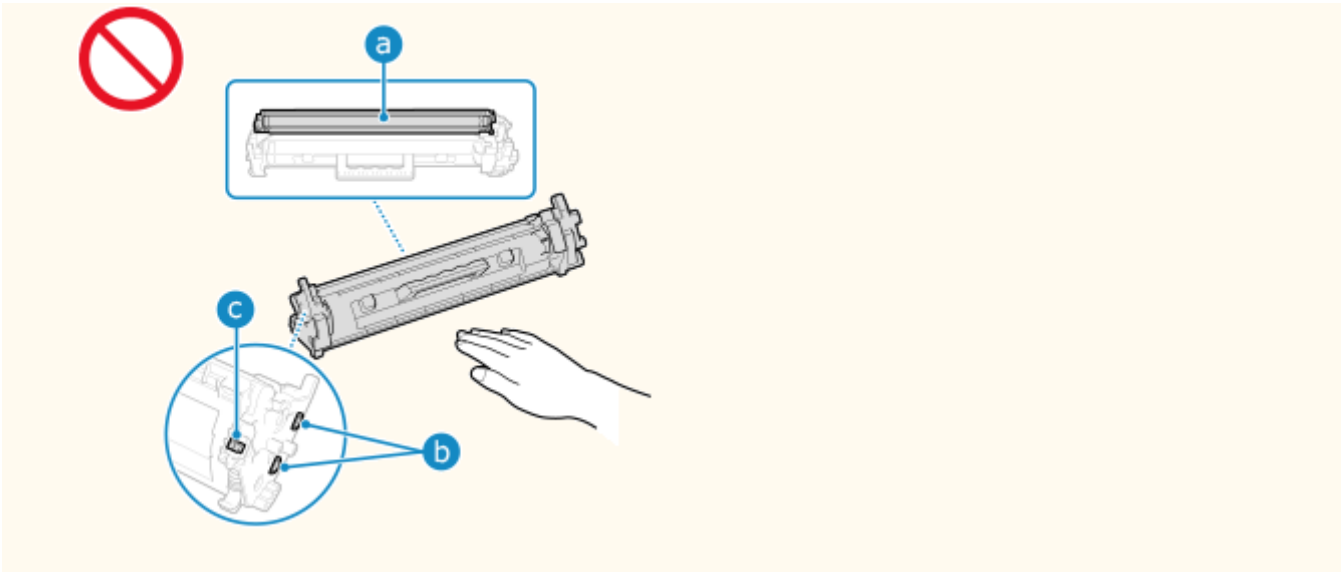


IMPORTANT

- Be sure to hold the toner cartridge using the handle.



- Do not touch the toner feed section (a), the electrical contacts (b) or the toner cartridge memory (c).



When to Replace the Toner Cartridge

When a Message Appears on the Screen of the Control Panel or Remote UI

Follow the message on the screen to prepare a new toner cartridge and replace the old one. Print quality may suffer if you continue using the toner cartridge without replacing them.
For details about the message and how to resolve it, see the following:
A Message Appears(P. 620)

When Print Quality Deteriorates

If printouts show any of the symptoms below, the toner cartridge is near the end of their lifetime. It is recommended to replace the toner cartridge even if a message does not appear.

Streaks appear



Printing is uneven



Toner smudges and splatters appear



White spots appear

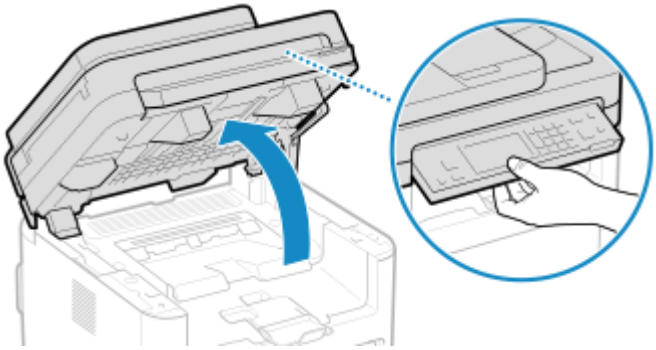


Partially faded



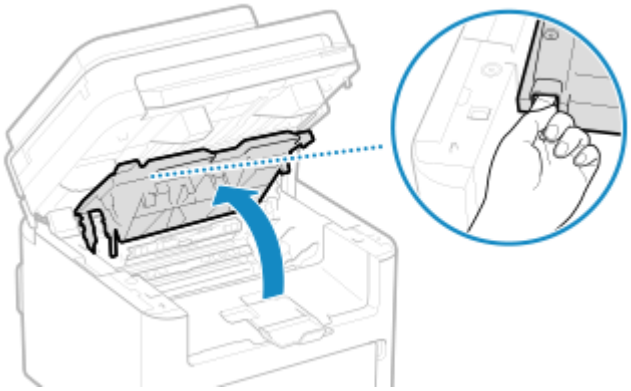
Replacing Toner Cartridge

1 Lift the control panel.

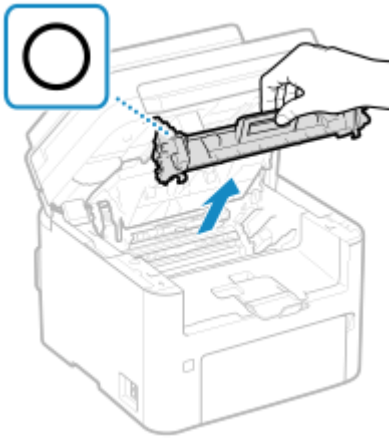


If the feeder is not closed completely, you cannot raise the control panel. If you try to raise it by force, the machine may be damaged.

2 Open the toner cover.

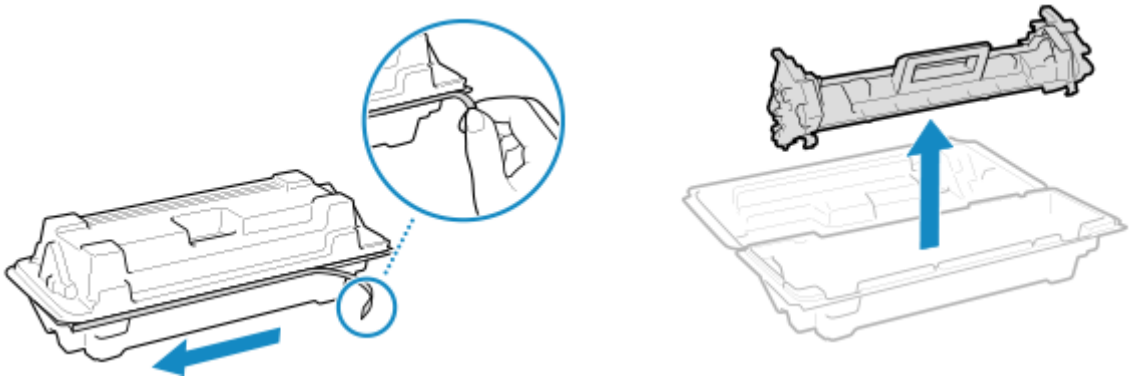


3 Gently remove the toner cartridge.



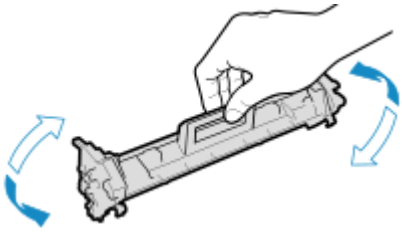
Do not shake or tilt the toner cartridge. Also, make sure to avoid applying shocks to the toner cartridge, such as by hitting it against something. Doing so may cause the toner left in the toner cartridge to leak.

4 Remove the toner cartridge from the packing material.

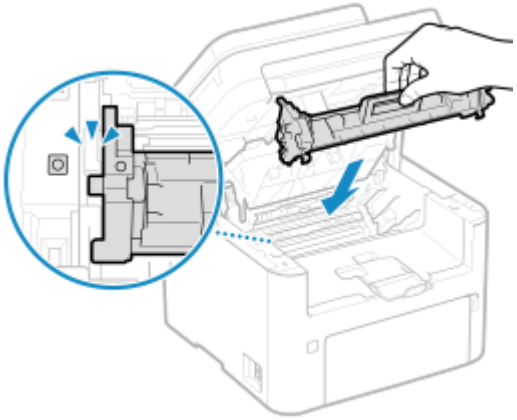


Pull the tab on the package and open the package.

5 Shake the toner cartridge five or six times to evenly distribute the toner inside the cartridge.



6 Replace the toner cartridge.



Install the toner cartridge into the slot with the mark which is the same as the one on the toner cartridge.

7 Close the toner cover and lower the control panel.

Replacing the Drum Cartridge

8WFY-0AW

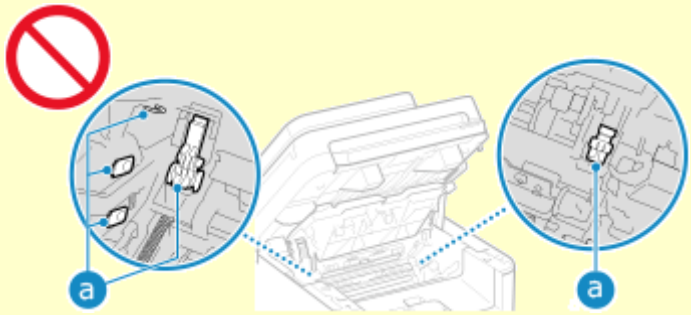
Replace the drum cartridge at the appropriate time according to messages that appear and a change in print quality.

Before replacing the drum cartridge, check the precautions in Important Safety Instructions. **Manuals of the Machine(P. 646)**

When to Replace the Drum Cartridge(P. 531)
Replacing Drum Cartridge(P. 531)

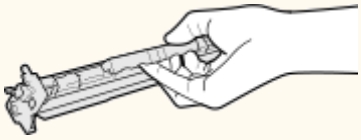
CAUTION

- Do not touch the contacts (a) inside the machine. Doing so may result in a fault.

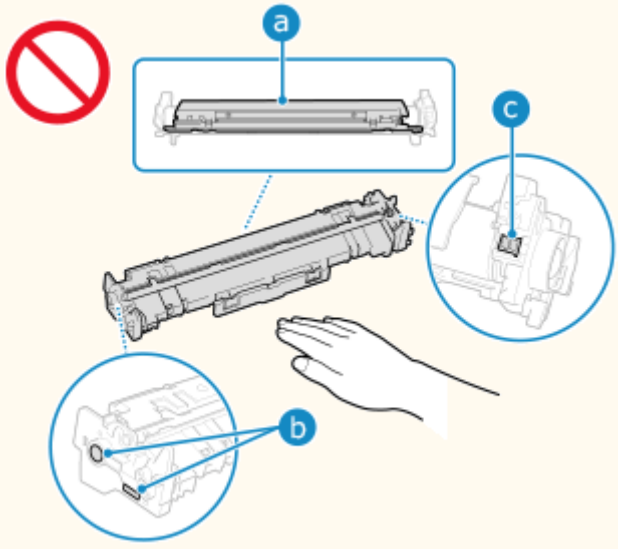


IMPORTANT

- Be sure to hold the drum cartridge using the handle.



- To avoid scratching the surface of the drum inside the machine or exposing it to light, do not open the drum protective shutter (a). Do not touch the electrical contacts (b) or the drum cartridge memory (c).



When to Replace the Drum Cartridge

When a Message Appears on the Screen of the Control Panel or Remote UI

Follow the message on the screen to prepare a new drum cartridge and replace the old one. Print quality may suffer if you continue using the drum cartridge without replacing them.

For details about the message and how to resolve it, see the following:

A Message Appears(P. 620)

When Print Quality Deteriorates

If printouts show any of the symptoms below, the drum cartridge is near the end of their lifetime. It is recommended to replace the drum cartridge even if a message does not appear.

Streaks appear



Printing is uneven



Toner smudges and splatters appear



White spots appear

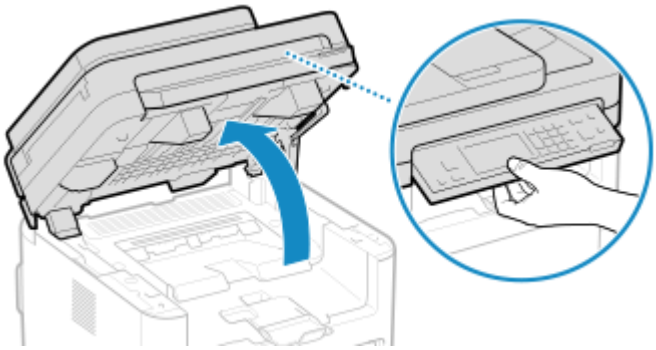


Partially faded



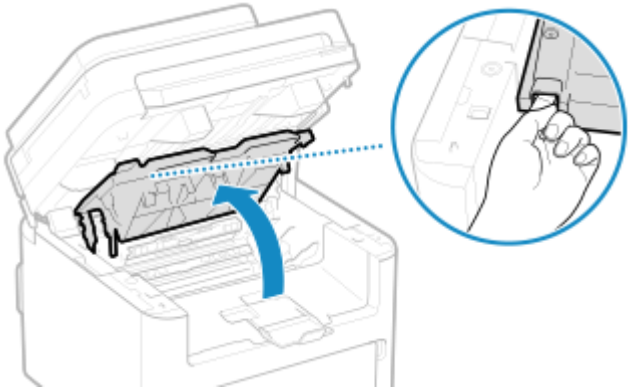
Replacing Drum Cartridge

1 **Lift the control panel.**

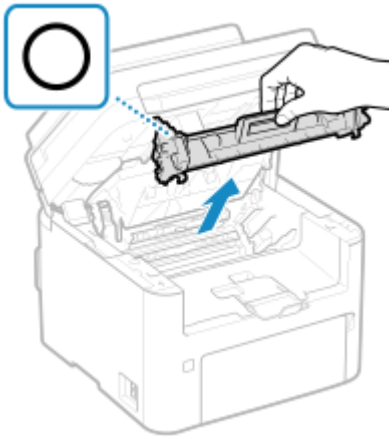


If the feeder is not closed completely, you cannot raise the control panel. If you try to raise it by force, the machine may be damaged.

2 **Open the toner cover.**

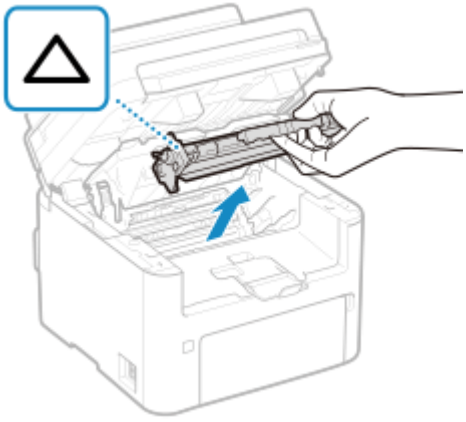


3 Gently remove the toner cartridge.



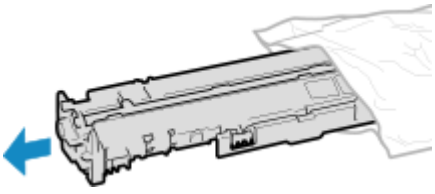
Do not shake or tilt the toner cartridge. Also, make sure to avoid applying shocks to the toner cartridge, such as by hitting it against something. Doing so may cause the toner left in the toner cartridge to leak.

4 Gently remove the drum cartridge.

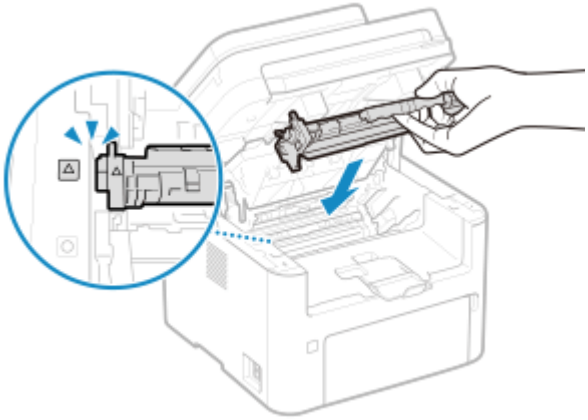


Do not shake or tilt the drum cartridge. Also, make sure to avoid applying shocks to the drum cartridge, such as by hitting it against something. Doing so may cause the toner left in the drum cartridge to leak.

5 Remove the drum cartridge from the packing material.

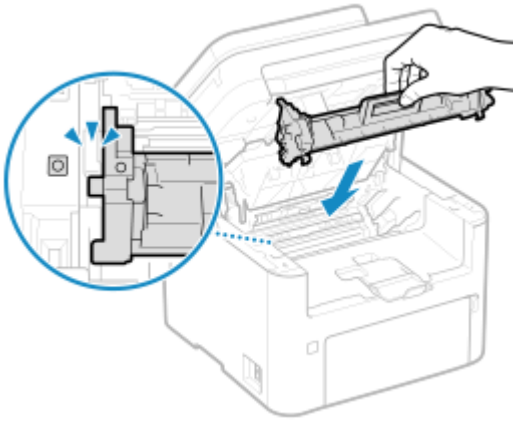


6 Replace the drum cartridge.



Install the drum cartridge into the slot with the mark which is the same as the one on the drum cartridge.

7 Insert the toner cartridge.



Install the toner cartridge into the slot with the mark which is the same as the one on the toner cartridge.

8 Close the toner cover and lower the control panel.

Checking the Remaining Amount of Consumables

8WFY-0AX

The remaining toner in the toner cartridge or the remaining lifetime of the drum cartridge is displayed in a unit of 10 %. Before printing a large amount of pages, check the remaining amount of the toner cartridge or the drum cartridge and prepare for a new toner cartridge or a new drum cartridge, if necessary.
* The indicated remaining amounts of the toner cartridge or the drum cartridge can be used only as guide and may differ from the actual amounts.

This section describes how to view this information using the control panel.
You can also check this information using Remote UI from a computer. **Managing the Machine from a Computer (Remote UI)(P. 392)**

Touch Panel Model(P. 534)
5 Lines LCD Model(P. 534)

Touch Panel Model

1 Press on the control panel. [Home] Screen(P. 116)

2 Press [Device Status] ▶ [Cartridge Level].

➡ The remaining amount of toner in the toner cartridges is displayed.

3 Check the remaining amount of toner in the toner cartridge or the drum cartridge.

5 Lines LCD Model

1 Press on the control panel. Control Panel(P. 14)

2 Press [Device Status] ▶ OK ▶ [Cartridge Level] ▶ OK.

➡ The remaining amount of toner in the toner cartridges is displayed.

3 Check the remaining amount of toner in the toner cartridge or the drum cartridge.

NOTE

- You can configure the settings to notify you to prepare a new toner cartridge or a new drum cartridge when the current toner cartridge or the current drum cartridge reaches a specified amount. **[Displ. Timing for Cartridge Prep. Notif.](P. 426)**

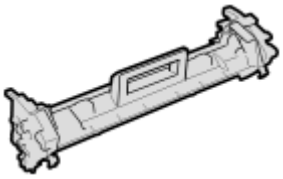
List of Consumables

8WFY-0AY

The item names of the machine consumables and number of sheets that can be printed are shown below.
In addition, precautions must be taken when handling and storing consumables. See also "Important Safety Instructions." **Manuals of the Machine(P. 646)**

For optimum print quality, using Canon genuine Toner, Cartridge and Parts is recommended.

■ Toner Cartridges



Supplied Toner Cartridge

The average number of sheets that can be printed*1 with the supplied toner cartridge is 1,700 sheets.

*1 The average yield is based on "ISO/IEC 19752" (the global standard related to "Method for the determination of toner cartridge yield for monochromatic electrophotographic printers and multi-function devices that contain printer components" issued by ISO [International Organization for Standardization]) when printing A4 size paper with the default print density setting.

Replacement Toner Cartridges

The Canon genuine toner cartridges for replacement and average number of sheets that can be printed*1 are shown below.

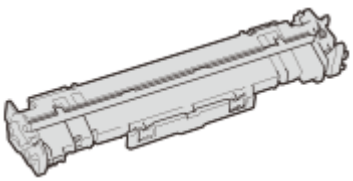
For optimum print quality, using Canon genuine toner cartridges is recommended.

*1 The average yield is based on "ISO/IEC 19752" (the global standard related to "Method for the determination of toner cartridge yield for monochromatic electrophotographic printers and multi-function devices that contain printer components" issued by ISO [International Organization for Standardization]) when printing A4 size paper with the default print density setting.

Canon Toner Cartridge 051
1,700 sheets

Canon Toner Cartridge 051 H
4,100 sheets

■ Drum Cartridge



Supplied Drum Cartridge

The average number of sheets that can be printed[*2] with the supplied drum cartridge is 23,000 sheets.

[*2] The average yield is on the basis of our evaluation criteria when printing at 2-sheet intervals (2-sheet intermittent) of plain A4 size paper.

Replacement Drum Cartridge

The Canon genuine drum cartridge for replacement and average number of sheets that can be printed[*2] are shown below.

For optimum print quality, using Canon genuine drum cartridges is recommended.

[*2] The average yield is on the basis of our evaluation criteria when printing at 2-sheet intervals (2-sheet intermittent) of plain A4 size paper.

Canon Drum Cartridge 051

23,000 sheets

CAUTION

Store a toner cartridge or a drum cartridge as described below. Storing a toner cartridge or a drum cartridge in an improper location or environment may cause problems such as data loss.

- Store unopened until immediately prior to use.
- Do not store a toner cartridge or a drum cartridge upright or upside down.
- Do not store a toner cartridge or a drum cartridge in the following locations:
  - Locations exposed to open flames
  - Locations exposed to direct sunlight or bright light for five minutes or more
  - Locations exposed to excessively salty air
  - Locations heavily exposed to corrosive gases (e.g. aerosol sprays or ammonia)
  - Very hot and/or humid locations
  - Locations subject to dramatic changes in temperature and humidity likely to cause condensation
  - Very dusty locations
  - Locations within the reach of children
  - Locations close to products affected by magnetism (e.g. floppy disks or disk drives)
- Store the packaging material safely for future use. It will be needed for situations such as storing the machine with the toner cartridge or the drum cartridge removed.
- Canon reserves the right to reposition, reshape, add, or remove packaging material without notice.
- Store a toner cartridge or a drum cartridge in the following conditions:
  - Storage temperature range: 0 to 35°C
  - Storage humidity range: 35% to 85% RH (relative humidity, condensation-free)[*1]

[*1]Even within the approved storage humidity range, water droplets (condensation) may develop inside the toner cartridge or the drum cartridge if the temperatures inside and outside the toner cartridge or the drum cartridge differ. Condensation will adversely affect the print quality.

IMPORTANT

Be careful of counterfeit toner cartridges or drum cartridges

- Please be aware that there are counterfeit Canon toner cartridges or Canon drum cartridges in the marketplace. Use of counterfeit toner cartridge or drum cartridge may result in poor print quality or machine performance. Canon is not responsible for any malfunction, accident or damage caused by the use of counterfeit toner cartridge or drum cartridge.
  For more information, see **https://global.canon/ctc/** .

NOTE

- The toner cartridge or the drum cartridge may need to be replaced before reaching the average number of sheets that can be printed depending on the installation environment, paper size to be printed, and original type.
- Shortening the automatic shutdown time from the default setting (4 hours), may reduce the lifetime of the toner cartridges.

Moving the Machine

8WFY-0C0

The machine is a heavy object. When moving the machine for cleaning or to change locations, be sure to perform the procedure below to prevent injury, accident, or damage to the machine.

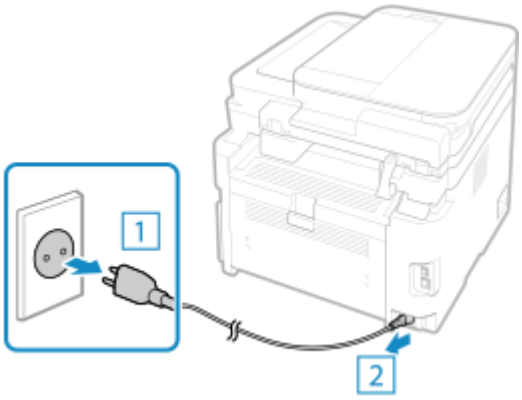
IMPORTANT

- If the machine is to be transported for relocation, removals, etc., take the following steps to prevent damage and faults during transportation:
  - Remove the toner cartridge and the drum cartridge.
  - Securely pack the machine in the original packaging (box) and packing materials.

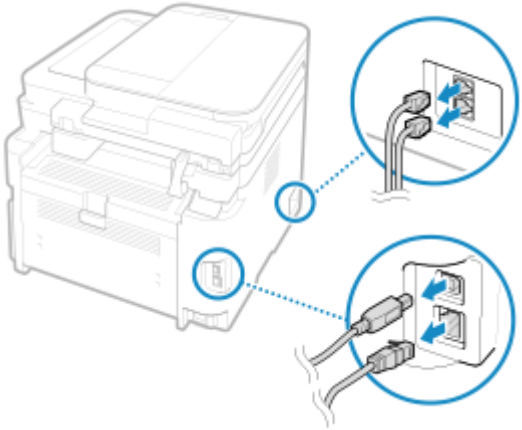
1 Turn OFF the machine. Turning OFF the Machine(P. 108)

Turning OFF the machine deletes any data waiting to be printed.

2 Unplug the power cord in the order shown.



3 Unplug all cables and cords connected to the machine.



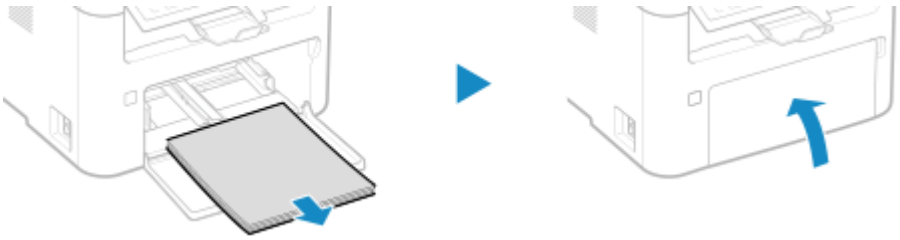
* The number of connected cables and cords varies depending on the usage environment.

4 When the optional TELEPHONE 6 KIT is installed, remove the handset from the base.

5 **When moving the machine a long distance, remove the toner cartridge and the drum cartridge to prevent spilling of toner.**

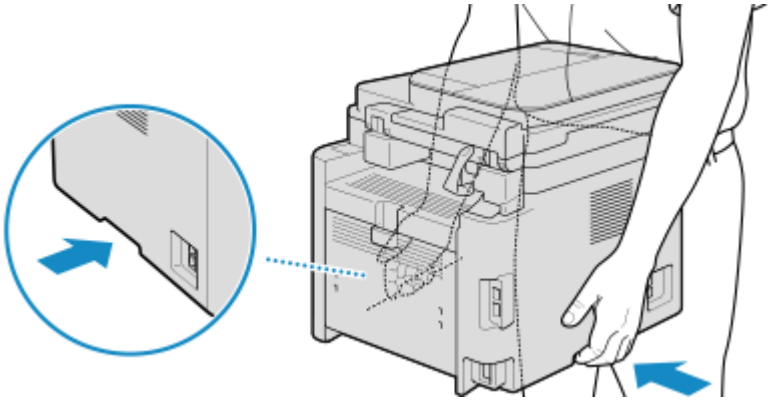
Replacing Toner Cartridge(P. 527)
Replacing the Drum Cartridge(P. 530)

6 **Open the front cover and remove any paper.**



7 **Close the front cover, paper stopper, and any other covers or trays.**

8 **Grab the lift handles, and lift up the machine to move it.**



9 **Gently lower the machine.**

For the installation procedure after moving, see "Setup Guide." **Manuals of the Machine(P. 646)**

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Troubleshooting

8WFY-0C1

This chapter describes how to troubleshoot problems and answers frequently asked questions.
Select an item to check from the contents or the list below.
You can click [ ] at the top of the screen to search for the message or error code (three-digit number starting with #) that appears on the control panel, and check how to troubleshoot problems.

■ Frequently Asked Questions

- **Lost Department ID or PIN for the Administrator(P. 618)**
- **Cannot Print or Copy(P. 592)**
- **Cannot Send or Receive a Fax via Optical Line(P. 611)**
- **[Memory is full.] Is Displayed on the Control Panel, and the Operation Cannot Be Performed.(P. 630)**
- **Error Code "#801" Is Displayed(P. 638)**

■ Frequently Asked Questions about Operations

I Want to Scan an Original.
Make preparations according to the scanned data save destination and sending method, and then scan the original.
Scanning(P. 222)

I Want to Send Scanned Data by E-mail.
You can scan an original and send the scanned data by e-mail as an attachment.
Scanning (Sending by E-mail)(P. 243)

I Want to Forward a Received Fax.
Configure the settings to automatically forward received faxes to a computer or other fax machine.
Auto Forwarding and Backing Up Received Faxes(P. 271)

I Want to Send a Fax from a Computer.
You can send a document as a fax from a computer using a fax driver.
Sending Faxes from a Computer (PC Faxing)(P. 277)

I Want to Print on an Envelope.
Place the envelope in the drawer or multi-purpose tray while paying attention to the orientation and side of the envelope.
Then, set the paper size and type according to the placed envelope.
Next, use the print driver of the computer to set the paper size of the document and the paper size to print, and then perform printing.
Preparations and Orientation for Loading Envelopes(P. 144)
Specifying the Paper Size and Type(P. 148)
Printing from a Computer(P. 210)

NOTE

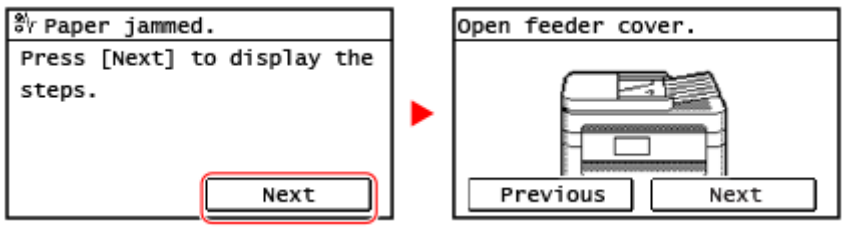
- If the problem persists even after trying the troubleshooting methods, contact your dealer or service representative. **If the Problem Persists(P. 643)**

Paper Jams

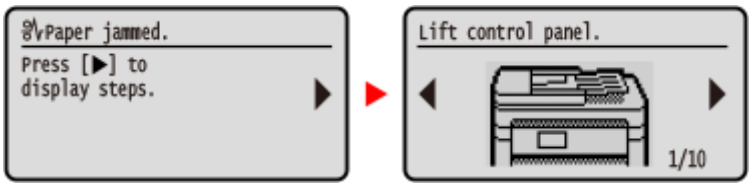
8WFY-0C2

If paper jams occur in the machine, [Paper jammed.] appears on control panel. Follow the displayed instructions on how to clear the paper jam.

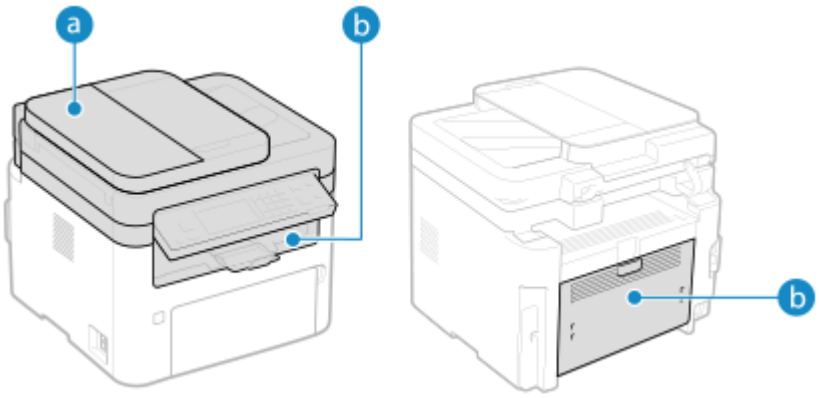
Touch Panel Model



5 Lines LCD Model



For details about clearing paper jams from various parts of the machine, see below.



a Feeder

Paper Jams in the Feeder(P. 549)

b Inside the machine and rear side

Paper Jams inside the Machine and in the Back Side(P. 545)

CAUTION

Do not forcibly remove the jammed paper from the machine.

- Forcibly removing the paper may result in personal injury or damage parts of the machine. If you cannot remove the paper, contact your dealer or service representative. **If the Problem Persists(P. 643)**

When All Paper Jams Have Been Cleared

- Immediately remove your hands from the machine so that your clothing and hands do not get caught in the rollers.

IMPORTANT

When clearing paper jams, do not turn the power OFF.

- Data being printed is erased when you turn the power OFF.

When the Paper Gets Torn

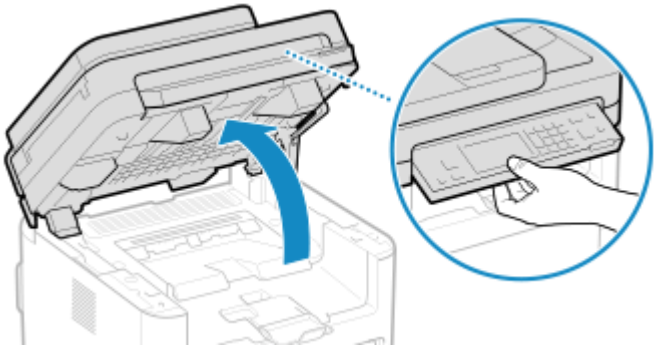
- Be sure to remove it so that no pieces remain.

Paper Jams inside the Machine and in the Back Side

8WFY-0C3

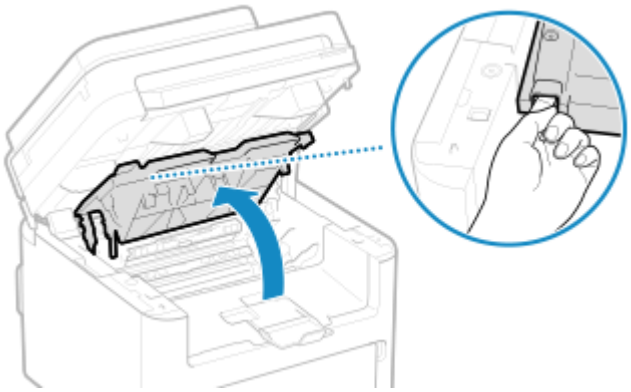
Use the procedure below to check the inside and back side, and to remove any jammed paper. If the paper tears, be sure to remove the parts so that no pieces remain.

1 Lift the control panel.

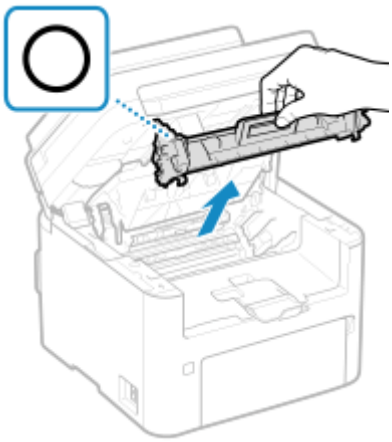


If the feeder is not closed completely, you cannot raise the control panel. If you try to raise it by force, the machine may be damaged.

2 Open the toner cover.

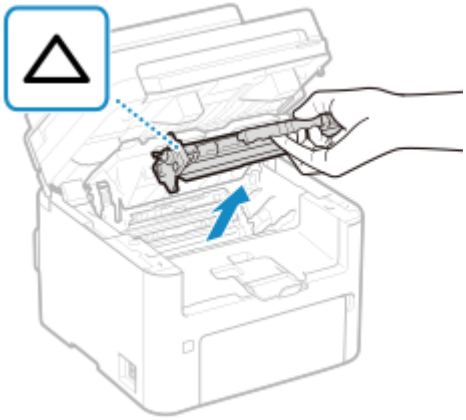


3 Gently remove the toner cartridge.



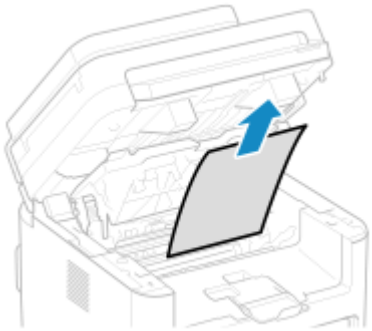
Do not shake or tilt the toner cartridge. Also, make sure to avoid applying shocks to the toner cartridge, such as by hitting it against something. Doing so may cause the toner left in the toner cartridge to leak.

4 Gently remove the drum cartridge.



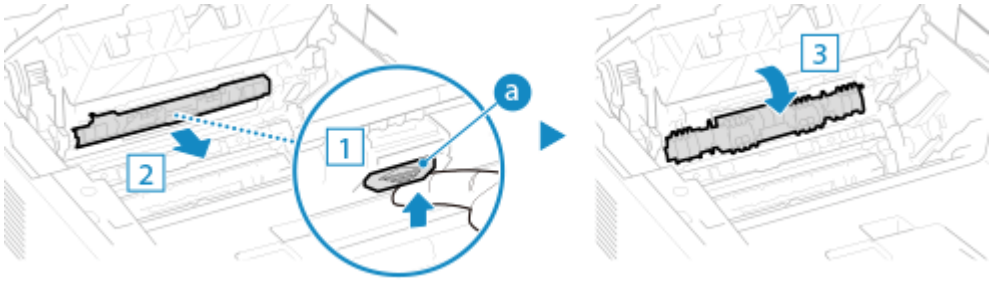
Do not shake or tilt the drum cartridge. Also, make sure to avoid applying shocks to the drum cartridge, such as by hitting it against something. Doing so may cause the toner left in the drum cartridge to leak.

5 Gently pull out the paper.

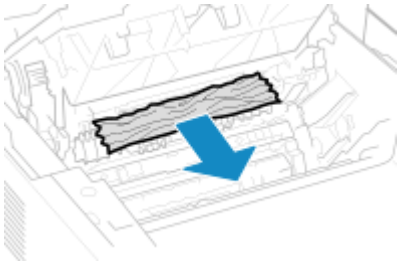


6 Check whether paper is jammed inside the paper exit guide.

1 Pull out toward you while pressing the button (a) to open the paper exit guide.

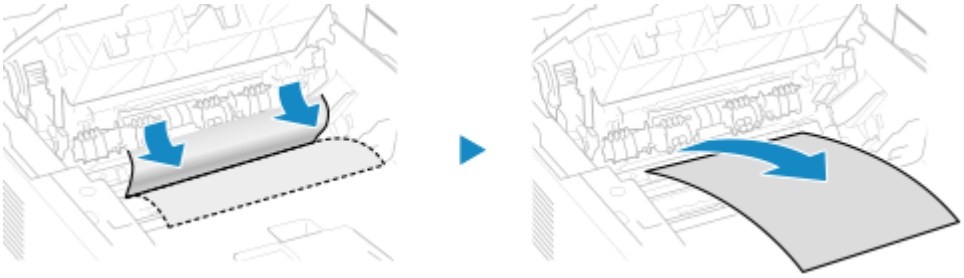


2 Gently pull out the paper.



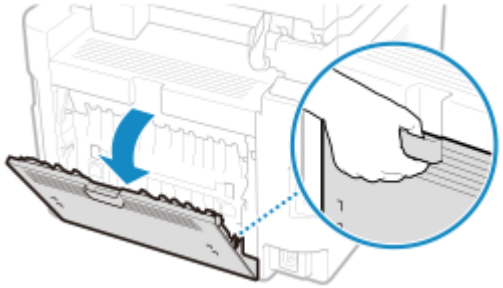
3 Close the paper exit guide.

7 Gently pull out the jammed paper inside the machine.

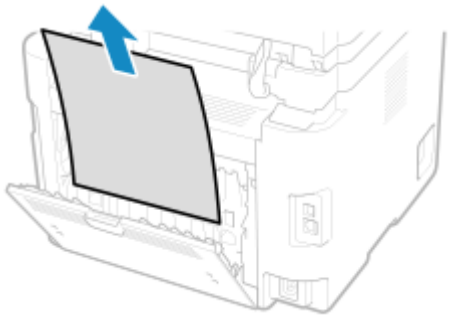


Hold both edges of the paper, pull the leading edge of the paper down, and then pull it out.

8 Open the back cover.



9 Gently pull out the paper.



10 Close the back cover.

11 Insert the drum cartridge.

12 Insert the toner cartridge.

13 Close the toner cover, and lower the control panel.

➠ The message [Paper jammed.] disappears, and printing resumes automatically.
If printing does not resume automatically, try printing again.

NOTE

If Paper Jams Occur Repeatedly

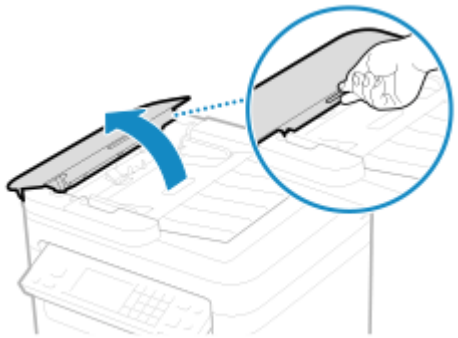
- Check the status of the machine and paper. **Paper Jams That Occur Repeatedly(P. 550)**

Paper Jams in the Feeder

8WFY-0C4

Remove the original jammed inside or at the rear side of the feeder. If the original tears, be sure to remove the parts so that no pieces remain.

1 **Open the feeder cover.**



2 **Gently pull out the original.**



3 **Close the feeder cover.**

4 **Place the original in the feeder again.**

➠ The message [Paper jammed.] disappears, and you can scan the original.
Jobs in which an original jammed are canceled automatically. The job does not resume even if you place the original again, so execute the job again.

NOTE

If Paper Jams Occur Repeatedly

- Check the status of the machine and original. **Paper Jams That Occur Repeatedly(P. 550)**

Paper Jams That Occur Repeatedly

8WFY-0C5

Troubleshoot by checking the items below.

Are There Paper Scraps or Foreign Objects Inside the Machine?

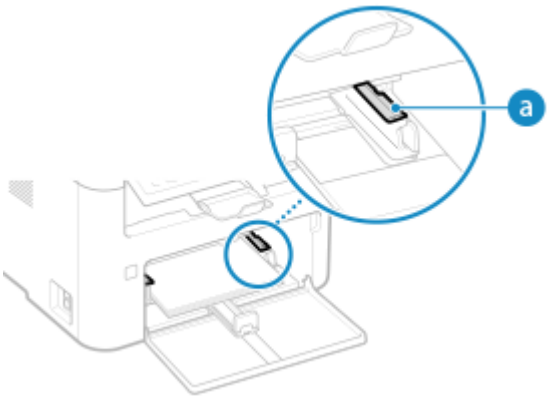
Remove any paper scraps or foreign objects. **Paper Jams(P. 543)**

Are You Using Appropriate Paper?

Check whether the paper in the machine is usable, and replace it with appropriate paper, as needed.
Usable Paper(P. 22)
Loading Paper(P. 138)

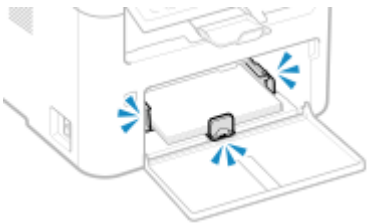
Is Paper Loaded Correctly?

- Fan the paper thoroughly in small batches so that it is not stuck together.
- Align the edges by tapping the paper on a flat surface a few times before loading the paper. **Loading Paper(P. 138)**
- Make sure the loaded paper does not exceed the load limit guides (a).

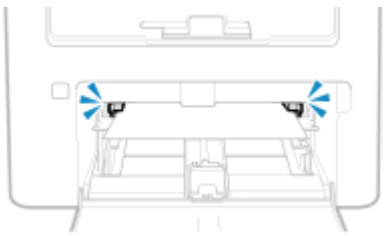


- Check that the positions of the paper guides are not too loose or too tight.

Drawer



Multi-purpose Tray



Do Paper Jams Occur When Printing on the Back Side of Printed Paper?

Flatten the edges of the paper to thoroughly remove any curls.

* When printing on the back side of printed paper, you can only use paper printed with this machine. Do not use paper printed with another printer or multifunction machine, as this can cause paper jams or damage the machine.

Problems with Printing Results

8WFY-0C6

If printouts show any of the symptoms below, check how to troubleshoot the problem based on the symptom.



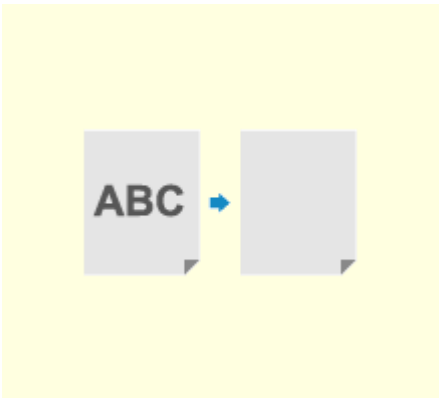
Toner Smudges and Splatters Appear(P. 553)



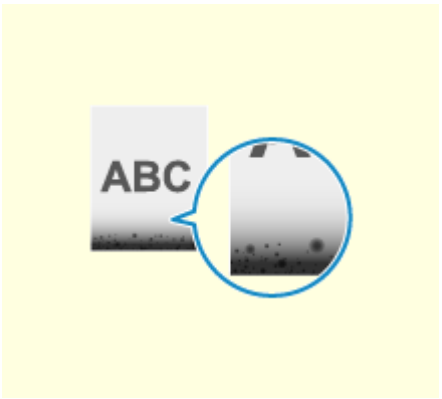
Streaks Appear(P. 555)



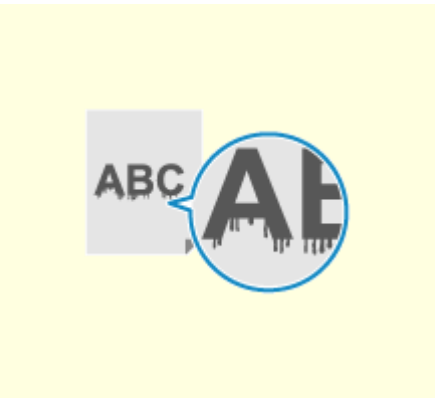
Printing Is Uneven(P. 558)



Printed Paper Is Blank(P. 561)



Smudge Marks Appear on the Edge of Printouts(P. 562)



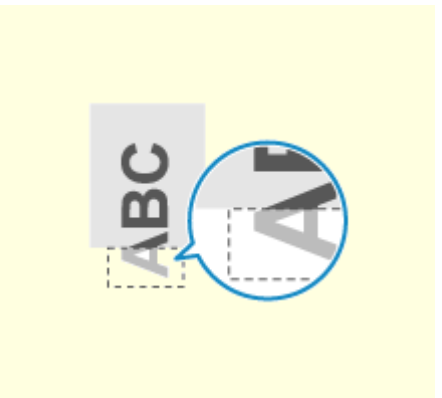
Text or Images Are Blurry(P. 563)



Printouts Have Ghost Images(P. 565)



Printouts Are Faded(P. 566)



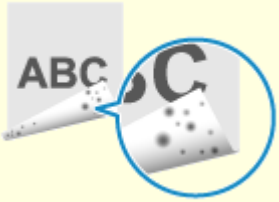
The Edge of the Page Is Not Printed(P. 569)



Printouts Are Entirely or Partially Grayish(P. 570)



White Spots Appear(P. 573)



Smudge Marks Appear on the Back Side of Printouts(P. 574)



Printouts Are Skewed(P. 575)



Printed Barcode Cannot Be Read(P. 576)

Toner Smudges and Splatters Appear

8WFY-0C7

Troubleshoot by checking in the following order:

Are You Using Appropriate Paper?

Check whether the paper in the machine is usable, and replace it with appropriate paper, as needed.
Usable Paper(P. 22)
Loading Paper(P. 138)

Check the Remaining Amount of Toner in the Toner Cartridge.

Check the remaining amount of toner in the toner cartridge. Replace the toner cartridge if the remaining amount of toner is low.
Checking the Remaining Amount of Consumables(P. 534)
Replacing the Toner Cartridge(P. 526)

* Depending on the usage condition of the machine, the actual remaining amount of toner may be lower than indicated or the parts may be deteriorated (may be damaged or may malfunction). It is recommended to replace the toner cartridge with a new one.

Check the Remaining Amount of Toner in the Drum Cartridge.

Check the remaining lifetime of the drum cartridge. If the remaining lifetime is short, replace the drum cartridge.
Checking the Remaining Amount of Consumables(P. 534)
Replacing the Drum Cartridge(P. 530)

* Depending on the usage condition of the machine, the actual remaining amount of toner may be lower than indicated or the parts may be deteriorated (may be damaged or may malfunction). It is recommended to replace the drum cartridge with a new one.

Perform Countermeasures to Stains on Printed Images.

Setting [Prevent Stains on Printed Images] to [On] may improve the situation.

Touch Panel Model

[Home] on the control panel ▶ [Menu] ▶ [Adjustment/Maintenance] ▶ [Adjust Image Quality] ▶ [Special Processing] ▶ [Prevent Stains on Printed Images] ▶ [On]

5 Lines LCD Model

on the control panel ▶ [Adjustment/Maintenance] ▶ OK ▶ [Adjust Image Quality] ▶ OK ▶ [Special Processing] ▶ OK ▶ [Prevent Stains on Printed Images] ▶ OK ▶ [On] ▶ OK

* When you select [On], the printing speed may decrease.

Did You Print on the Back Side of Already Printed Paper?

If you are using paper that has already been printed on, toner smudges and splatters may appear on the back side. If so, specifying [Manual Back Side Print (2-Sided Only)] to [On] for that paper source may improve the print results.

Touch Panel Model

[Home] screen on the control panel ▶ [Menu] ▶ [Adjustment/Maintenance] ▶ [Adjust Image Quality] ▶ [Special Processing] ▶ [Special Paper Processing] ▶ [Manual Back Side Print (2-Sided Only)] ▶ select the paper source ▶ [On]

5 Lines LCD Model

on the control panel ▶ [Adjustment/Maintenance] ▶ OK ▶ [Adjust Image Quality] ▶ OK ▶ [Special Processing] ▶ OK ▶ [Special Paper Processing] ▶ OK ▶ [Manual Back Side Print (2-Sided Only)] ▶ OK ▶ Select the paper source ▶ OK ▶ [On] ▶ OK

* When this is set to [On], if some time has passed since the front side of the paper was printed, or depending on the operating environment humidity, changes in image quality or paper jams may occur.

Are You Using the Machine in an Environment with Low Humidity?

Setting [Low Humidity Mode] to [On] may solve the problem.

Touch Panel Model

[Home] screen on the control panel ▶ [Menu] ▶ [Adjustment/Maintenance] ▶ [Adjust Image Quality] ▶ [Special Processing] ▶ [Low Humidity Mode] ▶ [On]

5 Lines LCD Model

on the control panel ▶ [Adjustment/Maintenance] ▶ OK ▶ [Adjust Image Quality] ▶ OK ▶ [Special Processing] ▶ OK ▶ [Low Humidity Mode] ▶ OK ▶ [On] ▶ OK

* Setting this to [On] may reduce the density or create fading in a humid environment.

Are You Copying an Original with a Colored or Stained Background or an Original with Text or Images Showing Through the Back Side?

Adjusting the density of the background may solve the problem.

Touch Panel Model

[Home] screen on the control panel ▶ [Copy] ▶ [Density] ▶ [Background] ▶ [Adjust (Manual)] ▶ adjust the background density.

* Parts other than the background may also be affected depending on the color of the original.

5 Lines LCD Model

[Home] screen on the control panel ▶ [Copy] ▶ OK ▶ [Density] ▶ OK ▶ [Background] ▶ OK ▶ [Adjust (Manual)] ▶ OK ▶ adjust the background density.

Have You Cleaned the Fixing Assembly?

These symptoms may occur when the fixing assembly is dirty. In this case, clean the fixing assembly.
Cleaning the Fixing Assembly(P. 524)

Streaks Appear

8WFY-0C8

Troubleshoot by checking in the following order:

Are You Using Appropriate Paper?

Check whether the paper in the machine is usable, and replace it with appropriate paper, as needed.
Usable Paper(P. 22)
Loading Paper(P. 138)

Is the Platen Glass Dirty?

Clean the platen glass or rear side of the feeder if dirty.
Cleaning the Platen Glass(P. 519)
Cleaning the Feeder(P. 520)

Are you using paper containing much paper dust or other dust particles?

If you are using paper containing much paper dust or other dust particles, white spots may appear. If this is the case, set [Talc Paper Mode] to [On]. This may solve the problem.

Touch Panel Model

[Home] screen on the control panel ▶ [Menu] ▶ [Adjustment/Maintenance] ▶ [Adjust Image Quality] ▶ [Special Processing] ▶ [Talc Paper Mode] ▶ [On]

5 Lines LCD Model

on the control panel ▶ [Adjustment/Maintenance] ▶ OK ▶ [Adjust Image Quality] ▶ OK ▶ [Special Processing] ▶ OK ▶ [Talc Paper Mode] ▶ OK ▶ [On] ▶ OK

*Setting to [On] may change the print quality.

Are You Using Rough Paper?

If so, specifying [On] for the paper source may improve the print results.

Touch Panel Model

[Home] screen on the control panel ▶ [Menu] ▶ [Adjustment/Maintenance] ▶ [Adjust Image Quality] ▶ [Special Processing] ▶ [Special Paper Processing] ▶ [Rough Surface Paper Mode] ▶ select the paper source ▶ [On]

5 Lines LCD Model

on the control panel ▶ [Adjustment/Maintenance] ▶ OK ▶ [Adjust Image Quality] ▶ OK ▶ [Special Processing] ▶ OK ▶ [Special Paper Processing] ▶ OK ▶ [Rough Surface Paper Mode] ▶ OK ▶ Select the paper source ▶ OK ▶ [On] ▶ OK

* Specifying [On] in this setting may lead to slower print speeds or changes in the image quality.

Check the Remaining Amount of Toner in the Toner Cartridge.

Check the remaining amount of toner in the toner cartridge. Replace the toner cartridge if the remaining amount of toner is low.
Checking the Remaining Amount of Consumables(P. 534)
Replacing the Toner Cartridge(P. 526)

* Depending on the usage condition of the machine, the actual remaining amount of toner may be lower than indicated or the parts may be deteriorated (may be damaged or may malfunction). It is recommended to replace the toner cartridge with a new one.

Check the Remaining Amount of Toner in the Drum Cartridge.

Check the remaining lifetime of the drum cartridge. If the remaining lifetime is short, replace the drum cartridge.
Checking the Remaining Amount of Consumables(P. 534)
Replacing the Drum Cartridge(P. 530)

* Depending on the usage condition of the machine, the actual remaining amount of toner may be lower than indicated or the parts may be deteriorated (may be damaged or may malfunction). It is recommended to replace the drum cartridge with a new one.

Are You Using the Machine in a Humid Environment?

Setting [High Humidity Mode] to [On] may solve the problem.

Touch Panel Model

[Home] screen on the control panel ▶ [Menu] ▶ [Adjustment/Maintenance] ▶ [Adjust Image Quality] ▶ [Special Processing] ▶ [High Humidity Mode] ▶ [On]

5 Lines LCD Model

on the control panel ▶ [Adjustment/Maintenance] ▶ OK ▶ [Adjust Image Quality] ▶ OK ▶ [Special Processing] ▶ OK ▶ [High Humidity Mode] ▶ OK ▶ [On] ▶ OK

* Setting this to [On] may blur images and text in an environment with low humidity.

Are You Using the Machine in an Environment with Sudden Temperature Changes?

Sudden temperature changes can create condensation, which can result in faded or blurry images and text. Setting [Control Condensation] to [On] may solve the problem.

Touch Panel Model

[Home] on the control panel ▶ [Menu] ▶ [Adjustment/Maintenance] ▶ [Maintenance] ▶ [Control Condensation] ▶ [On]

5 Lines LCD Model

on the control panel ▶ [Adjustment/Maintenance] ▶ OK ▶ [Maintenance] ▶ OK ▶ [Control Condensation] ▶ OK ▶ [On] ▶ OK

* During condensation removal, a blank sheet of paper may be output without being printed correctly. If you set this to [On], you can set whether to restrict printing.

Is the Machine Installed in a Location Subject to Strong Wind Such as from an Air Conditioner?

If so, adjust the air direction and volume of the air conditioner.
If that does not work, setting [Switch Paper Feed Method] to [Print Side Priority] may improve the problem.

Touch Panel Model

[Home] on the control panel ▶ [Menu] ▶ [Function Settings] ▶ [Common] ▶ [Paper Feed Settings] ▶ [Switch Paper Feed Method] ▶ select the paper source ▶ [Print Side Priority]

5 Lines LCD Model

on the control panel ▶ [Function Settings] ▶ OK ▶ [Common] ▶ OK ▶ [Paper Feed Settings] ▶ OK ▶ [Switch Paper Feed Method] ▶ OK ▶ Select the paper source ▶ OK ▶ [Print Side Priority] ▶ OK

* When you select [Print Side Priority], the printing speed for 1-Sided printing will decrease.

Have You Cleaned the Fixing Assembly?

These symptoms may occur when the fixing assembly is dirty. In this case, clean the fixing assembly.
Cleaning the Fixing Assembly(P. 524)

Printing Is Uneven

8WFY-0C9

Troubleshoot by checking in the following order:

Are You Using Appropriate Paper?

Check whether the paper in the machine is usable, and replace it with appropriate paper, as needed.
Usable Paper(P. 22)
Loading Paper(P. 138)

Are you using paper containing much paper dust or other dust particles?

If you are using paper containing much paper dust or other dust particles, white spots may appear. If this is the case, set [Talc Paper Mode] to [On]. This may solve the problem.

Touch Panel Model

[Home] screen on the control panel ▶ [Menu] ▶ [Adjustment/Maintenance] ▶ [Adjust Image Quality] ▶ [Special Processing] ▶ [Talc Paper Mode] ▶ [On]

5 Lines LCD Model

on the control panel ▶ [Adjustment/Maintenance] ▶ OK ▶ [Adjust Image Quality] ▶ OK ▶ [Special Processing] ▶ OK ▶ [Talc Paper Mode] ▶ OK ▶ [On] ▶ OK

*Setting to [On] may change the print quality.

Are You Using Rough Paper?

If so, specifying [On] for the paper source may improve the print results.

Touch Panel Model

[Home] screen on the control panel ▶ [Menu] ▶ [Adjustment/Maintenance] ▶ [Adjust Image Quality] ▶ [Special Processing] ▶ [Special Paper Processing] ▶ [Rough Surface Paper Mode] ▶ select the paper source ▶ [On]

5 Lines LCD Model

on the control panel ▶ [Adjustment/Maintenance] ▶ OK ▶ [Adjust Image Quality] ▶ OK ▶ [Special Processing] ▶ OK ▶ [Special Paper Processing] ▶ OK ▶ [Rough Surface Paper Mode] ▶ OK ▶ Select the paper source ▶ OK ▶ [On] ▶ OK

* Specifying [On] in this setting may lead to slower print speeds or changes in the image quality.

Check the Remaining Amount of Toner in the Toner Cartridge.

Check the remaining amount of toner in the toner cartridge. Replace the toner cartridge if the remaining amount of toner is low.
Checking the Remaining Amount of Consumables(P. 534)
Replacing the Toner Cartridge(P. 526)

* Depending on the usage condition of the machine, the actual remaining amount of toner may be lower than indicated or the parts may be deteriorated (may be damaged or may malfunction). It is recommended to replace the toner cartridge with a new one.

Check the Remaining Amount of Toner in the Drum Cartridge.

Check the remaining lifetime of the drum cartridge. If the remaining lifetime is short, replace the drum cartridge.
Checking the Remaining Amount of Consumables(P. 534)
Replacing the Drum Cartridge(P. 530)

* Depending on the usage condition of the machine, the actual remaining amount of toner may be lower than indicated or the parts may be deteriorated (may be damaged or may malfunction). It is recommended to replace the drum cartridge with a new one.

Are You Using the Machine in a Humid Environment?

Setting [High Humidity Mode] to [On] may solve the problem.

Touch Panel Model

[Home] screen on the control panel ▶ [Menu] ▶ [Adjustment/Maintenance] ▶ [Adjust Image Quality] ▶ [Special Processing] ▶ [High Humidity Mode] ▶ [On]

5 Lines LCD Model

on the control panel ▶ [Adjustment/Maintenance] ▶ OK ▶ [Adjust Image Quality] ▶ OK ▶ [Special Processing] ▶ OK ▶ [High Humidity Mode] ▶ OK ▶ [On] ▶ OK

* Setting this to [On] may blur images and text in an environment with low humidity.

Are You Using the Machine in an Environment with Sudden Temperature Changes?

Sudden temperature changes can create condensation, which can result in faded or blurry images and text. Setting [Control Condensation] to [On] may solve the problem.

Touch Panel Model

[Home] on the control panel ▶ [Menu] ▶ [Adjustment/Maintenance] ▶ [Maintenance] ▶ [Control Condensation] ▶ [On]

5 Lines LCD Model

on the control panel ▶ [Adjustment/Maintenance] ▶ OK ▶ [Maintenance] ▶ OK ▶ [Control Condensation] ▶ OK ▶ [On] ▶ OK

* During condensation removal, a blank sheet of paper may be output without being printed correctly. If you set this to [On], you can set whether to restrict printing.

Is the Machine Installed in a Location Subject to Strong Wind Such as from an Air Conditioner?

If so, adjust the air direction and volume of the air conditioner.
If that does not work, setting [Switch Paper Feed Method] to [Print Side Priority] may improve the problem.

Touch Panel Model

[Home] on the control panel ▶ [Menu] ▶ [Function Settings] ▶ [Common] ▶ [Paper Feed Settings] ▶ [Switch Paper Feed Method] ▶ select the paper source ▶ [Print Side Priority]

5 Lines LCD Model

on the control panel ▶ [Function Settings] ▶ OK ▶ [Common] ▶ OK ▶ [Paper Feed Settings] ▶ OK ▶ [Switch Paper Feed Method] ▶ OK ▶ Select the paper source ▶ OK ▶ [Print Side Priority] ▶ OK

* When you select [Print Side Priority], the printing speed for 1-Sided printing will decrease.

Printed Paper Is Blank

8WFY-0CA

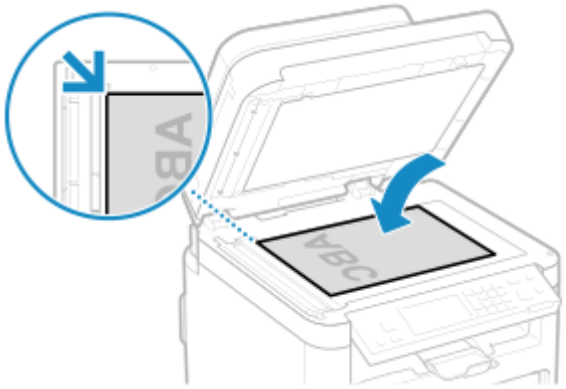
Troubleshoot by checking the following steps:

Is Original Placed Correctly?

Place the original correctly while paying attention to the orientation of the side to be scanned.

When Placing It on the Platen Glass

Place the original with the side to be scanned face down. **Placing Originals on the Platen Glass(P. 135)**



When Placing Originals in the Feeder

Place the original with the side to be scanned face up. **Placing Originals in the Feeder(P. 136)**



Is Condensation Removal Being Performed?

Check the control panel, and wait for condensation removal to finish.

Smudge Marks Appear on the Edge of Printouts

8WFY-0CC

Troubleshoot by checking in the following order:

Are You Using Appropriate Paper?

- Check whether the paper in the machine is usable, and replace it with appropriate paper, as needed.
  Usable Paper(P. 22)
  Loading Paper(P. 138)

Perform Countermeasures to Stains on Printed Images.

Setting [Prevent Stains on Printed Images] to [On] may improve the situation.

Touch Panel Model

[Home] on the control panel ▶ [Menu] ▶ [Adjustment/Maintenance] ▶ [Adjust Image Quality] ▶ [Special Processing] ▶ [Prevent Stains on Printed Images] ▶ [On]

5 Lines LCD Model

on the control panel ▶ [Adjustment/Maintenance] ▶ OK ▶ [Adjust Image Quality] ▶ OK ▶ [Special Processing] ▶ OK ▶ [Prevent Stains on Printed Images] ▶ OK ▶ [On] ▶ OK

* When you select [On], the printing speed may decrease.

Are You Printing to the Edge of the Paper Without Margins?

This symptom may occur when the margin is set to none in the printer driver. To print with this machine, a margin of 5 mm (10 mm at the top and bottom of an envelope) is required.

On the [Printing preferences] screen of the printer driver, configure the following setting to provide a margin.

[Finishing] tab ▶ [Advanced Settings] ▶ [Expand Print Region and Print] ▶ [Off]

Have You Cleaned the Fixing Assembly?

These symptoms may occur when the fixing assembly is dirty. In this case, clean the fixing assembly.
Cleaning the Fixing Assembly(P. 524)

Text or Images Are Blurry

8WFY-0CE

Troubleshoot by checking the following steps:

Are You Using Appropriate Paper?

Check whether the paper in the machine is usable, and replace it with appropriate paper, as needed.
Usable Paper(P. 22)
Loading Paper(P. 138)

Was the blurry image output when you performed copying?

If this is the case, set [Correct Blurry Image for Copy] to [Mode 1]. This may solve the problem. If the problem persists, try [Mode 2] or [Mode 3] in turn.

Touch Panel Model

[Home] screen on the control panel ▶ [Menu] ▶ [Adjustment/Maintenance] ▶ [Adjust Image Quality] ▶ [Special Processing] ▶ [Correct Blurry Image for Copy] ▶ [Mode 1]

5 Lines LCD Model

on the control panel ▶ [Adjustment/Maintenance] ▶ OK ▶ [Adjust Image Quality] ▶ OK ▶ [Special Processing] ▶ OK ▶ [Correct Blurry Image for Copy] ▶ OK ▶ [Mode 1] ▶ OK

* When this setting is enabled, the print density may decrease.

Was the blurry image output when you performed printing a document or a received fax document?

Smudges may appear on Printouts. If this is the case, set [Correct Blurry Image] to [Mode 1]. This may solve the problem. If the problem persists, try [Mode 2], [Mode 3], or [Mode 4] in turn.

Touch Panel Model

[Home] screen on the control panel ▶ [Menu] ▶ [Adjustment/Maintenance] ▶ [Adjust Image Quality] ▶ [Special Processing] ▶ [Correct Blurry Image] ▶ [Mode 1]

5 Lines LCD Model

on the control panel ▶ [Adjustment/Maintenance] ▶ OK ▶ [Adjust Image Quality] ▶ OK ▶ [Special Processing] ▶ OK ▶ [Correct Blurry Image] ▶ OK ▶ [Mode 1] ▶ OK

* When this setting is enabled, the print density may decrease or the print speed may be slower.

Are You Using the Machine in an Environment with Sudden Temperature Changes?

Sudden temperature changes can create condensation, which can result in faded or blurry images and text. Setting [Control Condensation] to [On] may solve the problem.

Touch Panel Model

[Home] on the control panel ▶ [Menu] ▶ [Adjustment/Maintenance] ▶ [Maintenance] ▶ [Control Condensation] ▶ [On]

5 Lines LCD Model

on the control panel ▶ [Adjustment/Maintenance] ▶ OK ▶ [Maintenance] ▶ OK ▶ [Control Condensation] ▶ OK ▶ [On] ▶ OK

* During condensation removal, a blank sheet of paper may be output without being printed correctly. If you set this to [On], you can set whether to restrict printing.

Printouts Have Ghost Images

8WFY-0CF

Troubleshoot by checking the following steps:

Are You Using Appropriate Paper?

Check whether the paper in the machine is usable, and replace it with appropriate paper, as needed.
Usable Paper(P. 22)
Loading Paper(P. 138)

Check the Remaining Amount of Toner in the Toner Cartridge.

Check the remaining amount of toner in the toner cartridge. Replace the toner cartridge if the remaining amount of toner is low.
Checking the Remaining Amount of Consumables(P. 534)
Replacing the Toner Cartridge(P. 526)

* Depending on the usage condition of the machine, the actual remaining amount of toner may be lower than indicated or the parts may be deteriorated (may be damaged or may malfunction). It is recommended to replace the toner cartridge with a new one.

Check the Remaining Amount of Toner in the Drum Cartridge.

Check the remaining lifetime of the drum cartridge. If the remaining lifetime is short, replace the drum cartridge.
Checking the Remaining Amount of Consumables(P. 534)
Replacing the Drum Cartridge(P. 530)

* Depending on the usage condition of the machine, the actual remaining amount of toner may be lower than indicated or the parts may be deteriorated (may be damaged or may malfunction). It is recommended to replace the drum cartridge with a new one.

Have You Cleaned the Fixing Assembly?

These symptoms may occur when the fixing assembly is dirty. In this case, clean the fixing assembly.
Cleaning the Fixing Assembly(P. 524)

Printouts Are Faded

8WFY-0CH

Troubleshoot by checking the following steps:

Are You Using Appropriate Paper?

- Check whether the paper in the machine is usable, and replace it with appropriate paper, as needed.
  Usable Paper(P. 22)
  Loading Paper(P. 138)
- Set the paper size and type correctly according to the loaded paper. **Specifying the Paper Size and Type(P. 148)**

Are you using paper containing much paper dust or other dust particles?

If you are using paper containing much paper dust or other dust particles, white spots may appear. If this is the case, set [Talc Paper Mode] to [On]. This may solve the problem.

Touch Panel Model

[Home] screen on the control panel ▶ [Menu] ▶ [Adjustment/Maintenance] ▶ [Adjust Image Quality] ▶ [Special Processing] ▶ [Talc Paper Mode] ▶ [On]

5 Lines LCD Model

on the control panel ▶ [Adjustment/Maintenance] ▶ OK ▶ [Adjust Image Quality] ▶ OK ▶ [Special Processing] ▶ OK ▶ [Talc Paper Mode] ▶ OK ▶ [On] ▶ OK

*Setting to [On] may change the print quality.

Are You Using Rough Paper?

If so, specifying [On] for the paper source may improve the print results.

Touch Panel Model

[Home] screen on the control panel ▶ [Menu] ▶ [Adjustment/Maintenance] ▶ [Adjust Image Quality] ▶ [Special Processing] ▶ [Special Paper Processing] ▶ [Rough Surface Paper Mode] ▶ select the paper source ▶ [On]

5 Lines LCD Model

on the control panel ▶ [Adjustment/Maintenance] ▶ OK ▶ [Adjust Image Quality] ▶ OK ▶ [Special Processing] ▶ OK ▶ [Special Paper Processing] ▶ OK ▶ [Rough Surface Paper Mode] ▶ OK ▶ Select the paper source ▶ OK ▶ [On] ▶ OK

* Specifying [On] in this setting may lead to slower print speeds or changes in the image quality.

Check the Remaining Amount of Toner in the Toner Cartridge.

Check the remaining amount of toner in the toner cartridge. Replace the toner cartridge if the remaining amount of toner is low.
Checking the Remaining Amount of Consumables(P. 534)
Replacing the Toner Cartridge(P. 526)

* Depending on the usage condition of the machine, the actual remaining amount of toner may be lower than indicated or the parts may be deteriorated (may be damaged or may malfunction). It is recommended to replace the toner cartridge with a new one.

Check the Remaining Amount of Toner in the Drum Cartridge.

Check the remaining lifetime of the drum cartridge. If the remaining lifetime is short, replace the drum cartridge.
Checking the Remaining Amount of Consumables(P. 534)
Replacing the Drum Cartridge(P. 530)

* Depending on the usage condition of the machine, the actual remaining amount of toner may be lower than indicated or the parts may be deteriorated (may be damaged or may malfunction). It is recommended to replace the drum cartridge with a new one.

Are Characters or Lines Fades?

A printed barcode may not be able to be read. Or, lines may not be printed clearly. Specifying [Select Line Width] may improve the situation.

Touch Panel Model

[Home] screen on the control panel ▶ [Menu] ▶ [Adjustment/Maintenance] ▶ [Adjust Image Quality] ▶ [Special Processing] ▶ [Select Line Width] ▶ Select the line width

5 Lines LCD Model

on the control panel ▶ [Adjustment/Maintenance] ▶ OK ▶ [Adjust Image Quality] ▶ OK ▶ [Special Processing] ▶ OK ▶ [Select Line Width] ▶ OK ▶ Select the line width ▶ OK

*When this setting is enabled, the print density may decrease.

Are You Using the Machine in a Humid Environment?

Setting [High Humidity Mode] to [On] may solve the problem.

Touch Panel Model

[Home] screen on the control panel ▶ [Menu] ▶ [Adjustment/Maintenance] ▶ [Adjust Image Quality] ▶ [Special Processing] ▶ [High Humidity Mode] ▶ [On]

5 Lines LCD Model

on the control panel ▶ [Adjustment/Maintenance] ▶ OK ▶ [Adjust Image Quality] ▶ OK ▶ [Special Processing] ▶ OK ▶ [High Humidity Mode] ▶ OK ▶ [On] ▶ OK

* Setting this to [On] may blur images and text in an environment with low humidity.

Are You Using the Machine in an Environment with Sudden Temperature Changes?

Sudden temperature changes can create condensation, which can result in faded or blurry images and text. Setting [Control Condensation] to [On] may solve the problem.

Touch Panel Model

[Home] on the control panel ▶ [Menu] ▶ [Adjustment/Maintenance] ▶ [Maintenance] ▶ [Control Condensation] ▶ [On]

5 Lines LCD Model

on the control panel ▶ [Adjustment/Maintenance] ▶ OK ▶ [Maintenance] ▶ OK ▶ [Control Condensation] ▶ OK ▶ [On] ▶ OK

* During condensation removal, a blank sheet of paper may be output without being printed correctly. If you set this to [On], you can set whether to restrict printing.

Is the Machine Installed in a Location Subject to Strong Wind Such as from an Air Conditioner?

If so, adjust the air direction and volume of the air conditioner.
If that does not work, setting [Switch Paper Feed Method] to [Print Side Priority] may improve the problem.

Touch Panel Model

[Home] on the control panel ▶ [Menu] ▶ [Function Settings] ▶ [Common] ▶ [Paper Feed Settings] ▶ [Switch Paper Feed Method] ▶ select the paper source ▶ [Print Side Priority]

5 Lines LCD Model

on the control panel ▶ [Function Settings] ▶ OK ▶ [Common] ▶ OK ▶ [Paper Feed Settings] ▶ OK ▶ [Switch Paper Feed Method] ▶ OK ▶ select the paper source ▶ OK ▶ [Print Side Priority] ▶ OK

* When you select [Print Side Priority], the printing speed for 1-Sided printing will decrease.

The Edge of the Page Is Not Printed

8WFY-0CJ

Troubleshoot by checking in the following order:

Are You Using Appropriate Paper?

Check whether the paper in the machine is usable, and replace it with appropriate paper, as needed.
Usable Paper(P. 22)
Loading Paper(P. 138)

Are the Paper Guides Correctly Aligned with the Paper?

Paper guides that are aligned but too loose or too tight can cause part of the page to not be printed. Check the paper guides, and align them with the width of the paper. **Loading Paper(P. 138)**

Are You Printing to the Edge of the Paper Without Margins?

This symptom may occur when the margin is set to none in the printer driver. To print with this machine, a margin of 5 mm (10 mm at the top and bottom of an envelope) is required.

On the [Printing preferences] screen of the printer driver, configure the following setting to provide a margin.

[Finishing] tab ▶ [Advanced Settings] ▶ [Expand Print Region and Print] ▶ [Off]

Printouts Are Entirely or Partially Grayish

8WFY-0CK

Troubleshoot by checking in the following order:

Are You Using Appropriate Paper?

- Check whether the paper in the machine is usable, and replace it with appropriate paper, as needed.
  Usable Paper(P. 22)
  Loading Paper(P. 138)
- Set the paper size and type correctly according to the loaded paper. **Specifying the Paper Size and Type(P. 148)**

Are You Using Paper That Has Absorbed Moisture?

- Try the following in the order below:
  Precautions When Handling Paper(P. 25)
  Loading Paper(P. 138)
- Change the paper type setting to a thinner paper. **Specifying the Paper Size and Type(P. 148)**

Does the printed postcard appear grayish?

The whole surface of the printed postcard may appear darkened. If this is the case, set [Prevent Postcard Fogging] to [Mode 1]. This may solve the problem. If the problem persists, try [Mode 2].

Touch Panel Model

[Home] screen on the control panel ▶ [Menu] ▶ [Adjustment/Maintenance] ▶ [Adjust Image Quality] ▶ [Special Processing] ▶ [Prevent Postcard Fogging] ▶ [Mode 1] or [Mode 2]

5 Lines LCD Model

on the control panel ▶ [Adjustment/Maintenance] ▶ OK ▶ [Adjust Image Quality] ▶ OK ▶ [Special Processing] ▶ OK ▶ [Prevent Postcard Fogging] ▶ OK ▶ [Mode 1] or [Mode 2]

* When this setting is enabled, lines may become thinner, ghost images may appear in a blank area, or the print density may decrease.

Are you using paper containing much paper dust or other dust particles?

If you are using paper containing much paper dust or other dust particles, white spots may appear. If this is the case, set [Talc Paper Mode] to [On]. This may solve the problem.

Touch Panel Model

[Home] screen on the control panel ▶ [Menu] ▶ [Adjustment/Maintenance] ▶ [Adjust Image Quality] ▶ [Special Processing] ▶ [Talc Paper Mode] ▶ [On]

5 Lines LCD Model

on the control panel ▶ [Adjustment/Maintenance] ▶ OK ▶ [Adjust Image Quality] ▶ OK ▶ [Special Processing] ▶ OK ▶ [Talc Paper Mode] ▶ OK ▶ [On] ▶ OK

* Setting to [On] may change the print quality.

Perform Countermeasures to Distorted Images

Setting [Prevent Image Distortion] to [On] may improve the situation.

Touch Panel Model

[Home] screen on the control panel ▶ [Menu] ▶ [Adjustment/Maintenance] ▶ [Adjust Image Quality] ▶ [Special Processing] ▶ [Prevent Image Distortion] ▶ [On]

5 Lines LCD Model

on the control panel ▶ [Adjustment/Maintenance] ▶ OK ▶ [Adjust Image Quality] ▶ OK ▶ [Special Processing] ▶ OK ▶ [Prevent Image Distortion] ▶ OK ▶ [On] ▶ OK

* When you select [On], the printing speed decrease.

Perform Countermeasures to Stains on Printed Images.

Setting [Prevent Stains on Printed Images] to [On] may improve the situation.

Touch Panel Model

[Home] on the control panel ▶ [Menu] ▶ [Adjustment/Maintenance] ▶ [Adjust Image Quality] ▶ [Special Processing] ▶ [Prevent Stains on Printed Images] ▶ [On]

5 Lines LCD Model

on the control panel ▶ [Adjustment/Maintenance] ▶ OK ▶ [Adjust Image Quality] ▶ OK ▶ [Special Processing] ▶ OK ▶ [Prevent Stains on Printed Images] ▶ OK ▶ [On] ▶ OK

* When you select [On], the printing speed may decrease.

Has the toner cartridge or the drum cartridge been left in direct sunlight for a long period of time?

Store the toner cartridge or the drum cartridge in an appropriate location for two to three hours, then try printing again. This may solve the problem. If the problem persists, replace the toner cartridge or the drum cartridge.

Are You Copying an Original with a Colored or Stained Background or an Original with Text or Images Showing Through the Back Side?

Adjusting the density of the background may solve the problem.

Touch Panel Model

[Home] screen on the control panel ▶ [Copy] ▶ [Density] ▶ [Background] ▶ [Adjust (Manual)] ▶ adjust the background density.

5 Lines LCD Model

[Home] screen on the control panel ▶ [Copy] ▶ OK ▶ [Density] ▶ OK ▶ [Background] ▶ OK ▶ [Adjust (Manual)] ▶ OK ▶ adjust the background density.

Are You Using the Machine in an Environment with Low Humidity?

Setting [Low Humidity Mode] to [On] may solve the problem.

Touch Panel Model

[Home] screen on the control panel ▶ [Menu] ▶ [Adjustment/Maintenance] ▶ [Adjust Image Quality] ▶ [Special Processing] ▶ [Low Humidity Mode] ▶ [On]

5 Lines LCD Model

on the control panel ▶ [Adjustment/Maintenance] ▶ OK ▶ [Adjust Image Quality] ▶ OK ▶ [Special Processing] ▶ OK ▶ [Low Humidity Mode] ▶ OK ▶ [On] ▶ OK

* Setting this to [On] may reduce the density or create fading in a humid environment.

White Spots Appear

8WFY-0CL

Troubleshoot by checking the following steps:

Are You Using Appropriate Paper?

Check whether the paper in the machine is usable, and replace it with appropriate paper, as needed.
Usable Paper(P. 22)
Loading Paper(P. 138)

Are You Using Paper That Has Absorbed Moisture?

Check the precautions, and replace the paper with dry paper.
Precautions When Handling Paper(P. 25)
Loading Paper(P. 138)

Check the Remaining Amount of Toner in the Toner Cartridge.

Check the remaining amount of toner in the toner cartridge. Replace the toner cartridge if the remaining amount of toner is low.
Checking the Remaining Amount of Consumables(P. 534)
Replacing the Toner Cartridge(P. 526)

* Depending on the usage condition of the machine, the actual remaining amount of toner may be lower than indicated or the parts may be deteriorated (may be damaged or may malfunction). It is recommended to replace the toner cartridge with a new one.

Check the Remaining Amount of Toner in the Drum Cartridge.

Check the remaining lifetime of the drum cartridge. If the remaining lifetime is short, replace the drum cartridge.
Checking the Remaining Amount of Consumables(P. 534)
Replacing the Drum Cartridge(P. 530)

* Depending on the usage condition of the machine, the actual remaining amount of toner may be lower than indicated or the parts may be deteriorated (may be damaged or may malfunction). It is recommended to replace the drum cartridge with a new one.

Are You Using the Machine in an Environment with Sudden Temperature Changes?

Sudden temperature changes can create condensation, which can result in faded or blurry images and text. Setting [Control Condensation] to [On] may solve the problem.

Touch Panel Model

[Home] on the control panel ▶ [Menu] ▶ [Adjustment/Maintenance] ▶ [Maintenance] ▶ [Control Condensation] ▶ [On]

5 Lines LCD Model

on the control panel ▶ [Adjustment/Maintenance] ▶ OK ▶ [Maintenance] ▶ OK ▶ [Control Condensation] ▶ OK ▶ [On] ▶ OK

* During condensation removal, a blank sheet of paper may be output without being printed correctly. If you set this to [On], you can set whether to restrict printing.

Smudge Marks Appear on the Back Side of Printouts

8WFY-0CR

Troubleshoot by checking in the following order:

Are You Using Paper That Is Smaller Than the Size of the Print Data?

Replace with paper that is the same size as the print data. **Loading Paper(P. 138)**

Perform Countermeasures to Stains on Printed Images.

Setting [Prevent Stains on Printed Images] to [On] may improve the situation.

Touch Panel Model

[Home] on the control panel ▶ [Menu] ▶ [Adjustment/Maintenance] ▶ [Adjust Image Quality] ▶ [Special Processing] ▶ [Prevent Stains on Printed Images] ▶ [On]

5 Lines LCD Model

on the control panel ▶ [Adjustment/Maintenance] ▶ OK ▶ [Adjust Image Quality] ▶ OK ▶ [Special Processing] ▶ OK ▶ [Prevent Stains on Printed Images] ▶ OK ▶ [On] ▶ OK

* When you select [On], the printing speed may decrease.

Have You Cleaned the Fixing Assembly?

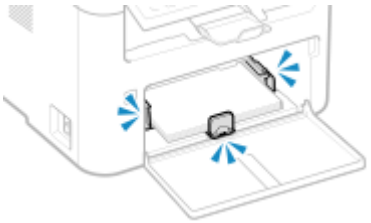
These symptoms may occur when the fixing assembly is dirty. In this case, clean the fixing assembly. **Cleaning the Fixing Assembly(P. 524)**

Printouts Are Skewed

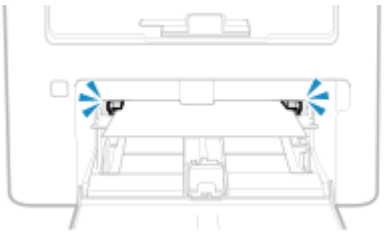
8WFY-0CS

This symptom may occur when the paper guides are aligned but too loose or too tight. Check the paper guides, and align them with the width of the paper. **Loading Paper(P. 138)**

Drawer



Multi-purpose Tray



Printed Barcode Cannot Be Read

8WFY-0FX

A printed barcode may not be able to be read. Or, lines may not be printed clearly. Specifying [Select Line Width] may improve the situation.

Touch Panel Model

[Home] screen on the control panel ▶ [Menu] ▶ [Adjustment/Maintenance] ▶ [Adjust Image Quality] ▶ [Special Processing] ▶ [Select Line Width] ▶ Select the line width

5 Lines LCD Model

on the control panel ▶ [Adjustment/Maintenance] ▶ OK ▶ [Adjust Image Quality] ▶ OK ▶ [Special Processing] ▶ OK ▶ [Select Line Width] ▶ OK ▶ Select the line width ▶ OK

*When this setting is enabled, the print density may decrease.

Paper and Paper Feeding Problems

8WFY-0CU

Check how to troubleshoot the problem based on the symptom.

Paper Creases(P. 578)
Paper Curls(P. 579)
Paper Is Not Fed or Two or More Sheets Are Fed Together(P. 580)

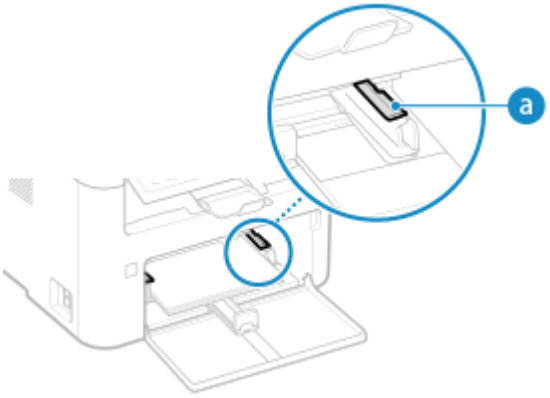
Paper Creases

8WFY-0CW

Troubleshoot by checking the items below.

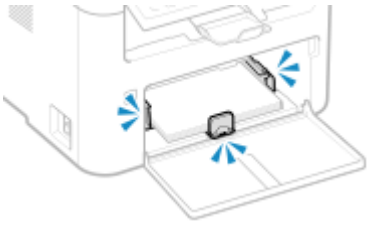
Is Paper Loaded Correctly?

- Make sure the loaded paper does not exceed the load limit guides (a).

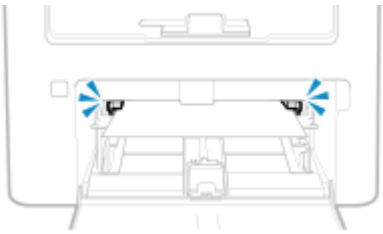


- Check that the paper guides are aligned with the markings and are not too loose or too tight.

Drawer



Multi-purpose Tray



Are You Using Paper That Has Absorbed Moisture?

Check the precautions, and replace the paper with dry paper.
Precautions When Handling Paper(P. 25)
Loading Paper(P. 138)

Are You Using Appropriate Paper?

Check whether the paper in the machine is usable, and replace it with appropriate paper, as needed.
Usable Paper(P. 22)
Loading Paper(P. 138)

Paper Curls

8WFY-0CX

Troubleshoot by checking the items below.

Are You Using Appropriate Paper?

- Check whether the paper in the machine is usable, and replace it with appropriate paper, as needed.
  Usable Paper(P. 22)
  Loading Paper(P. 138)
- Set the paper size and type correctly according to the loaded paper. **Specifying the Paper Size and Type(P. 148)**
- Setting [Switch Paper Feed Method] to [Print Side Priority] may improve the problem.

  ### Touch Panel Model

  [Home] screen on the control panel ▶ [Menu] ▶ [Function Settings] ▶ [Common] ▶ [Paper Feed Settings] ▶ [Switch Paper Feed Method] ▶ [Print Side Priority]

  ### 5 Lines LCD Model

  on the control panel ▶ [Function Settings] ▶ OK ▶ [Common] ▶ OK ▶ [Paper Feed Settings] ▶ OK ▶ [Switch Paper Feed Method] ▶ OK ▶ [Print Side Priority] ▶ OK

  * When you select [Print Side Priority], the printing speed for 1-Sided printing will decrease.
- Load the paper with the side to be printed (paper front and back) reversed.

  * In rare cases, the symptom may worsen depending on the paper used. In this case, print on the original side of the paper.

Are You Using Paper That Has Absorbed Moisture?

Try the following in the order below:

- Check the precautions, and replace the paper with dry paper.
  Precautions When Handling Paper(P. 25)
  Loading Paper(P. 138)
- Change the paper type setting to a thinner paper. **Specifying the Paper Size and Type(P. 148)**

Paper Is Not Fed or Two or More Sheets Are Fed Together

8WFY-0CY

Troubleshoot by checking the items below.

Are You Using Appropriate Paper?

Check whether the paper in the machine is usable, and replace it with appropriate paper, as needed.
Usable Paper(P. 22)
Loading Paper(P. 138)

Is Paper Loaded Correctly?

- Fan the paper thoroughly in small batches so that it is not stuck together.
- Align the edges by tapping the paper on a flat surface a few times before loading the paper. **Loading Paper(P. 138)**
- Do not load paper of different sizes or types together.

Setting Up

8WFY-0E1

This is a list of problems that can occur during setup of the machine. Check how to troubleshoot the problem based on the symptom.

■ Problems During Driver Installation

The Machine Connected via WSD Port Is Not Displayed During Driver Installation(P. 582)

■ Problems with Wireless LAN and Wired LAN Connection

Cannot Connect to Wireless LAN

Check whether the machine can connect to the network.

Cannot Connect to Wireless LAN(P. 583)

Cannot Connect to Wired LAN

The IP address setting may have failed. Set the IP address again.

Setting IPv4 Addresses(P. 73)
Setting IPv6 Addresses(P. 77)

Cannot Connect to Wireless LAN and Wired LAN at the Same Time

You cannot connect the machine to a wireless LAN and wired LAN at the same time. You can connect to USB and wireless LAN or USB and wired LAN at the same time.

■ Problems with USB Connection

The Computer Cannot Communicate with the Machine

Try the following:

- Replace the USB cable. If the USB cable is long, replace it with a short cable.
- If you are using a USB hub, connect the machine directly to the computer using a USB cable.

The Machine Connected via WSD Port Is Not Displayed During Driver Installation

8WFY-0E2

Troubleshoot by checking the items below.

Check the Settings of the Machine.

Configure the settings below if they have not been configured.
The machine must be restarted to apply the settings.

WSD Printing and Multicast Discovery Settings

Log in to Remote UI in System Manager Mode ▶ [Settings/Registration] ▶ [Network Settings] ▶ [WSD Settings] ▶ [Edit] ▶ select the [Use WSD Printing] and [Use Multicast Discovery] checkboxes ▶ [OK] ▶ restart the machine.

On the control panel, select [Menu] in the [Home] screen, and then select [Preferences] to configure the settings. **[WSD Settings](P. 442)**

Selecting the Page Description Language

Select the page description language (PDL) of the installed driver.

Log in to Remote UI in System Manager Mode ▶ [Settings/Registration] ▶ [Printer Settings] ▶ [PDL Selection (Plug and Play)] ▶ [Edit] ▶ select the PDL in [Network] ▶ [OK] ▶ restart the machine.

On the control panel, select [Menu] in the [Home] screen, and then select [Function Settings] to configure the settings. **[Network](P. 477)**

Check the OS Network Settings.

Configure the settings below if they have not been configured.

In Windows, click [ ] (Start) ▶ [ ] (Settings) ▶ [Network & Internet] ▶ [Status] ▶ [Change connection properties] ▶ [Network profile] ▶ [Private]

Check Whether the Driver Is Installed.

Use the following procedure to check whether the driver of the machine is displayed.

In Windows, click [ ] (Start) ▶ [ ] (Settings) ▶ [Devices] ▶ [Printers & scanners] ▶ check whether the driver is displayed.

If the driver is displayed, it is installed. In this case, uninstall the driver, and then reinstall it.
For details about uninstalling and installing drivers, see the driver manual at the online manual site.
https://oip.manual.canon/

Cannot Connect to Wireless LAN

8WFY-0E3

Troubleshoot by checking the status of the computer, wireless LAN router (access point), and machine with the steps below.

Step 1: Checking the Status of the Computer and Wireless LAN Router(P. 583)
Step 2: Checking the Status of the Machine and Wireless LAN Router(P. 583)
Step 3: Reconnecting to a Wireless LAN(P. 583)

Step 1: Checking the Status of the Computer and Wireless LAN Router

Have You Configured the Settings of the Computer and Wireless LAN Router?

Configure the required settings if they have not been configured.

Are the Power Cables and Ethernet Cable Connected Correctly?

If any cables are connected incorrectly or disconnected, connect them correctly.

Is the Power of Wireless LAN Router On?

If you cannot establish a connection even if the power is on, turn off the power of the computer and router and turn it on again.

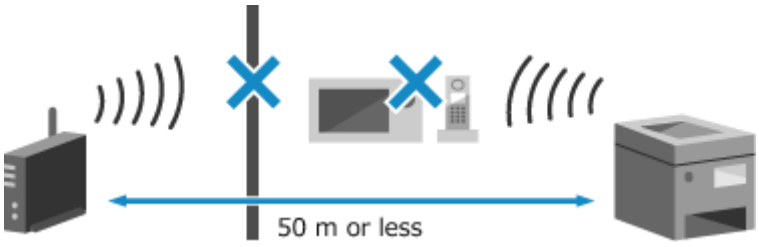
Step 2: Checking the Status of the Machine and Wireless LAN Router

Is the Power of the Machine ON?

If the power is ON, turn OFF the power and turn it ON again.

Is the Location Appropriate?

- The machine and wireless LAN router should be installed in a location without walls or other obstructions between the devices and within range of 50 m.
- Do not install near a microwave oven, cordless telephone, or other device that generates radio waves.



Step 3: Reconnecting to a Wireless LAN

Connect to the wireless LAN using the connection type according to your wireless LAN router. **Connecting to a Wireless LAN(P. 57)**

Network

8WFY-0E4

This is a list of problems that can occur with the network. Check how to troubleshoot the problem based on the symptom.

Cannot Switch to Wireless LAN(P. 585)
Cannot Find the Print Server to Connect to(P. 587)
Cannot Connect to a Shared Printer(P. 588)
Cannot Find the IP Address of the Machine(P. 589)
AirPrint Does Not Work(P. 590)

Cannot Switch to Wireless LAN

8WFY-0E5

Use the network settings to switch from wired LAN connection to wireless LAN connection.

Touch Panel Model(P. 585)
5 Lines LCD Model(P. 585)

■ Touch Panel Model

1 On the control panel, press [Menu] in the [Home] screen. [Home] Screen(P. 116)

2 Press [Preferences] ▶ [Network] ▶ [Select Wired/Wireless LAN].

If the login screen appears, enter the System Manager ID and PIN, and then press [Log In]. **Logging In to the Machine(P. 133)**

3 Press [Wireless LAN].

➡ The message [Settings applied.] appears.

4 Connect the machine to the wireless LAN. Connecting to a Wireless LAN(P. 57)

5 Install the driver to the computer that will use the machine.

When switching the machine from wired LAN connection to wireless LAN connection, any installed drivers must be uninstalled and then reinstalled.
For details about uninstalling and installing drivers, see the driver manual at the online manual site.
https://oip.manual.canon/

■ 5 Lines LCD Model

1 Press on the control panel. Control Panel(P. 14)

2 Press [Preferences] ▶ OK ▶ [Network] ▶ OK [Select Wired/Wireless LAN] ▶ OK.

➡ The [Select Wired/Wireless LAN] screen is displayed.

If the login screen appears, enter the System Manager ID and PIN, and then press [<Log In>] ▶ OK. **Logging In to the Machine(P. 133)**

3 Press [Wireless LAN].

➡ The message [Settings applied.] appears.

4 **Connect the machine to the wireless LAN.** **Connecting to a Wireless LAN(P. 57)**

5 **Install the driver to the computer that will use the machine.**

When switching the machine from wired LAN connection to wireless LAN connection, any installed drivers must be uninstalled and then reinstalled.
For details about uninstalling and installing drivers, see the driver manual at the online manual site.
https://oip.manual.canon/

Cannot Find the Print Server to Connect to

8WFY-0E6

Troubleshoot by checking the items below.

Are the Print Server and Computer Connected Correctly?

- Check the network settings of the print server and computer, and make sure they are connected correctly.
- If they are connected using an Ethernet cable, make sure the cable is connected correctly.

Is the Print Server Started?

Start the print server if it has not been started.

Are there Any Restrictions with Connecting to the Print Server?

Check with the administrator of the print server, and ask for permission, if needed.

Is Network Discovery Enabled? (Windows)

Enable network discovery if not enabled. **Enabling Network Discovery(P. 651)**

Cannot Connect to a Shared Printer

8WFY-0E7

Check if a shared printer is displayed on the network computer. **Displaying a Shared Printer in the Print Server(P. 651)**

If it is not displayed, contact the network or print server administrator.

Cannot Find the IP Address of the Machine

8WFY-0E8

View the IP address using the following procedure:

■Touch Panel Model

Viewing the IPv4 Address

on the control panel ▶ [Network Information] ▶ [IPv4] ▶ view the setting.

Viewing the IPv6 Address

on the control panel ▶ [Network Information] ▶ [IPv6] ▶ view the setting.

■5 Lines LCD Model

Viewing the IPv4 Address

on the control panel ▶ [Network Information] ▶ OK ▶ [IPv4] ▶ OK ▶ view the setting.

Viewing the IPv6 Address

on the control panel ▶ [Network Information] ▶ OK ▶ [IPv6] ▶ OK ▶ view the setting.

NOTE

If the IP Address Is Displayed as "0.0.0.0"

- A suitable IP address is not set. Set the IP address again.
  Setting IPv4 Addresses(P. 73)
  Setting IPv6 Addresses(P. 77)

AirPrint Does Not Work

8WFY-0E9

Troubleshoot by checking the items below.

Is the Power of the Machine ON?

If the machine is ON, restart the machine, and try AirPrint again. **Restarting the Machine(P. 109)**

Does an Error Message Appear on the Control Panel?

Follow the instructions of the error message on the screen to fix the problem. **A Message Appears(P. 620)**

When Using a Mac, Is it Correctly Connected to the Machine?

Connect the Mac to the network on the same LAN as the machine. **Setting Up the Network(P. 52)**
When connecting via USB, directly connect the Mac to the USB port for computer connection on the back of the machine with a USB cable. **Back Side(P. 12)**

Have the Functions Usable with AirPrint Been Restricted?

If the protocol (IPP or Network Link Scan) for use with AirPrint has been disabled to restrict functions, cancel this restriction to enable the use of AirPrint. **Setting the Functions and Security to Be Used with AirPrint(P. 328)**

Is Bonjour Enabled on Your Apple Device?

Enable Bonjour if it is not enabled. For details, see the manual of your Apple device.

Printing and Copying

8WFY-0EA

This is a list of problems that can occur when printing and copying. Check how to troubleshoot the problem based on the symptom.

Cannot Print or Copy(P. 592)
Printing Is Slow(P. 599)

■ Problems with Printing Results

If the printing or copying results are not as expected, see the following:
Problems with Printing Results(P. 551)

■ Frequently Asked Questions about Operations

I Want to Print on an Envelope.

Place the envelope in the drawer or multi-purpose tray while paying attention to the orientation and side of the envelope.
Then, set the paper size and type according to the placed envelope.
Next, use the printer driver of the computer to set the paper size of the document and the paper size to print, and then perform printing.

Preparations and Orientation for Loading Envelopes(P. 144)
Specifying the Paper Size and Type(P. 148)
Printing from a Computer(P. 210)

Cannot Print or Copy

8WFY-0EC

Troubleshoot by checking the items below.

Has an Error Occurred?

Check the print or copy processing status and log, and if a three-digit number starting with "#" (error code) is displayed, check how to troubleshoot the problem based on the error code.
Viewing the Print Job Status and Log(P. 219)
Checking the Copy Status(P. 319)
An Error Code Is Displayed(P. 635)

Can You Print a Test Page?

If you can print a test page, check if the print settings of the application are correct.
Printing a Test Page(P. 657)

Check the Network Status and Settings.

Check the required items according to the usage environment.
Cannot Print (Wireless LAN)(P. 593)
Cannot Print (Wired LAN)(P. 595)
Cannot Print (USB Connection)(P. 597)
Cannot Print (via Print Server)(P. 598)

Cannot Print (Wireless LAN)

8WFY-0EE

Troubleshoot by checking the items below.

Check the Wireless LAN Connection Status.

Check the connection status of the machine, and take action according to the status. **Viewing the MAC Address and Connection Information of the Wireless LAN(P. 95)**

If the Machine Is Not Connected to the Wireless LAN

Check the status of the computer and wireless LAN router (access point) and the status of the machine, and reconnect to the wireless LAN. **Cannot Connect to Wireless LAN(P. 583)**

If the Connection Is Poor

Change the following settings on the wireless LAN router, and try printing:

- Change the channel of the wireless LAN router. If there are multiple wireless LAN routers, separate the channels by five or more channels.
- Increase the wireless output of the wireless LAN router if possible.

Are the Machine and Computer Connected to the Same Wireless LAN Router?

- When you are using a computer connected to a wireless LAN, check that the SSID (identifier of the wireless LAN router) of the machine matches that of the computer.
  Viewing the MAC Address and Connection Information of the Wireless LAN(P. 95)
  Viewing the Network Connection Information of the Computer(P. 654)
- If the SSID of the machine and the computer do not match, configure the wireless LAN connection settings on the machine again, and connect the machine to the SSID to which the computer is connected. **Connecting to a Wireless LAN(P. 57)**

Is the Printer Port of the Computer Configured Correctly? (Windows)

Change the settings if they have not been configured correctly. If there is no available port, add a new port.
Viewing the Printer Port(P. 656)
Configuring a Printer Port (Windows)(P. 199)

Can You Access Remote UI?

If you cannot access Remote UI, the firewall settings of the machine may be incorrect, preventing communication with the computer.
Use the following procedure to disable the firewall settings with the control panel, and then use Remote UI to configure the firewall again.

Administrator privileges are required. The machine must be restarted to apply the settings.

■Touch Panel Model

1 Disable the firewall settings.

To Disable IPv4 Address Filter

[Home] screen on the control panel ▶ [Menu] ▶ [Preferences] ▶ [Network] ▶ [Firewall Settings] ▶ [IPv4 Address Filter] ▶ [Outbound Filter] or [Inbound Filter] ▶ [Off] ▶ Restart the machine.

To Disable IPv6 Address Filter

[Home] screen on the control panel ▶ [Menu] ▶ [Preferences] ▶ [Network] ▶ [Firewall Settings] ▶ [IPv6 Address Filter] ▶ [Outbound Filter] or [Inbound Filter] ▶ [Off] ▶ Restart the machine.

To Disable MAC Address Filter

[Home] screen on the control panel ▶ [Menu] ▶ [Preferences] ▶ [Network] ▶ [Firewall Settings] ▶ [MAC Address Filter] ▶ [Outbound Filter] or [Inbound Filter] ▶ [Off] ▶ Restart the machine.

2 Configure the firewall correctly. **Setting the Firewall(P. 348)**

■5 Lines LCD Model

1 Disable the firewall settings.

To Disable IPv4 Address Filter

on the control panel ▶ [Preferences] ▶ OK ▶ [Network] ▶ OK ▶ [Firewall Settings] ▶ OK ▶ [IPv4 Address Filter] ▶ OK ▶ [Outbound Filter] or [Inbound Filter] ▶ OK ▶ [Off] ▶ OK ▶ Restart the machine.

To Disable IPv6 Address Filter

on the control panel ▶ [Preferences] ▶ OK ▶ [Network] ▶ OK ▶ [Firewall Settings] ▶ OK ▶ [IPv6 Address Filter] ▶ OK ▶ [Outbound Filter] or [Inbound Filter] ▶ OK ▶ [Off] ▶ OK ▶ Restart the machine.

To Disable MAC Address Filter

on the control panel ▶ [Preferences] ▶ OK ▶ [Network] ▶ OK ▶ [Firewall Settings] ▶ OK ▶ [MAC Address Filter] ▶ OK ▶ [Outbound Filter] or [Inbound Filter] ▶ OK ▶ [Off] ▶ OK ▶ Restart the machine.

2 Configure the firewall correctly. **Setting the Firewall(P. 348)**

Reinstall the Printer Driver.

Uninstall the installed driver, and then reinstall it.
For details about uninstalling and installing drivers, see the driver manual at the online manual site.
https://oip.manual.canon/

Are You Using Resident Software?

If you are using resident software, such as security software, disable it and then try printing.

Can You Print from Another Computer in the Network?

If you cannot print from another computer, contact your dealer or service representative. **If the Problem Persists(P. 643)**

Cannot Print (Wired LAN)

8WFY-0EF

Troubleshoot by checking the items below.

Is the Printer Port of the Computer Configured Correctly? (Windows)

Change the settings if they have not been configured correctly. If there is no available port, add a new port.
Viewing the Printer Port(P. 656)
Configuring a Printer Port (Windows)(P. 199)

Can You Access Remote UI?

If you cannot access Remote UI, the firewall settings of the machine may be incorrect, preventing communication with the computer.
Use the following procedure to disable the firewall settings with the control panel, and then use Remote UI to configure the firewall again.

Administrator privileges are required. The machine must be restarted to apply the settings.

■Touch Panel Model

1 Disable the firewall settings.

To Disable IPv4 Address Filter

[Home] screen on the control panel ▶ [Menu] ▶ [Preferences] ▶ [Network] ▶ [Firewall Settings] ▶ [IPv4 Address Filter] ▶ [Outbound Filter] or [Inbound Filter] ▶ [Off] ▶ Restart the machine.

To Disable IPv6 Address Filter

[Home] screen on the control panel ▶ [Menu] ▶ [Preferences] ▶ [Network] ▶ [Firewall Settings] ▶ [IPv6 Address Filter] ▶ [Outbound Filter] or [Inbound Filter] ▶ [Off] ▶ Restart the machine.

To Disable MAC Address Filter

[Home] screen on the control panel ▶ [Menu] ▶ [Preferences] ▶ [Network] ▶ [Firewall Settings] ▶ [MAC Address Filter] ▶ [Outbound Filter] or [Inbound Filter] ▶ [Off] ▶ Restart the machine.

2 Configure the firewall correctly. **Setting the Firewall(P. 348)**

■5 Lines LCD Model

1 Disable the firewall settings.

To Disable IPv4 Address Filter

on the control panel ▶ [Preferences] ▶ OK ▶ [Network] ▶ OK ▶ [Firewall Settings] ▶ OK ▶ [IPv4 Address Filter] ▶ OK ▶ [Outbound Filter] or [Inbound Filter] ▶ OK ▶ [Off] ▶ OK ▶ Restart the machine.

To Disable IPv6 Address Filter

on the control panel ▶ [Preferences] ▶ OK ▶ [Network] ▶ OK ▶ [Firewall Settings] ▶ OK ▶ [IPv6 Address Filter] ▶ OK ▶ [Outbound Filter] or [Inbound Filter] ▶ OK ▶ [Off] ▶ OK ▶ Restart the machine.

To Disable MAC Address Filter

on the control panel ▶ [Preferences] ▶ OK ▶ [Network] ▶ OK ▶ [Firewall Settings] ▶ OK ▶ [MAC Address Filter] ▶ OK ▶ [Outbound Filter] or [Inbound Filter] ▶ OK ▶ [Off] ▶ OK ▶ Restart the machine.

2 Configure the firewall correctly. **Setting the Firewall(P. 348)**

Reinstalling the Printer Driver

Uninstall the installed driver, and then reinstall it.
For details about uninstalling and installing drivers, see the driver manual at the online manual site.
https://oip.manual.canon/

Are You Using Resident Software?

If you are using resident software, such as security software, disable it and then try printing.

Can You Print from Another Computer in the Network?

If you cannot print from another computer, contact your dealer or service representative. **If the Problem Persists(P. 643)**

Cannot Print (USB Connection)

8WFY-0EH

Troubleshoot by checking the items below.

Check the USB Cable.

- If you are using a long USB cable, replace it with a short USB cable.
- If you still cannot print with a short USB cable, the cable may be damaged. Replace with a new USB cable, and try printing.

Are You Using a USB Hub?

Connect the machine directly to the computer using a USB cable.

Try Using Another USB Port.

Connect the USB cable to another USB port on your computer.

Is the Printer Port of the Computer Configured Correctly? (Windows)

If the printer port is not configured correctly or there is no available port, reinstall the printer driver. When you reinstall the driver, the correct port is configured automatically. **Viewing the Printer Port(P. 656)**
For details about installing the driver, see the manual of the driver at the online manual site.
https://oip.manual.canon/

Is Two-way Communication Between the Machine and Computer Enabled? (Windows)

Enable two-way communication if it is not enabled, and restart the computer and machine. **Viewing Two-way Communication(P. 657)**

Is a Setting Preventing the Machine from Establishing a USB Connection to the Computer?

If usage of the USB port for computer connection on the back of the machine is restricted, cancel this setting. **Preventing Connection to Computer via USB Port(P. 385)**

Are You Using Resident Software?

If you are using resident software, such as security software, disable it and then try printing.

Can You Print via USB Connection from Another Computer?

If you cannot print from another computer, contact your dealer or service representative. **If the Problem Persists(P. 643)**

Cannot Print (via Print Server)

8WFY-0EJ

Troubleshoot by checking the items below.

Can You Print from the Print Server?

If you can print, check the connection between the computer and the print server. **Cannot Find the Print Server to Connect to(P. 587)**

Reinstall the Printer Driver.

Uninstall the installed driver, and then reinstall it.
For details about uninstalling and installing drivers, see the driver manual at the online manual site.
https://oip.manual.canon/

Installing in Windows

Use a print server to install the printer driver.
Double-click the shared printer on the print server, and follow the instructions on the screen to install the printer driver. **Displaying a Shared Printer in the Print Server(P. 651)**

Are You Using Resident Software?

If you are using resident software, such as security software, disable it and then try printing.

Can You Print via a Print Server from Another Computer?

If you cannot print from another computer, contact your dealer or service representative. **If the Problem Persists(P. 643)**

Printing Is Slow

8WFY-0EK

It takes time until the first page is printed. The printing speed may be slower after continuous printing or printing on narrow paper to allow for adjustments of the temperature or image quality of the machine.

In all other cases, an error may have occurred. Troubleshoot by checking the items below.

Check the Paper Orientation.

This symptom may occur depending on the paper orientation. Change the paper orientation if possible. **Loading Paper(P. 138)**

Does the Machine Have Sufficient Free Memory?

Check the faxes received in the memory of the machine, and print or forward them as needed, and delete any unnecessary faxes. **Viewing and Printing Faxes Saved in the Memory(P. 377)**

Scanning

8WFY-0EL

If you have problems when scanning, restart the machine and computer.

If the problem persists even after restarting, check the following troubleshooting methods.
Cannot Save Scanned Data to a Computer(P. 601)
Cannot Save Scanned Data to a Shared Folder(P. 603)

■ Frequently Asked Questions about Operations

I Want to Scan an Original.
Make preparations according to the scanned data save destination and sending method, and then scan the original.
Scanning(P. 222)

I Want to Send Scanned Data by E-mail.
You can scan an original and send the scanned data by e-mail as an attachment.
Scanning (Sending by E-mail)(P. 243)

Cannot Save Scanned Data to a Computer

8WFY-0ER

Use the following steps to check the status of the computer used as the store location and the machine:

Step 1: Checking the Occurrence of the Problem(P. 601)
Step 2: Checking the Status of the Computer(P. 601)
Step 3: Checking the Status of the Machine(P. 601)
Step 4: Checking the Store Location of the Scanned Data(P. 602)

Step 1: Checking the Occurrence of the Problem

Check using the following in the order below:

Does the Problem Occur on All Computers?

If so, check the network status and settings of the machine. If the machine is not connected to a network, reconfigure the network settings.
Checking the Network Status and Settings(P. 92)
Setting Up the Network(P. 52)

Are You Saving Scanned Data to the Computer for the First Time?

If so, make preparations such as installing the scanner driver (ScanGear MF) and application (MF Scan Utility) to the computer used as the store location. **Preparing to Save Scanned Data to a Computer(P. 225)**

On the Screen for Selecting the Computer to Be Used as the Store Location, Is the Computer Displayed? (Only When Scanning from the Machine)

If the computer to be used as the store location is not displayed, scanned data communication may be blocked due to the security software settings.
For details about the security software settings, contact the software manufacturer.

Step 2: Checking the Status of the Computer

Did You Install and Update the Security Software?

If so, the security may have been strengthened, preventing communication between the machine and computer.
For a workaround, contact the software manufacturer.

Reinstall the Scanner Driver.

Uninstall the installed driver, and then reinstall it.
For details about uninstalling and installing drivers, see the driver manual at the online manual site.
https://oip.manual.canon/

Step 3: Checking the Status of the Machine

Was the IP Address of the Machine or Other Device Changed?

If so, check whether the machine and other device have the same IP address. If they have the same IP address, change it to a different IP address.
Setting IPv4 Addresses(P. 73)
Setting IPv6 Addresses(P. 77)

Step 4: Checking the Store Location of the Scanned Data

Check the Attributes of the Store Location (Windows).

On the computer, check that the attributes of the store location are not read only.

1. Right-click the store location, and click [Properties].
   - The properties screen of the store location is displayed.
2. On the [General] tab, check that the [Read-only] checkbox in [Attributes] is not selected.
3. If the checkbox is selected, clear the [Read-only] checkbox.

Cannot Save Scanned Data to a Shared Folder

8WFY-0ES

Use the following steps to check the status of the shared folder of the store location and the machine:

Step 1: Checking the Occurrence of the Problem(P. 603)
Step 2: Checking the Status of the Computer with the Shared Folder(P. 603)
Step 3: Checking the Status of the Machine(P. 603)
Step 4: Checking the Shared Folder(P. 604)

Step 1: Checking the Occurrence of the Problem

Check using the following in the order below:

Does the Problem Occur with All Shared Folders?

If so, check the network status and settings of the machine. If the machine is not connected to a network, reconfigure the network settings.
Checking the Network Status and Settings(P. 92)
Setting Up the Network(P. 52)

Are You Saving Scanned Data to the Shared Folder for the First Time?

If so, register the information for accessing the shared folder to the Address Book of the machine. **Preparing to Save Scanned Data to a Shared Folder(P. 237)**

Step 2: Checking the Status of the Computer with the Shared Folder

Did You Change the Password of the Computer with the Shared Folder?

If so, change the password used to access the shared folder using the information of the shared folder registered to the Address Book. **Registering Destinations to the Address Book (Remote UI)(P. 172)**

Did You Update Windows?

If so, the security may have been strengthened, preventing communication between the machine and computer.
If the shared folder on the computer does not have a password, set a password, and register the information for accessing the shared folder to the Address Book of the machine. **Preparing to Save Scanned Data to a Shared Folder(P. 237)**

Did You Install or Update the Security Software?

If so, the security may have been strengthened, preventing communication between the machine and computer.
For a workaround, contact the software manufacturer.

Step 3: Checking the Status of the Machine

Was the IP Address of the Machine or Other Device Changed?

If so, check whether the machine and other device have the same IP address. If they have the same IP address, change it to a different IP address.
Setting IPv4 Addresses(P. 73)
Setting IPv6 Addresses(P. 77)

Step 4: Checking the Shared Folder

Do You Have Permission to Access the Shared Folder?

If you do not have permission to access the shared folder, on the computer, change the permission to enable saving of scanned data.

When Using Windows

1. Right-click the shared folder of the store location, and click [Properties].
   - The properties screen of the shared folder is displayed.
2. On the [Security] tab, check that [Change] in [Everyone] is set to [Allow].
3. If not, set [Change] in [Everyone] to [Allow].

When Using macOS

1. Click [ ] ▶ [System Preferences] ▶ [Sharing].
   - The [Sharing] screen is displayed.
2. Select [File Sharing], and in [Shared Folders], select the shared folder of the store location.
3. Check that [Everyone] in [Users] has the access permission of [Read & Write].
4. If not, select [Read & Write] from the [Everyone] pop-up menu.

Check the Attributes of the Shared Folder (Windows).

On the computer, check that the attributes of the shared folder are not read only.

1. Right-click the shared folder of the store location, and click [Properties].
   - The properties screen of the shared folder is displayed.
2. On the [General] tab, check that the [Read-only] checkbox in [Attributes] is not selected.
3. If the checkbox is selected, clear the [Read-only] checkbox.

Faxing and Using the Telephone

8WFY-0EU

This is a list of problems that can occur when faxing and using the telephone. Check how to troubleshoot the problem based on the symptom.

Cannot Send a Fax(P. 606)
Cannot Receive a Fax(P. 608)
Machine Does Not Automatically Switch Between Telephone and Fax(P. 610)
Cannot Send or Receive a Fax via Optical Line(P. 611)
Cannot Send a Fax to an International Destination(P. 612)
Other Party's Telephone or Fax Number Is Not Displayed(P. 613)

■ Frequently Asked Questions about Operations

I Want to Forward or Save a Received Fax.
Configure the settings to automatically forward or save received faxes to a computer, other fax machine, or other destination.
Auto Forwarding and Backing Up Received Faxes(P. 271)

I Want to Send a Fax from a Computer.
You can send a document as a fax from a computer using a fax driver.
Sending Faxes from a Computer (PC Faxing)(P. 277)

Cannot Send a Fax

8WFY-0EW

Troubleshoot by checking the following steps:

Step 1: Checking the Original(P. 606)
Step 2: Checking the Status of the Machine(P. 606)
Step 3: Checking the Send Status(P. 607)

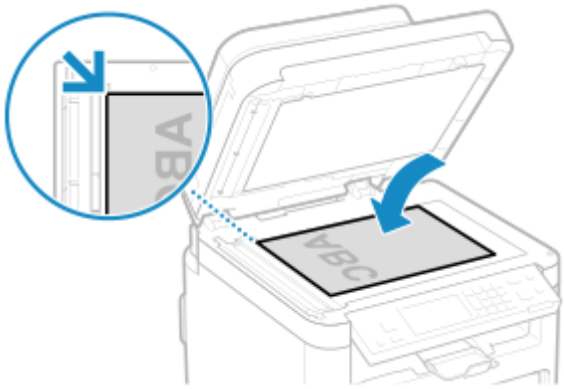
Step 1: Checking the Original

Is Original Placed Correctly?

Place the original correctly while paying attention to the orientation of the side to be scanned.

When Placing It on the Platen Glass

Place the original with the side to be scanned face down. **Placing Originals on the Platen Glass(P. 135)**



When Placing Originals in the Feeder

Place the original with the side to be scanned face up. **Placing Originals in the Feeder(P. 136)**



Step 2: Checking the Status of the Machine

Is the Processing/Data Indicator on the Control Panel Lit or Blinking?

If so, data is being processed. Data is sent after the Processing/Data indicator turns off. **Control Panel(P. 14)**

Is the Telephone Cord Connected Correctly?

Check that the supplied telephone cord is connected correctly to the telephone line jack (LINE) on the machine and the telephone line connector on the wall, and fix the connection, as needed.
For details about the connection method, see the procedure for connecting to the telephone line. **Step 4: Connecting to Telephone Line(P. 100)**

Are You Talking on a Telephone Connected to the Machine?

Send the fax after the call is completed.

Has an Error Occurred?

Check the fax sending status and log, and if a three-digit number (error code) starting with "#" is displayed, check how to troubleshoot the problem based on the error code.
Checking the Status and Log for Sent and Received Faxes(P. 288)
An Error Code Is Displayed(P. 635)

Is [Memory is full.] Displayed on the Control Panel?

If so, scanning of the original cannot be performed due to insufficient available memory.
Try the following:

- If there is data waiting to be printed or sent, wait until the processing is completed.
- When sending an original with many pages, divide the original and send it.
- Check the faxes received in the memory of the machine, and print or forward them as needed, and delete any unnecessary faxes. **Viewing and Printing Faxes Saved in the Memory(P. 377)**
- Change the set resolution to a lower resolution when scanning the original.

[Home] screen on the control panel ▶ [Fax] ▶ [Resolution] ▶ Select the resolution.

Step 3: Checking the Send Status

Did You Specify a Correct Destination?

A telephone number may have been specified, or the fax number may be incorrect. Check that the specified destination is correct, and send again.

Are You Sending a Fax via Optical Line?

The machine conforms to analog line standards, and sending of faxes via optical line cannot be guaranteed. You may be able to perform operations via optical line, so see the following.
Cannot Send or Receive a Fax via Optical Line(P. 611)

Is the Type of Telephone Line Configured Correctly?

The type of telephone line may not be configured correctly. Configure the type of telephone line manually.

Log in to Remote UI ▶ [Settings/Registration] ▶ [TX Settings] ▶ [Fax TX Settings] ▶ [Edit] ▶ in [Select Line Type], select the type of telephone line ▶ [OK]

On the control panel, select [Menu] in the [Home] screen, and then select [Function Settings] to configure the settings. **[Select Line Type](P. 488)**

* If you do not know the type of telephone line, contact your telephone company.

Did You Specify an Overseas Destination?

If so, you may not have been able to connect correctly to the destination. After entering the international access number or country code, enter the wait time (pause) and lower the communication start speed before sending the fax. **Cannot Send a Fax to an International Destination(P. 612)**

Is the Send Destination Ready to Receive a Fax?

The power of the receiving device may not be turned on, or the RX Mode may not be configured correctly. Have the other party check these.

Cannot Receive a Fax

8WFY-0EX

Troubleshoot by checking the following steps when [Cannot print RX data.] is displayed on the screen:

Step 1: Checking the Remaining Amount of Toner in the Toner Cartridges(P. 608)
Step 2: Checking the RX Mode Setting(P. 608)
Step 3: Checking the Fax Reception Environment(P. 609)
Step 4: Free Up Memory on the Machine(P. 609)

Step 1: Checking the Remaining Amount of Toner in the Toner Cartridges

If the remaining amount of toner in the toner cartridge is low or the remaining lifetime of the drum cartridge is short, the received data may be saved to the memory of the machine without being printed to prevent printing text that is difficult to read or images that are difficult to see.

- Check the remaining amount of toner in the toner cartridge or the remaining lifetime of the drum cartridge. Replace the toner cartridge or the drum cartridge if the remaining amount is low.
  Checking the Remaining Amount of Consumables(P. 534)
  Replacing the Toner Cartridge(P. 526)
  Replacing the Drum Cartridge(P. 530)

- To print the received data even when the amount of toner in the toner cartridges is low, enable [Continue Printing When Amount in Cartridge Is Low].

  Log in to Remote UI ▶ [Settings/Registration] ▶ [RX/Forwarding Settings] or [RX Settings] ▶ [Common Settings] ▶ [Edit] in [Common Settings] ▶ select the [Continue Printing When Amount in Cartridge Is Low] checkbox ▶ [OK]

  On the control panel, select [Menu] in the [Home] screen, and then select [Function Settings] to configure the settings. **[Continue Print. When Amount in Cart. Low](P. 493)**

  * When this setting is enabled, the print result may be light or faded. The received data is not saved to the memory, so if the printed content is illegible, you may have to request the sender to send the data again.

Step 2: Checking the RX Mode Setting

Is the RX Mode Set Appropriately?

Check that the RX Mode is set according to your fax purpose, and change the setting, as needed. **Changing Fax RX Mode and Setting the Action when Receiving a Fax(P. 265)**

Is the RX Mode Set to [Answering Machine]?

If so, check the following, and connect the telephone correctly:

- An answering machine is connected to the machine.
- The power is turned on with a message recorded properly.

Is the RX Mode Set to [Manual]?

If so, press [Start Receiving] before hanging up the receiver when receiving a fax. Hanging up the receiver beforehand may end the call.
If a telephone is connected to the machine, you can receive the fax by operating the telephone without operating the machine. **Receiving Faxes via Telephone (Remote RX)(P. 284)**

Step 3: Checking the Fax Reception Environment

Are You Receiving a Fax via an Optical Line?

The machine conforms to analog line standards, and receiving of faxes via optical line cannot be guaranteed. You may be able to perform operations via optical line, so see the following:
Cannot Send or Receive a Fax via Optical Line(P. 611)

Are You Receiving a Fax from a Fax Information Service?

If so, perform the following operations according to the type of telephone line connected to the machine.

When Using a Tone Dialing Line

Configure the type of telephone line manually, and then call your service provider.

Log in to Remote UI ▶ [Settings/Registration] ▶ [TX Settings] ▶ [Fax TX Settings] ▶ [Edit] ▶ in [Select Line Type], select [Tone] ▶ [OK]

On the control panel, select [Menu] in the [Home] screen, and then select [Function Settings] to configure the settings. **[Select Line Type](P. 488)**

When Using a Pulse Dialing Line

After calling your service provider, press  (Tone) on the numeric keys, and then enter the number to receive service.

* If you do not know the type of telephone line, contact your telephone company.

Step 4: Free Up Memory on the Machine

Check the faxes received in the memory of the machine, and print or forward them as needed, and delete any unnecessary faxes. **Viewing and Printing Faxes Saved in the Memory(P. 377)**

Machine Does Not Automatically Switch Between Telephone and Fax

8WFY-0EY

Troubleshoot by checking the items below.

Is the RX Mode Set Appropriately?

- Check that the RX Mode is set according to your fax purpose, and change the setting, as needed. **Changing Fax RX Mode and Setting the Action when Receiving a Fax(P. 265)**
- When a regular telephone or optional TELEPHONE 6 KIT is connected, set the RX Mode to [Fax/Tel (Auto Switch)].

Is the Ring Start Time Too Short When the RX Mode Is Set to [Fax/Tel (Auto Switch)]?

If the time until ringing starts after receiving a fax is too short, the machine may not be able to determine that it is a fax and you may hear an incoming ring when the fax is received. Check the [Ring Start Time] setting, and increase the time, as needed.

[Home] screen on the control panel ▶ [Fax] ▶ [RX Mode] ▶ [Fax/Tel (Auto Switch)] ▶ [Ring Start Time] ▶ enter a time ▶ [Apply]

Is the Line Status of the Sender Good?

If the line status of the sender is poor, the machine may not switch to fax at a fast communication start speed. Check the [RX Start Speed] setting, and decrease the speed, as needed.

Log in to Remote UI in System Manager Mode ▶ [Settings/Registration] ▶ [RX/Forwarding Settings] ▶ [Fax RX Settings] ▶ [Edit] in [Basic Settings] ▶ in [RX Start Speed], select the speed ▶ [OK]

On the control panel, select [Menu] in the [Home] screen, and then select [Function Settings] to configure the settings. **[RX Start Speed](P. 496)**

Does the Machine Have Sufficient Free Memory?

Check the faxes received in the memory of the machine, and print or forward them as needed, and delete any unnecessary faxes. **Viewing and Printing Faxes Saved in the Memory(P. 377)**

Does the Sender's Fax Machine Support a Fax Identification Signal (CNG Signal)[*1]?

If it does not support this signal, the machine will not switch automatically to fax receiving mode. Change the RX Mode to [Manual] to receive faxes manually. **Changing Fax RX Mode and Setting the Action when Receiving a Fax(P. 265)**

[*1] The fax identification signal (CNG signal) is a beeping sound transmitted by the sending fax machine.

Cannot Send or Receive a Fax via Optical Line

8WFY-0F0

The machine conforms to analog line standards, and sending and receiving of faxes via optical line cannot be guaranteed. You may be able to perform operations via optical line, so use the following steps:

Check the Optical Line Provider.

Check with the optical line provider that the following two items are guaranteed:

- Call quality equivalent to analog line level
- Guaranteed operation of Super G3 (fax communication standard)

Lower the Communication Start Speed and Check the Sending and Receiving Status.

Use the following procedure to lower the communication start speed in phases and check whether you can send and receive faxes:

Cannot Send a Fax

Log in to Remote UI in System Manager Mode ▶ [Settings/Registration] ▶ [TX Settings] ▶ [Fax TX Settings] ▶ [Edit] ▶ in [TX Start Speed], select the speed ▶ [OK]

On the control panel, select [Menu] in the [Home] screen, and then select [Function Settings] to configure the settings. **[TX Start Speed](P. 488)**

Cannot Receive a Fax

Log in to Remote UI in System Manager Mode ▶ [Settings/Registration] ▶ [RX/Forwarding Settings] ▶ [Fax RX Settings] ▶ [Edit] in [Basic Settings] ▶ in [RX Start Speed], select the speed ▶ [OK]

On the control panel, select [Menu] in the [Home] screen, and then select [Function Settings] to configure the settings. **[RX Start Speed](P. 496)**

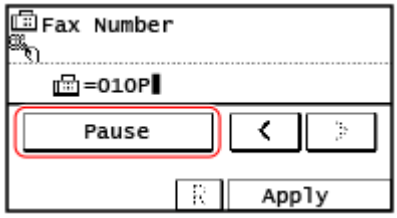
Cannot Send a Fax to an International Destination

8WFY-0F1

Troubleshoot by checking the items below.

Enter the Wait Time (Pause).

- When sending a fax to an international destination, enter the international access number, country code, and fax number of the destination in that order. Press [Pause] in between the numbers to add a pause.



- If you still cannot send a fax after entering a pause, change the pause time.

Log in to Remote UI ▶ [Settings/Registration] ▶ [TX Settings] ▶ [Fax TX Settings] ▶ [Edit] ▶ in [Set Pause Time], enter the pause time ▶ [OK]

On the control panel, select [Menu] in the [Home] screen, and then select [Function Settings] to change the setting. **[Set Pause Time](P. 487)**

Lower the Communication Start Speed.

Try sending a fax after lowering the communication start speed in phases.

Log in to Remote UI in System Manager Mode ▶ [Settings/Registration] ▶ [TX Settings] ▶ [Fax TX Settings] ▶ [Edit] ▶ in [TX Start Speed], select the speed ▶ [OK]

On the control panel, select [Menu] in the [Home] screen, and then select [Function Settings] to configure the settings. **[TX Start Speed](P. 488)**

Other Party's Telephone or Fax Number Is Not Displayed

8WFY-0F2

Troubleshoot by checking the items below.

Is the Machine Connected to a Telephone That Supports Number Display?

The machine does not support number display. When a telephone that supports number display is connected to the machine, the other party's number can be displayed on the display of the telephone.

* The other party's number may not be displayed even if a telephone that supports number display is connected to the machine. For details, see the manual of the telephone.

Is the RX Mode Set to [Auto] or [Fax/Tel (Auto Switch)]?

If so, when the settings are configured so that the machine rings when receiving a fax, the other party's number can be displayed on a connected telephone that supports number display while the machine is ringing.

Log in to Remote UI ▶ [Settings/Registration] ▶ [RX/Forwarding Settings] ▶ [Fax RX Settings] ▶ [Edit] ▶ select the [Use Incoming Ring] checkbox ▶ enter the number of rings ▶ [OK]

On the control panel, select [Menu] in the [Home] screen, and then select [Function Settings] to configure the settings. **[Incoming Ring](P. 495)**

Management Functions and Environment Settings

8WFY-0F3

This is a list of frequently asked questions about management functions. Check the applicable item.

Cannot Access Remote UI or Send Function Setting Tool(P. 615)
Changing the Volume of the Confirmation Sound and Warning Tone(P. 616)
Changing the Time Until Sleep Mode(P. 617)
Lost Department ID or PIN for the Administrator(P. 618)
Checking the Items That Can Be Configured on the Machine and Their Settings(P. 619)

Cannot Access Remote UI or Send Function Setting Tool

8WFY-0F4

If the message [Cannot access Remote UI.] or [Cannot continue the settings because the function to perform settings for the device is restricted.] appears and you cannot access Remote UI or Send Function Setting Tool, troubleshoot by checking the items below.

Set the Remote UI Access PIN.

To access the Remote UI and Send Function Setting Tool, you must set the Remote UI Access PIN.

Administrator privileges are required to configure the setting.

Touch Panel Model

[Home] screen on the control panel ▶ [Menu] ▶ [Management Settings] ▶ [Remote UI Settings/Update Firmware] ▶ [Remote UI Settings] ▶ [Remote UI Access Security Settings] ▶ [On] ▶ enter the PIN ▶ [Apply] ▶ enter the PIN again ▶ [Apply]

5 Lines LCD Model

on the control panel ▶ [Management Settings] ▶ OK ▶ [Remote UI Settings/Update Firmware] ▶ OK ▶ [Remote UI Settings] ▶ OK ▶ [Remote UI Access Security Settings] ▶ OK ▶ [On] ▶ OK ▶ enter the PIN ▶ OK ▶ enter the PIN again ▶ OK

* You cannot set a PIN consisting of all zeros, such as "00" or "0000000."

Change the System Manager PIN.

When logging in with System Manager Mode, you must change the System Manager PIN from the default settings.

Administrator privileges are required to change the settings.

Touch Panel Model

[Home] screen on the control panel ▶ [Menu] ▶ [Management Settings] ▶ [User Management] ▶ [System Manager Information Settings] ▶ [System Manager ID and PIN] ▶ enter the System Manager ID ▶ [Apply] ▶ enter the PIN ▶ [Apply] ▶ enter the PIN again ▶ [Apply]

5 Lines LCD Model

on the control panel ▶ [Management Settings] ▶ OK ▶ [User Management] ▶ OK ▶ [System Manager Information Settings] ▶ OK ▶ [System Manager ID and PIN] ▶ OK ▶ enter the System Manager ID ▶ OK ▶ enter the PIN ▶ OK ▶ enter the PIN again ▶ OK

* You cannot set a System Manager ID or PIN consisting of all zeros, such as "00" or "0000000."
* Only allow certain administrators to have access to the System Manager ID and PIN after the settings are changed.

Changing the Volume of the Confirmation Sound and Warning Tone

8WFY-0F5

You can adjust the volume of the sounds emitted by the machine and set whether the machine emits sounds notifying you of operations and statuses.

Adjusting the Volume (For Models with a Fax Function)(P. 189)

Changing the Time Until Sleep Mode

8WFY-0F6

You can change the time until the machine enters sleep mode.
Reducing Power Consumption (Sleep Mode)(P. 110)

Lost Department ID or PIN for the Administrator

8WFY-0F7

Contact the administrator to check whether the System Manager ID and System Manager PIN were changed from the default settings.

* The System Manager ID and System Manager PIN are not set by default. If they have not been changed from the default settings, change them for enhanced security, and allow only certain administrators to know this information.
Setting the Department ID and PIN for the Administrator(P. 344)

NOTE

- If you still cannot recover your System Manager ID and PIN even after confirming the above information, contact your dealer or service representative. **If the Problem Persists(P. 643)**

Checking the Items That Can Be Configured on the Machine and Their Settings

8WFY-0F8

You can print the User Data List and System Manager Data List to check the items that can be configured on the machine and their settings.
Printing and Viewing Reports and Lists(P. 402)

User Data List
Displays the settings that do not require administrator privileges.

System Manager Data List
Displays the settings that require administrator privileges.

A Message Appears

8WFY-0F9

If a message appears on the control panel, select the message from the list below, and check how to troubleshoot the problem.

- **A counterfeit or non-Canon drum cartridge may be in use. The amount remaining in the cartridge cannot be displayed correctly.(P. 621)**
- **A counterfeit or non-Canon toner cartridge may be in use. The amount remaining in the cartridge cannot be displayed correctly.(P. 621)**
- **Cannot analyze the authentication server certificate.(P. 621)**
- **Cannot change the destination type of any destination that is registered to a group.(P. 622)**
- **Cannot find the access point.(P. 622)**
- **Cannot print RX data.(P. 623)**
- **Cannot receive the fax. Make sure the fax was sent correctly by the sender.(P. 623)**
- **Cannot send because more than one destination is specified.(P. 623)**
- **Cannot specify a group.(P. 623)**
- **Change the authentication password.(P. 624)**
- **Check the authentication settings.(P. 624)**
- **Could not connect using the wireless LAN.(P. 624)**
- **Could not connect using WPS.(P. 624)**
- **Could not connect.(P. 625)**
- **Could not connect. Check the encryption key settings.(P. 625)**
- **Could not connect. Max no. of devices that can connect to access point reached(P. 625)**
- **Could not detect any connections from wireless devices.(P. 625)**
- **Could not perform cleaning.(P. 626)**
- **Could not perform IEEE 802.1X authentication. Cannot analyze the authentication server certificate.(P. 626)**
- **Could not perform IEEE 802.1X authentication. Change the authentication password.(P. 626)**
- **Could not perform IEEE 802.1X authentication. Check the authentication settings.(P. 626)**
- **Could not perform IEEE 802.1X authentication. Configure the correct authentication information.(P. 626)**
- **Could not perform IEEE 802.1X authentication. Configure the information required for authentication.(P. 626)**
- **Could not perform IEEE 802.1X authentication. No reply from the destination.(P. 627)**
- **Could not perform IEEE 802.1X authentication. The authentication server certificate has expired.(P. 627)**
- **Could not perform IEEE 802.1X authentication. The authentication server certificate is incorrect.(P. 627)**
- **Could not perform Shared Key auth. Chk encryp. key set.(P. 627)**
- **Direct Connection terminated.(P. 628)**
- **Drum cart. life end. Replcmt. recommended.(P. 628)**
- **Drum cart. reached end of lifetime.(P. 628)**
- **Easy Conn. via PC ended due to timeout Device will restart.(P. 628)**
- **Encryption key is not set correctly. Check the encryption key settings.(P. 628)**
- **IEEE 802.1X error. Cannot analyze auth. server certificate.(P. 629)**
- **IEEE 802.1X error. Change the auth. password.(P. 629)**
- **IEEE 802.1X error. Check the auth. settings.(P. 629)**
- **IEEE 802.1X error. Configure correct authentication info.(P. 629)**
- **IEEE 802.1X error. Configure the info. required for auth.(P. 629)**
- **IEEE 802.1X error. No reply from the destination.(P. 629)**
- **IEEE 802.1X error. The auth. server cert. has expired.(P. 630)**
- **IEEE 802.1X error. The auth. server cert. is incorrect.(P. 630)**
- **Incorrect number of characters/invalid characters entered.(P. 630)**
- **Insert the drum cartridge.(P. 630)**
- **Insert the toner cartridge.(P. 630)**
- **Memory is full.(P. 630)**

No reply from the destination.(P. 631)
No response from host.(P. 631)
Paper jammed.(P. 631)
Preparing a drum cart. is recommended.(P. 631)
Preparing a toner cart. is recommended.(P. 631)
Set the correct authentication information.(P. 632)
Set the information necessary for authentication.(P. 632)
Size/Settings Mismatch(P. 632)
Specifying and registering new destinations is restricted.(P. 633)
The authentication server certificate has expired.(P. 633)
The authentication server certificate is incorrect.(P. 633)
The fax number has too many digits.(P. 633)
The memory is full. Scanning will be canceled. Do you want to print?(P. 633)
Toner cart. life end. Replcmt. recommended.(P. 634)
Toner cart. reached end of lifetime.(P. 634)
Use Remote UI to set info. necessary for authentication.(P. 634)

NOTE

- If the problem persists even after trying the troubleshooting methods, contact your dealer or service representative. **If the Problem Persists(P. 643)**

A counterfeit or non-Canon drum cartridge may be in use. The amount remaining in the cartridge cannot be displayed correctly.

The remaining amount of drum cartridge is not correctly displayed due to the use of a drum cartridge whose print quality cannot be guaranteed.

Replace with a New Drum Cartridge.
Replacing the Drum Cartridge(P. 530)

For optimum print quality, using Canon genuine drum cartridges is recommended. **List of Consumables(P. 535)**

A counterfeit or non-Canon toner cartridge may be in use. The amount remaining in the cartridge cannot be displayed correctly.

The remaining amount of toner cartridge is not correctly displayed due to the use of a toner cartridge whose print quality cannot be guaranteed.

Replace with a New Toner Cartridge.
Replacing the Toner Cartridge(P. 526)

For optimum print quality, using Canon genuine toner cartridges is recommended. **List of Consumables(P. 535)**

Cannot analyze the authentication server certificate.

The certificate of the authentication server may not be correct, or it may be a format unsupported by the machine.

Check the Certificate of the Authentication Server, and Change the Setting, as Needed.
Setting IEEE 802.1X(P. 356)

Cannot change the destination type of any destination that is registered to a group.

The selected destination is registered to a group, so you cannot change the destination type.

Delete the Destination from the Group, Change the Destination Type, and Then Register It to the Group Again.

1. Delete the destination from the group.

Deleting Using Remote UI

Log in to Remote UI in System Manager Mode ▶ [Address Book] ▶ [One-Touch] or [Coded Dial] ▶ select the group to which the destination is registered ▶ [Edit] ▶ select the destination ▶ [Delete] ▶ [OK]

Deleting Using the Control Panel

[Home] screen on the control panel ▶ [Addr. Book] ▶[Details/Edit] ▶ select the group to which the destination is registered ▶ [Edit] ▶ [Number of Destinations] ▶ select the destination ▶ [Remove] ▶ [Yes] ▶ [Apply] ▶ [Apply]

2. Change the destination type.
Registering Destinations to the Address Book (Remote UI)(P. 172)
Editing and Deleting Destinations in the Address Book (Control Panel)(P. 171)

3. Register the destination to the group again.
Registering Groups to the Address Book (Remote UI)(P. 176)
Registering Groups to the Address Book (Control Panel)(P. 169)

Cannot find the access point.

An error occurred, preventing the machine from detecting the wireless LAN router (access point).

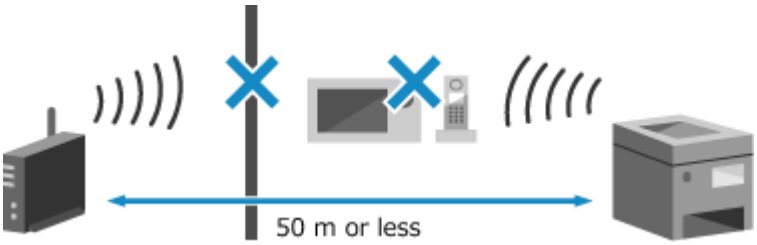
Is Connection Type Configured Correctly?
Select the connection type (WPS) according to the method supported by the wireless LAN router. **Connecting to a Wireless LAN by Using the Router Button (Push Button Mode)(P. 60)**

Did You Connect Within the Fixed Time?
When connecting by pressing a button on the wireless LAN router, set the connection type on the control panel of the machine, and then press the button on the wireless LAN router within one or two minutes. **Connecting to a Wireless LAN by Using the Router Button (Push Button Mode)(P. 60)**

Are the SSID and Network Key Configured Correctly?
When entering the wireless LAN router information manually, check the SSID and network key of the wireless LAN router, and configure the settings correctly on the machine. **Connecting to a Wireless LAN by Setting the Details (Manual Setup Method)(P. 68)**

Are the Machine and Wireless LAN Router Located Appropriately?

- The machine and wireless LAN router should be installed in a location without walls or other obstructions between the devices and within range of 50 m.
- Do not install near a microwave oven, digital cordless telephone, or other device that generates radio waves.



Check the Security Settings of the Wireless LAN Router.
For details, see the manual of the wireless LAN router or contact the manufacturer.

Cannot print RX data.

Received data cannot be printed for some reason.

Do the Cause and Solution Appear on the Control Panel?
If so, follow the instructions on the screen.

Is the Control Panel, Back Cover, or Toner Cover Open on the Machine?
Close the covers if they are open.

Is Paper Loaded?
Load paper if not loaded. **Loading Paper(P. 138)**

Is Paper Jammed?
If so, remove any jammed paper. **Paper Jams(P. 543)**

Has the Toner Cartridge or the Drum Cartridge Reached the End of Their Lifetime?
Check the remaining amount in the toner cartridge or the drum cartridge, and replace any of the toner cartridge or the drum cartridge, as needed.
Checking the Remaining Amount of Consumables(P. 534)
Replacing the Toner Cartridge(P. 526)
Replacing the Drum Cartridge(P. 530)

Cannot receive the fax. Make sure the fax was sent correctly by the sender.

Operations were not performed within the fixed time when receiving a fax manually, and the machine timed out.

When You Hear a Beep During Fax Reception, Press [Start Receiving] Within 35 Seconds.

[Home] screen on the control panel ▶ [Fax] ▶ [Start Receiving]

Cannot send because more than one destination is specified.

Sending of faxes to multiple destinations is restricted.

To Cancel Restriction, Change the [Restrict Sequential Broadcast] Setting.

Log in to Remote UI in System Manager Mode ▶ [Settings/Registration] ▶ [TX Settings] ▶ [Fax TX Settings] ▶ [Edit] ▶ in [Restrict Sequential Broadcast], select [Off] ▶ [OK]

On the control panel, select [Menu] in the [Home] screen, and then select [Function Settings] to change the setting. **[Restrict Sequential Broadcast](P. 490)**

Cannot specify a group.

If you press [Hook] when sending a fax, you cannot specify a group destination.
Specify the destination without pressing [Hook].

Change the authentication password.

The password has expired.
Set a new password.

Check the authentication settings.

The authentication method set on the machine does not match that set on the RADIUS server.

Check the Authentication Method Set on the RADIUS Server, and Set This Correctly.
Setting IEEE 802.1X(P. 356)

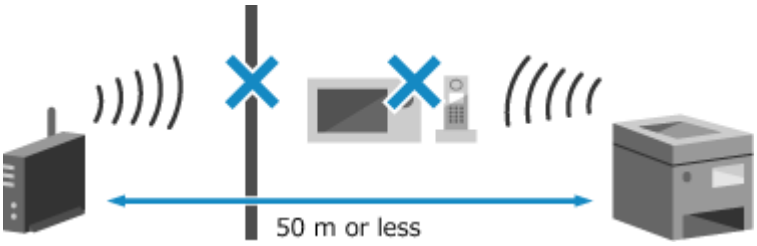
Could not connect using the wireless LAN.

An error occurred, preventing the machine from connecting to the wireless LAN.

Restart the Machine, and Configure the Wireless LAN Connection Again.
Connecting to a Wireless LAN(P. 57)

Are the Machine and Wireless LAN Router (Access Point) Located Appropriately?

- The machine and wireless LAN router should be installed in a location without walls or other obstructions between the devices and within range of 50 m.
- Do not install near a microwave oven, digital cordless telephone, or other device that generates radio waves.



Check the Security Settings of the Wireless LAN Router.
For details, see the manual of the wireless LAN router or contact the manufacturer.

Could not connect using WPS.

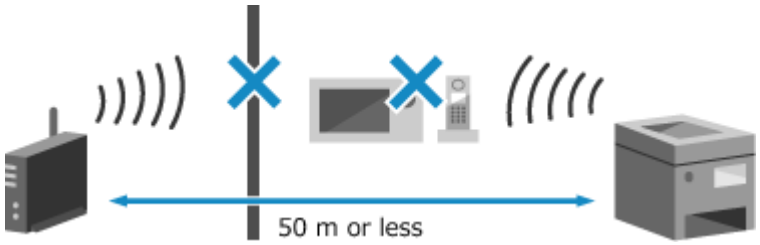
An error occurred, preventing the machine from establishing a WPS connection.

Wait a Moment, and Configure the Settings Again.
If you still cannot establish a WPS connection, check whether the wireless LAN router (access point) supports WPS.

If It Supports WPS

Check that the machine and wireless LAN router are located appropriately.

- The machine and wireless LAN router should be installed in a location without walls or other obstructions between the devices and within range of 50 m.
- Do not install near a microwave oven, digital cordless telephone, or other device that generates radio waves.



If It Does Not Support WPS

Connect using a different connection type. **Connecting to a Wireless LAN(P. 57)**

Could not connect.

An error occurred, preventing the machine from establishing a direct connection.

Wait a Moment, and Try Connecting Again.

If you still cannot establish a connection, restart the machine.

Set the IP Address for Connection to Something Other Than "192.168.22.xx".

The machine must be restarted to apply the settings.

Log in to Remote UI in System Manager Mode ▶ [Settings/Registration] ▶ [Network Settings] ▶ [Direct Connection Settings] ▶ [Edit] ▶ in [IP Address for Direct Connection], enter the IP address ▶ [OK] ▶ restart the machine

On the control panel, select [Menu] in the [Home] screen, and then select [Preferences] to configure the settings. **[Direct Connection Settings](P. 431)**

Is the Subnet Mask Configured Correctly?

Check the IPv4 subnet mask settings. Change the settings if they have not been configured correctly. For details, contact the network administrator.

Viewing the IP address set to the machine(P. 93)
Setting IPv4 Addresses(P. 73)

Could not connect. Check the encryption key settings.

The network key (encryption key) of the wireless LAN router (access point) is not configured correctly, preventing connection.

Reset the Network Key.

Check the network key of the wireless LAN router, and configure the settings correctly on the machine. **Connecting to a Wireless LAN(P. 57)**

Could not connect. Max no. of devices that can connect to access point reached

The maximum number of devices that can be connected to the wireless LAN router (access point) has been reached, preventing connection.

Reduce the Number of Devices (Clients) Connected to the Wireless LAN Router.

For the maximum number of connections, see the manual of the wireless LAN router or contact the manufacturer.

Could not detect any connections from wireless devices.

An error occurred, preventing the machine from detecting mobile devices.

Did You Connect Within the Fixed Time?

Connect the mobile device to the machine within five minutes of the SSID and network key being displayed.

Could not perform cleaning.

Cleaning could not be performed due to jammed paper, loading of incorrect paper, or another problem.

Load Correct Paper in the Drawer.
Follow the instructions on the control panel during cleaning, and load usable paper. **Loading Paper in the Drawer(P. 139)**

Is Paper Jammed?
If so, remove any jammed paper. **Paper Jams(P. 543)**

Could not perform IEEE 802.1X authentication. Cannot analyze the authentication server certificate.

Check the certificate of the authentication server, and change the setting, as needed.

Check the Certificate of the RADIUS Server, and Change the Setting, as Needed.
Setting IEEE 802.1X(P. 356)

Could not perform IEEE 802.1X authentication. Change the authentication password.

The password has expired.

Set a New Password.
Setting IEEE 802.1X(P. 356)

Could not perform IEEE 802.1X authentication. Check the authentication settings.

The authentication method set on the machine does not match that set on the RADIUS server.

Check the Authentication Method Set on the RADIUS Server, and Set This Correctly.
Setting IEEE 802.1X(P. 356)

Could not perform IEEE 802.1X authentication. Configure the correct authentication information.

The authentication method or authentication information of IEEE 802.1X is not set correctly.

Set the Authentication Method and Authentication Information (Keys and Certificates, Password, CA Certificate) Correctly.
Setting IEEE 802.1X(P. 356)
Managing and Verifying a Key and Certificate(P. 358)

Could not perform IEEE 802.1X authentication. Configure the information required for authentication.

The authentication method or authentication information of IEEE 802.1X is not set correctly.

Set the Authentication Method and Authentication Information (Keys and Certificates, Password, CA Certificate) Correctly.

Setting IEEE 802.1X(P. 356)
Managing and Verifying a Key and Certificate(P. 358)

Could not perform IEEE 802.1X authentication. No reply from the destination.

The network connection may have a problem.

Check the Network Status and Settings.

- Check the Ethernet cable and switch status.
- Check the network key of the wireless LAN router, and configure the settings correctly on the machine.

Could not perform IEEE 802.1X authentication. The authentication server certificate has expired.

The server certificate sent from the RADIUS server has expired.

Check the Expiry Date of the RADIUS Server.
Setting IEEE 802.1X(P. 356)

Could not perform IEEE 802.1X authentication. The authentication server certificate is incorrect.

A CA certificate that supports the certificate of the authentication server is not registered to the machine.

Check the Certificate Information of the Authentication Server, and Register a Supported CA Certificate.
Setting IEEE 802.1X(P. 356)
Registering a Key and Certificate or CA Certificate Obtained from an Issuing Authority(P. 364)

Could not perform Shared Key auth. Chk encryp. key set.

The network key (encryption key) of the wireless LAN router (access point) is not configured correctly, or the WEP authentication methods of the machine and wireless LAN router do not match, preventing Shared Key Authentication.

Reset the Network Key.
Check the network key of the wireless LAN router, and configure the settings correctly on the machine. **Connecting to a Wireless LAN(P. 57)**

Match the WEP Authentication Method on the Machine and Wireless LAN Router.
The machine may be set to Shared Key Authentication, and the wireless LAN router may be set to Open System Authentication. Change the WEP setting according to the authentication method you are using.

When Using Open System Authentication

Connect to the wireless LAN using either of the following methods:

- Connect with the access point setup method. **Connecting to a Wireless LAN by Searching for a Router (Access Point Setup Method)(P. 65)**
- Using the Manual Setup Method, connect with the WEP authentication method set to [Open System]. **Connecting to a Wireless LAN by Setting the Details (Manual Setup Method)(P. 68)**

When Using Shared Key Authentication

On the wireless LAN router, change the WEP authentication method to "Shared Key", and connect again. For the setup method, see the manual of the wireless LAN router or contact the manufacturer.

Direct Connection terminated.

The connection with a mobile device was terminated.

Directly Connect Again.
Connecting a Mobile Device Directly to the Machine (Direct Connection)(P. 332)

Drum cart. life end. Replcmt. recommended.

The drum cartridge has reached the end of their lifetime.

It Is Recommended to Replace with New Drum Cartridge.
Press [Display Recovery Steps] and replace the drum cartridge while following the instructions on the screen.
Replacing the Drum Cartridge(P. 530)

 ▶ [Error Information/Notification] ▶ [Drum Cartridge End of Lifetime] ▶ [Display Recovery Steps]

Drum cart. reached end of lifetime.

The drum cartridge has reached the end of their lifetime.

It Is Recommended to Replace with New Drum Cartridge.
Press [Display Recovery Steps] and replace the drum cartridge while following the instructions on the screen.
Replacing the Drum Cartridge(P. 530)

 ▶ [Error Information/Notification] ▶ [Drum Cartridge End of Lifetime] ▶ [Display Recovery Steps]

Easy Conn. via PC ended due to timeout Device will restart.

30 minutes have elapsed since the start of the cableless setup mode without connecting to the computer.

Restart the Machine, and Start Cableless Setup Mode Again.
Administrator privileges are required.

[Home] on the control panel ▶ [Menu] ▶ [Preferences] ▶ [Network] ▶ [Easy Connection via PC] ▶ [Yes] ▶ start the settings on the computer

Encryption key is not set correctly. Check the encryption key settings.

The network key (encryption key) of the wireless LAN router (access point) is not configured correctly on the machine. Alternatively, the WEP authentication method of the machine does not match that of the wireless LAN router.

Reset the Network Key.
Check the network key of the wireless LAN router, and configure the settings correctly on the machine. **Connecting to a Wireless LAN(P. 57)**

Match the WEP Authentication Method on the Machine and Wireless LAN Router.
The machine may be set to Shared Key Authentication, and the wireless LAN router may be set to Open System Authentication. Change the WEP setting according to the authentication method you are using.

When Using Open System Authentication

Connect to the wireless LAN using either of the following methods:

- Connect with the access point setup method. **Connecting to a Wireless LAN by Searching for a Router (Access Point Setup Method)(P. 65)**

- Using the Manual Setup Method, connect with the WEP authentication method set to [Open System].
  Connecting to a Wireless LAN by Setting the Details (Manual Setup Method)(P. 68)

When Using Shared Key Authentication

On the wireless LAN router, change the WEP authentication method to "Shared Key", and connect again. For the setup method, see the manual of the wireless LAN router or contact the manufacturer.

IEEE 802.1X error. Cannot analyze auth. server certificate.

Check the certificate of the authentication server, and change the setting, as needed.

Check the Certificate of the RADIUS Server, and Change the Setting, as Needed.
Setting IEEE 802.1X(P. 356)

IEEE 802.1X error. Change the auth. password.

The password has expired.

Set a New Password.
Setting IEEE 802.1X(P. 356)

IEEE 802.1X error. Check the auth. settings.

The authentication method set on the machine does not match that set on the RADIUS server.

Check the Authentication Method Set on the RADIUS Server, and Set This Correctly.
Setting IEEE 802.1X(P. 356)

IEEE 802.1X error. Configure correct authentication info.

The authentication method or authentication information of IEEE 802.1X is not set correctly.

Set the Authentication Method and Authentication Information (Keys and Certificates, Password, CA Certificate) Correctly.
Setting IEEE 802.1X(P. 356)
Managing and Verifying a Key and Certificate(P. 358)

IEEE 802.1X error. Configure the info. required for auth.

The authentication method or authentication information of IEEE 802.1X is not set correctly.

Set the Authentication Method and Authentication Information (Keys and Certificates, Password, CA Certificate) Correctly.
Setting IEEE 802.1X(P. 356)
Managing and Verifying a Key and Certificate(P. 358)

IEEE 802.1X error. No reply from the destination.

The network connection may have a problem.

Check the Network Status and Settings.

- Check the Ethernet cable and switch status.
- Check the network key of the wireless LAN router, and configure the settings correctly on the machine.

IEEE 802.1X error. The auth. server cert. has expired.

The server certificate sent from the RADIUS server has expired.

Check the Expiry Date of the RADIUS Server.
Setting IEEE 802.1X(P. 356)

IEEE 802.1X error. The auth. server cert. is incorrect.

A CA certificate that supports the certificate of the authentication server is not registered to the machine.

Check the Certificate Information of the Authentication Server, and Register a Supported CA Certificate.
Setting IEEE 802.1X(P. 356)
Registering a Key and Certificate or CA Certificate Obtained from an Issuing Authority(P. 364)

Incorrect number of characters/invalid characters entered.

The network key of the wireless LAN router (access point) is not configured correctly on the machine.

Reset the Network Key.
Check the network key of the wireless LAN router, and configure the settings correctly on the machine. **Connecting to a Wireless LAN(P. 57)**

Insert the drum cartridge.

The drum cartridge is not installed correctly.

Reinstall the Drum Cartridge.
Replacing the Drum Cartridge(P. 530)

If the message still appears after repeatedly reinstalling the drum cartridge, contact your dealer or service representative. **If the Problem Persists(P. 643)**

Insert the toner cartridge.

The toner cartridge is not installed correctly.

Reinstall the Toner Cartridge.
Replacing the Toner Cartridge(P. 526)

If the message still appears after repeatedly reinstalling the toner cartridge, contact your dealer or service representative. **If the Problem Persists(P. 643)**

Memory is full.

Scanning or faxing cannot be performed due to insufficient available memory. If there is data waiting to be printed or sent, wait until the processing is completed.

Check the Received Faxes Saved in the Memory.
Print or forward them as needed, and delete any unnecessary faxes. **Viewing and Printing Faxes Saved in the Memory(P. 377)**

When Scanning, Change the Data Size to a Small File Format.

[Home] screen on the control panel ▶ [Scan] ▶ select the scan type ▶ Enter the destination ▶ [File Format] ▶ select the file format.

For details about the file formats, see the following:
Setting File / Division(P. 255)

When Sending Faxes, Divide the Original or Lower the Resolution.

- When sending an original with many pages, divide the original and send it.
- Change the set resolution to a lower resolution when scanning the original.

[Home] screen on the control panel ▶ [Fax] ▶ [Resolution] ▶ select the resolution.

No reply from the destination.

The Ethernet cable may not be connected or there may be a problem with the switch.
Check the Ethernet cable and switch status.

No response from host.

The machine is not connected correctly to the network.

Check the Settings of the Machine and Network, and Connect Again.

When Connected via Wireless LAN

Configure the settings correctly according to your usage environment. **Connecting to a Wireless LAN(P. 57)**

When Connected via Wired LAN

Check that the Ethernet cable is properly connected. **Connecting to a Wired LAN(P. 56)**

Paper jammed.

Paper jammed in the machine during printing.

Remove the Jammed Paper, and If Printing Does Not Resume Automatically, Try Printing Again.
Paper Jams(P. 543)

Preparing a drum cart. is recommended.

It is nearing the time to replace the drum cartridge.

Prepare New Drum Cartridge, and Replace the Old Ones, as Needed.
When printing large jobs, it is recommended to replace the drum cartridge. **Replacing the Drum Cartridge(P. 530)**

Preparing a toner cart. is recommended.

It is nearing the time to replace the toner cartridge.

Prepare New Toner Cartridge, and Replace the Old Ones, as Needed.
When printing large jobs, it is recommended to replace the toner cartridge. **Replacing the Toner Cartridge(P. 526)**

To Continue Printing, Use the Procedure Below.

When Faxing or Printing an Auto Report

In the following cases, the data may be saved to the memory of the machine without being printed to prevent printing text that is difficult to read or images that are difficult to see:

- When receiving a Fax
- When communication results reports are set to be printed automatically (when a message appears for the black toner cartridge)

To continue printing, enable [Continue Printing When Amount in Cartridge Is Low].

Log in to Remote UI ▶ [Settings/Registration] ▶ [RX/Forwarding Settings] ▶ [Common Settings] ▶ [Edit] in [Common Settings] ▶ select the [Continue Printing When Amount in Cartridge Is Low] checkbox ▶ [OK]

On the control panel, select [Menu] in the [Home] screen, and then select [Function Settings] to configure the settings. **[Continue Print. When Amount in Cart. Low](P. 493)**

* When this setting is enabled, the printing results may be light or faded.

NOTE

- You can manually specify when this message appears (when toner is low). **[Displ. Timing for Cartridge Prep. Notif.](P. 426)**

Set the correct authentication information.

The authentication method or authentication information of IEEE 802.1X is not set correctly.

Set the Authentication Method and Authentication Information (Keys and Certificates, Password, CA Certificate) Correctly.

Setting IEEE 802.1X(P. 356)
Managing and Verifying a Key and Certificate(P. 358)

Set the information necessary for authentication.

The authentication method or authentication information of IEEE 802.1X is not set correctly.

Set the Authentication Method and Authentication Information (Keys and Certificates, Password, CA Certificate) Correctly.

Setting IEEE 802.1X(P. 356)
Managing and Verifying a Key and Certificate(P. 358)

Size/Settings Mismatch

The size of the paper loaded in the machine does not match that set on the control panel or printer driver.

Match the Size of the Loaded Paper with the Paper Size Setting.

When Using the Loaded Paper

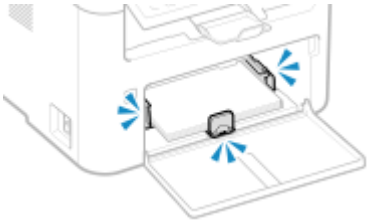
- Change the paper size setting on the control panel to match the size of the loaded paper.
  Setting the Paper Size and Type for the Drawer(P. 149)
  Setting the Paper Size and Type for the Multi-purpose Tray(P. 153)
- When printing from a computer, change the paper size setting on the printer driver to match the size of the loaded paper. **Printing from a Computer(P. 210)**

When Reloading Paper

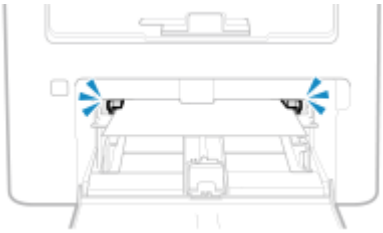
Load paper of the size set on the control panel or printer driver. **Loading Paper(P. 138)**

Check that the positions of the paper guides are not too loose or too tight.

Drawer



Multi-purpose Tray



Specifying and registering new destinations is restricted.

Destinations that can be specified for sending are restricted to those destinations registered in the Address Book.

To Cancel Restriction, Change the [Restrict New Destinations] Setting.

Log in to Remote UI in System Manager Mode ▶ [Settings/Registration] ▶ [TX Settings] ▶ [Restrict New Destinations] ▶ [Edit] ▶ clear the [Restrict New Destinations] checkbox ▶ [OK]

On the control panel, select [Menu] in the [Home] screen, and then select [Function Settings] to change the setting. **[Restrict New Destinations](P. 479)**

The authentication server certificate has expired.

The server certificate sent from the RADIUS server has expired.

Check the Expiry Date of the RADIUS Server.
Setting IEEE 802.1X(P. 356)

The authentication server certificate is incorrect.

A CA certificate that supports the certificate of the authentication server is not registered to the machine.

Check the certificate information of the authentication server, and register a supported CA certificate.
Setting IEEE 802.1X(P. 356)
Registering a Key and Certificate or CA Certificate Obtained from an Issuing Authority(P. 364)

The fax number has too many digits.

Sending of a fax cannot be performed because the specified fax number has too many digits.

Specify a Fax Number That Does Not Exceed the Maximum Number of Digits to Send a Fax.
If the settings are configured to send a fax after entering a designated number before you specify a destination registered in the Address Book, the maximum number of digits to send a fax may be exceeded.
[Use Address Book When On-Hook](P. 490)

The memory is full. Scanning will be canceled. Do you want to print?

Reading of the original cannot be performed due to insufficient available memory. Alternatively, all the pages could not be read when sorting and copying.

Divide the Original Before Copying.
Print up to the pages that were read or cancel the job, and then divide the original before copying.

Try Configuring the Setting as Follows.

[Home] screen on the control panel ▶ [Copy] ▶[Original Type] ▶ [Text/Photo (High Speed)].

Toner cart. life end. Replcmt. recommended.

The toner cartridge has reached the end of their lifetime.

It Is Recommended to Replace with New Toner Cartridge.
Press [Display Recovery Steps] and replace the toner cartridge while following the instructions on the screen.
Replacing the Toner Cartridge(P. 526)

 ▶ [Error Information/Notification] ▶ [Toner Cartridge End of Lifetime] ▶ [Display Recovery Steps]

Toner cart. reached end of lifetime.

The toner cartridge has reached the end of their lifetime.

It Is Recommended to Replace with New Toner Cartridge.
Press [Display Recovery Steps] and replace the toner cartridge while following the instructions on the screen.
Replacing the Toner Cartridge(P. 526)

 ▶ [Error Information/Notification] ▶ [Toner Cartridge End of Lifetime] ▶ [Display Recovery Steps]

Use Remote UI to set info. necessary for authentication.

The authentication method or authentication information of IEEE 802.1X is not set correctly.

Check the IEEE 802.1X Setting, and Set This Correctly.
Check the following, and change the setting, as needed. **Setting IEEE 802.1X(P. 356)**

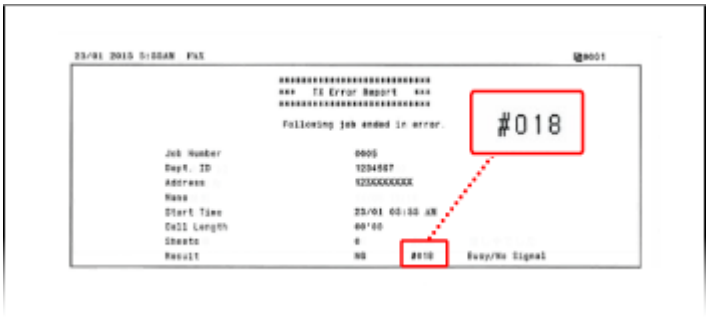
- The login name is specified correctly.
- At least one of the following checkboxes is selected: [Use TLS], [Use TTLS], and [Use PEAP].
- When using TLS, a key and certificate are registered.
- When using TTLS or PEAP, the user name and password are set correctly.

An Error Code Is Displayed

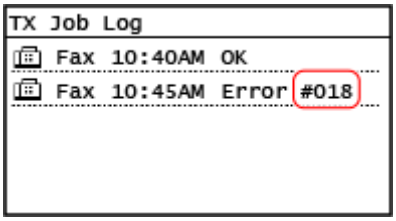
8WFY-0FA

If printing cannot be performed, or scanned data or a fax cannot be sent or received, or another error occurs, an error code (three-digit number starting with "#") is displayed in the report or job log.

Report



Job Log



Select the error code from the list below, and check how to troubleshoot the problem.

#001 to #099
#001(P. 635) #003(P. 635) #005(P. 636) #012(P. 636) #018(P. 636) #022(P. 636) #037(P. 637) #099(P. 637)

#701 to #799
#703(P. 637) #752(P. 638) #753(P. 638) #755(P. 638)

#801 to #899
#801(P. 638) #802(P. 639) #804(P. 639) #806(P. 639) #809(P. 639) #810(P. 640) #813(P. 640) #818(P. 640) #819(P. 640) #820(P. 640) #821(P. 640) #827(P. 640) #829(P. 640) #839(P. 641) #841(P. 641) #844(P. 641) #846(P. 641) #852(P. 641) #861(P. 642) #863(P. 642)

#901 to #999
#934(P. 642) #995(P. 642)

NOTE

- If the problem persists even after trying the troubleshooting methods, contact your dealer or service representative. **If the Problem Persists(P. 643)**

#001

The original is jammed in the feeder.

Remove the Jammed Original.
Paper Jams in the Feeder(P. 549)

#003

The data volume is too large to send or receive a fax.

Divide the Original or Lower the Resolution.

Cannot Send a Fax

- When sending an original with many pages, divide the original and send it.
- Change the set resolution to a lower resolution when scanning the original.

[Home] screen on the control panel ▶ [Fax] ▶ [Resolution] ▶ select the resolution.

Cannot Receive a Fax

Ask the sender to divide the original or lower the resolution and send the fax again.

#005

There was no response from the other party's device within the time limit.

Did You Specify an Overseas Destination?
You may not have been able to connect correctly to the destination. After entering the international access number or country code, enter the wait time (pause) or lower the communication start speed before sending the fax. **Cannot Send a Fax to an International Destination(P. 612)**

Is the Other Party's Device Ready to Receive a Fax?
The power of the other party's device may not be turned on, or the RX Mode may not be configured correctly. Have the other party check these.

#012

The receiving device is out of paper (recording paper).
Have the other party add more paper.

#018

There was no response from the other party's device due to it being busy or another reason.

Did You Specify an Overseas Destination?
You may not have been able to connect correctly to the destination. After entering the international access number or country code, enter the wait time (pause) or lower the communication start speed before sending the fax. **Cannot Send a Fax to an International Destination(P. 612)**

Is the Other Party's Device Ready to Receive a Fax?
The power of the other party's device may not be turned on, or the RX Mode may not be configured correctly. Have the other party check these.

#022

Sending of faxes from a computer is restricted. Alternatively, the destination specified as the forwarding destination may have been deleted from the Address Book.

To Cancel Restriction of Sending Faxes from a Computer, Change the [Fax TX Settings] Setting.

Log in to Remote UI in System Manager Mode ▶ [Settings/Registration] ▶ [TX Settings] ▶ [Fax TX Settings] ▶ [Edit] ▶ select the [Allow Fax Driver TX] checkbox ▶ [OK]

On the control panel, select [Menu] in the [Home] screen, and then select [Function Settings] to change the setting. **[Allow Fax Driver TX](P. 489)**

Register the Forwarding Destination to the Address Book.
Registering Destinations to the Address Book (Remote UI)(P. 172)

Check Whether the Fax That Could Not Be Forwarded Is Saved in the Memory.
If the fax is saved in the memory, you can try forwarding it again. **Checking Faxes that Failed to Be Forwarded(P. 289)**

#037

Sending of a fax failed due to insufficient available memory or the maximum number of destinations to which a fax can be sent was exceeded. Alternatively, printing could not be performed due to the file size.
If there is data waiting to be printed or sent by fax, wait until the processing is completed.

Check Received Data Saved to the Memory.
Print or forward them as needed, and delete any unnecessary data.
Viewing and Printing Faxes Saved in the Memory(P. 377)
Checking Faxes that Failed to Be Forwarded(P. 289)

When Sending Faxes, Divide the Original or Lower the Resolution.

- When sending an original with many pages, divide the original and send it.
- Change the set resolution to a lower resolution when scanning the original.

[Home] screen on the control panel ▶ [Fax] ▶ [Resolution] ▶ select the resolution.

When Sending a Fax Using Windows, Are You Trying to Send the Fax to Multiple Destinations?
Sending of the fax may have failed due to the maximum number of destinations that can be specified at a time was exceeded.
Use the following procedure to change the fax driver setting and increase the number of destinations that can be specified at a time.

1. Log on to the computer using an administrator account.
2. [ ] (Start) ▶ [ ] (Settings) ▶ [Devices] ▶ click [Printers & scanners]
   ➡ The [Printers & scanners] screen is displayed.
3. Select the fax driver of the machine ▶ [Manage] ▶ click [Printer properties]
   ➡ The fax driver properties screen is displayed.
4. On the [Device Settings] tab, select the [Set the number of destinations that can be specified at once to 2000] checkbox.
5. Click [OK].

When Printing, Reduce the File Size or Divide the File.
Optimize the file to make it smaller, or divide the file and then print it.

#099

The job was canceled.
This does not indicate a malfunction. Perform the operation again, as needed.

#703

The machine does not have sufficient free memory.

Is Any Other Data Being Sent?
Wait for sending to be completed before sending again.

Are You Sending an Original with Many Pages?
Divide the original and send it.

Check the Received Faxes Saved in the Memory.
Print or forward them as needed, and delete any unnecessary faxes. **Viewing and Printing Faxes Saved in the Memory(P. 377)**

Restart the Machine, and Then Send or Save the Data Again.
Restarting the Machine(P. 109)

#752

The SMTP/POP3 server name is not configured correctly, or the machine is not connected correctly to the network.

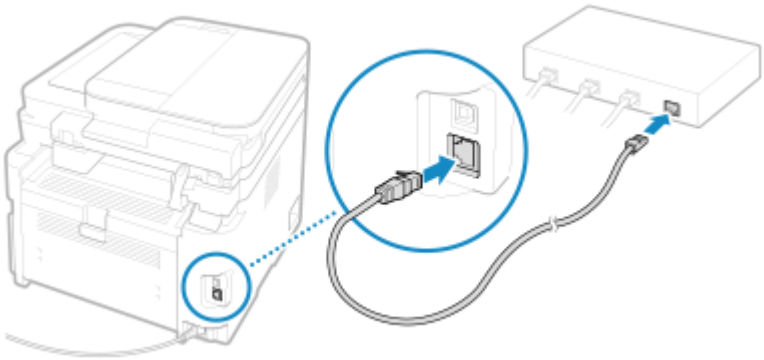
Configure the SMTP or POP3 Server Name Correctly.
Configuring Detailed Information of the E-mail Server (Remote UI)(P. 235)

Check the Network Status and Settings.
If the machine is not connected to a network, reconfigure the network settings.
Checking the Network Status and Settings(P. 92)
Setting Up the Network(P. 52)

#753

The machine was unable to connect to the network due to a disconnected Ethernet cable.

Check That the Ethernet Cable Is Properly Connected.



#755

The TCP/IP is not configured correctly, or the machine was unable to connect to the network due to the set wait time before connection.

Check the Network Status and Settings.
If the machine is not connected to a network, reconfigure the network settings.
Checking the Network Status and Settings(P. 92)
Setting Up the Network(P. 52)

Is There a Set Wait Time Before Connection?
Check whether a wait time is set.

Log in to Remote UI in System Manager Mode ▶ [Settings/Registration] ▶ [Network Settings] ▶ [Waiting Time for Connection at Startup]

On the control panel, select [Menu] in the [Home] screen, and then select [Preferences] to view this information. **[Waiting Time for Connection at Startup](P. 433)**

- If a wait time is set, a connection cannot be established immediately after turning ON the power of the machine. Sending starts after the wait time has elapsed.
- To change the wait time, click [Edit] on the above [Waiting Time for Connection at Startup] screen, enter the wait time, and then click [OK].

#801

The machine cannot connect to the SMTP server, or the information of the SMTP server or shared folder is not set correctly.

Check the Network Status and Settings.
If the machine is not connected to a network, reconfigure the network settings.
Checking the Network Status and Settings(P. 92)
Setting Up the Network(P. 52)

Set the information of the SMTP server or shared folder correctly.

When Sending an E-mail

Set the information of the SMTP server correctly. **Configuring Detailed Information of the E-mail Server (Remote UI)(P. 235)**

When Saving to a Shared Folder

Use Remote UI to display the Address Book, click the applicable destination, and set the information of the shared folder correctly. **Registering Destinations to the Address Book (Remote UI)(P. 172)**

When Sending an E-mail, Check the Status of the SMTP Server.

- If you receive an error message from the SMTP server, check the details and take action.
- Check that the SMTP server is operating properly on the network. For details about the SMTP server status, contact your provider.

When Saving to a Shared Folder, Check the Status of the Shared Folder and Computer.
Check that both the shared folder and the computer with the shared folder are operating properly.

#802

The SMTP or POP3 server name is not set correctly.

When Sending an E-mail, Correctly Set the SMTP or POP3 Server Name.
Configuring Detailed Information of the E-mail Server (Remote UI)(P. 235)

#804

You do not have permission to access the shared folder, or the destination is not set correctly.

Does the Sending User (User Name Registered as a Destination) Have Write Permission for the Store Location?
If the user does not have permission, grant write permission to the sending user for the store location. For details, contact the network administrator.

Set the Correct Path to the Shared Folder.
Use Remote UI to display the Address Book, click the applicable destination, and set the server name correctly. **Registering Destinations to the Address Book (Remote UI)(P. 172)**

#806

The user name or password to be used to access the shared folder is not set correctly. Alternatively, the destination of the e-mail is not set correctly.

When Saving to a Shared Folder, Correctly Set the User Name and Password to Be Used to Access the Server.
Use Remote UI to display the Address Book, click the applicable destination, and set the user name and password correctly. **Registering Destinations to the Address Book (Remote UI)(P. 172)**

When Sending an E-mail, Specify a Correct E-Mail Address Before Sending.
When you are using a destination in the Address Book, check that the e-mail address registered in the Address Book is correct. **Registering Destinations (Address Book)(P. 164)**

#809

The file could not be saved because a file with the same name already exists on the SMB server.
Delete the file, and scan again.

#810

The machine cannot connect to the POP3 server, or the information of the POP3 server is not set correctly.

Check the Network Status and Settings.
If the machine is not connected to a network, reconfigure the network settings.
Checking the Network Status and Settings(P. 92)
Setting Up the Network(P. 52)

Set the information of the POP3 server correctly.
Configuring Detailed Information of the E-mail Server (Remote UI)(P. 235)

Check the Status of the POP3 Server.
Check that the POP3 server is operating properly on the network. For details about the POP3 server status, contact your provider.

#813

The user name or password to be used for POP3 server authentication is not set correctly.

Set the User Name and Password Correctly.
Configuring Detailed Information of the E-mail Server (Remote UI)(P. 235)

#818

The received data is in a format that cannot be printed.
Have the sender change the file format and resend the file.

#819

The received data has invalid MIME information and cannot be processed.
Have the sender check the settings and resend the data.

#820

The received data has invalid BASE64 or uuencode data and cannot be processed.
Have the sender check the settings and resend the data.

#821

The received data has a TIFF analysis error and cannot be processed.
Have the sender check the settings and resend the data.

#827

The received data includes unsupported MIME information and cannot be processed.
Have the sender check the settings and resend the data.

#829

The received data exceeds the maximum size that can be received by the machine.

Have the Sender Check and Resend the Data.

The machine prints or saves to memory pages 1 to 999 and deletes page 1,000 and beyond. Have the sender resend page 1,000 and beyond.

#839

The user name or password to be used for SMTP authentication is not set correctly.

Set the User Name and Password Correctly.
Configuring Detailed Information of the E-mail Server (Remote UI)(P. 235)

#841

Communication with the SMTP server is set to be encrypted, but there is no encryption algorithm shared with the SMTP server, so encrypted communication failed. Alternatively, a verify certificate error occurred.

Check the Algorithms Supported by the SMTP Server and Those Supported by the Machine.

- For details about the algorithms supported by the SMTP server, contact your provider.
- For details about the algorithms supported by the machine, see the following:
  Keys and Certificates(P. 35)

Is an Appropriate CA Certificate Registered?
Check that the CA certificate used for authentication of the SMTP server is registered to the machine.
Registering a Key and Certificate or CA Certificate Obtained from an Issuing Authority(P. 364)

Check the SMTP Server Certificate.
Check that the server certificate is correct and is not a self-signed certificate.

Disable Encryption When Communicating with the SMTP Server
Configuring Detailed Information of the E-mail Server (Remote UI)(P. 235)

#844

Communication with the POP3 server is set to be encrypted using POP authentication before sending data (POP before SMTP), but encrypted communication failed. Alternatively, a verify certificate error occurred.

Is an Appropriate CA Certificate Registered?
Check that the CA certificate used for authentication of the POP3 server is registered to the machine.
Registering a Key and Certificate or CA Certificate Obtained from an Issuing Authority(P. 364)

Check the POP3 Server Certificate.
Check that the server certificate is correct and is not a self-signed certificate.

Disable Encryption When Communicating with the POP3 Server
Configuring Detailed Information of the E-mail Server (Remote UI)(P. 235)

#846

APOP authentication is set to be used to encrypt the password at authentication using POP authentication before sending data (POP before SMTP), but APOP authentication failed.

Disable APOP Authentication.
Configuring Detailed Information of the E-mail Server (Remote UI)(P. 235)

#852

The power of the machine turned OFF for some reason.
Make sure the power plug is firmly inserted into an outlet.

#861

You are using an unsupported printer driver, or the data you are trying to print is corrupted.

Use the printer driver of the machine, and try printing again.
Printing from a Computer(P. 210)

Is the Data to Be Printed Corrupted?
If the data is corrupted or otherwise damaged, fix the data.

#863

An error occurred, preventing printing.

Restart the Machine, and Then Print the Data Again.
Restarting the Machine(P. 109)

#934

The job was deleted by the Auto Delete Suspended Jobs function.

Resolve the Error That Caused the Job to Be Suspended.
Resolve the error, and try printing or copying again.

* Disable the Auto Delete Suspended Jobs function, or change the time until the data is automatically deleted. **[Auto Delete Suspended Jobs](P. 461)**

#995

Sending or receiving of a waiting job was canceled.
Try sending or receiving again, as needed.

If the Problem Persists

8WFY-0FC

If the problem persists even after trying the troubleshooting methods, contact your dealer or service representative.

IMPORTANT

Do not disassemble or repair the machine yourself.

- Disassembling or repairing the machine yourself may void the warranty.

Checks Before Contacting Us

- Product name (MF267dw II / MF264dw II)
- Dealer purchased from
- Details of the problem (such as operation details and their results)
- Serial number

How to Look Up the Serial Number

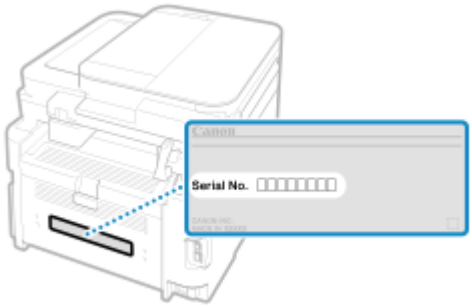
Touch Panel Model

on the control panel ▶ [Device Status] ▶ [Serial Number]

5 Lines LCD Model

on the control panel ▶ [Device Status] ▶ OK ▶ [Serial Number] ▶ OK

- You can also check this information using Remote UI from a computer. **Managing the Machine from a Computer (Remote UI)(P. 392)**
- You can also check this information on the label on the back of the machine.



Appendix

Appendix 645
- **Manuals of the Machine** 646
- **Using the User's Guide** 647
- **Operation Examples When Using a Computer** 649
- **Environmental Information, Regulations, and Standards** 659
- **Notice** 661
- **Trademarks and Copyrights** 662
- **Third-party Software** 664

Appendix

8WFY-0FE

In this chapter, you can view the manuals of the machine and the basic operations required when using the machine with a computer.

Manuals of the Machine

Manuals are provided according to your purpose.

Manuals of the Machine(P. 646)

The User's Guide (this manual) contains information on all functions of the machine and specifications as well as how to maintain the machine. You can search for specific information and change the text size and layout.

Using the User's Guide(P. 647)

Basic Operations When Using with a Computer

You must set up a computer to use the machine from the computer and view information set on the machine from the computer. The operations are introduced using Windows and macOS operation examples.

Operation Examples When Using a Computer(P. 649)

Other Information

Environmental Information, Regulations, and Standards(P. 659)
Notice(P. 661)
Trademarks and Copyrights(P. 662)
Third-party Software(P. 664)

Manuals of the Machine

8WFY-0FF

The manuals below are provided with the machine. Use these according to your purpose.
Click on the icon to display the corresponding manual (PDF).

Important Safety Instructions
This contains required information to prevent injury and accidental damage to property.



Setup Guide
This explains the process from unpacking the machine to setting it up so that it is ready to use.



User's Guide (this manual)
This describes all the functions of the machine in detail. It also contains the specifications and describes how to maintain the machine. The User's Guide is displayed in a Web browser.
Using the User's Guide(P. 647)

Send Setting Guide
This describes the preparations and settings for sending scanned data by e-mail and saving it to a shared folder. The Send Setting Guide is provided on the supplied CD/DVD-ROM.

* You can also display the Send Setting Guide at startup when using the downloaded Send Function Setting Tool.

NOTE

- For details about the drivers, software, and manual of the Application Library, see the online manual site.
https://oip.manual.canon/

Using the User's Guide

8WFY-0FH

The User's Guide (this manual) contains information on all functions of the machine and specifications as well as how to maintain the machine.
You can use the User's Guide to find useful information through the contents and search function.
* Click [ ] or [ ] at the top of the screen to change between contents and search keyword display.

Screens and Illustrations(P. 647)
Symbols(P. 647)
Key and Button Indicators(P. 648)
Search Function(P. 648)

NOTE

- The User's Guide describes the various functions of all model series including the machine. You can view a table indicating which functions and options are supported for each model. **Supported Functions and Options(P. 3)**

Screens and Illustrations

In the User's Guide, unless otherwise stated, the following are used in the screens and illustrations.

Model
MF267dw II

Computer Operating System
Windows 10

macOS 11

- The screens may vary depending on the model.
- The operations and screens may vary depending on the computer operating system.
- The screens are subject to change due to updates of the drivers and software.

Symbols

The warnings and cautions are also listed in the Important Safety Instructions supplied with the machine. See this for more information. **Manuals of the Machine(P. 646)**

WARNING Indicates a warning concerning operations that may lead to death or serious personal injury if not performed correctly. To ensure that you use the machine safely, always observe these warnings.

CAUTION Indicates a precaution for preventing the risk of personal injury or property damage other than a product fault due to improper use of the machine. To ensure that you use the machine safely, always observe these cautions.

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

IMPORTANT Indicates important requirements and restrictions for security and data protection as well as precautions that should be observed. Be sure to read these items to avoid malfunction, fault, or property damage due to incorrect operation.

NOTE Indicates a clarification of an operation, or contains additional explanations for a procedure.

Key and Button Indicators

The control panel keys and buttons displayed on the screen are indicated as follows:

Control Panel Keys
Indicated with an icon.

Example: Home key



Buttons Displayed on the Control Panel and Computer Screen
Enclosed in square brackets [ ].

Example:

[ ]

[Cancel] ▶ [Yes]
[Settings applied.]

Search Function

1 Click [ ] at the top of the screen.

➡ The search keyword input field is displayed at the top left of the screen.

2 Enter a keyword, and click [ ] or press the [Enter] key on the computer.

- Separate multiple keywords with spaces to search for pages that include all keywords.
- Enclose keywords in double quotation marks (") to search for pages that only contain complete matches including spaces.

3 Click the search result to view the page.

- Click [ ] to show or hide the search results.
- Click [ ] to display the contents.

Operation Examples When Using a Computer

8WFY-0FK

When using the machine from a computer, you must configure the settings of the computer according to the function you are using. In addition, you may need the computer information to view the information set on the machine. In this case, use the operation examples below to check the required settings and information on the computer.

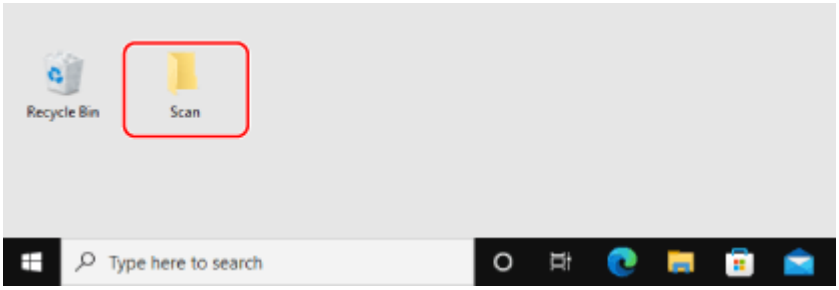
Creating a Shared Folder(P. 649)
Enabling Network Discovery(P. 651)
Displaying a Shared Printer in the Print Server(P. 651)
Viewing the System Information of the Computer(P. 652)
Viewing the Network Connection Information of the Computer(P. 654)
Viewing the Printer Port(P. 656)
Viewing Two-way Communication(P. 657)
Printing a Test Page(P. 657)

Creating a Shared Folder

When Using Windows(P. 649)
When Using macOS(P. 650)

■When Using Windows

1 Create a folder in any location (such as Desktop).



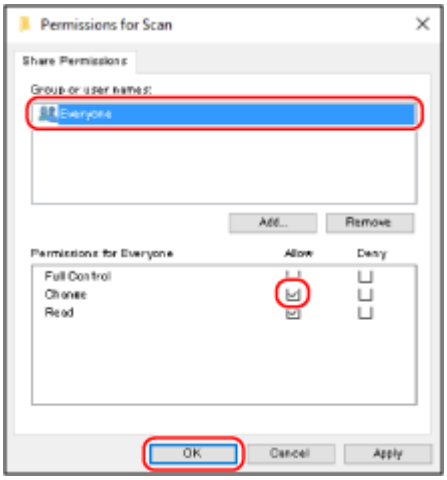
2 Right-click the created folder, and click [Properties].

3 On the [Sharing] tab, click [Advanced Sharing].

➠ The [Advanced Sharing] screen is displayed.

4 Select the [Share this folder] checkbox, and click [Permissions].

5 Configure the access privilege.



1 In [Group or user names], select [Everyone].

2 In [Permissions], select the [Allow] checkbox in [Change].

3 Click [OK].

6 Click [OK] ▶ [Close].

➠ The created folder can be used as a shared folder.

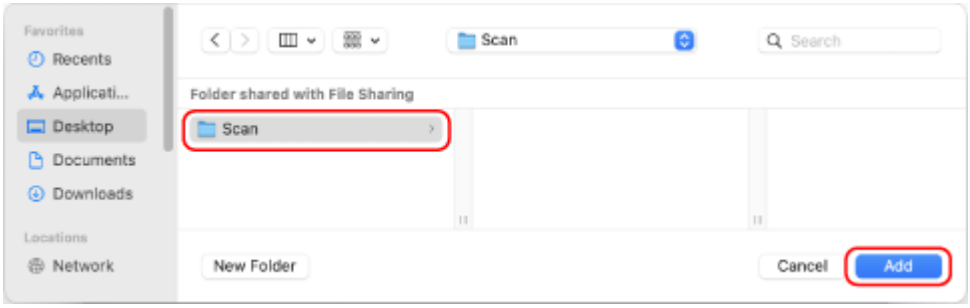
■When Using macOS

1 Click [ ] ▶ [System Preferences] ▶ [Sharing].

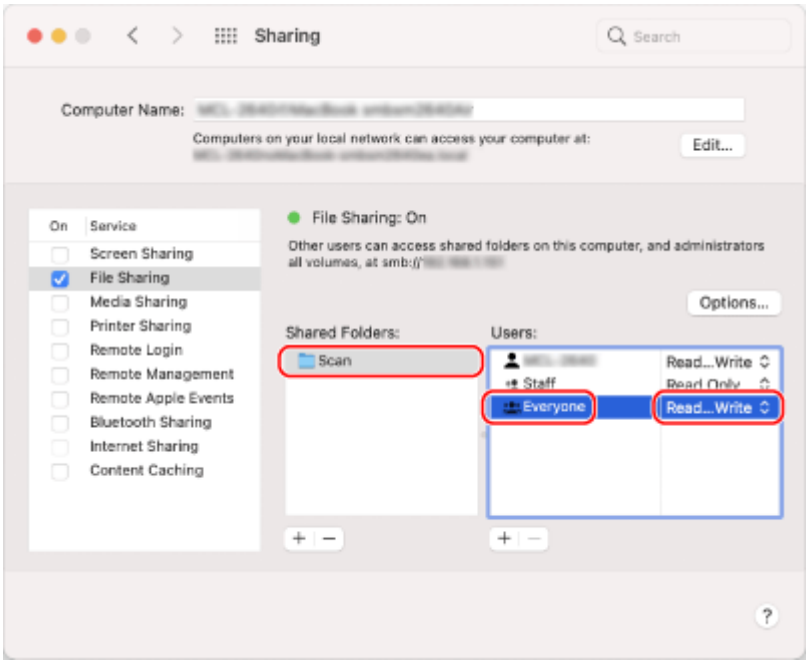
➠ The [Sharing] screen is displayed.

2 Select the [File Sharing] checkbox, and click [+] in [Shared Folders].

3 Create a folder in any location (such as Desktop), and click [Add].



4 Configure the access privilege.



1 In [Shared Folders], select the created folder.

2 In [Users], select [Everyone] ▶ [Read & Write].

5 Close the screen.

➠ The created folder can be used as a shared folder.

Enabling Network Discovery

1 Right-click [⊞] (Start), and click [Network Connections].

➠ The [Status] screen is displayed.

2 Click [Network and Sharing Center] ▶ [Change advanced sharing settings].

➠ The [Advanced sharing settings] screen is displayed.

3 In [Network discovery], select [Turn on network discovery], and click [Save changes].

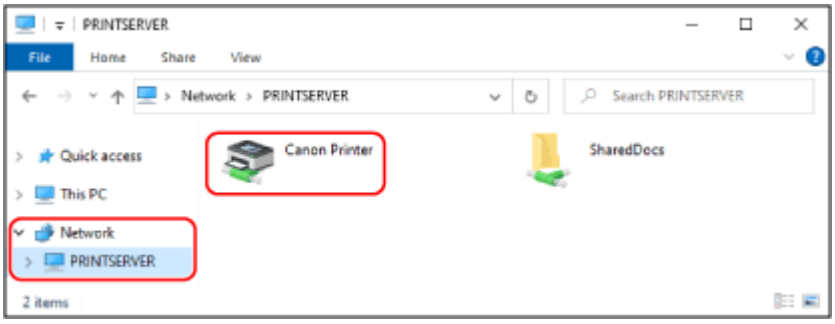
Displaying a Shared Printer in the Print Server

When Using Windows(P. 652)
When Using macOS(P. 652)

■When Using Windows

1 Right-click [ ] (Start), and click [File Explorer].

2 In [Network], select the print server to display the shared printer.



If nothing is displayed in [Network], enable network discovery. **Enabling Network Discovery(P. 651)**

■When Using macOS

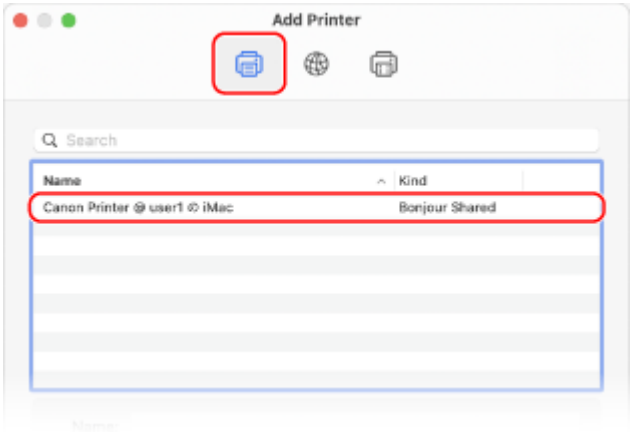
1 Click [ ] ▶ [System Preferences] ▶ [Printers & Scanners].

➠ The [Printers & Scanners] screen is displayed.

2 Click [+] at the bottom left.

➠ The [Add] screen is displayed.

3 Click [ ], to display the shared printer.



Viewing the System Information of the Computer

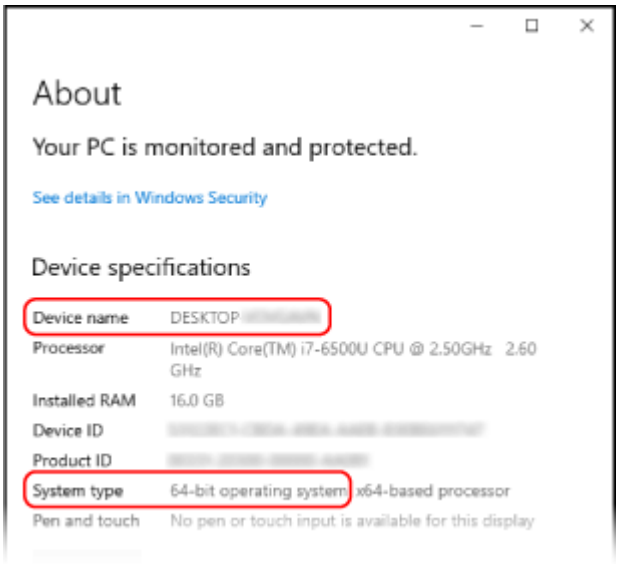
When Using Windows(P. 653)
When Using macOS(P. 653)

■When Using Windows

1 Right-click [⊞] (Start), and click [System].

➠ The [About] screen is displayed.

2 In [Device specifications], view the computer name and operating system version.



- The computer name is displayed in [Device name].
- The operating system version is displayed in [System type].
  If the computer has a 32-bit operating system, "32-bit Operating System" is displayed.
  If the computer has a 64-bit operating system, "64-bit Operating System" is displayed.

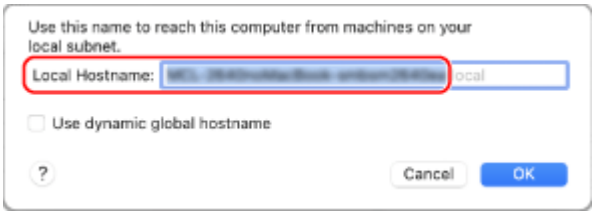
■When Using macOS

1 Click [ ] ▶ [System Preferences] ▶ [Sharing].

➠ The [Sharing] screen is displayed.
The name displayed in [Computer Name] on the [Sharing] screen may not be usable on the network. Use the following procedure to view the computer name used on the network.

2 Click [Edit].

3 In [Local Hostname], view the computer name.



Parts displayed in gray are not included in the computer name.

4 **Click [Cancel].**

Viewing the Network Connection Information of the Computer

When Using Windows(P. 654)
When Using macOS(P. 655)

■When Using Windows

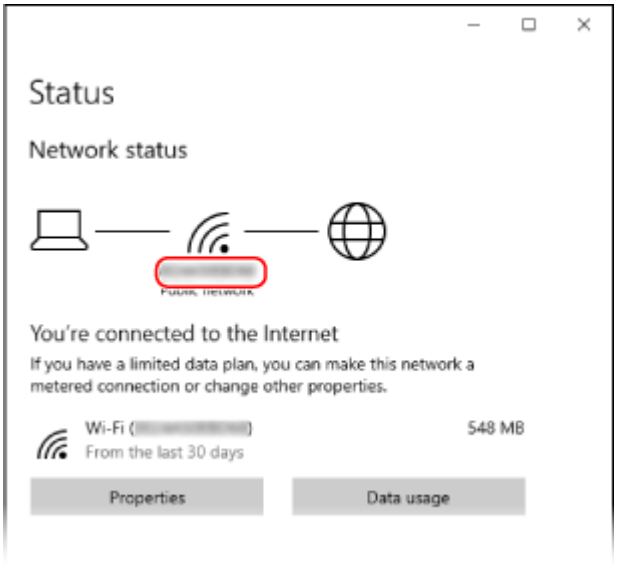
1 **Right-click [⊞] (Start), and click [Network Connections].**

➠ The [Status] screen is displayed.

2 **View the network connection information.**

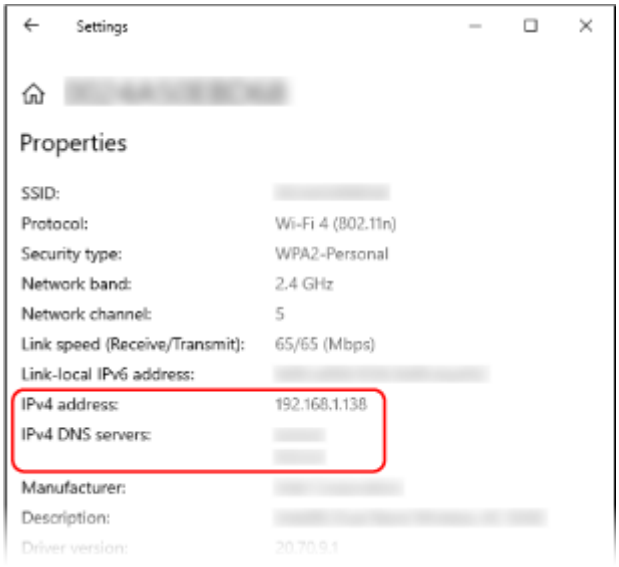
■Viewing the SSID of the Wired LAN

View the SSID in [Network status].



■Viewing the IP Address and DNS Server

1. Click [Properties] for the connected network.
2. In [Properties], view the IP address and DNS server.



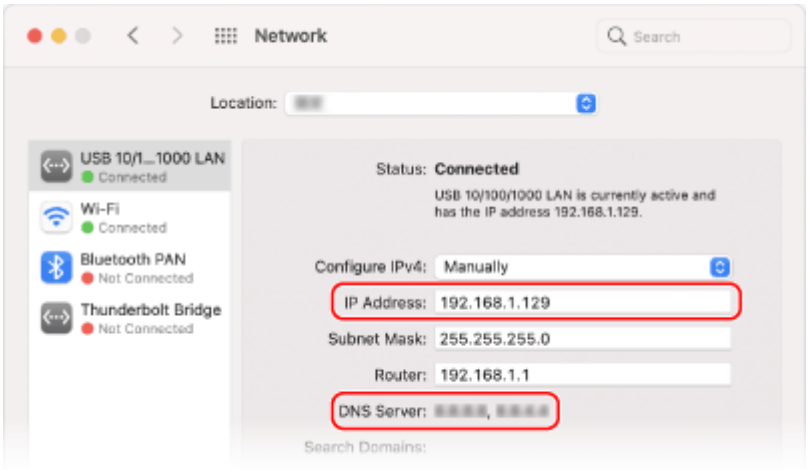
■When Using macOS

1 Click [ ] ▶ [System Preferences] ▶ [Network].

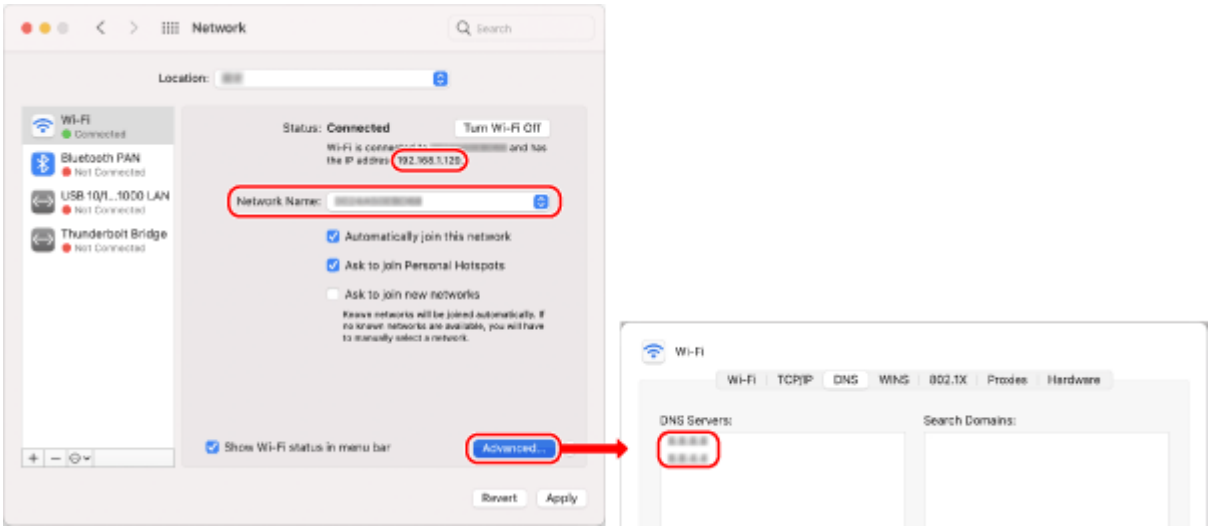
➠ The [Network] screen is displayed.

2 View the IP address, DNS server, and other information.

■For Wired LAN



■For Wireless LAN



- View the SSID in [Network Name].
- View the IP address in [Status].
- Click [Advanced], and view the DNS server on the [DNS] tab.

Viewing the Printer Port

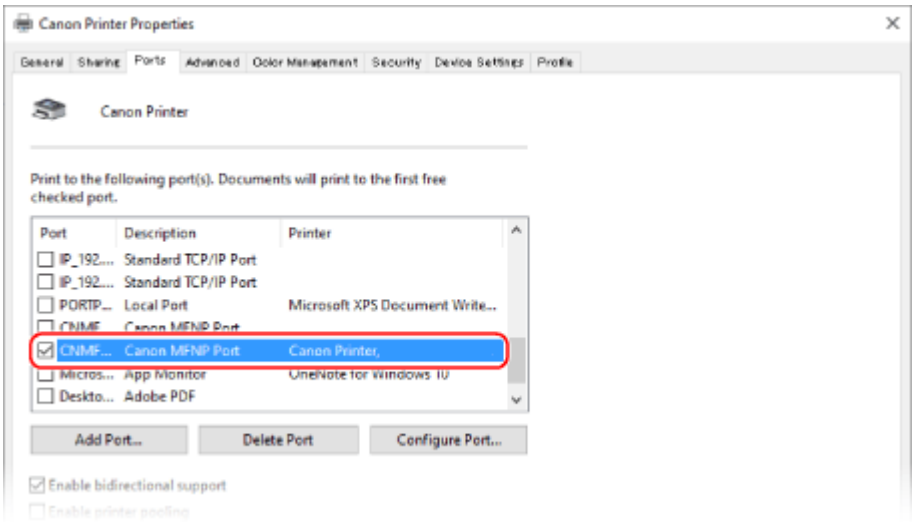
1 **Click [ ] (Start) ▶ [ ] (Settings) ▶ [Devices] ▶ [Printers & scanners].**

➠ The [Printers & scanners] screen is displayed.

2 **Click the printer driver of the machine ▶ [Manage] ▶ [Printer properties].**

➠ The printer driver properties screen is displayed.

3 **On the [Ports] tab, view the port being used.**



NOTE

If the IP Address of the Machine Is Changed

- The required action depends on the port you are using.
  - If [Canon MFNP Port] is displayed in [Description], the connection is maintained as long as the machine and computer belong to the same subnet, so no action is required on the computer.
  - If [Standard TCP/IP Port] is displayed in [Description], you must add a new port. **Adding a Port(P. 199)**

Viewing Two-way Communication

1 Click [ ] (Start) ▶ [ ] (Settings) ▶ [Devices] ▶ [Printers & scanners].

➡ The [Printers & scanners] screen is displayed.

2 Click the printer driver of the machine ▶ [Manage] ▶ [Printer properties].

➡ The printer driver properties screen is displayed.

3 On the [Ports] tab, check that the [Enable bidirectional support] checkbox is selected.

Printing a Test Page

Required Preparations

- Load A4 size paper in the drawer. **Loading Paper in the Drawer(P. 139)**

When Using Windows(P. 657)
When Using macOS(P. 658)

■When Using Windows

1 Click [ ] (Start) ▶ [ ] (Settings) ▶ [Devices] ▶ [Printers & scanners].

➡ The [Printers & scanners] screen is displayed.

2 Click the printer driver of the machine ▶ [Manage] ▶ [Printer properties].

➡ The printer driver properties screen is displayed.

3 On the [General] tab, click [Print Test Page].

➡ When the print data is sent correctly, a test page is printed from the machine.

■When Using macOS

1 Click [ ] ▶ [System Preferences] ▶ [Printers & Scanners].

➡The [Printers & Scanners] screen is displayed.

2 Select the machine, and click [Open Print Queue].

3 From the [Printer] menu, click [Print Test Page].

➡When the print data is sent correctly, a test page is printed from the machine.

Environmental Information, Regulations, and Standards

8WFY-0FL

■IPv6 Ready Logo

The protocol stack included in this product has obtained the IPv6 Ready Logo Phase-2 established by the IPv6 Forum.

■Product Information required by COMMISSION REGULATION (EU) No.801/2013 amending Regulation (EC) No.1275/2008

Power consumption of a product in networked standby mode where wired network ports are connected and all wireless network ports are activated (if available at the same time).

Model Name	Power consumption of the product in networked standby mode
MF267dw II / MF264dw II	3.0 W or less

NOTE

- The above value(s) are the actual values for a single machine, chosen arbitrarily, and may therefore differ from the value(s) of the actual machine used. Optional network ports are either not connected or not activated in the measurement.

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Only for European Union and EEA (Norway, Iceland and Liechtenstein)

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If a chemical symbol is printed beneath the symbol shown above, in accordance with the Battery Directive, this indicates that a heavy metal (Hg = Mercury, Cd = Cadmium, Pb = Lead) is present in this battery or accumulator at a concentration above an applicable threshold specified in the Battery Directive.
This product should be handed over to a designated collection point, e.g., on an authorized one-for-one basis when you buy a new similar product or to an authorized collection site for recycling waste electrical and electronic equipment (EEE) and batteries and accumulators. Improper handling of this type of waste could have a possible impact on the environment and human health due to potentially hazardous substances that are generally associated with EEE. Your cooperation in the correct disposal of this product will contribute to the effective usage of natural resources.
For more information about the recycling of this product, please contact your local city office, waste authority, approved scheme or your household waste disposal service or visit www.canon-europe.com/sustainability/approach/.

■ Environmental Information

Reducing your environmental impact while saving money

Power Consumption and Activation Time
The amount of electricity a device consumes depends on the way the device is used. This product is designed and set in a way to allow you to reduce your electricity costs. After the last print it switches to Ready Mode. In this mode it can print again immediately if required. If the product is not used for a time, the device switches to its Power Save Mode. The devices consume less power (Watt) in these modes.
If you wish to set a longer Activation Time or would like to completely deactivate the Power Save Mode, please consider that this device may then only switch to a lower energy level after a longer period of time or not at all. Canon does not recommend extending the Activation Times from the optimum ones set as default.

Energy Star ®
The Energy Star® programme is a voluntary scheme to promote the development and purchase of energy efficient models, which help to minimise environmental impact.
Products which meet the stringent requirements of the Energy Star® programme for both environmental benefits and the amount of energy consumption will carry the Energy Star® logo accordingly.

Paper types
This product can be used to print on both recycled and virgin paper (certified to an environmental stewardship scheme), which complies with EN12281 or a similar quality standard. In addition it can support printing on media down to a weight of 64g/m².
Lighter paper means less resources used and a lower environmental footprint for your printing needs.

Duplex printing (Standard duplex printing products only)
Duplex printing capability enables you to print on both sides automatically, and therefore helps to reduce the use of valuable resources by reducing your paper consumption.
The duplex function has been auto enabled during the set up and driver installation and Canon strongly recommends that you do not disable this function. You should continue to use the duplex function to reduce the environmental impact of your work with this product at all times.

■ When disposing of used toner cartridges

- To protect the environment and make more effective use of resources, Canon promotes the recovery and recycling of used toner cartridges. Please cooperate in the recovery of toner cartridges (resource reuse). For details on resource reuse, see the Canon website:
  global.canon/ctc
  When disposing of toner cartridges, pack them in their original packaging to prevent toner dispersal and dispose of the cartridges in accordance with your local government instructions.

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