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C3150

User's Guide

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About the Machine

AW63-000

Before using the machine, check the basic information of the machine such as the supported 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

You can check the options supported by the machine in a list.
You can also use this to check the specifications of the options.
Supported Options (P. 4)

Check the names of parts, usable paper, and specifications of functions, as needed.
Names of Parts and Their Functions (P. 53)
Usable Paper (P. 67)
Specifications (P. 77)

Information Required for Management Functions

To manage the machine and configure the settings, log in as an administrator.
By default, the administrator with Administrator privileges is registered.
Administrator Privileges and Password (P. 50)

When using the machine in a network environment, check the examples of measures to prevent unauthorized access, and implement similar measures.
Measures to Prevent Unauthorized Access (P. 51)

Useful Tips

This section introduces recommended functions that can be useful for your purpose and help you solve problems.
Recommended Functions (P. 106)

Supported Options

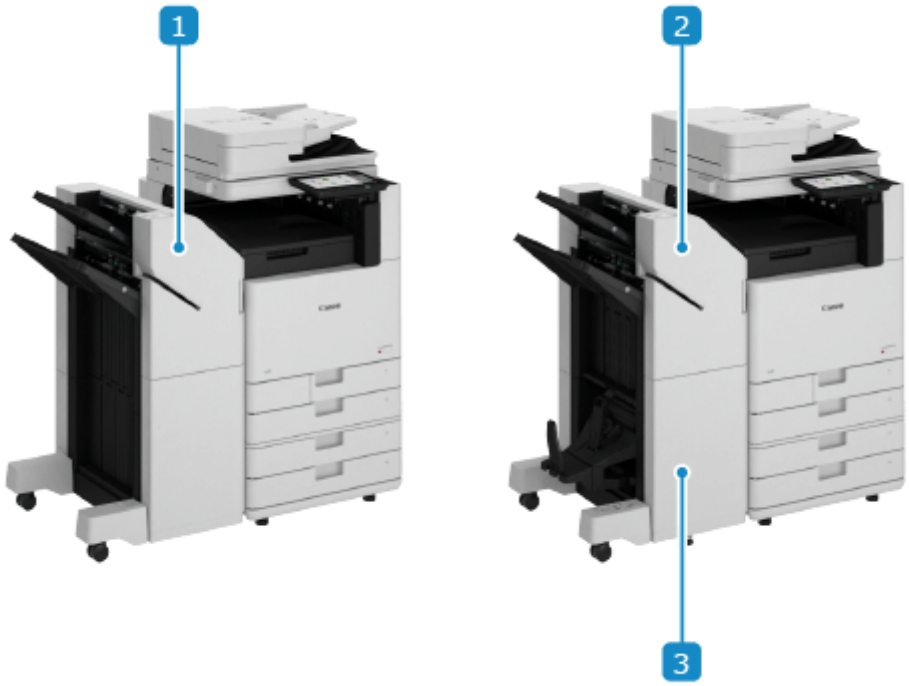
AW63-001

By attaching options to the machine, you can increase the functionality of the machine and provide for more convenient operations.
The lists below show the options available according to your purpose and finishing function.

Options by Purpose (P. 9)
Options with Finishing Functions (P. 11)

Exterior View with Options Installed

When Staple Finisher-AH, Staple Finisher Lite-B (Americas), or Booklet Finisher-AH is installed



1 Staple Finisher-AH and Staple Finisher Lite-B (Americas)

Outputs printed and copied paper. You can staple paper and perform other finishing functions. **Staple Finisher-AH, Staple Finisher Lite-B ([Americas]), Booklet Finisher-AH, and Puncher Unit-A (P. 22)**

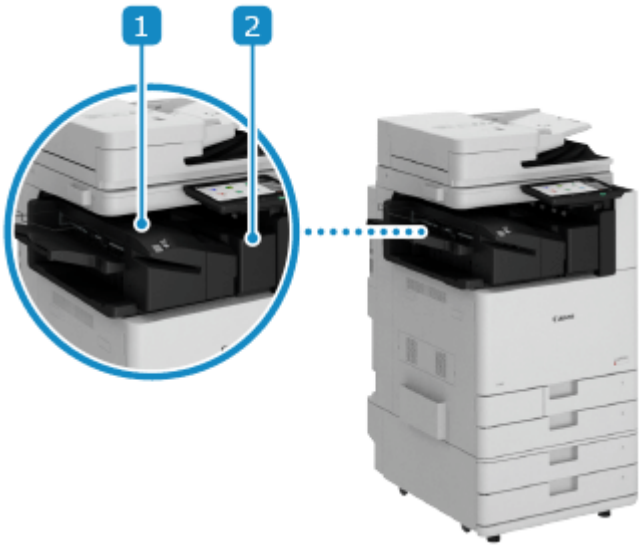
2 Booklet Finisher-AH

Outputs printed and copied paper. You can staple paper, fold paper, and use other finishing functions. **Staple Finisher-AH, Staple Finisher Lite-B ([Americas]), Booklet Finisher-AH, and Puncher Unit-A (P. 22)**

3 Puncher Unit-A

Punches holes in paper when installed to the finisher. **Staple Finisher-AH, Staple Finisher Lite-B ([Americas]), Booklet Finisher-AH, and Puncher Unit-A (P. 22)**

When Inner Finisher-N is installed



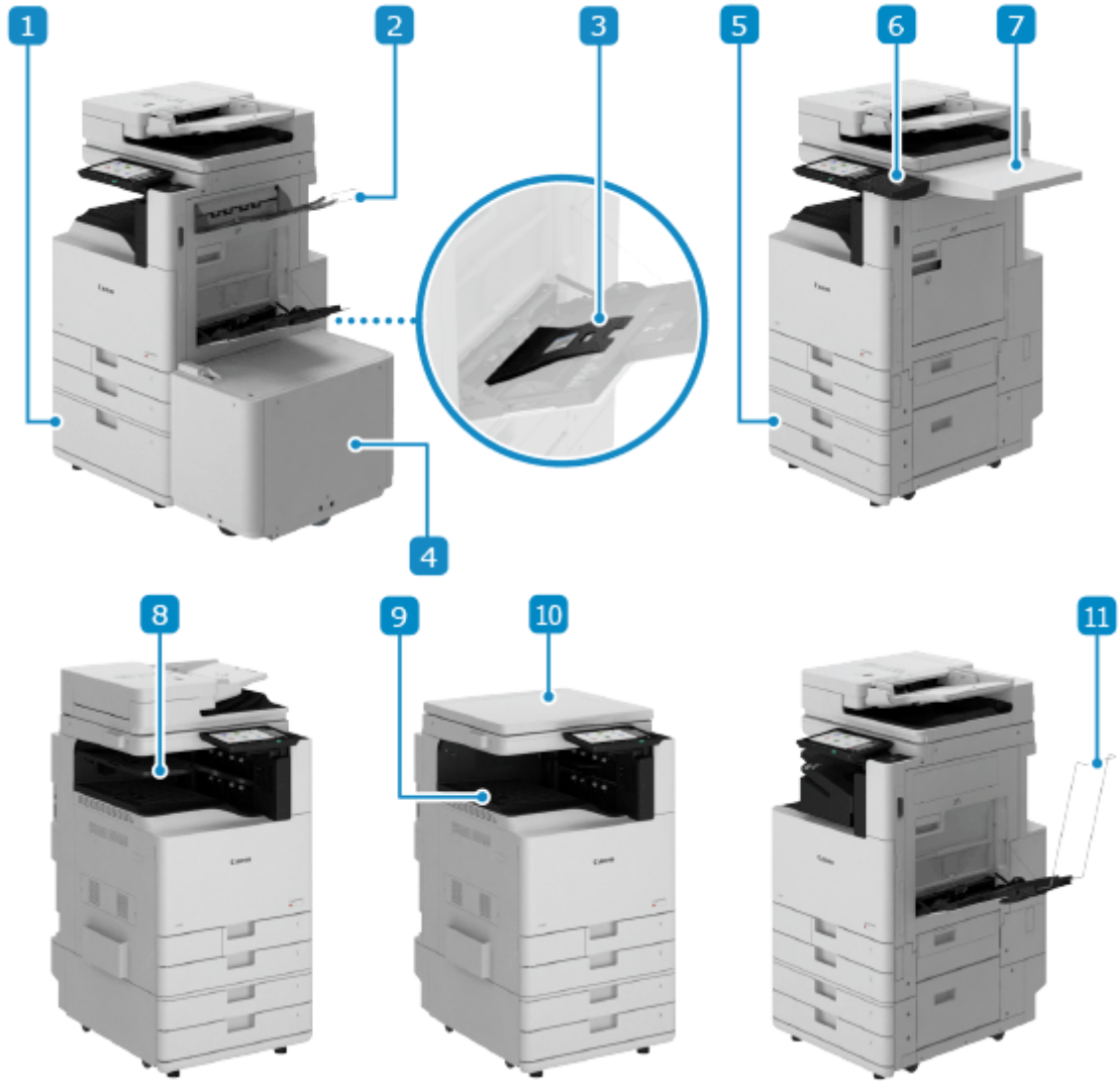
1 Inner Finisher-N

Outputs printed and copied paper. You can use the stapler and other finishing functions. **Inner Finisher-N and Inner Puncher-D (P. 31)**

2 Inner Puncher-D

Punches holes in paper when installed to the finisher. **Inner Finisher-N and Inner Puncher-D (P. 31)**

When other options are installed



1 High Capacity Cassette Feeding Unit-G

Enables adding of a large-capacity paper drawer. **High Capacity Cassette Feeding Unit-G (P. 16)**

2 Copy Tray-T

Enables adding of an output tray on the right side of the machine. **Copy Tray-T (P. 38)**

3 Media Adjustment kit-A

Enables you to load heavy coated paper in the multi-purpose tray. **Media Adjustment kit-A [Europe][Asia/Oceania][Latin America] (P. 21)**

* This option is not available in North America.

4 Paper Deck Unit-F

Enables adding of a large-capacity paper source for loading large amounts of paper. **Paper Deck Unit-F (P. 18)**

5 Cassette Feeding Unit-AZ

Enables adding of paper drawers. **Cassette Feeding Unit-AZ (P. 15)**

6 Numeric Keypad

Enables use of the hard keys to operate the control panel instead of the on-screen buttons. **Numeric Keypad (P. 43)**

7 Utility Tray-B

Provides space for placing originals. **Utility Tray-B (P. 46)**

8 Inner 2way Tray-M

Enables the use of two output trays, one on the top and one on the bottom when 1st Copy Tray Kit-C is installed. **Inner 2way Tray-M (P. 40)**

* In Asia/Oceania, 1st Copy Tray Kit-C is standard equipped depending on the region.

9 1st Copy Tray Kit-C

Outputs printed and copied paper. **1st Copy Tray Kit-C (P. 36)**

* In Asia/Oceania, 1st Copy Tray Kit-C is standard equipped depending on the region.

10 Platen Cover-Y Europe Asia/Oceania

Install this to use only the platen glass when placing originals on the machine. **Platen Cover-Y [Europe] [Asia/Oceania] (P. 42)**

* In Asia/Oceania, the Platen Cover-Y is an optional product. However, depending on the country or region, this product may not be available.

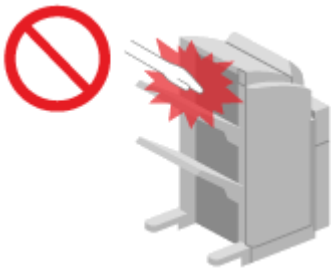
11 Long Sheet Feeding Tray-A Asia/Oceania Americas

Enables loading of Long Sheet paper. **Long Sheet Feeding Tray-A [Asia/Oceania][Americas] (P. 19)**

Precautions When Using Options

CAUTION

- When the finisher is installed, do not place your hands into areas of the tray where stapling is performed or into the rollers. This can result in injury.



- Do not touch the operating parts of the finisher with your hands or fingers. This can result in injury or damage to the finisher.
- Do not place your hands in the output area of the finisher when removing paper from the tray of the finisher. The tray may rise, trapping your hand.



IMPORTANT

- Do not place anything under the tray of the finisher, as the position of the tray moves during copying and printing. This can damage the tray or cause a malfunction.

- Do not place anything other than output paper on the tray of the finisher. This can damage the tray.

NOTE

- For details about options that can be used together, contact your dealer or service representative.
- You can check the options installed to the machine and their functions. **Checking the Options Attached to the Machine (P. 1120)**

Options by Purpose

AW63-002

The list below shows the options available according to your purpose.

Loading Paper in the Machine

Add Paper Drawers
Cassette Feeding Unit-AZ (P. 15)
High Capacity Cassette Feeding Unit-G (P. 16)

Add a Large-Capacity Paper Source for Loading Large Amounts of Paper
Paper Deck Unit-F (P. 18)

Load Long Sheet Paper Asia/Oceania Americas
Long Sheet Feeding Tray-A [Asia/Oceania][Americas] (P. 19)

Load Thick Coated Paper
Media Adjustment kit-A [Europe][Asia/Oceania][Latin America] (P. 21)

Finishing and Output

Staple Paper, Fold Paper, and Use Other Finishing Functions
Staple Finisher-AH, Staple Finisher Lite-B ([Americas]), Booklet Finisher-AH, and Puncher Unit-A (P. 22)
Inner Finisher-N and Inner Puncher-D (P. 31)

* The option required varies depending on the finishing function you want to use. **Options with Finishing Functions (P. 11)**

Output without Using the Finisher or Increase Output Destinations
1st Copy Tray Kit-C (P. 36)
Copy Tray-T (P. 38)
Inner 2way Tray-M (P. 40)

Operations Support and Adding Functions

Operate the Control Panel with Hard Keys
Numeric Keypad (P. 43)

Assist with Closing the Feeder
ADF Access Handle-A (P. 45)

Provide Space for Placing Originals
Utility Tray-B (P. 46)

Automatically Detect Whether Multiple Sheets of the Original Are Fed Together When Scanning (For Single Pass DADF-F) Europe Asia/Oceania
2-Sided Single Pass Feeder (P. 60)
* In Asia/Oceania, this option is standard equipped depending on the region.

Add Functions and Improve Performance
System Options (P. 47)

Function Restrictions

Using Only the Platen Glass When Placing Originals on the Machine Europe Asia/Oceania

Platen Cover-Y [Europe][Asia/Oceania] (P. 42)

Options with Finishing Functions

AW63-003

The option required varies depending on the finishing function you want to use. The list below shows the options available according to the finishing function.

Options with Sorting Functions (P. 11)
Options with Stapling Functions (P. 12)
Options with Folding Functions (P. 13)
Options with Punch Functions (P. 14)

NOTE

- For details about how to use the finishing functions, see the following:

  Configuring the Finishing Functions (P. 691)

- Some finishing functions may not be available depending on the paper size and paper type. **Paper Usable with Finishing Functions (P. 74)**

Options with Sorting Functions

Types of Sorting Functions

Collate

Outputs paper after sorting the copies into sets with the same page order as the original, when you print multiple copies of a multi-page original.



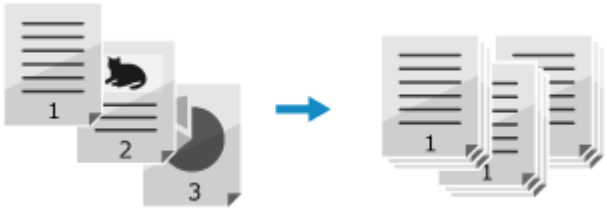
Group

Outputs the specified number of copies after grouping each page of the original together, when you print multiple copies of a multi-page original.



Offset

Offsets the output position per copy or per page.



Rotate 90 Degrees

Outputs the paper after rotating it 90 degrees alternately per copy or per page.



Supported Options

✓: Supported —: Not supported

Function	Staple Finisher-AH	Staple Finisher Lite-B*1	Booklet Finisher-AH	Inner Finisher-N	1st Copy Tray Kit-C*2	Copy Tray-T	Inner 2way Tray-M
Collate*3	✓	✓	✓	✓	✓	✓	✓
Group*3	✓	✓	✓	✓	✓	✓	✓
Offset	✓	✓	✓	✓	—	—	—
Rotate 90 Degrees*3	—	—	—	—	✓	✓ *4	✓

*1 Available only in the Americas.
*2 In Asia/Oceania, 1st Copy Tray Kit-C is standard equipped depending on the region.
*3 This function is standard even on the main unit only.
*4 Available only when 1st Copy Tray Kit-C is installed. In Asia/Oceania, 1st Copy Tray Kit-C is standard equipped depending on the region.

Options with Stapling Functions

Types of Stapling Functions

Corner

Outputs paper after stapling the corner of the paper for each copy or for a certain number of pages.



Double

Outputs paper after stapling two edges of the paper for each copy or for a certain number of pages.



Saddle Stitch

Outputs paper after folding each set of copied paper in half and stapling the crease in two locations.



Staple-Free

Outputs paper after crimping the corner of the paper without using a staple for each copy or for a certain number of pages.
You can easily remove the paper by pressing the crimped part with your finger, which is convenient for saving staples and to temporarily bind paper.

Manual Staple

You can insert printed paper into the slot to manually staple the corner of the paper.
This is convenient when you want to re-staple the original after removing the staple in order to scan the original.

Supported Options

✔ : Supported — : Not supported

Function	Staple Finisher-AH	Staple Finisher Lite-B*1	Booklet Finisher-AH	Inner Finisher-N	1st Copy Tray Kit-C*2	Copy Tray-T	Inner 2way Tray-M
Corner	✔	✔	✔	✔	—	—	—
Double	✔	✔	✔	✔	—	—	—
Saddle Stitch	—	—	✔	—	—	—	—
Staple-Free	✔	—	✔	✔	—	—	—
Manual Staple	✔	✔	✔	✔	—	—	—

*1 Available only in the Americas.
*2 In Asia/Oceania, 1st Copy Tray Kit-C is standard equipped depending on the region.

Options with Folding Functions

Types of Folding Functions

Saddle Fold

Outputs the paper after folding the printed paper in two. You can also fold multiple sheets of paper at a time.

Supported Options

✔: Supported —: Not supported

Function	Staple Finisher-AH	Staple Finisher Lite-B*1	Booklet Finisher-AH	Inner Finisher-N	1st Copy Tray Kit-C*2	Copy Tray-T	Inner 2way Tray-M
Saddle Fold	—	—	✔	—	—	—	—

*1 Available only in the Americas.
*2 In Asia/Oceania, 1st Copy Tray Kit-C is standard equipped depending on the region.

Options with Punch Functions

Types of Punch Functions

Hole Punch

Outputs paper after punching holes for filing.



Supported Options

✔: Supported —: Not supported

Function	Staple Finisher-AH	Staple Finisher Lite-B*1	Booklet Finisher-AH	Inner Finisher-N	1st Copy Tray Kit-C*2	Copy Tray-T	Inner 2way Tray-M
Hole Punch	✔ *3	✔ *3	✔ *3	✔ *4	—	—	—

*1 Available only in the Americas.
*2 In Asia/Oceania, 1st Copy Tray Kit-C is standard equipped depending on the region.
*3 Available only when Puncher Unit-A is installed.
*4 Available only when Inner Puncher-D is installed.

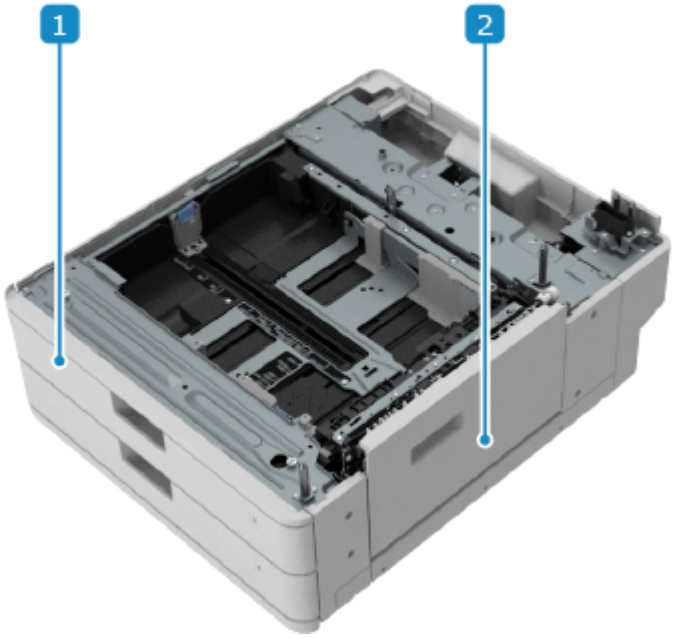
Cassette Feeding Unit-AZ

AW63-004

When frequently using paper of varying sizes or types or when loading large quantities of paper at a time, install the optional Cassette Feeding Unit-AZ. This option reduces the work of loading paper.

Names of Parts and Their Functions (P. 15)
Specifications (P. 15)

Names of Parts and Their Functions



1 Paper drawer

Load the paper. **Loading Paper in the Paper Drawer (P. 245)**

2 Lower-right cover of the paper drawer

Open this when a paper jam occurs.

Specifications

Paper Size, Type, and Basis Weight	**Usable Paper (P. 67)**
Paper Feeding Method and Paper Capacity	Paper Drawer x 2 640 sheets per drawer (64 g/m² (17 lb bond)) 550 sheets per drawer (75 g/m² (20 lb bond), 80 g/m² (21 lb bond)) • Transparencies: 100 sheets per drawer
Dimensions (W x D x H)	565 mm x 688 mm x 248 mm (22 1/4" x 27 1/8" x 9 3/4") (when attached to the main unit)
Weight	Approx. 22.7 kg (50.0 lb)

High Capacity Cassette Feeding Unit-G

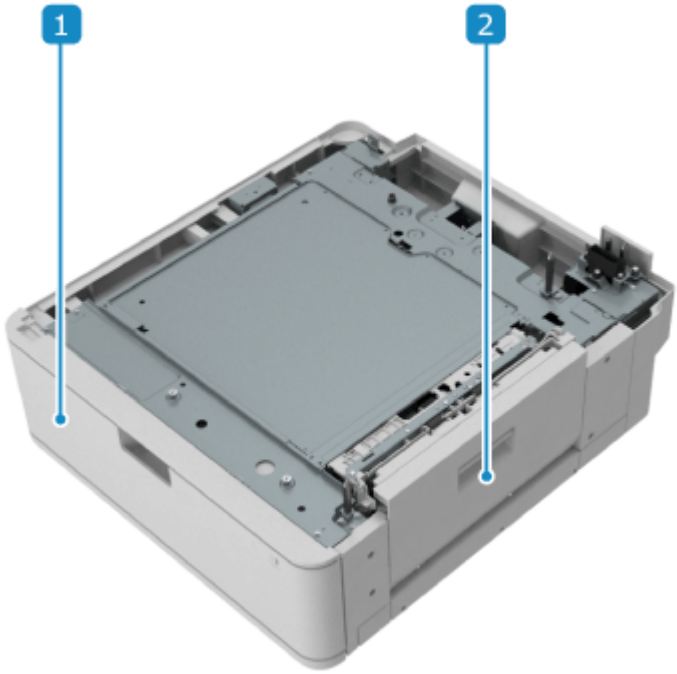
AW63-005

When frequently printing large volume documents, install the optional High Capacity Cassette Feeding Unit-G. This option reduces the work of loading paper.

* You can load A4 or letter size paper only.

Names of Parts and Their Functions (P. 16)
Specifications (P. 16)

Names of Parts and Their Functions



1 Paper drawer

Load the paper. **Loading Paper in High Capacity Cassette Feeding Unit-G (Option) (P. 257)**

2 Lower-right cover of the paper drawer

Open this when a paper jam occurs.

Specifications

Paper Size, Type, and Basis Weight	**Usable Paper (P. 67)**
Paper Feeding Method and Paper Capacity	Paper Drawer x 1 2,850 sheets (64 g/m² (17 lb bond)) 2,450 sheets (75 g/m² (20 lb bond), 80 g/m² (21 lb bond)) Other than above: • Right side of paper drawer: Height of 134 mm (5 1/4") • Left side of paper drawer: Height of 122 mm (4 7/8")

Dimensions (W x D x H)	565 mm x 688 mm x 248 mm (22 1/4" x 27 1/8" x 9 3/4") (when attached to the main unit)
Weight	Approx. 29.5 kg (65 lb)

Paper Deck Unit-F

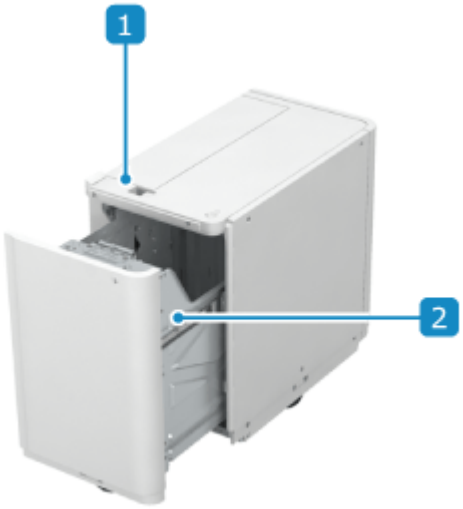
AW63-006

When frequently printing large volume documents, install the optional Paper Deck Unit-F. This option reduces the work of loading paper.

* You can load A4, B5, or letter size paper only, and the paper drawer is fixed to one of these sizes. To change the size, contact your dealer or service representative.

Names of Parts and Their Functions (P. 18)
Specifications (P. 18)

Names of Parts and Their Functions



1 Release lever

If a paper jam occurs, pull the Paper Deck Unit-F out of the main unit while pressing this lever.

2 Paper deck

Load the paper. **Loading Paper in Paper Deck Unit-F (Option) (P. 260)**

Specifications

Paper Size, Type, and Basis Weight	**Usable Paper (P. 67)**
Paper Feeding Method and Paper Capacity	Paper Deck x 1 3,000 sheets (64 g/m² (17 lb bond)) 2,700 sheets (75 g/m² (20 lb bond), 80 g/m² (21 lb bond)) Other than above: Height of 297 mm (11 3/4")
Dimensions (W x D x H)	400 mm x 630 mm x 440 mm (15 3/4" x 24 7/8" x 17 3/8")*1
Weight	Approx. 31 kg (68.3 lb)

*1 When this optional equipment is attached to the main unit or another optional equipment, there will be a gap of +5 mm (1/4") in the horizontal direction.

Long Sheet Feeding Tray-A Asia/Oceania Americas

AW63-007

You can print on Long Sheet paper by using any of the following combinations of optional equipment and loading the paper in the multi-purpose tray.

- Long Sheet Feeding Tray-A and Inner Finisher-N
- Long Sheet Feeding Tray-A, the buffer pass unit, and Staple Finisher-AH, Staple Finisher Lite-B (for the Americas only), or Booklet Finisher-AH

Names of Parts and Their Functions (P. 19)
Specifications (P. 20)

Names of Parts and Their Functions



1 Long Sheet Feeding Tray-A

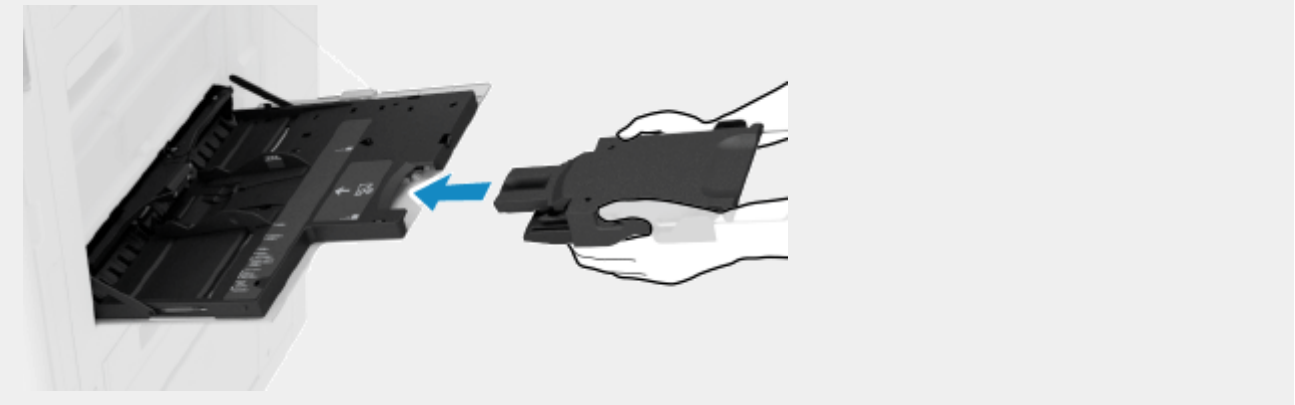
Attach to the multi-purpose tray, and load paper. Load one sheet at a time.

Installing and Removing Long Sheet Feeding Tray-A

To remove the Long Sheet feeding tray, pull it out while pressing the right and left lock release buttons.



To install the Long Sheet feeding tray, gently insert it onto the multi-purpose tray until you hear a click.



Specifications

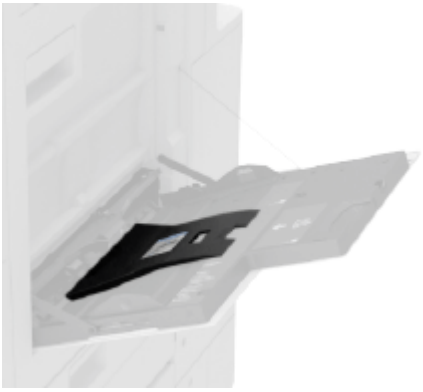
Paper Size, Type, and Basis Weight	Same as "Multi-Purpose Tray" of the main unit **Usable Paper (P. 67)**
Paper Feeding Method and Paper Capacity	• Long Sheet paper：1 sheet (with horizontal length of UP to 1,200 mm (47 1/4")) • Other than above: Same as "Multi-Purpose Tray" of the main unit **Basic Specifications (P. 78)**
Output Capacity	When Inner Finisher-N is installed Same as "Output Tray Capacity (Tray B)" of Inner Finisher-N **Inner Finisher-N and Inner Puncher-D (P. 31)** When Staple Finisher-AH , Staple Finisher Lite-B (for the Americas only), or Booklet Finisher-AH is installed *1 Long Sheet paper: 1 sheet (with horizontal length of up to 1,200 mm (51 1/4"))
Dimensions (W x D x H)	522 mm x 150 mm x 345 mm (20 5/8 x 5 7/8 x 13 5/8)
Weight	Approx. 0.3 kg (0.7 lb)

*1 Long Sheet paper is output to the top of the buffer pass unit and the finisher.

Media Adjustment kit-A Europe Asia/Oceania Latin America

AW63-008

To load heavy coated paper in the multi-purpose tray, install the optional Media Adjustment kit-A.



Specifications

Paper Size	Max: 320 mm x 457.2 mm (12 5/8" x 18") Min: 210 mm x 139.7 mm (8 1/4" x 5 1/2")
Paper Type	Thin 1, Plain, Heavy, Recycled, 1-Sided Coated, 2-Sided Coated, Color, Pre-punched, Labels, Bond, and Letterhead
Paper Basis Weight	60 g/m² to 300 g/m² (16 lb bond to 110 lb cover)
Capacity	1 sheet

Staple Finisher-AH, Staple Finisher Lite-B (Americas), Booklet Finisher-AH, and Puncher Unit-A

AW63-009

To staple paper, fold paper, and use other finishing functions, install the optional Staple Finisher-AH, Staple Finisher Lite-B (available only in the Americas), or Booklet Finisher-AH.
By installing the following puncher unit to the finisher, you can also use the punch function.

- 2/4 Hole Puncher Unit-A Europe Asia/Oceania Latin America
- 2/3 Hole Puncher Unit-A Americas Asia/Oceania
- 4 Hole Puncher Unit-A Europe

Available Finishing Functions (P. 22)
Precautions When Using Finishing Functions (P. 23)
Using Manual Staple (P. 23)
Names of Parts and Their Functions (P. 24)
Specifications (P. 27)

Available Finishing Functions

The finishing functions that are available when Staple Finisher-AH, Staple Finisher Lite-B (available only in the Americas), or Booklet Finisher-AH is installed are shown below.

Sorting Functions

- Collate
- Group
- Offset

Stapling Functions

- Corner
- Double
- Saddle Stitch*1
- Staple-Free*2
- Manual Staple

Folding Functions

- Saddle Fold*1

Punch Functions

- Hole Punch*3

*1 Available only when Booklet Finisher-AH is installed.

*2 Available only when Staple Finisher-AH or Booklet Finisher-AH is installed.

*3 Available only when Puncher Unit-A is installed.

NOTE

- For details about the finishing functions, see the following:

  Options with Finishing Functions (P. 11)

Precautions When Using Finishing Functions

Precautions When Using Collate and Group

If the load limit is reached during tray lowering, paper is ejected automatically to an available tray. If all available trays have reached their load limit, printing is paused. When the ejected paper is removed from the tray, printing resumes.

Precautions When Using Staple

- The number of sheets that can be stapled varies depending on the paper type and thickness. **Specifications (P. 27)**
  If the machine cannot staple the paper, change the paper or reduce the number of sheets to be stapled.
- Remove stapled paper after it has been completely output to the tray and do not remove it while it is being stapled.
- When [Load staples into the stapler unit.] appears, replace the staple case and add more staples. **Adding Staples (Option) (P. 1606)**
- If the tray reaches its lower limit position, printing is paused. When the ejected paper is removed from the tray, printing resumes.

Precautions When Using Saddle Stitch

- The folding condition varies depending on the paper type and number of sheets.
- When you output a large volume of saddle stitch booklets, you can lower the paper stopper to continue printing without being limited by the capacity of the booklet tray. If you lower the paper stopper, prepare a box or other container to receive the output paper so that it does not fall directly to the floor.
  For details on how to operate the paper stopper, see the description of the exterior parts of the finisher. **Exterior View (P. 24)**

Precautions When Using Staple-Free

- For details about the functions that cannot be used with Staple-Free, see the Restrictions on Combinations of Copy Functions at the online manual site.
  https://oip.manual.canon/
- Depending on the crimping position, you cannot use Staple-Free with paper that cannot be printed on both sides and paper with different sizes.
- Depending on the usage environment and paper type, the part crimped with Staple-Free may easily come apart.

Using Manual Staple

Insert a stack of paper into the finisher slot and wait for a certain period of time. The stack of paper will be detected and stapled automatically.
When the stack of paper is detected, the staple button indicator blinks, and when stapling is done, it turns off. When the staple button indicator turns off, pull out the stack of paper.



- Place the stack of paper face down, and insert the corner to be stapled straight in.
- Manual Staple cannot be performed during printing.

NOTE

- You can change the amount of time it takes to automatically staple the stack of paper when inserted. **[Time Until Stapling Starts in Stapler Mode] (P. 1280)**
- You can press the staple button to staple the paper without waiting for the machine to staple it for you.



Names of Parts and Their Functions

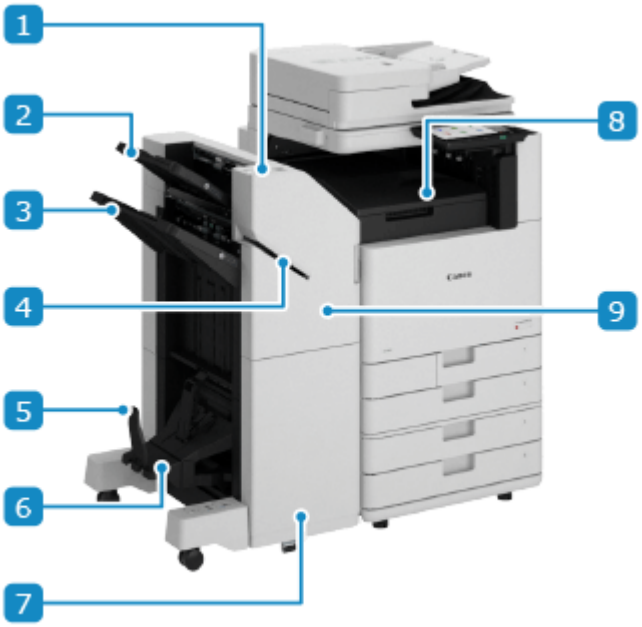
Exterior View (P. 24)
Interior (P. 26)

Exterior View

Staple Finisher-AH and Staple Finisher Lite-B (Available Only in the Americas)



Booklet Finisher-AH



1 Staple button

During Manual Staple, you can press the staple button to staple without waiting.
* Insert a stack of paper into the slot and wait for a certain period of time. The stack of paper will be stapled automatically without having to press the button. **Using Manual Staple (P. 23)**

2 Output tray (Tray A)

Outputs printed and copied paper. You can set which function to use the tray as the output destination. **Output Destination Settings (P. 303)**

3 Output tray (Tray B)

Outputs printed and copied paper. You can set which function to use the tray as the output destination. **Output Destination Settings (P. 303)**

4 Slot

Insert a stack of paper to manually staple.

5 Paper stopper

Prevents saddle stitched booklet paper from falling out of the booklet tray when output.
* Pull the lock release lever (a) while lowering the paper stopper.



If you lower the paper stopper without pulling the lock release lever, the paper stopper may be damaged.



6 Booklet tray

Outputs saddle stitch booklet paper.

7 Front cover (lower)

Open this when a paper or staple jam occurs in the saddle stitch unit and when adding staples to the saddle stitch unit.

8 Output tray (Tray C)

Outputs printed and copied paper. You can set which function to use the tray as the output destination. **Output Destination Settings (P. 303)**

9 Front cover (upper)

Open this when a paper or staple jam occurs and when adding staples.
When Puncher Unit-A is installed, open this to dispose of punch waste.

Interior

Staple Finisher-AH and Staple Finisher Lite-B (Available Only in the Americas)



Booklet Finisher-AH



1 Punch waste tray (when Puncher Unit-A is installed)

Pull out to dispose of punch waste.

2 Saddle stitch unit

Pull this out when a paper or staple jam occurs and when adding staples.

Specifications

Paper Size, Type, and Basis Weight	All paper that can pass through the machine*1 **Usable Paper (P. 67)**
Output Tray Capacity (Tray A)*2	No Finishing Settings, Collate, Group • A4, B5, A5, A5R, A6R, LTR, STMT, STMTR, EXEC, 16K: Height of 47 mm (1 7/8") (equivalent to 250 sheets) • 320 x 450 mm (12 5/8" x 17 11/16") (SRA3)*3, 305 x 457 mm (12" x 18")*3, A3, B4, A4R, B5R, 11" x 17", LGL, LTRR, 8K, 16KR: Height of 24 mm (1") (equivalent to 125 sheets) No Finishing Settings, Collate, Group (When Using Various Sizes) • Combination of A4, B5, and LTR only: Height of 47 mm (1 7/8") (equivalent to 250 sheets) • Combination including 320 x 450 mm (12 5/8" x 17 11/16") (SRA3), 305 x 457 mm (12" x 18"): 30 sheets • Combination other than above: Height of 24 mm (1") (equivalent to 125 sheets) Offset • A4, B5, LTR, EXEC, 16K: Height of 47 mm (1 7/8") (equivalent to 250 sheets) • A3, B4, 11" x 17", 8K: Height of 24 mm (1") (equivalent to 125 sheets)

Output Tray Capacity (Tray B)[*2]	No Finishing Settings, Collate, Group ● A4, B5, A5, A5R, LTR, STMT, STMTR, EXEC, 16K: 3,000 sheets or height of 423 mm (16 5/8")[*4] ● 320 x 450 mm (12 5/8" x 17 11/16") (SRA3), 305 x 457 mm (12" x 18"), A3, B4, A4R, B5R, 11" x 17", LGL, LTRR, 8K, 16KR: 1,500 sheets or height of 216 mm (8 1/2") ● A6R: 250 sheets[*5] ● Envelopes: 100 (other than Monarch) or 30 (Monarch) No Finishing Settings, Collate, Group (When Using Various Sizes) ● Combination of A4, B5, and LTR only: 3,000 sheets or height of 423 mm (16 5/8") ● Combination including A6R: 250 sheets[*5] ● Combination other than above: 1,500 sheets or height of 216 mm (8 1/2") Offset ● A4, B5, LTR, EXEC, 16K: 3,000 sheets or height of 423 mm (16 5/8")[*4] ● A3, B4, A4R, 11" x 17", LGL, LTRR, 8K: 1,500 sheets or height of 216 mm (8 1/2") Staple (Corner, Double) ● A4, B5, LTR, EXEC, 16K: 200 copies, total of 3,000 sheets, or height of 423 mm (16 5/8")[*6] ● A3, B4, A4R, 11" x 17", LGL, LTRR, 8K: 100 copies, total of 1,500 sheets, or height of 216 mm (8 1/2") Staple-Free (for Staple Finisher-AH and Booklet Finisher-AH) ● A4, LTR, 16K: 200 copies[*7] ● A3, 11" x 17", 8K: 100 copies
Booklet Tray Capacity (Booklet Finisher-AH only)	● 52 g/m² to 81.4 g/m² (14 lb Bond to 21.7 lb Bond) Paper • Binding 2 to 5 sheets: 25 copies • Binding 6 to 10 sheets: 15 copies • Binding 11 to 20 sheets: 10 copies ● 82 g/m² to 105 g/m² (21 lb Bond to 28 lb Bond) Paper • Binding 2 to 5 sheets: 25 copies • Binding 6 to 10 sheets: 15 copies ● 106 g/m² to 220 g/m² (29 lb Bond to 80 lb Cover) Paper Binding 2 to 5 sheets: 10 copies
Number of Sheets That Can Be Stapled[*8]	Corner and Double (Uncoated Paper) ● A4, B5, LTR, EXEC, 16K • 52 g/m² to 90 g/m² (14 lb bond to 24 lb bond): 50 sheets • 91 g/m² to 105 g/m² (25 lb bond to 28 lb bond): 30 sheets • 106 g/m² to 256 g/m² (29 lb bond to 140 lb index): 2 sheets ● A4R, LTRR • 52 g/m² to 90 g/m² (14 lb bond to 24 lb bond): 40 sheets • 91 g/m² to 105 g/m² (25 lb bond to 28 lb bond): 30 sheets • 106 g/m² to 256 g/m² (29 lb bond to 140 lb index): 2 sheets ● A3, B4, 11" x 17", LGL, 8K • 52 g/m² to 90 g/m² (14 lb bond to 24 lb bond): 30 sheets • 91 g/m² to 105 g/m² (25 lb bond to 28 lb bond): 25 sheets • 106 g/m² to 256 g/m² (29 lb bond to 140 lb index): 2 sheets Corner and Double (Coated Paper) 106 g/m² to 256 g/m² (29 lb bond to 140 lb index): 2 sheets Staple-Free (for Staple Finisher-AH and Booklet Finisher-AH) A3, A4, 11" x 17", LTR, 8K, 16K

	• 52 g/m² to 64 g/m² (13.8 lb bond to 17 lb bond): 10 sheets • 65 g/m² to 81.4 g/m² (17.3 lb bond to 21.7 lb bond): 8 sheets • 82 g/m² to 105 g/m² (22 lb bond to 28 lb bond): 6 sheets Manual Staple 50 sheets
Punch (when Puncher Unit-A is installed)	Number of Holes Punched and Paper Size Europe Asia/Oceania Latin America When 2/4 Hole Puncher Unit-A is installed: • Two holes: A3, B4, A4, A4R, B5, B5R, A5, 11" x 17", LGL, LTR, LTRR, EXEC, 8K, 16K, 16KR • Four holes: A3, A4, 11" x 17", LTR, EXEC, 8K, 16K Asia/Oceania Americas When 2/3 Hole Puncher Unit-A is installed: • Two holes: A3, B4, A4, A4R, B5, B5R, A5, 11" x 17", LGL, LTR, LTRR, EXEC, 8K, 16K, 16KR • Three holes: A3, B4, A4, B5, 11" x 17", LTR, EXEC, 8K, 16K Europe When 4 Hole Puncher Unit-A is installed: • Four holes: A3, B4, A4, A4R, B5, B5R, A5, 11" x 17", LGL, LTR, LTRR, EXEC, 8K, 16K, 16KR Paper Basis Weight 52 g/m² to 300 g/m² (14 lb bond to 110 lb cover)
Saddle Stitch and Fold (Booklet Finisher-AH only)	Paper Size A3, B4, A4R, 305 x 457 mm (12" x 18"), LGL, LTRR, 11" x 17" Paper Basis Weight • Content pages basis weight: 52 g/m² to 220 g/m² (14 lb bond to 80 lb cover) • Cover basis weight: 52 g/m² to 256 g/m² (14 lb bond to 140 lb index) (Basis weight must be equal to or greater than the content pages) Number of Sheets That Can Be Saddle Stitched (Uncoated Paper) *9 • 52 g/m² to 81.4 g/m² (14 lb bond to 21.7 lb bond): 20 sheets • 82 g/m² to 105 g/m² (22 lb bond to 28 lb bond): 10 sheets • 106 g/m² to 150 g/m² (29 lb bond to 40 lb bond): 5 sheets • 151 g/m² to 209 g/m² (56 lb cover to 110 lb index): 4 sheets • 210 g/m² to 220 g/m² (77.7 lb cover to 80 lb cover): 3 sheets Number of Sheets That Can Be Saddle Folded *10 • 52 g/m² to 105 g/m² (14 lb bond to 28 lb bond): 3 sheets • 106 g/m² to 256 g/m² (29 lb bond to 140 lb index): 1 sheet
Dimensions (W x D x H)	537 mm x 623 mm x 974 mm (21 1/8" x 24 1/2" x 38 3/8")*11 When extension tray is extended: 637 mm x 623 mm x 1,021 mm (25 1/8" x 24 1/2" x 40 1/4")*11
Weight	Staple Finisher-AH Approx. 31 kg (68.3 lb) Staple Finisher Lite-B Americas Approx. 30 kg (66.1 lb) Booklet Finisher-AH Approx. 54 kg (119.0 lb)

*1 Excluding 2-sided printing on Thin 2 (52 g/m² to 59 g/m² (14 lb bond to 15 lb bond)).
*2 When using 64 g/m² (17 lb bond), 75 g/m² (20 lb bond), or 80 g/m² (21 lb bond) paper. Capacity varies in all other cases.
*3 30 sheets when using Thin paper (52 g/m² to 63 g/m² (14 lb bond to 16 lb bond)).
*4 1,500 sheets or height of 216 mm when using Thin paper (52 g/m² to 63 g/m² (14 lb bond to 16 lb bond)).
*5 50 sheets when using Thick paper (106 g/m² to 300 g/m² (29 lb bond to 110 lb cover)).
*6 100 copies, total of 1,500 sheets, or height of 216 mm (8 1/2") when using Thin paper (52 g/m² to 63 g/m² (14 lb bond to 16 lb bond)).
*7 100 copies when using Thin paper (52 g/m² to 63 g/m² (14 lb bond to 16 lb bond)).
*8 When a standard staple cartridge is installed. Depending on the type and thickness of paper, the number of sheets that can be stapled may decrease.
*9 Includes one sheet of paper up to 256 g/m² (140 lb index) as the cover.
*10 1 sheet when using Coated paper.
*11 When this optional equipment is attached to the main unit or another optional equipment, there will be a gap of +5 mm (1/4") in the horizontal direction.

Inner Finisher-N and Inner Puncher-D

AW63-00A

When stapling paper and using other finishing functions, install the optional Inner Finisher-N.
By installing the following inner puncher to the finisher, you can also use the punch function.

- Inner 2/4 Hole Puncher-D Europe Asia/Oceania
- Inner 2/3 Hole Puncher-D Asia/Oceania Americas
- Inner 4 Hole Puncher-D Europe

Available Finishing Functions (P. 31)
Precautions When Using Finishing Functions (P. 31)
Using Manual Staple (P. 32)
Preparations for Printing on Long Sheet Paper [Asia/Oceania][Americas] (P. 33)
Names of Parts and Their Functions (P. 33)
Specifications (P. 34)

Available Finishing Functions

The finishing functions that are available when Inner Finisher-N is installed are shown below.

Sorting Functions

- Collate
- Group
- Offset

Stapling Functions

- Corner
- Double
- Staple-Free
- Manual Staple

Punch Functions

- Hole Punch*1

*1 Available only when Inner Puncher-D is installed.

NOTE

- For details about the finishing functions, see the following:

Options with Finishing Functions (P. 11)

Precautions When Using Finishing Functions

Precautions When Using Staple

- The number of sheets that can be stapled varies depending on the paper type and thickness. **Specifications (P. 27)**
  If the machine cannot staple the paper, change the paper or reduce the number of sheets to be stapled.

- Remove stapled paper after it has been completely output to the tray and do not remove it while it is being stapled.
- When [Load staples into the stapler unit.] appears, replace the staple case and add more staples. **Adding Staples (Option) (P. 1606)**
- If the tray reaches its lower limit position or 30 copies have been stapled, printing is paused. When the ejected paper is removed from the tray, printing resumes.

Precautions When Using Staple-Free

- For details about the functions that cannot be used with Staple-Free, see the Restrictions on Combinations of Copy Functions at the online manual site.
  https://oip.manual.canon/
- Depending on the crimping position, you cannot use Staple-Free with paper that cannot be printed on both sides and paper with different sizes.
- Depending on the usage environment and paper type, the part crimped with Staple-Free may easily come apart.

Using Manual Staple

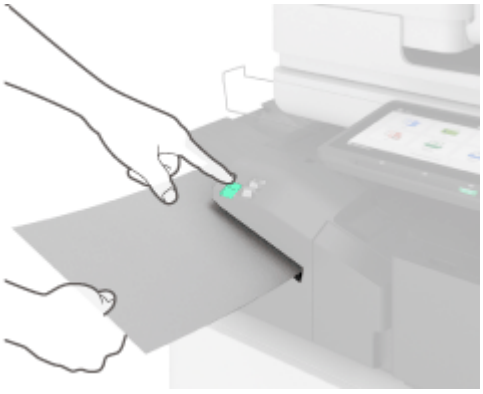
Insert a stack of paper into the finisher slot and wait for a certain period of time. The stack of paper will be detected and stapled automatically.
When the stack of paper is detected, the staple button indicator blinks, and when stapling is done, it turns off. When the staple button indicator turns off, pull out the stack of paper.



- Place the stack of paper face down, and insert the corner to be stapled straight in.
- Manual Staple cannot be performed during printing.

NOTE

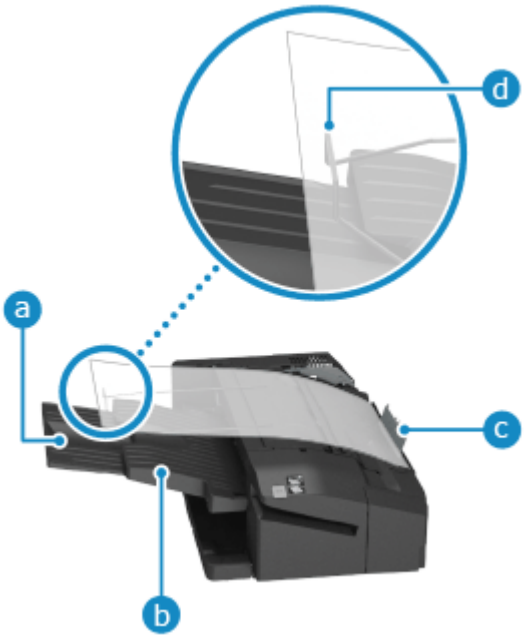
- You can change the amount of time it takes to automatically staple the stack of paper when inserted. **[Time Until Stapling Starts in Stapler Mode] (P. 1280)**
- You can press the staple button to staple the paper without waiting for the machine to staple it for you.



Preparations for Printing on Long Sheet Paper Asia/Oceania Americas

Make the following preparations when you print on Long Sheet paper.

- You must install the optional Long Sheet Feeding Tray-A.



- Pull out the auxiliary tray (a) to prevent paper from falling out of the output tray.
- Remove all paper output to the output tray (Tray A) (b).
- To prevent paper jams, load Long Sheet paper cut to a width of 500 mm to 550 mm (19 3/4" to 21 5/8") against the support guide (c) of the output tray (Tray B). At this time, make sure that the Long Sheet paper is seated on the end of the wire frame (d).

Names of Parts and Their Functions



1 Auxiliary tray

Pull out this tray to prevent paper from falling out of the output tray when large size paper is output.

2 Output tray (Tray A)

Outputs printed and copied paper. You can set which function to use the tray as the output destination. **Output Destination Settings (P. 303)**

3 Output tray (Tray B)

Outputs printed and copied paper. You can set which function to use the tray as the output destination. **Output Destination Settings (P. 303)**

4 Slot

Insert a stack of paper to manually staple.

5 Staple button

During Manual Staple, you can press the staple button to staple without waiting.
* Insert a stack of paper into the slot and wait for a certain period of time. The stack of paper will be stapled automatically without having to press the button. **Using Manual Staple (P. 32)**

6 Right cover (Inner Puncher-D)

Open to dispose of punch waste.

7 Left cover (Inner Finisher-N)

Open this when a paper or staple jam occurs and when adding staples.

Specifications

Paper Size, Type, and Basis Weight	All paper that can pass through the machine*1 **Usable Paper (P. 67)**
Output Tray Capacity (Tray A)*2	No Finishing Settings, Collate, Group • A4, B5, A5, A5R, LTR, STMT, STMTR, EXEC, 16K: Height of 52 mm (2 1/8") (equivalent to 500 sheets) • A3, B4, A4R, B5R, 11" x 17", LGL, LTRR, 8K, 16KR: 250 sheets or height of 26 mm (1") • A6R: 30 sheets • 320 x 450 mm (12 5/8" x 17 11/16") (SRA3), 305 x 457 mm (12" x 18"), Envelopes: 10 sheets No Finishing Settings, Collate, Group (When Using Various Sizes) • Combination of A4, B5, and LTR only: Height of 52 mm (2 1/8") (equivalent to 500 sheets) • Combination other than above: 250 sheets or height of 26 mm (1") Offset • A4, B5, LTR, EXEC, 16K: Height of 52 mm (2 1/8") (equivalent to 500 sheets) • A3, B4, A4R, 11" x 17", LGL, LTRR, 8K: 250 sheets or height of 26 mm (1") Staple (Corner, Double) • A4, B5, LTR, EXEC, 16K: 30 copies or height of 52 mm (2 1/8") • A3, B4, A4R, 11" x 17", LGL, LTRR, 8K: 30 copies or height of 26 mm (1") Staple-Free • A4, B5, LTR, 16K: 30 copies or height of 52 mm (2 1/8") • A3, B4, 11" x 17", 8K: 30 copies or height of 26 mm (1")
Output Tray Capacity (Tray B)	No Finishing Settings, Collate, Group Height of 5.2 mm (1/4") • Equivalent to 50 sheets (64 g/m² (17 lb bond), 75 g/m² (20 lb bond)) • Equivalent to 45 sheets (80 g/m² (21 lb bond)) Long Sheet paper: 1 sheet (with horizontal length of up to 900 mm (35 1/2"))
Number of Sheets That Can Be Stapled*3	Corner and Double (Uncoated Paper) • A4, B5, LTR, EXEC, 16K • 52 g/m² to 90 g/m² (14 lb bond to 24 lb bond): 50 sheets

	• 91 g/m² to 105 g/m² (25 lb bond to 28 lb bond): 30 sheets • 106 g/m² to 256 g/m² (29 lb bond to 140 lb index): 2 sheets ● A4R, LTRR • 52 g/m² to 90 g/m² (14 lb bond to 24 lb bond): 40 sheets • 91 g/m² to 105 g/m² (25 lb bond to 28 lb bond): 30 sheets • 106 g/m² to 256 g/m² (29 lb bond to 140 lb index): 2 sheets ● A3, B4, 11" x 17", LGL, 8K • 52 g/m² to 90 g/m² (14 lb bond to 24 lb bond): 30 sheets • 91 g/m² to 105 g/m² (25 lb bond to 28 lb bond): 20 sheets • 106 g/m² to 256 g/m² (29 lb bond to 140 lb index): 2 sheets Corner and Double (Coated Paper) 106 g/m² to 256 g/m² (29 lb bond to 140 lb index): 2 sheets Staple-Free A3, B4, A4, B5, 11" x 17", LTR, 8K, 16K ● 52 g/m² to 64 g/m² (13.8 lb bond to 17 lb bond): 10 sheets ● 65 g/m² to 81.4 g/m² (17.3 lb bond to 21.7 lb bond): 8 sheets ● 82 g/m² to 105 g/m² (22 lb bond to 28 lb bond): 6 sheets Manual Staple Height of 4.0 mm (1/8") or less ● Approx. 50 sheets (52 g/m² (14 lb bond)) ● Approx. 45 sheets (64 g/m² (17 lb bond)) ● Approx. 40 sheets (75 g/m² (20 lb bond), 80 g/m² (21 lb bond))
Punch (when Inner Puncher-D is installed)	Number of Holes Punched and Paper Size Europe Asia/Oceania When Inner 2/4 Hole Puncher-D is installed: ● Two holes: A3, B4, A4, A4R, B5, B5R, A5, 11" x 17", LGL, LTR, LTRR, EXEC, 8K, 16K, 16KR ● Four holes: A3, A4, 11" x 17", LTR, EXEC, 8K, 16K Asia/Oceania Americas When Inner 2/3 Hole Puncher-D is installed: ● Two holes: A3, B4, A4, A4R, B5, B5R, A5, 11" x 17", LGL, LTR, LTRR, EXEC, 8K, 16K, 16KR ● Three holes: A3, B4, A4, B5, 11" x 17", LTR, EXEC, 8K, 16K Europe When Inner 4 Hole Puncher-D is installed: ● Four holes: A3, B4, A4, A4R, B5, B5R, A5, 11" x 17", LGL, LTR, LTRR, EXEC, 8K, 16K, 16KR Paper Basis Weight 52 g/m² to 300 g/m² (14 lb bond to 110 lb cover)
Dimensions (W x D x H)	469 mm x 525 mm x 219 mm (18 1/2" x 20 5/8" x 8 5/8")
Weight	Approx. 9.5 kg (20.9 lb)

*1 Excluding 2-sided printing on Thin 2 (52 g/m² to 59 g/m² (14 lb bond to 15 lb bond)) and paper with a width of 216 mm (8 1/2") or greater and a basis weight of 257 g/m² (100 lb cover) or greater.
*2 When using 64 g/m² (17 lb bond), 75 g/m² (20 lb bond), or 80 g/m² (21 lb bond) paper. Capacity varies in all other cases.
*3 When a standard staple cartridge is installed. Depending on the type and thickness of paper, the number of sheets that can be stapled may decrease.

1st Copy Tray Kit-C

AW63-00C

When the finisher is not installed, install the optional 1st Copy Tray Kit-C. Printed and copied paper is output to the output tray.
* In Asia/Oceania, 1st Copy Tray Kit-C is standard equipped depending on the region.

Available Finishing Functions (P. 36)
Names of Parts and Their Functions (P. 36)
Specifications (P. 37)

Available Finishing Functions

The finishing functions that are available when 1st Copy Tray Kit-C is installed are shown below.

Sorting Functions

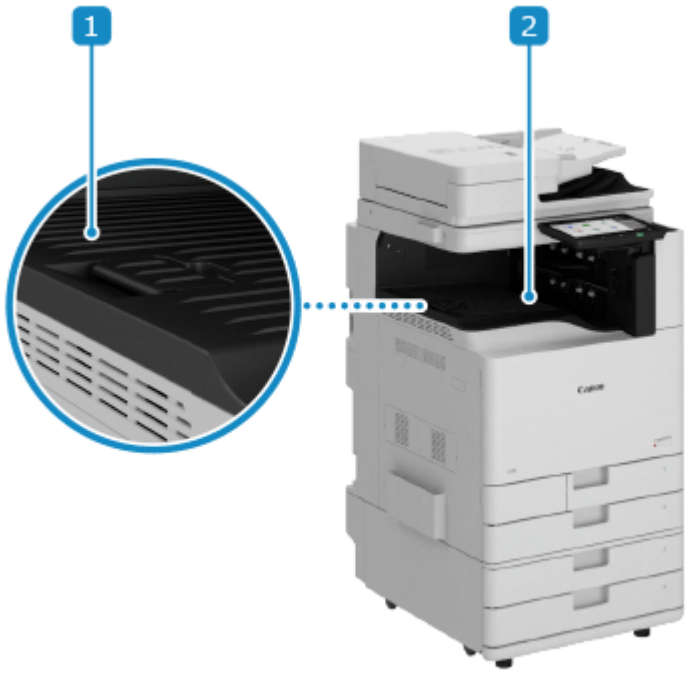
- Collate
- Group
- Rotate 90 Degrees

NOTE

- For details about the finishing functions, see the following:

Options with Finishing Functions (P. 11)

Names of Parts and Their Functions



1 Output tray guide

Raise the guide to prevent paper from falling out of the output tray.

2 Output tray

Outputs printed and copied paper.

Specifications

Paper Size, Type, and Basis Weight	All paper that can pass through the machine **Usable Paper (P. 67)**
Output Tray Capacity	1-Sided • A4, B5, B5R, A5 ,A5R, A6R, 16K, LTR, STMT, STMTR: 250 sheets (64 g/m² (17 lb bond), 75 g/m² (20 lb bond), 80 g/m² (21 lb bond)) • A3, B4, A4R, 320 mm x 450 mm (12 5/8" x 17 11/16") (SRA3), 305 mm x 457 mm (12" x 18"), 16KR, 8K, LTRR, LGL, 11" x 17", EXEC: 100 sheets (64 g/m² (17 lb bond), 75 g/m² (20 lb bond), 80 g/m² (21 lb bond)) 2-Sided • A4, B5, B5R, A5 ,A5R, A6R, 16K, LTR, STMT, STMTR: 200 sheets (64 g/m² (17 lb bond), 75 g/m² (20 lb bond), 80 g/m² (21 lb bond)) • A3, B4, A4R, 320 mm x 450 mm (12 5/8" x 17 11/16") (SRA3), 305 mm x 457 mm (12" x 18"), 16KR, 8K, LTRR, LGL, 11" x 17", EXEC: 100 sheets (64 g/m² (17 lb bond), 75 g/m² (20 lb bond), 80 g/m² (21 lb bond))
Dimensions (W x D x H)	422 mm x 485 mm x 78 mm (16 5/8" x 19 1/8" x 3 1/8")
Weight	Approx. 0.9 kg (2.0 lb)

Copy Tray-T

AW63-00E

When adding an output tray on the right side of the machine, install the optional Copy Tray-T. You can assign output destinations to different functions to make it easier to find printed and copied paper.

Available Finishing Functions (P. 38)
Names of Parts and Their Functions (P. 38)
Specifications (P. 39)

Available Finishing Functions

The finishing functions that are available when Copy Tray-T is installed are shown below.

Sorting Functions

- Collate
- Group
- Rotate 90 Degrees*1

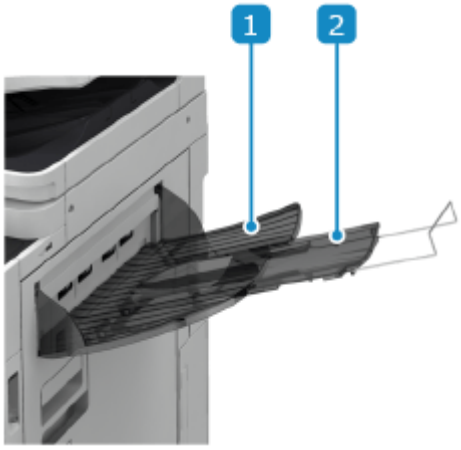
*1 Available only when 1st Copy Tray Kit-C is also installed. In Asia/Oceania, 1st Copy Tray Kit-C is standard equipped depending on the region.

NOTE

- For details about the finishing functions, see the following:

Options with Finishing Functions (P. 11)

Names of Parts and Their Functions



1 Output tray

Outputs printed and copied paper. You can set which function to use the tray as the output destination. **Output Destination Settings (P. 303)**

2 Auxiliary tray

Pull out this tray to prevent paper from falling out of the output tray when large size paper is ejected.

Specifications

Paper Size	• Maximum: 297.0 mm x 431.8 mm (11 3/4" x 17") • Minimum: 98.0 mm x 182.0 mm (3 7/8" x 7 1/8")
Paper Type	Thin (52 g/m² to 63 g/m² (14 lb bond to 16 lb bond)), Plain (64 g/m² to 105 g/m² (17 lb bond to 28 lb bond)), Heavy (106 g/m² to 220 g/m² (29 lb bond to 81.4 lb cover)), Recycled, Pre-Punched, Color, Letterhead, Bond
Paper Basis Weight	52 g/m² to 220 g/m² (14 lb bond to 81.4 lb cover)
Output Tray Capacity	1-Sided and 2-Sided • A4, B5, B5R, A5R, LTR, STMTR, 16K: 100 sheets (64 g/m² (17 lb bond), 75 g/m² (20 lb bond), 80 g/m² (21 lb bond)) • A3, B4, A4R, 11" x 17", LGL, LTRR, EXEC, 8K, 16KR: 75 sheets (64 g/m² (17 lb bond), 75 g/m² (20 lb bond), 80 g/m² (21 lb bond))
Dimensions (W x D x H)	258 mm x 373 mm x 103 mm (10 1/8" x 14 3/4" x 4 1/8")
Weight	Approx. 0.5 kg (1.1 lb)

Inner 2way Tray-M

AW63-00F

When dividing the output tray into upper and lower sections, install the optional Inner 2way Tray-M. You can assign output destinations to different functions to make it easier to find printed and copied paper.

This function is available only when 1st Copy Tray Kit-C is also installed. In Asia/Oceania, 1st Copy Tray Kit-C is standard equipped depending on the region.

Available Finishing Functions (P. 40)
Names of Parts and Their Functions (P. 40)
Specifications (P. 41)

Available Finishing Functions

The finishing functions that are available when Inner 2way Tray-M is installed are shown below.

Sorting Functions

- Collate
- Group
- Rotate 90 Degrees

NOTE

- For details about the finishing functions, see the following:

Options with Finishing Functions (P. 11)

Names of Parts and Their Functions



1 Output tray

Outputs printed and copied paper. You can set which function to use the tray as the output destination. **Output Destination Settings (P. 303)**

2 Output tray guide

Raise the guide to prevent paper from falling out of the output tray.

Specifications

Paper Size, Type, and Basis Weight	All paper that can pass through the machine **Usable Paper (P. 67)**
Output Tray Capacity	1-Sided and 2-Sided • A4, B5, B5R, A5, A5R, A6R, LTR, STMT, STMTR, 16K: 100 sheets (64 g/m² (17 lb bond), 75 g/m² (20 lb bond), 80 g/m² (21 lb bond)) • 320 x 450 mm (12 5/8" x 17 11/16") (SRA3), 305 x 457 mm (12" x 18"), A3, B4, A4R, 11" x 17", LGL, LTRR, EXEC, 8K, 16KR: 50 sheets (64 g/m² (17 lb bond), 75 g/m² (20 lb bond), 80 g/m² (21 lb bond))
Dimensions (W x D x H)	428 mm x 405 mm x 88 mm (16 7/8" x 16" x 3 1/2")
Weight	Approx. 0.7 kg (1.5 lb)

Platen Cover-Y Europe Asia/Oceania

AW63-00H

Install the optional Platen Cover-Y instead of the feeder when using only the platen glass to place originals on the machine. For details, contact your dealer or service representative.

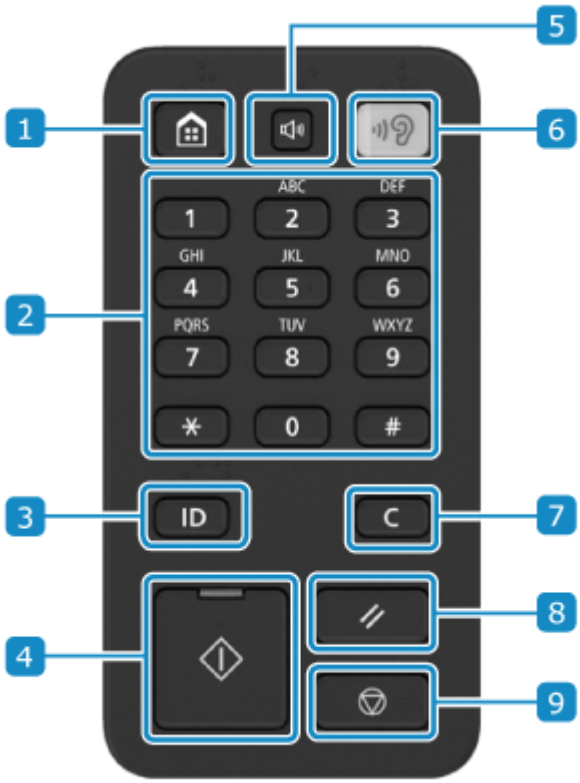
* In Asia/Oceania, the Platen Cover-Y is an optional product. However, depending on the country or region, this product may not be available.



Numeric Keypad

AW63-00J

To use the hard keys to operate the control panel instead of the on-screen buttons, install the optional Numeric Keypad. In addition, you must install it to use Voice Navigation.



1 Home key

Press to display the [Home] screen. **[Home] Screen (P. 189)**

2 Numeric Keypad

Enter a number.

3 Log In/Out key

Log in when user authentication is required. When you have completed your operations, press this key again to log out. **Logging In to the Machine (P. 225)**

4 Start key

Starts scanning or copying of the original.

5 Volume Settings key

Adjusts the volume.
Adjusting the Volume (for Models with the Fax Function) (P. 367)
Adjusting the Volume (for Models Without the Fax Function) (P. 369)

6 Voice Navigation key

Starts and ends Voice Navigation. The key lights up when Voice Navigation is in use.

- To use Voice Navigation, you must install the optional Voice Operation Kit. **Voice Operation Kit (P. 48)**
- For details about operating the machine while using Voice Navigation, see the manual of Voice Operation Kit on the online manual site.

https://oip.manual.canon/

7 Clear key

Clears entered characters and numbers.

8 Reset key

Resets the changed settings.

9 Stop key

Cancels an operation being executed.

ADF Access Handle-A

AW63-00K

If you need help with closing the feeder, use the optional ADF Access Handle-A.
You can close the feeder by holding the handle at the front of the feeder and gently pulling it toward you.



Utility Tray-B

AW63-00L

To create space for placing the original, install the optional Utility Tray-B.



System Options

AW63-00R

By installing system options, you can add available functions and enhance the performance of the machine.

PS Printer Kit [Asia/Oceania] (P. 47)
Barcode Printing Kit (P. 47)
PCL International Font Set (P. 47)
Super G3 FAX Board (P. 47)
Super G3 2nd Line Fax Board [Americas] (120 V Machine) (P. 48)
Remote Fax Kit (P. 48)
IP FAX Expansion Kit (P. 48)
Voice Operation Kit (P. 48)
250GB SSD (P. 48)
1TB SSD (P. 48)
Memory Mirroring Kit (P. 48)
Wireless LAN Board (P. 49)

PS Printer Kit Asia/Oceania

Install PS Printer Kit to use the machine as a PS printer.

Barcode Printing Kit

Install Barcode Printing Kit to print barcodes.
For details, see the manual of Bar Code Printing at the online manual site.

https://oip.manual.canon/

PCL International Font Set

Adds the fonts below to the PCL printer. This enables output using multiple languages in a SAP Unicode environment.

- Andale® and WorldType® Collection J (Japanese Version)
- Andale® and WorldType® Collection K (Korean Version)
- Andale® and WorldType® Collection S (Simplified Chinese Version)
- Andale® and WorldType® Collection T (Traditional Chinese Version)

Four font versions are enabled to accommodate regional variations in character design.

Super G3 FAX Board

You can use Super G3 FAX Board to send and receive faxes. You can also send documents created with an application directly from a computer via the network.

Faxing (P. 548)

Super G3 2nd Line Fax Board Americas (120 V Machine)

To send and receive faxes using multiple lines, install Super G3 2nd Line Fax Board. **[Set Line] (P. 1357)**

NOTE

- The On-Hook function is only available on the standard line (Line 1).

Remote Fax Kit

This option is required to use the Remote Fax function. Even if the machine does not have a fax board installed, you can send faxes from a separate imageFORCE or imageRUNNER ADVANCE machine that has a fax board installed and is on the same network. **Using Remote Faxes (P. 623)**

IP FAX Expansion Kit

Install IP FAX Expansion Kit to use IP Fax.
IP Fax enables sending and receiving of faxes using a TCP/IP network, such as an internal LAN. This can reduce communication fees when sending and receiving faxes between machines on the same network and provide faster communication speeds than a normal fax.
For details, see the manual of IP FAX Expansion Kit at the online manual site.

https://oip.manual.canon/

Voice Operation Kit

To use Voice Navigation, install Voice Operation Kit.
Voice Navigation has a “Read Aloud” function that enables you to listen to descriptions read aloud as well as a "Voice Recognition" function that enables you to operate the machine by speaking.
For details, see the manual of Voice Operation Kit at the online manual site.

https://oip.manual.canon/

250GB SSD

To back up data using the mirroring function when using the standard installed SSD, install 250GB SSD.
To use the mirroring function, you must install the optional Memory Mirroring Kit. **Memory Mirroring Kit (P. 48)**

1TB SSD

To increase the storage capacity beyond that of the standard installed SSD, replace it with 1TB SSD. **Using Storage Space (P. 741)**

NOTE

- To back up data using the mirroring function after replacing with 1TB SSD, you must install another 1TB SSD.

Memory Mirroring Kit

To back up data using the mirroring function, install Memory Mirroring Kit.

The mirroring function writes and syncs the same data to two storage locations. If one storage location should malfunction, you can switch access to the other storage location to reduce the risk of data loss.

Wireless LAN Board

To use a wireless LAN, install Wireless LAN Board. **Connecting to a Wireless LAN (P. 135)**

Administrator Privileges and Password

AW63-00S

To edit important settings of the machine, you must log in as an administrator with administrator privileges. **Logging In to the Machine (P. 225)**

Types of Administrator Privileges

By assigning administrator privileges to users according to their responsibilities, you can divide up a wide range of machine management tasks when operating the machine.

Administrator	Allowed to change all machine settings.
NetworkAdmin	Allowed to change network-related settings.
DeviceAdmin	Allowed to change settings related to basic functions such as printing, scanning, faxing, and copying, as well as settings related to device information.

* For details on the settings that can be changed with NetworkAdmin and DeviceAdmin privileges, see the following: **[Settings/Registration] Menu List (P. 1193)**

By default, the following administrator is registered with Administrator privileges:

User name	Administrator
Password	7654321

To reduce the risk of information leaks and unauthorized use, make sure to use either of the following methods.

When using an administrator with the user name “Administrator”

To protect your information, change the default password for the user name “Administrator” so that only specific administrators know the new password.

When using an administrator with an arbitrary user name

Register a new administrator with Administrator privileges, and disable the default "Administrator" user. To protect your information, make sure that only specific administrators know the information of the newly registered administrator.

For details about how to edit and register user information, see the following:
Registering User Information to a Local Device (P. 859)

NOTE

If You Forget the Password of an Administrator with Administrator Privileges

- On the control panel, use the following procedure to initialize the “Administrator” password.

  Press [ ] ▶ [Device Info./Other] ▶ [Initialize Admin. Password] ▶ enter the license key ▶ press [Start] ▶ [OK]

  If the default “Administrator” has been disabled, it is enabled to allow log in with the default password.

  * You can configure the setting to prohibit initializing of the password. **[Prohibit Initialization of Administrator Password] (P. 1422)**

Measures to Prevent Unauthorized Access

AW63-00U

Please read this section before using the machine in a network environment.

You can use various functions on the machine when the machine is 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 should consider and implement during setup when using the machine in a network environment.

Using a Private IP Address (P. 51)
Protecting Your Information with a Password or PIN (P. 51)
Precautions When Using Remote UI (P. 52)

NOTE

- In addition to these measures, there are other 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. 853)**

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 set 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 set 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 a set global IP address.

Basically, set 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 set and confirm the IP address, see the following:
Setting the IPv4 Address (P. 144)
Setting IPv6 Addresses (P. 148)

If you want to set 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.

Protecting Your Information with a Password or PIN

By protecting the information on the machine with a password or PIN, you can reduce the risk of information leaks or unauthorized use even if the machine is subject to unauthorized access by a malicious third party.
You can use the following functions to configure a password or PIN on the machine. These functions restrict access to information to only those users who know the password or PIN.

User Authentication

The user name and password registered for each user must be entered to use the machine.

Authenticating Users and Managing Groups (P. 854)

- Privilege levels called “Roles” can be configured for each user to allow only administrators to view and change important settings.
- User Authentication can also be applied when using Advanced Space. **Preparations for Using Advanced Space (P. 747)**

Address Book

Requires entry of the address book PIN when registering or editing the address book.

Restricting Address Book Registration and Editing by Setting a PIN (P. 1038)

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 Web browser.

Names of Parts and Their Functions

AW63-00W

Front Side

Check these parts on the front when operating the machine.
Front Side (P. 54)

- Use the control panel to operate the machine and configure the settings.
  Control Panel (P. 58)
- When placing multiple originals at one time, use the feeder.
  2-Sided Single Pass Feeder (P. 60)
- Load printing and copying paper into the following paper sources:
  Multi-Purpose Tray (P. 63)
  Paper Drawer (P. 64)

Rear Side

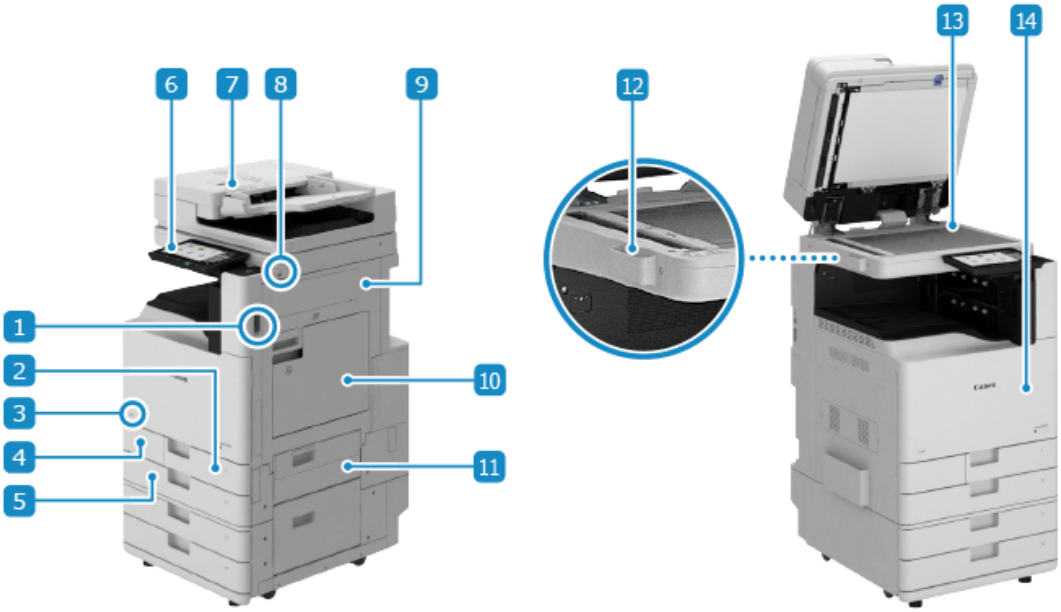
Check the rear parts when installing and connecting the machine.
Rear Side (P. 56)

Interior

Open the inside to replace the toner cartridge, waste toner container, and drum unit, and to clean the LED printhead.
Interior (P. 57)

Front Side

AW63-00X



1 Power switch

Turn ON and OFF the power of the machine. **Turning ON and OFF the Machine (P. 177)**

2 Paper drawer 1

Load frequently used paper. **Paper Drawer (P. 64)**

3 Toner Code

This code indicates the type of genuine toner that can be used with the machine. Use toner with a code that includes the same letters as the code on the front cover of the machine.

4 Waste toner cover

Open when replacing the waste toner container.

5 Paper drawer 2

Load frequently used paper. You can also load paper of a size that cannot be loaded in paper drawer 1. **Paper Drawer (P. 64)**

6 Control panel

Use the touch panel display to operate the machine and check its status. **Control Panel (P. 58)**

7 Feeder

You can place several sheets of originals in the feeder. Placed originals are fed and scanned one by one automatically. **2-Sided Single Pass Feeder (P. 60)**

8 USB port (for USB devices) (front right side)

You can connect a commercial USB memory device or USB keyboard.
* Supports USB 2.0.

9 Right cover of the main unit

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

10 Multi-purpose Tray

To temporarily use paper not loaded in the paper drawer, load it in the multi-purpose tray. **Multi-Purpose Tray (P. 63)**

11 Right cover of the paper drawer

Open this when a paper jam occurs.

12 Glass cleaning cloth storage box

Stores the glass cleaning cloth.

13 Platen glass

Place books, thick paper, thin paper, and other originals that cannot be placed in the feeder on the platen glass. Placed originals are scanned in a stationary state. **Placing Originals (P. 229)**

14 Front cover of the main unit

Open to replace the toner cartridge and drum unit, and to clean the LED printhead.

IMPORTANT

- If you connect a device that exceeds the following power supply capacity provided by the machine to the USB port (for USB devices), the machine may be damaged.
  - Front right side: 5 V 500 mA
  - Rear right side: 5 V 900 mA
- Do not forcefully push the feeder to close when placing a book, magazine, or other thick original on the platen glass.

NOTE

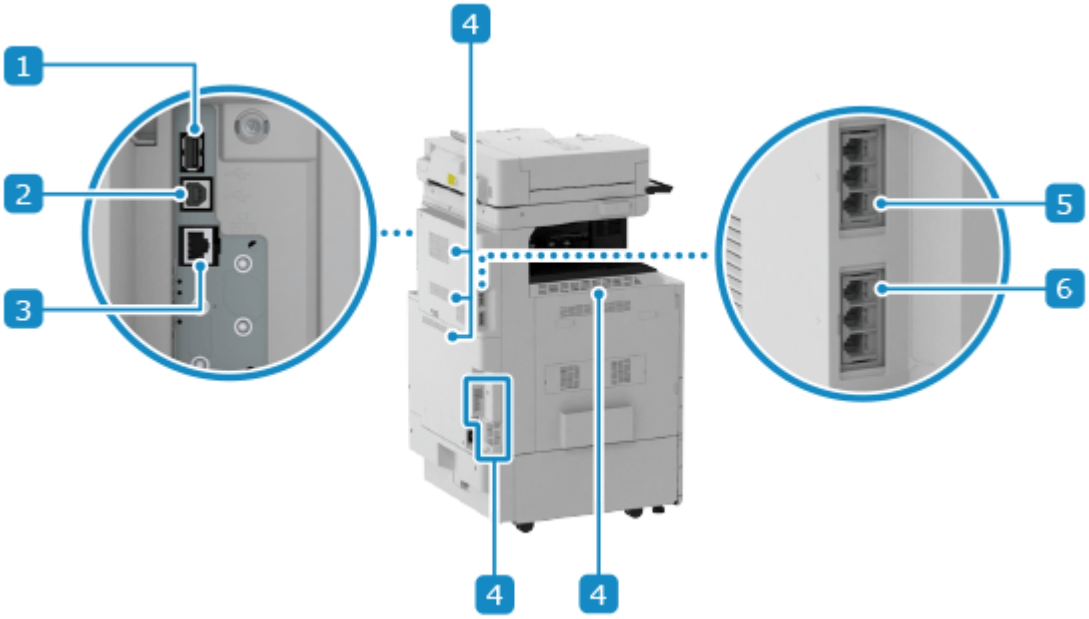
- For details about the configuration of the machine when options are installed and the part names of the optional equipment units, see the following.

  Supported Options (P. 4)
- To ensure efficient use of the machine, clean the surface of the machine and platen glass regularly.

  Cleaning the Surface of the Machine (P. 1583)
  Cleaning the Platen Glass (P. 1584)
- If the following symptoms occur when using the feeder, clean the feeder: **Cleaning the Feeder (P. 1586)**
  - Originals become dirty
  - Originals frequently jam
  - Printouts appear smudged after scanning, copying, or sending faxes
  - Original size is not detected correctly

Rear Side

AW63-00Y



1 USB port (for USB devices) (rear right side)

You can connect a commercial USB keyboard, external storage device, and other devices.
When connecting the machine to two different networks via wired LAN, connect to the wired LAN of the sub line via a USB-LAN adapter.
* Supports USB 3.0.

2 USB port (for computer connection)

You can connect a computer to the USB port using a commercial USB cable.
* Supports USB 2.0.

3 LAN port

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

4 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.

5 Telephone line jack for expansion (LINE 2) Americas (120 V machine)

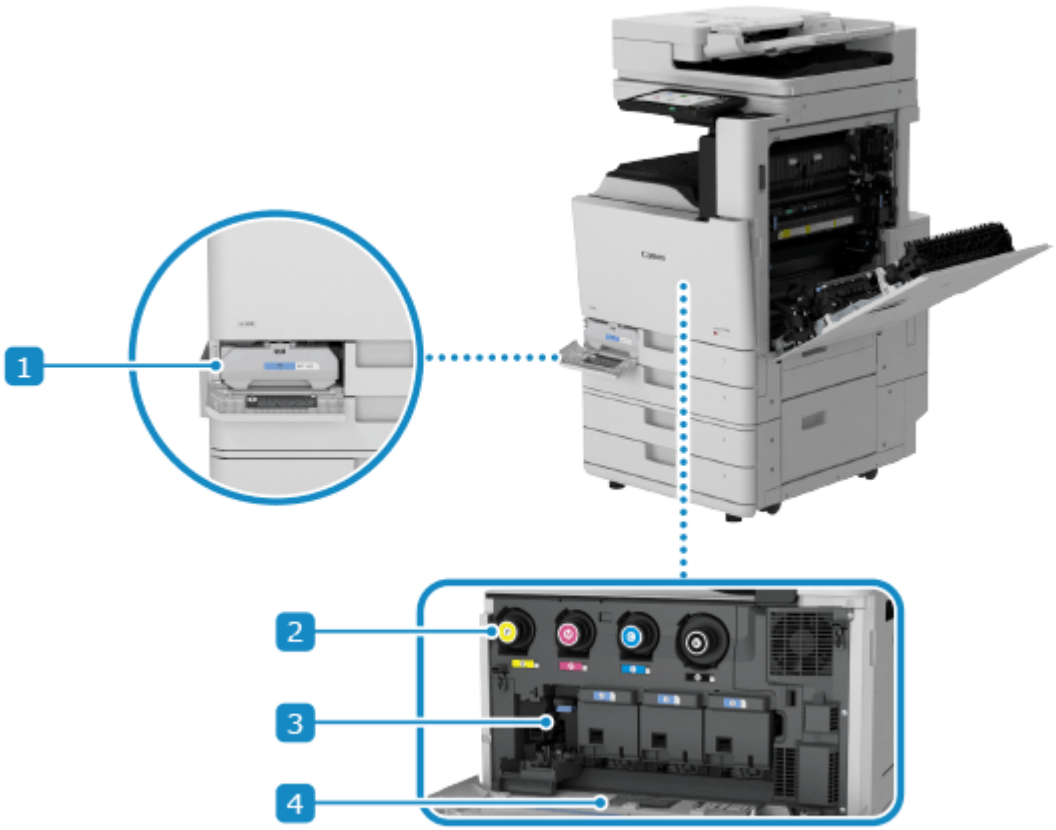
Connect to a telephone line when installing the optional Super G3 2nd Line Fax Board.

6 Telephone line jack (LINE 1)

Connect the machine to the telephone line.

Interior

AW63-010



1 Waste toner container

When full with waste toner, remove the old waste toner container and replace with a new one. **Replacing the Waste Toner Container (P. 1603)**

2 Toner cartridge

Remove the old toner cartridge and replace with a new one when the toner runs out. **Replacing the Toner Cartridges (P. 1600)**

3 Drum unit

Unit for transferring toner to paper. **Replacing the Drum Unit (P. 1617)**

4 Cleaning rod

Remove when cleaning the LED printhead. **Cleaning the LED Printhead (P. 1596)**

Control Panel

AW63-011

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



1 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. 185)**

* If the display is difficult to see, adjust the angle of the control panel.



2 Processing/Data indicator ( )

This blinks when an operation is being performed, such as during communication or printing.
This lights up when data is waiting to be processed.

3 Error indicator ( )

This blinks or lights up when a paper jam or other error occurs.

- If it blinks, follow the instructions of the message on the screen to fix the problem.
- If it lights up, contact your dealer or service representative.

4 Main Power indicator (⏻)

Lights up when the power of the machine is ON.

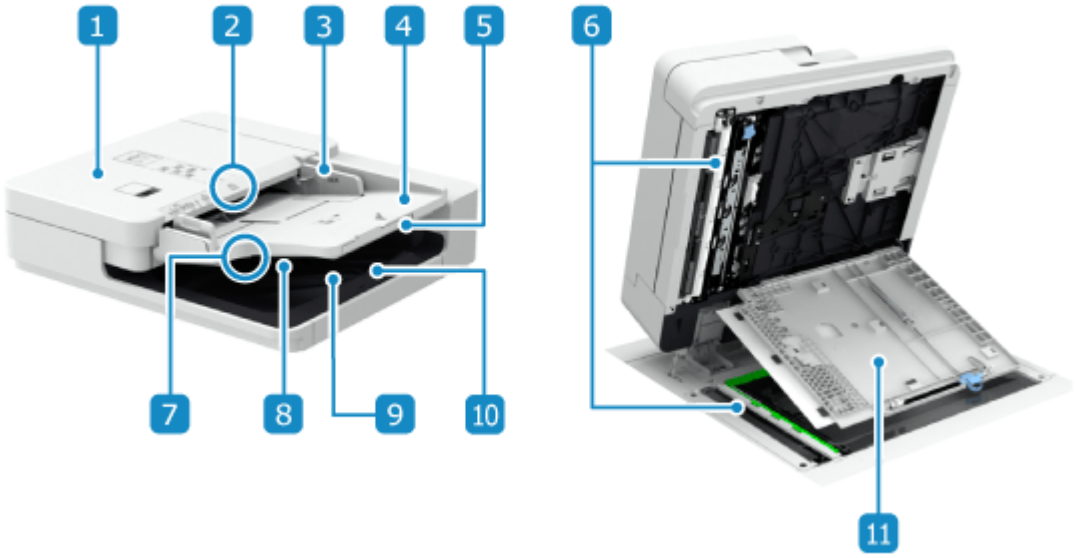
2-Sided Single Pass Feeder

AW63-012

This section describes the name and use of each part of the feeder.

Single Pass DADF-E [Europe][Asia/Oceania][Americas] (P. 60)
Single Pass DADF-F [Europe][Asia/Oceania] (P. 61)

Single Pass DADF-E Europe Asia/Oceania Americas



- This is standard equipment in the Americas.
- This is optional equipment in some regions of Asia/Oceania.
- This is optional equipment in Europe.

1 Feeder cover

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

2 Original set indicator

Lights up when the original is placed on the original supply tray.

3 Slide guides

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

4 Original supply tray

You can place several sheets of originals in the feeder. **Placing Originals (P. 229)**

5 Original supply tray extension

Pull out this tray to prevent the original from drooping from the original supply tray when a large size original is placed.

6 Document feed scanning area

Originals placed on the feeder are scanned.

7 Original output indicator

This indicator blinks if there is a scanned original remaining on the original output tray when you place an original on the original supply tray.

8 Original retainer

Lower this part to output the original neatly.

9 Original output tray

Scanned originals are output to the original output tray.

10 Original output tray extension

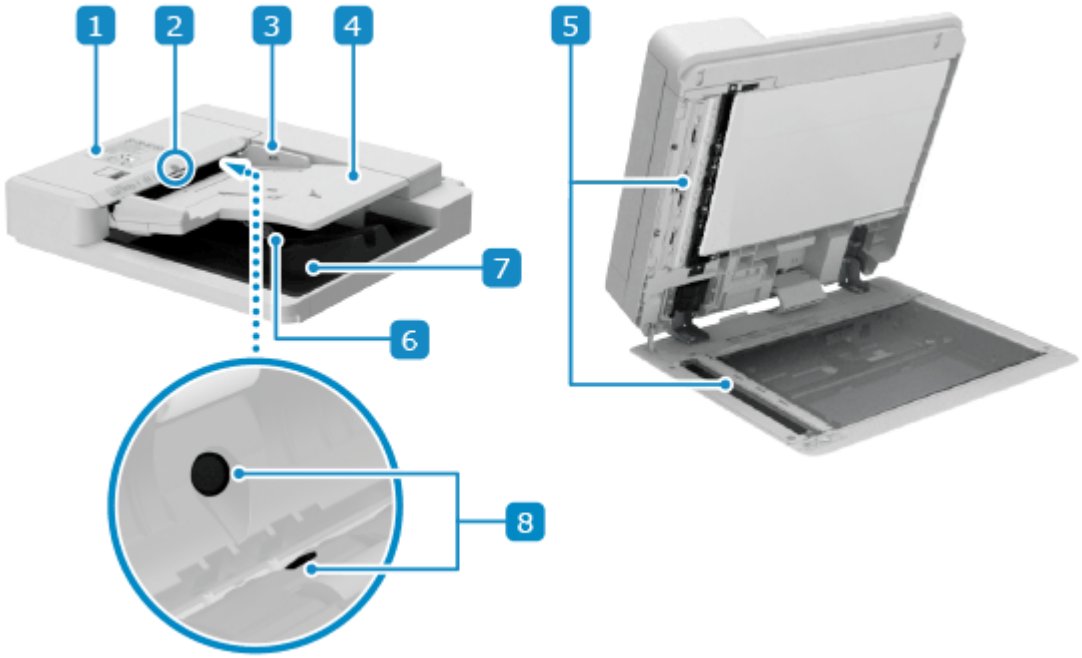
Pull out this tray to prevent the original from dropping from the original output tray when a large size original is placed.
You can pull it out to two tiers to fit the size of the original.

11 Document feed scanning area cover

Open when cleaning the feeder original scanning area.

Single Pass DADF-F Europe Asia/Oceania

* This feeder is optional equipment.



1 Feeder cover

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

2 Original set indicator

Lights up when the original is placed on the original supply tray.

3 Slide guides

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

4 Original supply tray

You can place several sheets of originals in the feeder. **Placing Originals (P. 229)**

5 Document feed scanning area

Originals placed on the feeder are scanned.

6 Original retainer

Lower this part to output the original neatly.

7 Original output tray

Scanned originals are output to the original output tray.

8 Document Feeder Double Feeding Detection Kit-A (Option)

Enables the machine to detect when multiple overlapping sheets are fed together during scanning.

IMPORTANT

- Do not place objects on the original output tray. This can damage the originals.
- Do not forcefully push the feeder to close when placing a book, magazine, or other thick original on the platen glass.

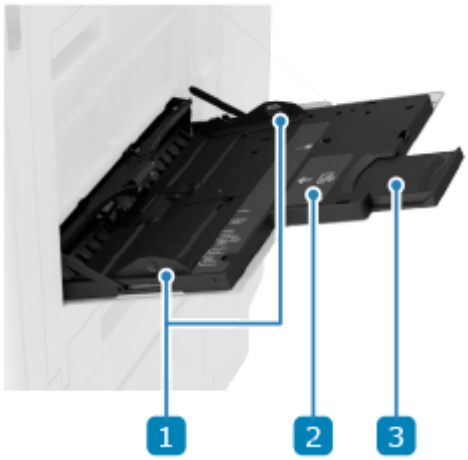
NOTE

- If the following symptoms occur when using the feeder, clean the feeder: **Cleaning the Feeder (P. 1586)**
  - Originals become dirty
  - Originals frequently jam
  - Printouts appear smudged after scanning, copying, or sending faxes
  - Original size is not detected correctly

Multi-Purpose Tray

AW63-013

Load paper that you will temporarily use and paper that cannot be loaded in a paper drawer in the multi-purpose tray.
Loading Paper in the Multi-purpose Tray (P. 254)



1 Paper guides

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

2 Paper tray

Load paper here.

3 Tray extension

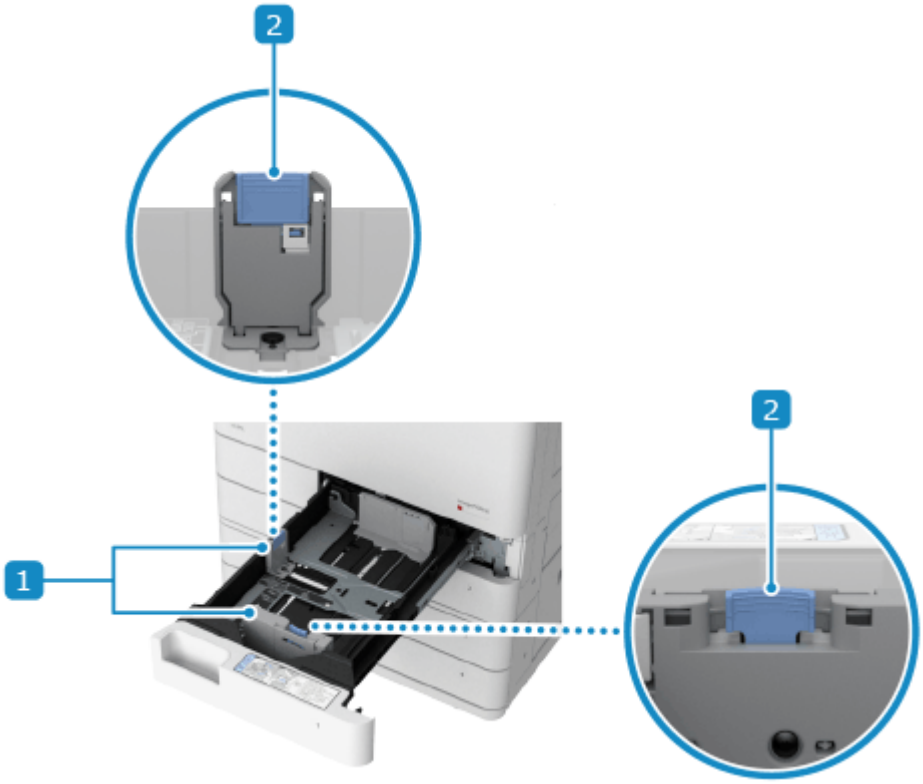
Pull out this tray to prevent the paper from drooping from the paper tray when large size paper is loaded.

Paper Drawer

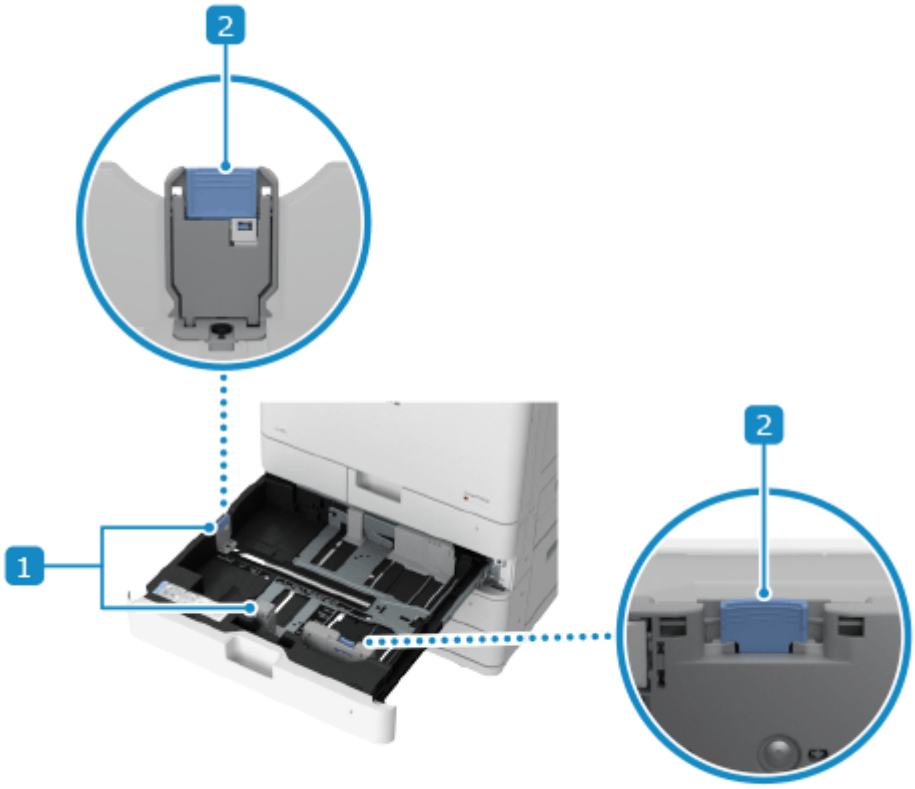
AW63-014

Load paper that you usually use into the paper drawer. **Loading Paper in the Paper Drawer (P. 245)**

Paper drawer 1



Paper drawer 2



1 Paper guides

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

2 Lock release lever

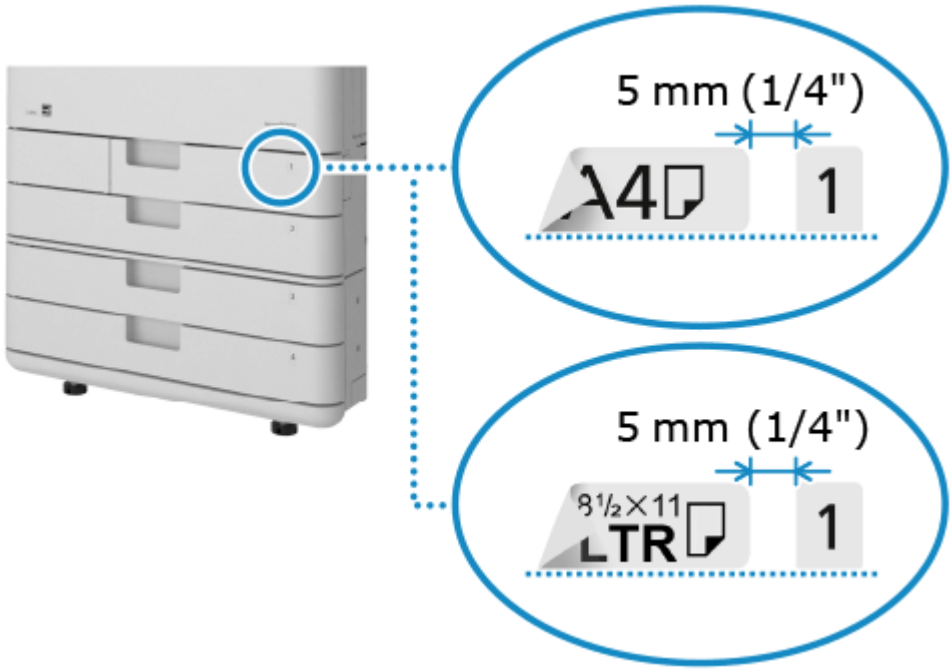
Move the paper guides while holding the lock release lever.

NOTE

Attaching Paper Size Labels

- Attach labels indicating the paper size to make it easier to see the type of paper loaded in the paper drawers.

- It is recommended to attach the labels approximately 5 mm (1/4") apart at the same height as the number labels.



Usable Paper

AW63-015

The paper that can and cannot be used on the machine are shown below. Depending on the function, there are restrictions on usable paper.

Usable Paper Sizes [Europe][North America] (P. 67)
Usable Paper Sizes [Asia/Oceania][Latin America] (P. 69)
Usable Paper Types (P. 71)
Unusable Paper (P. 73)
Usage Conditions of Paper by Function (P. 74)
Paper Sizes That Can Be Detected Automatically (P. 75)

NOTE

- Precautions must be taken when handling and storing paper. **Precautions When Handling Paper (P. 76)**
- For details about the paper that is usable when Output Options are installed, see the specifications of the options. **Supported Options (P. 4)**

Usable Paper Sizes Europe North America

✓: Usable —: Not usable

Paper Size	Paper Source (Standard)			Paper Source (Option)		
	Paper drawer 1	Paper drawer 2	Multi-purpose Tray	Cassette Feeding Unit-AZ	High Capacity Cassette Feeding Unit-G	Paper Deck Unit-F
A3	—	✓	✓	✓	—	—
B4	—	✓	✓	✓	—	—
A4	✓	✓	✓	✓	✓	✓
A4R*1	—	✓	✓	✓	—	—
B5	✓	✓	✓	✓	—	✓
B5R*1	—	✓	✓	✓	—	—
A5	✓	✓	✓	✓	—	—
A5R*1	✓	✓	✓	✓	—	—
A6R*1	✓	✓	✓	✓	—	—
320x450mm (SRA3)	—	—	✓	—	—	—
305x457mm	—	✓	✓	✓	—	—
16K	✓	✓	✓	✓	—	—

Paper Size	Paper Source (Standard)			Paper Source (Option)		
	Paper drawer 1	Paper drawer 2	Multi-purpose Tray	Cassette Feeding Unit-AZ	High Capacity Cassette Feeding Unit-G	Paper Deck Unit-F
16KR*1	—	✓	✓	✓	—	—
8K	—	✓	✓	✓	—	—
Letter (LTR)	✓	✓	✓	✓	✓	✓
Letter R (LTRR)*1	—	✓	✓	✓	—	—
Legal (LGL)	—	✓	✓	✓	—	—
11"x17"	—	✓	✓	✓	—	—
Statement (STMT)	—	—	✓	—	—	—
Statement R (STMTR)*1	✓	✓	✓	✓	—	—
Executive (EXEC)	✓	✓	✓	✓	—	—
Long Sheet (297x1200mm)	—	—	✓ *2	—	—	—
Long Sheet (297x900mm)	—	—	✓ *2	—	—	—
Free Size	—	—	✓ *3*4	—	—	—
Custom Size	✓ *5	✓ *6	✓ *7*8	✓ *6	—	—
No.10 (COM10)	✓	✓	✓	—	—	—
ISO-C5	✓	—	✓	—	—	—
DL	✓	✓	✓	—	—	—
Monarch	—	✓	✓	—	—	—
Nagagata 3	✓	✓	✓	—	—	—
Nagagata 4	—	✓	—	—	—	—
Nagagata 40	—	✓	—	—	—	—
Yougatanaga 3	✓	✓	✓	—	—	—
Kakugata 2	—	✓	✓	—	—	—

*1 Indicates that paper in each size is loaded in the landscape orientation.
*2 When Long Sheet Feeding Tray-A is installed.
*3 You can use paper from 139.7 mm x 98.4 mm to 457.2 mm × 320 mm (5 1/2" x 3 7/8" to 18" x 12 5/8").
*4 When Long Sheet Feeding Tray-A is installed. You can use a custom size from 457.3 mm x 98.4 mm to 1,200 mm x 320 mm (18" x 3 7/8" to 47 1/4" x 12 5/8").
*5 You can use a custom size from 148.0 mm x 105.0 mm to 215.9 mm x 297 mm (5 7/8" x 4 1/8" to 8 1/2" x 11 3/4").
*6 You can use a custom size from 148.0 mm x 105.0 mm to 457.2 mm x 304.8 mm (5 7/8" x 4 1/8" to 18" x 12").

*7 You can use a custom size from 139.7 mm x 98.4 mm to 457.2 mm x 320 mm (5 1/2" x 3 7/8" to 18" x 12 5/8").
* You can use a custom size envelope from 98 mm x 98 mm to 457.2 mm x 320 mm (3 7/8" x 3 7/8" to 18" x 12 5/8") (for the multi-purpose tray only).
*8 When Long Sheet Feeding Tray-A is installed. You can use a custom size from 139.7 mm x 98.4 mm to 1,200 mm x 320 mm (5 1/2" x 3 7/8" to 47 1/4" x 12 5/8").

Usable Paper Sizes Asia/Oceania Latin America

✓: Usable —: Not usable

Paper Size	Paper Source (Standard)			Paper Source (Option)		
	Paper drawer 1	Paper drawer 2	Multi-purpose Tray	Cassette Feeding Unit-AZ	High Capacity Cassette Feeding Unit-G	Paper Deck Unit-F
A3	—	✓	✓	✓	—	—
B4	—	✓	✓	✓	—	—
A4	✓	✓	✓	✓	✓	✓
A4R*1	—	✓	✓	✓	—	—
B5	✓	✓	✓	✓	—	✓
B5R*1	—	✓	✓	✓	—	—
A5	✓	✓	✓	✓	—	—
A5R*1	✓	✓	✓	✓	—	—
A6R*1	✓	✓	✓	✓	—	—
320x450mm (SRA3)	—	—	✓	—	—	—
305x457mm	—	✓	✓	✓	—	—
16K	✓	✓	✓	✓	—	—
16KR*1	—	✓	✓	✓	—	—
8K	—	✓	✓	✓	—	—
Letter (LTR)	✓	✓	✓	✓	✓	✓
Letter R (LTRR)*1	—	✓	✓	✓	—	—
Legal (LGL)	—	✓	✓	✓	—	—
11"x17"	—	✓	✓	✓	—	—
Statement (STMT)	—	—	✓	—	—	—
Statement R (STMTR)*1	✓	✓	✓	✓	—	—
Executive (EXEC)	✓	✓	✓	✓	—	—

Paper Size	Paper Source (Standard)			Paper Source (Option)		
	Paper drawer 1	Paper drawer 2	Multi-purpose Tray	Cassette Feeding Unit-AZ	High Capacity Cassette Feeding Unit-G	Paper Deck Unit-F
FOOLSCAP/FOLIO	—	✓	✓	✓	—	—
OFICIO	—	✓	✓	✓	—	—
OFICIO (Mexico)	—	✓	✓	✓	—	—
OFICIO (Ecuador)	—	✓	✓	✓	—	—
OFICIO (Argentina)	—	✓	✓	✓	—	—
LETTER (Argentina)	—	✓	✓	✓	—	—
LETTERR (Argentina)*1	—	✓	✓	✓	—	—
LETTER (Government)	—	✓	✓	✓	—	—
LETTERR (Government)*1	—	✓	✓	✓	—	—
OFICIO (Brazil)	—	✓	✓	✓	—	—
LEGAL (India)	—	✓	✓	✓	—	—
LEGAL (Government)	—	✓	✓	✓	—	—
FOOLSCAP (Australia)	—	✓	✓	✓	—	—
F4A	—	✓	✓	✓	—	—
Long Sheet (297x1200mm)	—	—	✓ *2	—	—	—
Long Sheet (297x900mm)	—	—	✓ *2	—	—	—
Free Size	—	—	✓ *3*4	—	—	—
Custom Size	✓ *5	✓ *6	✓ *7*8	✓ *6	—	—
No.10 (COM10)	✓	✓	✓	—	—	—
ISO-C5	✓	—	✓	—	—	—
DL	✓	✓	✓	—	—	—
Monarch	—	✓	✓	—	—	—
Nagagata 3	✓	✓	✓	—	—	—

Paper Size	Paper Source (Standard)			Paper Source (Option)		
	Paper drawer 1	Paper drawer 2	Multi-purpose Tray	Cassette Feeding Unit-AZ	High Capacity Cassette Feeding Unit-G	Paper Deck Unit-F
Nagagata 4	—	✓	—	—	—	—
Nagagata 40	—	✓	—	—	—	—
Yougatanaga 3	✓	✓	✓	—	—	—
Kakugata 2	—	✓	✓	—	—	—

*1 Indicates that paper in each size is loaded in the landscape orientation.
*2 When Long Sheet Feeding Tray-A is installed.
*3 You can use paper from 139.7 mm x 98.4 mm to 457.2 mm × 320 mm (5 1/2" x 3 7/8" to 18" x 12 5/8").
*4 When Long Sheet Feeding Tray-A is installed. You can use a custom size from 457.3 mm x 98.4 mm to 1,200 mm x 320 mm (18" x 3 7/8" to 47 1/4" x 12 5/8").
*5 You can use a custom size from 148.0 mm x 105.0 mm to 215.9 mm x 297 mm (5 7/8" x 4 1/8" to 8 1/2" x 11 3/4").
*6 You can use a custom size from 148.0 mm x 105.0 mm to 457.2 mm x 304.8 mm (5 7/8" x 4 1/8" to 18" x 12").
*7 You can use a custom size from 139.7 mm x 98.4 mm to 457.2 mm x 320 mm (5 1/2" x 3 7/8" to 18" x 12 5/8").
* You can use a custom size envelope from 98 mm x 98 mm to 457.2 mm x 320 mm (3 7/8" x 3 7/8" to 18" x 12 5/8") (for the multi-purpose tray only).
*8 When Long Sheet Feeding Tray-A is installed. You can use a custom size from 139.7 mm x 98.4 mm to 1,200 mm x 320 mm (5 1/2" x 3 7/8" to 47 1/4" x 12 5/8").

Usable Paper Types

You can use non-chlorine paper with the machine.

✓: Usable — : Not usable

Paper Type	Basis Weight	Paper Source (Standard)			Paper Source (Option)		
		Paper drawer 1	Paper drawer 2	Multi-purpose Tray	Cassette Feeding Unit-AZ	High Capacity Cassette Feeding Unit-G	Paper Deck Unit-F
Thin 2	52 g/m² to 59 g/m² (14 to 15 lb bond)	✓	✓	✓ *1	✓	✓	✓
Thin 1	60 g/m² to 63 g/m² (16 lb bond)	✓	✓	✓	✓	✓	✓
Plain 1	64 g/m² to 75 g/m² (17 to 20 lb bond)	✓	✓	✓	✓	✓	✓
Plain 2	76 g/m² to 90 g/m² (21 to 24 lb bond)	✓	✓	✓	✓	✓	✓
Plain 3	91 g/m² to 105 g/m² (25 to 28 lb bond)	✓	✓	✓	✓	✓	✓
Heavy 1	106 g/m² to 128 g/m² (29 to 34 lb bond)	✓	✓	✓	✓	✓	—
Heavy 2	129 g/m² to 150 g/m² (35 to 40 lb bond)	✓	✓	✓	✓	✓	—

Paper Type	Basis Weight	Paper Source (Standard)			Paper Source (Option)		
		Paper drawer 1	Paper drawer 2	Multi-purpose Tray	Cassette Feeding Unit-AZ	High Capacity Cassette Feeding Unit-G	Paper Deck Unit-F
Heavy 3	151 g/m² to 163 g/m² (56 to 60 lb bond)	✓	✓	✓	✓	✓	—
Heavy 4	164 g/m² to 180 g/m² (61 to 66 lb cover)	✓	✓	✓	✓	✓	—
Heavy 5	181 g/m² to 220 g/m² (67 to 80 lb cover)	✓	✓	✓	✓	✓	—
Heavy 6	221 g/m² to 256 g/m² (82 lb cover to 140 lb index)	✓	✓	✓	✓	✓	—
Heavy 7	257 g/m² to 300 g/m² (100 to 110 lb cover)	—	—	✓	—	—	—
Recycled 1 *2	64 g/m² to 75 g/m² (17 to 20 lb bond)	✓	✓	✓	✓	✓	✓
Recycled 2 *2	76 g/m² to 90 g/m² (21 to 24 lb bond)	✓	✓	✓	✓	✓	✓
Recycled 3 *2	91 g/m² to 105 g/m² (25 to 28 lb bond)	✓	✓	✓	✓	✓	✓
Pre-Punched 1	64 g/m² to 75 g/m² (17 to 20 lb bond)	✓	✓	✓	✓	✓	✓
Pre-Punched 2	76 g/m² to 90 g/m² (21 to 24 lb bond)	✓	✓	✓	✓	✓	✓
Transparency*3	121 g/m² to 220 g/m² (32 lb bond to 80 lb cover)	✓	✓	✓	✓	—	—
Labels	118 g/m² to 185 g/m² (31 lb bond to 68 lb cover)	—	—	✓	—	—	—
Color	64 g/m² to 82 g/m² (17 to 21 lb bond)	✓	✓	✓	✓	✓	✓
Letterhead 1	64 g/m² to 75 g/m² (17 to 20 lb bond)	✓	✓	✓	✓	✓	✓
Letterhead 2	76 g/m² to 90 g/m² (21 to 24 lb bond)	✓	✓	✓	✓	✓	✓
Letterhead 3	91 g/m² to 105 g/m² (25 to 28 lb bond)	✓	✓	✓	✓	✓	✓
Letterhead 4	106 g/m² to 128 g/m² (29 to 34 lb bond)	✓	✓	✓	✓	✓	—
Letterhead 5	129 g/m² to 150 g/m² (35 to 40 lb bond)	✓	✓	✓	✓	✓	—
Letterhead 6	151 g/m² to 163 g/m² (56 to 60 lb cover)	✓	✓	✓	✓	✓	—
Letterhead 7	164 g/m² to 180 g/m² (61 to 66 lb cover)	✓	✓	✓	✓	✓	—

Paper Type	Basis Weight	Paper Source (Standard)			Paper Source (Option)		
		Paper drawer 1	Paper drawer 2	Multi-purpose Tray	Cassette Feeding Unit-AZ	High Capacity Cassette Feeding Unit-G	Paper Deck Unit-F
Bond	83 g/m² to 99 g/m² (22 to 26 lb bond)	✓	✓	✓	✓	✓	✓
Tracing*4	64 g/m² to 99 g/m² (17 to 27 lb bond)	—	—	✓	—	—	—
1-Sided Coated 1	106 g/m² to 128 g/m² (29 to 34 lb bond)	—	—	✓	—	—	—
1-Sided Coated 2	129 g/m² to 163 g/m² (35 lb bond to 60 lb cover)	—	—	✓	—	—	—
1-Sided Coated 3	164 g/m² to 220 g/m² (61 to 80 lb cover)	—	—	✓	—	—	—
1-Sided Coated 4	221 g/m² to 256 g/m² (82 lb cover to 140 lb index)	—	—	✓	—	—	—
1-Sided Coated 5 *5	257 g/m² to 300 g/m² (100 to 110 lb cover)	—	—	✓ *6	—	—	—
2-Sided Coated 1	106 g/m² to 128 g/m² (29 to 34 lb bond)	—	—	✓	—	—	—
2-Sided Coated 2	129 g/m² to 163 g/m² (35 lb bond to 60 lb cover)	—	—	✓	—	—	—
2-Sided Coated 3	164 g/m² to 220 g/m² (61 to 80 lb cover)	—	—	✓	—	—	—
2-Sided Coated 4	221 g/m² to 256 g/m² (82 lb cover to 140 lb index)	—	—	✓	—	—	—
2-Sided Coated 5 *5	257 g/m² to 300 g/m² (100 to 110 lb cover)	—	—	✓ *6	—	—	—
Envelope	75 g/m² to 105 g/m² (20 to 28 lb bond)	✓ *7	✓ *8	✓	—	—	—

*1 Not available when optional Media Adjustment kit-A is attached. Europe Asia/Oceania Latin America

*2 You can use 100% recycled paper.

*3 You can use A4 or letter size paper.

*4 May not be usable depending on the type of tracing paper.

*5 You cannot use 12 5/8" x 17 3/4" (320 mm x 450 mm) (SRA3).

*6 Optional Media Adjustment kit-A is required. Europe Asia/Oceania Latin America

*7 Envelope Feeder Attachment kit is needed for envelope.

*8 Envelope Feeder Attachment is needed for some envelope.

Unusable Paper

Do not use the following types of paper, as they can cause paper jams or printing errors:

- Wrinkled, creased, curled*1, torn, or damp paper*2
- Thin straw paper, very thin paper, coarse paper, glossy paper
- Paper printed by a thermal transfer printer, back side of paper printed by a thermal transfer printer

- Paper with glue or other adhesive sticking out or paper whose back side can be easily peeled off

*1 If the amount of curling exceeds 5 mm (1/4"), flatten the edges of the paper to remove the curls. Heavy paper that curls toward the back side of the paper is particularly likely to cause paper jams.

*2 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.

Usage Conditions of Paper by Function

Depending on the function, there are restrictions on usable paper, and functions are restricted by the paper that is being used.

Usable Paper for 2-Sided Printing

The paper that can be used for 2-sided printing is shown below.

Paper Size	Europe North America A3, B4, A4, A4R, B5, B5R, A5R, 305 x 457mm, 16K, 16KR, 8K, Letter (LTR), Letter R (LTRR), Legal (LGL), 11" x 17", Statement R (STMTR), Executive (EXEC), Custom Size (139.7 mm x 182 mm to 304.8 mm x 457.2 mm(5 1/2" x 7 1/8" to 12" x 18")) Asia/Oceania Latin America A3, B4, A4, A4R, B5, B5R, A5R, 305 x 457mm, 16K, 16KR, 8K, Letter (LTR), Letter R (LTRR), Legal (LGL), 11" x 17", Statement R (STMTR), Executive (EXEC), FOOLSCAP/FOLIO, OFICIO, OFICIO (Mexico), OFICIO (Ecuador), OFICIO (Argentina), LETTER (Argentina), LETTERR (Argentina), LETTER (Government), LETTERR (Government), OFICIO (Brazil), LEGAL (India), LEGAL (Government), FOOLSCAP (Australia), F4A, Custom Size (139.7 mm x 182 mm to 304.8 mm x 457.2 mm(5 1/2" x 7 1/8" to 12" x 18"))
Paper Type	Thin 1 and Thin 2, Plain 1 to Plain 3, Heavy 1 to Heavy 5, Recycled 1 to Recycled 3, Pre-punched 1 and Pre-punched 2, Color, Letterhead 1 to Letterhead 7, Bond
Paper Basis Weight	52 g/m² to 220 g/m² (14 lb bond to 80 lb cover)

To perform 2-sided printing or 2-sided copying using paper other than the above, print on one side of the paper, and then reload the paper in the multi-purpose tray and print on the opposite side (manual 2-sided printing).
* When you print on the back side of printed paper, select [2nd Side of 2-Sided Page] on the screen for setting the paper type. **Setting the Paper Size and Type for the Multi-purpose Tray (P. 286)**

Paper Usable with Finishing Functions

You can use the standard-equipped finishing functions to print and copy on the paper shown below.

Paper Size	Collate and Group Paper sizes usable for the Main Unit **Usable Paper Sizes [Europe][North America] (P. 67)** Rotate 90 Degrees A4, A4R, B5, B5R, LTR, LTRR
Paper Type	Collate and Group Paper types usable for the Main Unit **Usable Paper Types (P. 71)** Rotate 90 Degrees Thin 1 and Thin 2, Plain 1 to Plain 3, Heavy 1 to Heavy 7, Recycled 1 to Recycled 3, Color, Letterhead 1 to Letterhead 7, Bond, 1-Sided Coated 1 to 1-Sided Coated 5, 2-Sided Coated 1 to 2-Sided Coated 5

For details about the paper that is usable with finishing functions when Output Options are installed, see the specifications of the options. **Supported Options (P. 4)**

Usable Paper for Booklet Printing

The paper that can be used for booklet printing is shown below.

Paper Size	Europe North America A3, B4, A4R, 305 mm x 457 mm (12" x 18"), LTRR, LGL, 11" x 17" Asia/Oceania Latin America A3, B4, A4R, 305 mm x 457 mm (12" x 18"), LTRR, LGL, 11" x 17", FOOLSCAP/FOLIO, OFICIO, OFICIO (Mexico), OFICIO (Ecuador), OFICIO (Argentina), LETTERR (Argentina), OFICIO (Brazil), LEGAL (India), LEGAL (Government), FOOLSCAP (Australia), F4A
Paper Type	Thin 1 and Thin 2, Plain 1 to Plain 3, Heavy 1 to Heavy 6 *1, Recycled 1 to Recycled 3, Color, Letterhead 1 to Letterhead 7, Bond, 1-Sided Coated 1 to 1-Sided Coated 4 *1, 2-Sided Coated 1 to 2-Sided Coated 4 *1
Paper Basis Weight	52 g/m² to 256 g/m² (14 lb bond to 140 lb index)

*1 When you use Heavy 6, 1-Sided Coated 1 to 1-Sided Coated 4, or 2-Sided Coated 1 to 2-Sided Coated 4 for the cover, you can only print on the front side of the front cover and the back side of the back cover.

Paper Sizes That Can Be Detected Automatically

The paper sizes shown below can be detected automatically when paper is loaded in the paper source.

Paper drawer 1	When the paper size is restricted to A/B Size A4, B5, A5, A5R When the paper size is restricted to Inch Size LTR, STMTR, EXEC When the paper size is restricted to A/K Size A4, A5, A5R, 16K
Paper drawer 2 Paper drawer 3 *1 Paper drawer 4 *2	When the paper size is restricted to A/B Size A3, B4, A4, A4R, B5, B5R, A5, A5R, A6R When the paper size is restricted to Inch Size 305 mm x 457 mm (12" x 18"), LTR, LTRR, LGL, 11" x 17", STMTR, EXEC When the paper size is restricted to A/K Size A3, A4, A4R, A5, A5R, A6R, 8K, 16K, 16KR

*1 Optional Cassette Feeding Unit-AZ
*2 Optional High Capacity Cassette Feeding Unit-G

NOTE

- By default, the automatically recognized paper size to be restricted varies depending on the region. **[Paper Size Group for Auto Recognition in Drawer] (P. 1200)**

  * For paper drawers, you can also configure settings so that the machine recognizes all of A/B size, inch size, and A/K size paper.

Precautions When Handling Paper

AW63-016

To prevent paper jams and other errors and ensure clear 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

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

AW63-017

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. 78)**
- **2-Sided Single Pass Feeder Specifications (P. 81)**

Specifications of Functions
- **Print Specifications (P. 83)**
- **Scan Specifications (P. 86)**
- **Fax Specifications (P. 88)**
- **Storage Space Specifications (P. 90)**
- **Network Specifications (P. 92)**
- **Security and Management Function Specifications (P. 94)**

Operating Environment and Supported Software and Servers
- **Supported Environment (P. 101)**

See Also

You can check the compatibility of options and their specifications.
- **Supported Options (P. 4)**

Basic Specifications

AW63-018

Name	Canon imageFORCE C3150
Type	Desktop
Color Supported	Full Color
Scan Resolution	600 dpi x 600 dpi 600 dpi x 300 dpi 300 dpi x 300 dpi
Print Resolution*1	4,800 dpi x 2,400 dpi
Number of Tones	256
Copy Original	Original Size Maximum: 297.0 mm x 431.8 mm (11 3/4" x 17")*2 Scan Type Sheet, Book, 3-Dimensional objects Original Size That Can Be Detected Automatically Europe A3, B4, A4, A4R, B5, B5R, A5, A5R, B6, A6R Asia/Oceania Latin America A3, B4, A4, A4R, B5, B5R, A5, A5R, B6, A6R, LTR, LTRR, LGL, 11"x17", STMT, STMTR North America LTR, LTRR, LGL, 11"x17", STMT, STMTR * With the [LTRR/STMT Original Selection] setting, the machine can detect whether the original size is LTRR or STMT when scanning.
Copy Size and Paper	Paper Size **Usable Paper (P. 67)** Margin • Top: 4.0 mm (3/16") • Left and right: 2.5 mm (1/8") • Tail end: 2.5 mm (1/8") Paper Basis Weight • Paper drawer: 52 g/m² to 256 g/m² (14 lb bond to 140 lb index) • Multi-purpose tray: 52 g/m² to 300 g/m² (14 lb bond to 110 lb cover)
Paper Type	**Usable Paper (P. 67)**
Warm-up Time*3	After Powering ON 30 seconds*4 After Recovering from Sleep Mode 7 seconds

First Copy Time (A4 or LTR)	• Full Color: 5.5 seconds • Black & White: 4.2 seconds
Continuous Copy Speed*5 (Equivalent to A4 or LTR Plain Paper)	• Full Color: 50 sheets/minute • Black & White: 50 sheets/minute
Magnification	Standard Europe 400%, 200%, 141.4%, 100%, 70.7%, 50%, 25% Asia/Oceania Latin America 400%, 200%, 141.4%, 122.4%, 115.4%, 100%, 86.5%, 81.6%, 70.7%, 61%, 50%, 25% North America 400%, 200%, 129.4%, 121.4%, 100%, 78.5%, 73.3%, 64.7%, 50%, 25% Zoom 25% to 400% (in 1% increments) * Magnification error of Direct (100%) • Vertical: ±0.8% • Horizontal: ±0.9%
Paper Feeding Method and Paper Capacity	Cassette (Upper) 640 sheets (64 g/m² (17 lb bond)) 550 sheets (75 g/m² (20 lb bond), 80 g/m² (21 lb bond)) • Transparency: 100 sheets • Envelope: 25 sheets Cassette (Lower) 640 sheets (64 g/m² (17 lb bond)) 550 sheets (75 g/m² (20 lb bond), 80 g/m² (21 lb bond)) • Transparency: 100 sheets • Envelope: 45 mm (1 3/4") in height Multi-Purpose Tray 120 sheets (64 g/m² (17 lb bond)) 100 sheets (75 g/m² (20 lb bond), 80 g/m² (21 lb bond)) • Envelope: 10 sheets • Coated paper: 1 sheet • Thin, Heavy, Bond, Tracing, Labels, Transparency: 11 mm (1/2") in height
Inner Tray Capacity * when 1st Copy Tray Kit-C is installed. In Asia/Oceania, 1st Copy Tray Kit-C is standard equipped depending on the region.	1-Sided • A4, B5, B5R, A5 ,A5R, A6R, 16K, LTR, STMT, STMTR: 250 sheets (64 g/m² (17 lb bond), 75 g/m² (20 lb bond), 80 g/m² (21 lb bond)) • A3, B4, A4R, 320 mm x 450 mm (12 5/8" x 17 11/16") (SRA3), 305 mm x 457 mm (12" x 18"), 16KR, 8K, LTRR, LGL, 11" x 17", EXEC: 100 sheets (64 g/m² (17 lb bond), 75 g/m² (20 lb bond), 80 g/m² (21 lb bond)) 2-Sided • A4, B5, B5R, A5 ,A5R, A6R, 16K, LTR, STMT, STMTR: 200 sheets (64 g/m² (17 lb bond), 75 g/m² (20 lb bond), 80 g/m² (21 lb bond)) • A3, B4, A4R, 320 mm x 450 mm (12 5/8" x 17 11/16") (SRA3), 305 mm x 457 mm (12" x 18"), 16KR, 8K, LTRR, LGL, 11" x 17", EXEC: 100 sheets (64 g/m² (17 lb bond), 75 g/m² (20 lb bond), 80 g/m² (21 lb bond))

Number of Continuous Copies	999 sheets
Power Supply	220 V - 240 V AC, 50 / 60 Hz, 10 A
Power consumption	Maximum Power Consumption 1,800 W Power Consumption in Sleep Mode 0.5 W (When [Sleep Mode Energy Use] is set to [Low]) When Main Power Is OFF • When [Quick Startup Settings for Main Power] is set to [On]: 0.4 W • When [Quick Startup Settings for Main Power] is set to [Off]: 0.3 W
Dimensions (W x D x H)	When Single Pass DADF-E Is Installed 565 mm x 745 mm x 897 mm (22 1/4" x 29 3/8" x 35 3/8") When Platen Cover-Y Is Installed 565 mm x 745 mm x 788 mm (22 1/4" x 29 3/8" x 31")
Weight (excluding toner cartridge)	When Single Pass DADF-E Is Installed Approx. 89 kg (196.2 lb) When Platen Cover-Y Is Installed Approx. 76 kg (167.6 lb)
Maximum Occupancy Space (W x D)	When Single Pass DADF-E Is Installed 894 mm x 745 mm (35 1/4" x 29 3/8")*6 When Platen Cover-Y Is Installed 894 mm x 745 mm (35 1/4" x 29 3/8")*6
Memory Capacity	RAM 5.0 GB Storage • Standard: 256 GB • Maximum: 1 TB (with optional equipment installed)
Environmental Conditions	• Temperature: 10 °C to 30 °C (50 °F to 86 °F) • Humidity: 20 % to 80 % RH (no condensation)

*1 600 dpi x 600 dpi when scanning.

*2 When sending and saving scanned data or sending a fax, you can scan an original up to 301 mm x 424 mm (11 7/8"x 16 3/4") (A3+) or 283.4 mm x 435.8 mm (11 1/8" x 17 1/8") (11" x 17"+).

*3 May vary depending on the usage environment and usage conditions.

*4 When [Quick Startup Settings for Main Power] is set to [On] and the main power is turned ON, the control panel can be operated within 4 seconds. Quick startup may not be available depending on the usage conditions.

*5 Speed when continuously copying the same data with A4 or LTR size Plain Paper, and 1-sided copying. Copy speed may decrease depending on the output resolution, paper type and size, and feeding direction. The machine may pause or slow down during continuous printing to control the temperature of the main unit or image quality.

*6 When the multi-purpose tray is extended.

2-Sided Single Pass Feeder Specifications

AW63-019

Single Pass DADF-E Europe Asia/Oceania Americas

- This is standard equipment in the Americas.
- This is optional equipment in some regions of Asia/Oceania.
- This is optional equipment in Europe.

Feeder Type	Automatic 2-sided Document Feeder
Original Size and Type	Original Size • Maximum: 304.8 mm x 431.8 mm (12" x 17") (304.8 mm to 990 mm (17" to 39") when using a long sheet original) • Minimum: 69.9 mm x 139.7 mm (2 3/4" x 5 1/2") Original Weight *1 • A/B size: 38 g/m² to 220 g/m² (10 lb bond to 80 lb cover) (50 g/m² to 220 g/m² (13 lb bond to 80 lb cover) when A6R size or smaller) • Inch size: 50 g/m² to 220 g/m² (13 lb bond to 80 lb cover) Original Size That Can Be Detected Automatically Europe A3, B4, A4, A4R, B5, B5R, A5, A5R, B6R, A6R Asia/Oceania Latin America A3, B4, A4, A4R, B5, B5R, A5, A5R, B6R, A6R, LTR, LTRR, LGL, 11" x 17", STMT, STMTR North America LTR, LTRR, LGL, 11" x 17", STMT, STMTR The Combination of Original Sizes That Can Be Placed Together * Placing originals with other combinations may result in damage to the original or paper jams. Europe • Originals with the same width: A3 and A4, A4R and A5 Asia/Oceania • Originals with the same width: A3 and A4, B4 and B5, A4R and A5, LTR and 11" x 17", LTRR and LGL, LTRR and STMT, LGL and STMT • Originals with a different width: A3 and B4, B4 and A4R, A4 and B5, LGL and 11" x 17", LTR and LGL, LTR and STMT Americas • Originals with the same width: LTR and 11" x 17", LTRR and LGL, LTRR and STMT, LGL and STMT • Originals with a different width: LGL and 11" x 17", LTR and LGL, LTR and STMT

Original Storage Capacity	250 sheets (64 g/m² (17 lb bond))*2 200 sheets (75 g/m² (20 lb bond), 80 g/m² (21 lb bond))*2 Original with a feeding length of longer than 432 mm (17"): 1 sheet Other than above: Height of 22.0 mm (7/8") or less
Original Scanning Speed (A4 or LTR)	When Scanning (300 dpi x 300 dpi) *3 1-sided Scanning ● Full Color: 135 pages/minute ● Black & White: 135 pages/minute 2-sided Scanning ● Full Color: 270 pages/minute ● Black & White: 270 pages/minute When Copying (600 dpi x 600 dpi) 1-sided Scanning ● Full Color: 80 pages/minute ● Black & White: 80 pages/minute 2-sided Scanning ● Full Color: 90 pages/minute ● Black & White: 160 pages/minute

*1 The same applies when combining color and black & white.
*2 100 sheets when using A6R size or smaller.
*3 Varies depending on the scan settings and original.

Print Specifications

AW63-01A

UFR II Printer Function (P. 83)
PCL Printer Function (P. 83)
PS Printer Function (P. 84)
Printing with the Hold Print Function*1 (P. 85)

UFR II Printer Function

Type	Internal
Print Size	**Usable Paper (P. 67)**
Continuous Print Speed	Same as "Continuous Copy Speed" of the main unit **Basic Specifications (P. 78)**
Data Processing Resolution	1,200 dpi x 1,200 dpi 600 dpi x 600 dpi
Page Description Language (PDL)	UFR II
Supported Protocols	TCP/IP: LPD, Port9100, IPP, IPPS, FTP, WSD
Supported Operating Systems	Windows 10, 11 Windows Server 2016, 2019, 2022, 2025 macOS 10.15 or later
Resident Fonts	None
Interface	USB USB 2.0 Hi-Speed Wired LAN 10Base-T, 100Base-TX, 1000Base-T (IEEE 802.3 compliant) Wireless LAN IEEE 802.11b, IEEE 802.11g, IEEE 802.11n, IEEE 802.11a, IEEE 802.11ac, IEEE 802.11ax

PCL Printer Function

Type	Internal
Print Size	**Usable Paper (P. 67)**
Continuous Print Speed	Same as "Continuous Copy Speed" of the main unit **Basic Specifications (P. 78)**
Data Processing Resolution	PCL5 600 dpi x 600 dpi PCL6 1,200 dpi x 1,200 dpi 600 dpi x 600 dpi

Page Description Language (PDL)	PCL5, PCL6
Supported Protocols	TCP/IP: LPD, Port9100, IPP, IPPS, FTP, WSD
Supported Operating Systems	Windows 10, 11 Windows Server 2016, 2019, 2022, 2025
Resident Fonts	93 Roman, 10 Bitmap fonts, 2 OCR fonts, Andalé Mono WT J/K/S/T*1 (Japanese, Korean, Simplified Chinese, Traditional Chinese), Barcode fonts*2
Interface	USB USB 2.0 Hi-Speed Wired LAN 10Base-T, 100Base-TX, 1000Base-T (IEEE 802.3 compliant) Wireless LAN IEEE 802.11b, IEEE 802.11g, IEEE 802.11n, IEEE 802.11a, IEEE 802.11ac, IEEE 802.11ax

*1 The optional PCL International Font Set is required.
*2 The optional Barcode Printing Kit is required.

PS Printer Function

This function is standard in all regions and models except the following: Asia/Oceania

Name for the Option	PS Printer Kit
Type	Internal
Print Size	**Usable Paper (P. 67)**
Continuous Print Speed	Same as "Continuous Copy Speed" of the main unit **Basic Specifications (P. 78)**
Data Processing Resolution	1,200 dpi x 1,200 dpi 600 dpi x 600 dpi
Page Description Language (PDL)	Adobe PostScript 3
Supported Protocols	TCP/IP: LPD, Port9100, IPP, IPPS, FTP, WSD
Supported Operating Systems	Driver Windows 10, 11 Windows Server 2016, 2019, 2022, 2025 macOS 10.15 or later PPD Windows 10, 11 macOS 10.15 or later
Resident Fonts	136 Roman
Interface	USB USB 2.0 Hi-Speed Wired LAN 10Base-T, 100Base-TX, 1000Base-T (IEEE 802.3 compliant) Wireless LAN IEEE 802.11b, IEEE 802.11g, IEEE 802.11n, IEEE 802.11a, IEEE 802.11ac, IEEE 802.11ax

Printing with the Hold Print Function[*1]

Maximum Number of Users	200 [*2]
Number of Jobs That Can Be Stored	2,000
Storable Document Size	2 GB
Minimum Guaranteed Storage Area Size[*3]	4 GB

[*1] Secure Print jobs are also included in the jobs to be printed with the Hold Print function.
[*2] When a shared document is held, the shared users are counted as a single user.
[*3] This refers to the data capacity of the machine's data storage area available for printing with the Hold Print function.

Scan Specifications

AW63-01C

When Scanning from the Machine (P. 86)
Scanning from a Computer (P. 87)

When Scanning from the Machine

Type	Color Scanner
Original Scan Size	Platen Glass Same as "Copy Original" of the main unit **Basic Specifications (P. 78)** Feeder Same as "Original Size and Type" of the feeder **2-Sided Single Pass Feeder Specifications (P. 81)**
Scan Resolution	100 dpi x 100 dpi 150 dpi x 150 dpi 200 dpi x 100 dpi (Normal) 200 dpi x 200 dpi (Fine) 200 dpi x 400 dpi (Superfine) 300 dpi x 300 dpi 400 dpi x 400 dpi (Ultrafine) 600 dpi x 600 dpi
Original Scanning Speed (Feeder)	Same as "Original Scanning Speed" of the feeder **2-Sided Single Pass Feeder Specifications (P. 81)**
Interface	Wired LAN 10Base-T, 100Base-TX, 1000Base-T (IEEE 802.3 compliant) Wireless LAN IEEE 802.11b, IEEE 802.11g, IEEE 802.11n, IEEE 802.11a, IEEE 802.11ac, IEEE 802.11ax
Supported Protocols	File SMB (TCP/IP), FTP (TCP/IP), WebDAV E-mail or I-Fax SMTP (send), POP3 (receive)
Output Formats	JPEG (single page) TIFF (MMR) PDF (Trace & Smooth, Optimize for Web, Compact, OCR, Encrypt, Device Signature, User Signature, Format to PDF/A) XPS (Compact, OCR*1, Device Signature, User Signature) OOXML (Word, PowerPoint)

*1 May not be available in some regions.

Number of Destinations to Which Scanned Data Can Be Sent or Saved and Number of Pages That Can Be Sent or Saved at One Time

Number of Destinations	Up to 256 * When specifying a group as a destination, each destination registered to that group is counted as one.
Number of Pages	Up to 999

NOTE

Number of Sent and Saved Jobs Stored in the Machine

- Processes handled by the machine, including sending and saving scanned data are managed as jobs. The machine can store up to 64 sent and saved jobs.
  However, the number of stored jobs is reduced in the following cases:
  - When sending or saving multiple jobs at one time
  - When sending or saving jobs with large amounts of data
  - When using large amounts of memory for the Mail Box and/or Fax/I-Fax Inbox

Scanning from a Computer

Original Scan Size	Platen Glass Same as "Copy Original" of the main unit **Basic Specifications (P. 78)** Feeder Same as "Original Size and Type" of the feeder **2-Sided Single Pass Feeder Specifications (P. 81)**
Image Mode	Color/B&W Auto Select, Color, Black & White, Grayscale
Scan Resolution	75 dpi x 75 dpi to 600 dpi x 600 dpi (Can be specified in 1 dpi increments)
Supported Operating Systems	Windows 10, 11 Windows Server 2016, 2019, 2022, 2025
Interface	USB USB 2.0 Hi-Speed Wired LAN 10Base-T, 100Base-TX, 1000Base-T (IEEE 802.3 compliant) Wireless LAN IEEE 802.11b, IEEE 802.11g, IEEE 802.11n, IEEE 802.11a, IEEE 802.11ac, IEEE 802.11ax
Supported Protocols	TCP/IP
Driver	TWAIN compliant, WIA compliant (Use Color Network ScanGear 2 to enable use of both TWAIN and WIA)

Fax Specifications

AW63-01E

Fax (P. 88)
Internet Fax (I-Fax) (P. 89)

Fax

Depending on the model, an option may be required to use the fax function. **System Options (P. 47)**

Line Used*1	Public Switched Telephone Network (PSTN)
Scan Line Density	Normal Mode G3: 8 pels*2/mm x 3.85 line/mm Fine Mode G3: 8 pels*2/mm x 7.7 line/mm Superfine Mode G3: 8 pels*2/mm x 15.4 line/mm Ultrafine Mode G3: 16 pels*2/mm x 15.4 line/mm
Transmission Speed	• Super G3: 33.6 Kbps • G3: 14.4 Kbps
Compression Method	MH, MR, MMR, JBIG
Communication Mode	Super G3, G3
Size of Original to Be Sent	A3, B4, A4, A4R, B5 *3, B5R*4, A5 *4, A5R*4, A6R*4, 11" x 17", LGL, LTR, LTRR, and STMTR
Recording Paper Size	A3, B4, A4, A4R, B5, B5R, A5, A5R, 11" x 17", LGL, LTR, LTRR, STMTR, 8K, 16K, and 16KR
Number of Temporarily Stored Files	Up to 320
Transmission Time	Approx. 2.6 seconds*5

*1 Fax communication may not operate properly when using IP telephony. It is recommended to use a normal telephone line (subscription telephone service) for fax communication.
*2 Pels refers to picture elements (pixels).
*3 Sent as B4 short.
*4 Sent as A4.
*5 When sending Canon original of A4 or LTR size in normal mode, ECM (JBIG)

Number of Destinations to Which a Fax Can Be Sent at One Time

A fax can be sent to up to 256 destinations at one time.
* When specifying a group as a destination, each destination registered to that group is counted as one.

Internet Fax (I-Fax)

Communication Protocol	Internet Fax SMTP (send)*1, POP3 (receive)*2 Intranet Fax SMTP (send and receive)*1
I-Fax Communication Mode	Simple mode, Full mode (ITU-T.37 and W-NET FAX compliant, color supported)
Max. Paper Size That Can Be Sent	A3
Resolution	Black & White 200 dpi x 100 dpi 200 dpi x 200 dpi 200 dpi x 400 dpi*3 300 dpi x 300 dpi*3 400 dpi x 400 dpi*3 600 dpi x 600 dpi*3 Color 100 dpi x 100 dpi*3 200 dpi x 200 dpi 300 dpi x 300 dpi*3 400 dpi x 400 dpi*3 600 dpi x 600 dpi*3

*1 Supports SMTP authentication and TLS encrypted communication.
*2 Supports POP authentication before sending (POP before SMTP), APOP authentication, and TLS encrypted communication.
*3 Depending on the destination (capacity setting of receiver).

Number of Destinations to Which an I-Fax Can Be Sent and Pages That Can Be Sent at One Time

The number of destinations to which an I-Fax can be sent and pages that can be sent by I-Fax at one time is the same as the scan specifications.
Number of Destinations to Which Scanned Data Can Be Sent or Saved and Number of Pages That Can Be Sent or Saved at One Time (P. 87)

Storage Space Specifications

AW63-01F

Advanced Space (P. 90)
Mail Box (P. 90)

Advanced Space

Disk Capacity	• Standard: 16 GB • Maximum: 480 GB (with optional equipment installed)
Maximum Path Length	256 characters
Maximum Number of Files in a Single Directory	1,000 (including folders)
Maximum Number of Files	100,000 (including folders)
Maximum File Size	2 GB
Maximum Number of Connected Clients	• SMB: 64 • WebDAV: 3

Mail Box

Number of Mail Boxes	100
Save File Format	Proprietary type
Storage Resolution	Saving from [Copy] (Black & White, Color) 600 dpi x 600 dpi Saving from [Scan and Store] (Black & White, Color) 600 dpi x 600 dpi Saving from [Scan and Send] (Black & White, Color) 100 dpi x 100 dpi 150 dpi x 150 dpi 200 dpi x 100 dpi 200 dpi x 200 dpi 200 dpi x 400 dpi 300 dpi x 300 dpi 400 dpi x 400 dpi 600 dpi x 600 dpi Saving from Printer Driver (Black & White, Color) 600 dpi x 600 dpi 1,200 dpi x 1,200 dpi
Disk Capacity	• Standard: Approx. 65 GB • Maximum: 98 GB (with optional equipment installed)
Capacity*1	• Standard: 2,000 files or 10,000 pages • Maximum: 2,000 files or 15,000 pages (with optional equipment installed)

Data Storage Period	3 days (Can be specified in the [Settings/Registration] menu.)

*1 Including the following documents. However, the listed value may not be reached depending on the status of the storage area.

- Documents in the Fax/I-Fax Inbox
- Hold queue documents (for C7100 Series and C5100 Series)

Network Specifications

AW63-01H

Wired LAN (P. 92)
Wireless LAN (P. 92)
Protocols and Their Corresponding Port Numbers (P. 93)

NOTE

- When using the machine while connected to two different networks, be sure to check the precautions when using a sub line. **Precautions When Using the Sub Line (P. 128)**

Wired LAN

Interface (Main Line/Sub Line)	10BASE-T, 100BASE-TX, 1000BASE-T shared (RJ-45)
Supported Protocols	TCP/IP • Frame type: Ethernet II • Print applications: LPD, RAW, WSD, IPP, IPPS, FTP, Mopria, AirPrint, Windows 10 Mobile Print, Universal Print

Wireless LAN

Standard	IEEE 802.11b, IEEE 802.11g, IEEE 802.11n, IEEE 802.11a, IEEE 802.11ac, IEEE 802.11ax
Transmission Method	IEEE 802.11b (Modulation system: DS-SS) IEEE 802.11g (Modulation system: OFDM method) IEEE 802.11n (Modulation system: OFDM method) IEEE 802.11a (Modulation system: OFDM method) IEEE 802.11ac (Modulation system: OFDM method) IEEE 802.11ax (Modulation system: OFDM method)
Frequency Range	2.4 GHz 2.412 GHz to 2.472 GHz 2.412 GHz to 2.462 GHz (US models only) 5 GHz 5.180 GHz to 5.320 GHz 5.180 GHz to 5.580 GHz and 5.660 GHz to 5.825 GHz (US models only)
Maximum Frequency Power	14.51 dBm (2.4 GHz) 16.34 dBm (5 GHz)
Security (Encryption Method)	Infrastructure Mode 128 (104)/64 (40) bit WEP (for C7100 Series and C5100 Series) WPA-PSK (TKIP/AES-CCMP) (for C7100 Series and C5100 Series) WPA-PSK (AES-CCMP) (for C3100 Series) WPA2-PSK (TKIP/AES-CCMP) (for C7100 Series and C5100 Series) WPA2-PSK (AES-CCMP) (for C3100 Series) WPA3-SAE (AES-CCMP) WPA-EAP (AES-CCMP) WPA2-EAP (AES-CCMP)

	WPA3-EAP (AES-CCMP) Access Point Mode WPA2-PSK/WPA3-SAE MIX When Using Wi-Fi Direct WPA2-PSK (AES-CCMP)
Setting Method	WPS (Wi-Fi Protected Setup), Manual setup

Protocols and Their Corresponding Port Numbers

Type	Protocol	Port Number
TCP	HTTP	80, 8000, 8080
	HTTPS	443, 8443
	LPD	515
	RAW	9100
	WSD	5357, 5358
	IPP	80, 631
	IPPS	443, 10443
	CPCA (Canon proprietary protocol)	9013
UDP	DHCPv4	67, 68
	mDNS	5353
	SNMP	161
	WSD	3702
	CPCA (Canon proprietary protocol)	47545

Security and Management Function Specifications

AW63-01J

Authentication Functions (P. 94)
Default Settings for the Firewall of the Sub Line (P. 95)
TLS (P. 95)
IPSec (P. 96)
Keys and Certificates (P. 97)
Definition of "Weak Encryption" (P. 98)
Algorithm Compliant with FIPS140 (P. 98)
Log Type (P. 99)
External Storage for Backup and Recovery (P. 100)
Visual Message (P. 100)

Authentication Functions

The following types of servers can be used as an external authentication server:

- Windows Server with Active Directory installed
- LDAP server
- Cloud server using Microsoft Entra ID

Using Windows Server with Active Directory Installed

Software (Operating System)*1	Windows Server 2016, 2019, 2022, 2025 *2
Kerberos Encryption Type*3	AES (Advanced Encryption Standard) 128 bits AES (Advanced Encryption Standard) 256 bits DES (Data Encryption Standard) RC4
Port Number	Communication with DNS Server 53 Communication with Key Distribution Center (KDC) 88 Communication with LDAP Service 389 *4

*1 When Kerberos Armoring is enabled with a policy related to KDC (group policy), the user can no longer log in with Active Directory authentication. Disable Kerberos Armoring to use this software.
*2 LDAP/LDAPS communication is not possible with the default setting of Windows Server. Install a server certificate on Windows Server and communicate with LDAPS (TLS).
*3 The available encryption type varies depending on the Active Directory setting. In addition, a high level encryption type is selected automatically from among the available encryption types.
*4 This is the default port number. The port number may vary if the LDAP service setting has been changed.

When Using an LDAP Server

Software	OpenLDAP
Operating System	Conforms the specifications of the LDAP server
Port Number*1	When Using TLS 636 When Not Using TLS 389

*1 This is the default port number. You can change the port number according to the LDAP server settings.

Default Settings for the Firewall of the Sub Line

By default, the outbound and inbound filters of the IP address are set for the sub line. Therefore, by default, only the following exception addresses and exception port numbers are available for communication on the sub line.

Default Policy	Reject
Exception Addresses	0.0.0.1 to 255.255.255.255
Exception Port Numbers	53, 67, 68, 80, 161, 443, 515 *1, 631 *1, 3702, 5353, 5357, 5358, 8000 *1, 8080, 8443 *1, 9013, 9100 *1, 10443 *1, 20010 *1, 47545

*1 Inbound filter only.

TLS

The combinations of TLS versions and algorithms that can be used with the machine are shown below.

✓: Usable —: Not usable

Algorithm	TLS Version			
	TLS 1.3	TLS 1.2	TLS 1.1	TLS 1.0
Encryption Algorithm				
AES-CBC (256 bits)	—	✓	✓	✓
AES-GCM (256 bits)	✓	✓	—	—
3DES-CBC	—	✓	✓	✓
AES-CBC (128 bits)	—	✓	✓	✓
AES-GCM (128 bits)	✓	✓	—	—
CHACHA20-POLY1305	✓	—	—	—
Key Exchange Algorithm				
RSA	—	✓	✓	✓
ECDHE	✓	✓	✓	✓

Algorithm	TLS Version			
	TLS 1.3	TLS 1.2	TLS 1.1	TLS 1.0
X25519	✓	—	—	—
Signature Algorithm				
RSA	✓	✓	✓	✓
ECDSA	✓	✓	✓	✓
HMAC Algorithm				
SHA1x	—	✓	✓	✓
SHA256	✓	✓	—	—
SHA384	✓	✓	—	—

IPSec

IPSec of the machine conforms to RFC2407, RFC2408, RFC2409, RFC4109, RFC4301, RFC4302, RFC4303, and RFC4305.

Operating system of connected device	Windows 10, 11 Windows Server 2016, 2019, 2022, 2025
Connection mode	Transport mode
Key exchange protocol	IKEv1 (main mode and aggressive mode)
	Authentication Method Pre-shared key Digital signature
	Hash Algorithm (and Key Length) HMAC-SHA1-96 HMAC-SHA2 (256 bits or 384 bits)
	Encryption Algorithm (and Key Length) 3DES-CBC AES-CBC (128 bits, 192 bits, 256 bits)
	Key Exchange Algorithm/Group (and Key Length) Diffie-Hellman (DH) • Group 14 (2048 bits) • ECDH-P256 • ECDH-P384
ESP	Hash Algorithm HMAC-SHA1-96
	Encryption Algorithm (and Key Length) 3DES-CBC AES-CBC (128 bits, 192 bits, 256 bits)
	Hash/Encryption Algorithm (and Key Length) AES-GCM (128 bits, 192 bits, 256 bits)
AH	Hash Algorithm HMAC-SHA1-96

NOTE

- IPSec supports communication to a unicast address (single device).

Keys and Certificates

Self-generated Key and Self-signed Certificate, and 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 Available only when the key length is 1024 bits or more.

Key and Certificate, CA Certificate, or S/MIME Certificate for Installation

Type	Key and Certificate *1 PKCS#12 Key and Certificate for User Signature PKCS#12 CA Certificate and S/MIME Certificate X.509 DER or PEM format
File extension	Key and Certificate *1 ".p12" or ".pfx" Key and Certificate for User Signature ".p12" or ".pfx" CA Certificate and S/MIME Certificate ".cer" or ".pem"
Public key algorithm (and key length)	RSA (512 bits*2, 1024 bits, 2048 bits, 4096 bits*2) DSA (1024 bits, 2048 bits, 3072 bits)*2 ECDSA (P256, P384, P521)
Certificate signature algorithm	RSA SHA-1, SHA-256, SHA-384 *3, SHA-512 *3, MD2 *2, MD5 *2 DSA SHA-1 *2 ECDSA SHA-1 *2, SHA-256, SHA-384, SHA-512

*1 Used for TLS, IEEE 802.1X, IPSec, and device signature.
*2 Cannot be used for user signature.
*3 Available only when the key length is 1024 bits or more.

Number of Keys and Certificates That Can Be Registered

Number of Keys and Certificates That Can Be Registered	Key and Certificate *1 6 Key and Certificate for User Signature For 100 people (one per user) CA Certificate 150 S/MIME Certificate 2,000

*1 Used for TLS, IEEE 802.1X, IPSec, and device signature.

Registering a Certificate Revocation List (CRL)

You can register up to 50 certificate revocation lists (CRL). However, a CRL cannot be registered in the following cases:

- When the size of the CRL exceeds 1 MB
- When using a signature algorithm that is not supported
- When the number of revoked certificates registered to a CRL exceeds 10,000

Definition of "Weak Encryption"

When [Prohibit Use of Weak Encryption] is set to [On], the use of the following algorithms is prohibited. **[Prohibit Use of Weak Encryption] (P. 1447)**

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 Use of Key/Certificate with Weak Encryption] is set to [On], the hash algorithm SHA-1, which is used for signing a root certificate, can be used.

Algorithm Compliant with FIPS140

When [Format Encryption Method to FIPS 140] is set to [On], the use of the following algorithms is prohibited. **[Format Encryption Method to FIPS 140] (P. 1447)**

Hash	MD2, MD4, MD5, SHA-1 (applications other than TLS)
Common key encryption	RC2, RC4, RC5, DES, ChaCha20-Poly1305, 3DES
Public key encryption	RSA encryption (512 bits, 1024 bits) RSA signature (512 bits, 1024 bits)

	DSA signature (512 bits, 1024 bits) DH (512 bits, 1024 bits) X25519

Log Type

You can manage the logs below on the machine. You can also export a collected log to a CSV file.

Log type	Number of log types listed in CSV file	Overview
User Authentication Log	4098	Log related to authentication status (login/logout, authentication success/fail) for User Authentication, registration, change, and deletion of user information managed by User Authentication, and role management (add, set, delete) of Access Management System.
Job Log	1001	Log that keeps track of print, scan, fax, and copy jobs.
Transmission Log	8193	Log that keeps track of sending and receiving.
Advanced Space Save Log	8196	Log related to Advanced Space, network (Advanced Space on other devices), and storage of files to memory media.
Box Operation Log	8197	Log related to the data operations of Mail Box, Memory RX Inbox, and Confidential Fax Inbox.
Box Authentication Log	8199	Log related to the authentication status of Mail Box, Memory RX Inbox, and Confidential Fax Inbox.
Advanced Space Operation Log	8201	Log related to the operations using data in Advanced Space.
Machine Management Log	8198	Log related to ON/OFF operations of the machine, setting changes using [Settings/Registration], setting changes via device information distribution, and other information. Changes to settings related to user information or security performed during inspection or repair by your dealer or service representative are also recorded in the machine management log.
Network Authentication Log	8200	Log recorded when IPSec Network communication fails.
Import/Export All Log	8202	Log related to the batch import and export of settings.
Box Backup Log	8203	Log that keeps track of the backup of the following data: ● Mail Box data ● Memory RX Inbox data ● Confidential Fax Inbox data ● Advanced Space data ● Hold Queue data (for C7100 Series and C5100 Series) ● Registration of form for Superimpose Image (for C7100 Series and C5100 Series)
Operation Log of Application and Software Management Screen	3101	Log related to the operations of Service Management Service (SMS), Register/Update Software, MEAP Application installer, and other services.
Security Policy Log	8204	Log related to Security Policy setting status.
Group Management Log	8205	Log related to the user group setting status (registration, change, deletion).

Log type	Number of log types listed in CSV file	Overview
System Maintenance Log	8206	Log related to firmware updates, MEAP Application backups and recovery, and other operations.
Authentication Print Log	8207	Log related to information of jobs being held and operation history.
Settings Synchronization Log	8208	Log related to synchronizing personalized data. **Using Multiple Canon Multifunction Machines with the Same Settings (Synchronizing Personalized Data) (P. 929)**
Log for Audit Log Management	3001	Log related to starting and ending log recording, exporting logs, and other operations.

NOTE

- You can record up to 40,000 logs. When the number of logs exceeds 40,000, new logs replace the oldest log in chronological order.

External Storage for Backup and Recovery

Interface	USB 2.0, USB 3.0
File System	FAT32, exFAT
Partition Size	Larger than 32 GB (not separated into multiple partitions)
Power Supply	Supplied from an external power source

Visual Message

File Format	JPEG, PNG, BMP, GIF, animated GIF, HTML (in intranet, Internet)
File Size	Up to 10 MB
Content Display Size	799 pixels x 509 pixels JPEG, PNG, BMP, GIF, animated GIF • When the size exceeds the above specifications, the content size is reduced while the aspect ratio is maintained. • When the size is smaller than the above specifications, the content is displayed at the original size without being enlarged. HTML • When the size exceeds the above specifications, the content is displayed at the original size without being reduced (scrolling is supported). • When the size is smaller than the above specifications, the content is displayed at the original size without being enlarged.
Communication Protocols	SMB, WebDAV, HTTP

Supported Environment

AW63-01K

Operating Environment (P. 101)
Supported Software and Servers (P. 101)

Operating Environment

System Environment for WSD Scan	Windows 10, 11 Windows Server 2016, 2019, 2022, 2025
AirPrint Operating Environment	**Using AirPrint to Print and Scan Data and Send Faxes (P. 841)**
Remote UI Operating Environment*1	Windows Microsoft Edge Google Chrome macOS Safari 11 or later Google Chrome

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

Supported Software and Servers

E-mail/I-Fax Forwarding Server Software	Microsoft Exchange Server 2016 Microsoft Exchange Server 2019 Sendmail 8.15.2 Microsoft Exchange Online Google Workspace
E-mail/I-Fax Receiving Server Software	Microsoft Exchange Server 2016 Microsoft Exchange Server 2019 Qpopper 4.1.0 Microsoft Exchange Online Google Workspace
File Servers Available for File Transmission	SMB Windows 10, 11 Windows Server 2016, 2019, 2022, 2025 macOS Ventura, Sonoma, Sequoia Cent OS Stream 8 FTP Windows 10, 11, Server 2016, Server 2019, Server 2022, or Server 2025: Internet Information Services 10 Cent OS Stream 8 WebDAV Windows 10, 11, Server 2016, Server 2019, Server 2022, or Server 2025: Internet Information Services 10 macOS Ventura, Sonoma, Sequoia Cent OS Stream 8

Available LDAP Servers	Windows Server 2016 with Active Directory Windows Server 2019 with Active Directory Windows Server 2022 with Active Directory Windows Server 2025 with Active Directory
Windows Servers That Can Be Connected to Advanced Space	SMB Windows10, 11 Windows Server 2016, 2019, 2022 WebDAV Window10, 11 Windows Server 2016, 2019, 2022
Client PCs That Can Be Connected to Advanced Space	Windows 10, 11

imagePASS Connection Restrictions and Precautions (For C7100 Series and C5100 Series)

AW63-01L

When imagePASS is connected to the machine, some functions are restricted or unavailable. In addition, precautions are required when using Advanced Space and Remote UI.
For more information, see the manual supplied with imagePASS.

Restrictions (P. 103)
Precautions When Using Advanced Space (P. 104)
Precautions When Using Remote UI (P. 105)

Restrictions

Functions Not Available When Connected to imagePASS

- Wired LAN connection (sub line)
- Wireless LAN connection (main line and sub line)
- Direct Connection
- Setup Guide
- Security Policy Settings
- [Print] on the [Home] screen (including Forced Hold prints)
- Encrypted Secure Print
- Direct Print (PDF, JPEG, TIFF)
- WSD Scan
- Mopria
- Hold
- Virtual Printer
- IPSec
- AirPrint
- Universal Print
- uniFLOW Online
- Sending using the FTPs protocol
- Scheduled Print from the printer driver
- The following settings of the printer driver:
  - Secure Watermark printing and Page Number printing at the same time
  - Booklet printing and Page Layout other than 1in1 (standard) at the same time

Print Function Restrictions

imagePASS cannot be used at the same time as the following print function:

- The standard print function on the machine
- PS Printer Kit Asia/Oceania

Other Restrictions

- Reception always times out in five minutes regardless of the reception timeout setting on the machine.
- The IP address is not printed even when the user information is specified to be printed. **Adding User Information (Forced Print of Recognition Information) (P. 1024)**
- The machine must be restarted after performing DNS Dynamic Update.
- The address of the SIP server cannot be acquired automatically using DHCP.
- The machine does not enter sleep status to enable immediate response to inquiries via the network.

Precautions When Using Advanced Space

When imagePASS Is Connected to the Machine

- Advanced Space cannot be opened as an SMB server. To open externally, open as a WebDAV server. **Preparations for Using Advanced Space (P. 747)**
- To configure the settings to send an e-mail notification when a file is stored to Advanced Space, specify the path to the target folder while including the port number (when TLS is disabled: 18080, when TLS is enabled: 18443) as shown below. **Sending Notification by E-mail When a File Is Saved (For C7100 Series and C3100 Series) (P. 751)**
  - When TLS is disabled

    ```
    http://<IP address or host name>:18080/<share or users>/<folder name>
    ```

  - When TLS is enabled

    ```
    http://<IP address or host name>:18443/<share or users>/<folder name>
    ```

  Example: When specifying a Shared Space [documents] folder with TLS enabled
  https://192.168.1.21:18443/share/documents
- When using a proxy to send data to Advanced Space via [Scan and Send] on the [Home] screen, the data may not be sent even if a loopback address is specified for the destination. In this case, specify the IP address of imagePASS for the destination. **Specifying Destinations (P. 351)**

When Connecting to Advanced Space on Another Device Connected to imagePASS

When sending or saving data to Advanced Space on another device connected to imagePASS, specify the destination and connection destination using the following procedure:

- In [Protocol], select [WebDAV].
- In [Host Name], specify an IP address or host name including the port number as shown below (when TLS is disabled: 18080, when TLS is enabled: 18443).

- When TLS is disabled

  ```
  http://<IP address or host name>:18080
  ```

- When TLS is enabled

  ```
  http://<IP address or host name>:18443
  ```

Specifying Destinations (P. 351)
Preparations for Using Another Machine or Server on the Network (P. 757)

Precautions When Using Remote UI

- On the control panel, configure the [Network Settings] item in the [Print Server] screen in advance.
- To start Remote UI, enter the following URL in a Web browser on a computer.

  ```
  http://<IP address of imagePASS>/
  ```

  Click [Launch Remote UI] on the displayed WebTools screen to start Remote UI.

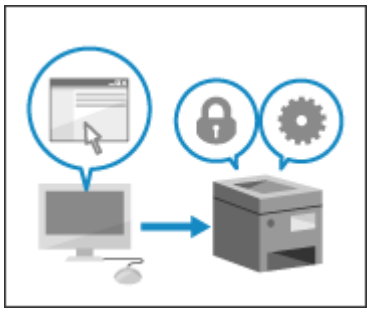
Recommended Functions

AW63-01R

This section introduces recommended functions that can be useful for your purpose and help you solve problems.



Greater Efficiency (P. 107)



Machine Management and Operations (P. 109)

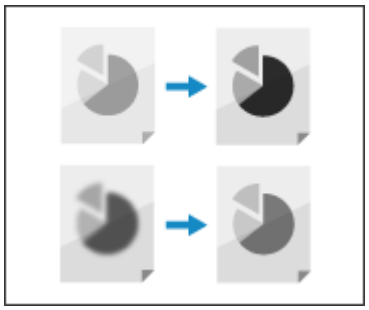


Image Quality and Finishing (P. 110)

Greater Efficiency

AW63-01S

The intuitive user interface and functions that support a variety of users and environments enable you to reduce the amount of time spent using the machine and increase your daily work efficiency.

Easy Touch Panel Operations

Customizing for Greater Usability

You can customize the screen to enable quick access to frequently used functions, or change the display and settings for easier operation.

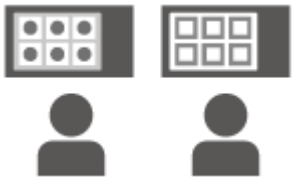
Customizing the Control Panel Screen (P. 204)

Optimizing the Settings for Each User (Personalization)

After logging in to the machine, each user can operate the machine using their preferred settings. Users can use settings and functions such as their own personalized screen or Address Book, and they can automatically save their settings to ensure faster and more convenient operations.

Using a Personalized Screen, Data, and Settings (Personalization) (P. 227)

* To use the personalization function, you need to configure the settings on the machine. **Enabling and Disabling the Personalization Function (P. 898)**



Making Operations More Efficient

Printing Quickly Without Using a Driver

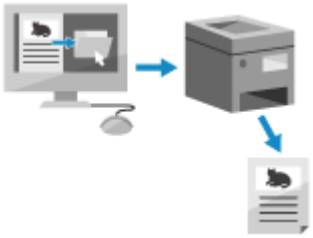
You can print using previously configured print settings simply by copying files to a "hot folder" in Advanced Space.

Printing a File by Copying It to a Folder (Hot Folder) (Windows Only) (P. 431)

You can also print using standard operating system functions or a cloud service.

Printing (P. 373)

* To use a hot folder, you first need to add a hot folder to Advanced Space. **Adding a Hot Folder (P. 754)**



Using a Smartphone or Tablet

You can use an app to print data from a mobile device connected to the machine. The machine supports Direct Connection, which makes it easier to set up the connection without having to use a wireless LAN router.

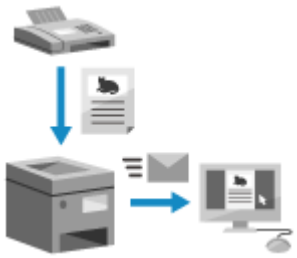
Linking with Mobile Devices (P. 821)



Checking and Backing Up Fax Documents As Data

You can digitize and store sent and received faxes, and forward them to a specific destination. This is convenient when you want to check the content of received faxes from a remote location, or back up faxes you sent or received.

Configuring the Fax Forwarding and Backup Settings (P. 556)



Reducing Mistakes and Simplifying Operations When Copying or Scanning

You can use the multiple sheet feed detection function, which detects when multiple sheets of the original are fed together, to reduce mistakes when scanning or copying two or more sheets of originals from the feeder. You can also improve the efficiency of scan and copy operations by scanning and copying originals of different sizes together, and automatically deleting pages that are determined to be blank.

- When scanning **Settings According to the Original (P. 522)**
- When copying **Copy Settings According to the Original (P. 678)**

* By default, the multiple sheet feed detection function is enabled. **[Set Detection of Feeder Multi. Sheet Feed as Default] (P. 1307)**

* Depending on the model, the optional document feeder double feeding detection kit may be required in order to use the multiple sheet feed detection function. Europe Asia/Oceania

Machine Management and Operations

AW63-01U

You can manage and operate the machine according to the environment in which it is used.

Preventing Erroneous Sending and Information Leakage

You can take measures to manage the usage status of each function, such as limiting the send destination for scans and faxes, restricting the sending of faxes from a computer, and forcibly holding the data when printing.

Preventing Sending Data by Mistake, Data Leakage, and Tampering (P. 1001)

Restricting and Managing Settings Such As the Number of Sheets of Paper to Be Used

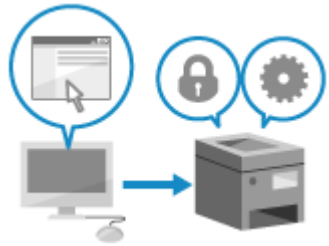
You can allocate a "Department ID" to each user of the machine to manage settings such as the number of sheets of paper that can be used for each Department ID.

Managing Groups with Department ID (Department ID Management) (P. 901)

Remotely Managing the Multifunction Machine

You can use a web browser on a computer to manage the machine and configure settings remotely and perform time-consuming settings and registration more efficiently.

Managing the Machine from a Computer (Remote UI) (P. 1094)



Managing Multiple Multifunction Machines

When you manage multiple Canon multifunction machines, the device information (such as various setting values and Address Book data) configured on a host multifunction machine can be distributed to other client multifunction machines on the network, enabling you to configure the settings automatically.

Using the Same Settings Among Multiple Canon Multifunction Machines (Device Information Distribution) (P. 1123)

You can also use the import and export functions to share the Address Book and settings data with other machines.

Importing and Exporting the Address Book and Settings (P. 1137)

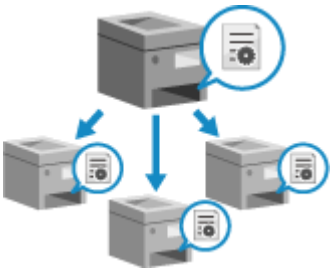


Image Quality and Finishing

AW63-01W

The high-quality printing and high-precision scanning of the machine can help improve the quality of your documents and scanned data. You can configure various settings, make adjustments, and use finishing functions to suit a wide range of originals and purposes.

Adjusting Image Quality

Configuring Settings According to Your Original and Purpose

You can change the settings according to your original or purpose when using each function.

- When printing
  Click [Help] on the printer driver screen to display help.
- When scanning
  Scan Settings (P. 506)
- When faxing
  Fax TX Settings (P. 582)
- When copying
  Basic Copy Settings (P. 642)
  Copy Settings According to the Original (P. 678)



Adjusting the Reproducibility and Finishing

If the results are not as expected, you can adjust the image quality and print size.
Adjusting the Image Quality (P. 1639)
Adjusting the Print Size of the Copied Image (P. 1705)

You can also make adjustments according to the characteristics of the paper that you frequently use.
Registering Frequently Used Paper Types (P. 1631)

Finishing Functions That Meet a Variety of Needs

When you perform printing or copying, you can configure finishing functions such as stapling, arrange the page layout to form a booklet, and configure other settings useful for creating documents.

- When printing
  Click [Help] on the printer driver screen to display help.
- When copying
  Finishing and Booklet Settings (P. 690)

You can also adjust the binding position and fold position of the paper if they become misaligned.

Adjusting the Binding Position and Fold Position (Option) (P. 1706)

* The available functions vary depending on the options installed. **Options with Finishing Functions (P. 11)**



Setting Up

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Setting Up

AW63-01X

After installing the machine, configure the required settings to enable use of the functions by performing the following steps.
Steps 1 to 2 are the machine settings.
Step 3 is the setting for using the machine from a computer. Configure this setting for each computer using the machine.

Step 1	Configuring the Default Settings 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 on the control panel. Configure the settings by following the instructions on the screen. **Configuring the Default Settings (Setup Guide) (P. 115)**
Step 2	Setting Up the Network 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. 124)**
Step 3	Installing Software and Drivers 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. 173)**
Step 4	Configuring the Function Settings Individual settings may be required depending on the function. For details about the settings required for each function, see the following: **Printing Preparations (P. 375)** **Preparations for Scanning (P. 452)** **Preparing to Send Faxes (P. 551)** **Preparations for Using a Storage Space (P. 743)** **Preparations for Linking with Mobile Devices (P. 823)**

NOTE

Managing the Machine from a Computer

- When the network settings are complete, you can use Remote UI from a Web browser on a computer. With Remote UI, you can check the operation status of the machine, change the machine settings, and register destinations to the Address Book. **Managing the Machine from a Computer (Remote UI) (P. 1094)**

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. 51)

Selecting the Administrator of the Machine

Select the administrator to operate the machine. The selected administrator determines the operation rules of the machine and configures the network and security settings. General users use the machine while following the operation rules determined by the administrator.

Administrator Privileges and Password (P. 50)

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 and Settings (P. 1137)

Configuring the Default Settings (Setup Guide)

AW63-01Y

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 on the control panel. Configure the settings using the procedure below by following the instructions on the screen.

Step 1: Setting the Display Language and Keyboard Layout (P. 115)
Step 2: Checking the Paper Settings (P. 116)
Step 3: Logging In as an Administrator (P. 117)
Step 4: Configuring the User Authentication Settings (P. 117)
Step 5: Setting the Date and Time (P. 119)
Step 6: Setting the IP Address (P. 119)
Step 7: Configuring the DNS Settings (P. 120)
Step 8: Configuring the Proxy Settings (P. 121)
Step 9: Configuring the Fax Settings (P. 121)
Step 10: Performing Automatic Gradation Adjustment (P. 122)
Step 11: Printing Lists (P. 122)

NOTE

Ending and Restarting the Setup Guide

- Press [End Setup Guide] at the bottom left of the screen to exit the Setup Guide.
- You can use the following procedure to restart the Setup Guide.
  Administrator privileges are required.

  Log in to the machine as an administrator ▶ press [Settings/Registration] ▶ [Management Settings] ▶ [License/Other] ▶ [Start Setup Guide] ▶ [Connect].

  * Step 3 is omitted when the Setup Guide is restarted.
  * The Setup Guide cannot be restarted in the following cases:
    - When Department ID Management is enabled
    - When DepartmentID Authentication is enabled

When You Change the Configured Settings Individually

- You can individually change the settings configured with the Setup Guide by pressing [Settings/Registration] on the [Home] screen or other screen. **[Settings/Registration] Menu List (P. 1193)**

Step 1: Setting the Display Language and Keyboard Layout

Select the language to be displayed on the screen. Depending on the language used, you may be able to change the keyboard layout displayed when you enter characters.

1 On the [Switch Language/Keyboard] screen, select the language from the list.

If multiple keyboard layouts are available for the selected language, you can press [Set] to change the layout type.

2 Press [OK].

→ The [Paper Settings] screen is displayed.

NOTE

Displaying the Switch Language Button

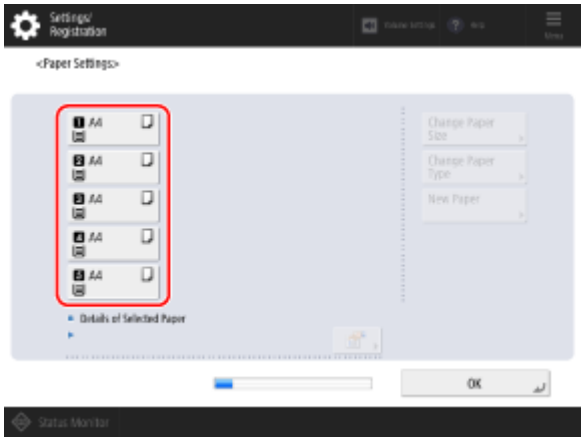
- If you frequently change the display language, it is convenient to display the button for switching the language on the screen. Configure this setting after you finish configuring the default settings. **Adding the Display Language Switching Button (P. 1084)**

Step 2: Checking the Paper Settings

Load paper in the paper drawers, and check that the settings are configured correctly for the loaded paper.

1 Load paper in the paper drawers. **Loading Paper in the Paper Drawer (P. 245)**

2 Check that the sizes of the loaded paper are displayed on the [Paper Settings] screen.



- The paper drawers are indicated by the icons shown below. The displayed paper sources vary depending on the options installed.
  - 1 : Paper drawer 1
  - 2 : Paper drawer 2
  - 3 : Paper drawer 3
  - 4 : Paper drawer 4
  - 5 : Paper drawer 5
- The machine automatically recognizes the paper size when standard size paper is loaded. If a different paper size from the loaded paper is displayed, or if you loaded non-standard size paper, see the following:

  Setting the Paper Size and Type for the Paper Drawer (P. 282)

3 Press [OK].

→ The [Authentication Login] screen is displayed.

Step 3: Logging In as an Administrator

To configure the settings that require Administrator privileges in Step 4 and later, log in as an administrator with Administrator privileges.

1 On the [Authentication Login] screen, press [Log In].

➔ The user name and password entry screen is displayed.

If you do not want to configure settings that require Administrator privileges, press [Skip], and proceed to Step 10. **Step 10: Performing Automatic Gradation Adjustment (P. 122)**

2 Enter the administrator name, and enter the password.

1. Press [User Name].
2. Enter the user name, and press [Next].
3. Enter the password, and press [OK].

* The following administrator with Administrator privileges is registered in the machine as the factory default setting.

User Name	Administrator
Password	7654321

When you enter this user name and password and log in, the screen for changing the password is displayed. You can also change the password later. **[Add User] and [Edit User Information] Screen (P. 866)**

3 Press [Log In] again, and press [OK].

➔ The [Use User Authentication] screen is displayed.

Step 4: Configuring the User Authentication Settings

To enhance the security of the machine, configure the settings to use User Authentication.
If no administrators other than "Administrator" have been registered, register a new administrator with Administrator privileges.

* The machine is set up to use an authentication application called "User Authentication" for the login service. For details on User Authentication, see the following:
Authenticating Users and Managing Groups (P. 854)

1 On the [Use User Authentication] screen, press [On].

If you do not want to use User Authentication, press [Off] ▶ [OK] to proceed to Step 5. **Step 5: Setting the Date and Time (P. 119)**

2 Set the login method to be used to [On] , and press [Next].

➔ A message asking whether to register a new administrator with Administrator privileges is displayed.

If the message is not displayed, proceed to Step 5.
* This message is not displayed if an administrator other than the "Administrator" has already been registered.

For details on each login method, see the following:
Logging In to the Machine (P. 855)

3 Check the message, and press [Yes].

→ The [Register Administrator] screen is displayed.

If you register a new administrator with Administrator privileges here, the administrator with the "Administrator" user name will be disabled from the next login.
If you want to continue using the administrator with the "Administrator" user name, press [No] and proceed to Step 5.

4 On the [Register Administrator] screen, enter the information of the new administrator to be registered, and press [OK].

→ The [Login Screen Display Settings] screen is displayed.

- Press [User Name] to enter the user name of the new administrator to be registered, and press [Password] to enter the password.
- Configure the [E-Mail Address], [Dept. ID], and [Display Name] settings , as needed.
  For details on each item, see the following:
  [Add User] and [Edit User Information] Screen (P. 866)

5 On the [Login Screen Display Settings] screen, configure the settings for when to display the login screen.

To Display the Login Screen When a User Starts Operating the Machine

Select [Display When Device Operation Starts].
Users will be required to log in when using the machine.

To Display the Login Screen After the User Selects a Function

Press [Display When Function Is Selected], and set the functions and items for which to display the login screen in [Require Authentication For] and [Require Authentication in Settings/Registration For].
Users will be required to log in only when using the functions that you specify here.
The functions and items that you do not specify here will be available to anyone without logging in.

6 Press [Next] or [OK].

The displayed screen and the next step in the procedure vary depending on the login method specified in Step 2.

- If the [Use Numeric Keys for Authentication] screen is displayed, proceed to Step 7.
- If the [Date/Time Settings] screen is displayed, proceed to Step 5. **Step 5: Setting the Date and Time (P. 119)**

7 On the [Use Numeric Keys for Authentication] screen, set whether users can log in using only the numeric keys.

Select [On]to enable users to log in using only the numeric keys with keyboard authentication, when the user name and password consist only of numbers.

8 Press [Next] or [OK].

→ The [Date/Time Settings] screen is displayed.

Step 5: Setting the Date and Time

Set the date and time for the machine.
Since the date and time are used as the reference for the functions that use date and time information, they need to be set accurately.

1 On the [Date/Time Settings] screen, enter the date and time, and press [OK].

→ The [Use IP Address] screen is displayed.

Configure the time zone and daylight saving time settings, as needed. For details, see the following:
Setting the Date and Time (P. 1078)

Step 6: Setting the IP Address

Set the IP address for connecting to the network.

Required Preparations

- Check the information of the network environment used by the machine, as well as the required network settings. For details, contact the network administrator. **Setting Up the Network (P. 124)**

1 On the [Use IP Address] screen, select [On] for the protocol to be used, and press [Next] or [OK].

- To use IPv4 and IPv6 together, set both [Use IPv4] and [Use IPv6] to [On].
- The displayed screen and the next step in the procedure vary depending on the protocol that is used.
  - If the [IP Address Settings] screen is displayed, proceed to Step 2.
  - If the [Stateless Address Settings] screen is displayed, proceed to Step 3.
- If you do not want to configure the network settings, set both [Use IPv4] and [Use IPv6] to [Off], and proceed to Step 9. **Step 9: Configuring the Fax Settings (P. 121)**

2 On the [IP Address Settings] screen, set the IPv4 address, and press [Next] or [OK].

- To assign the IPv4 address automatically, press [DHCP] or [Auto IP] to select it.
- To set the IPv4 address manually, check that the selection is cleared for both [DHCP] and [Auto IP], and enter the IP address, subnet mask, and gateway address.
- For details on the IPv4 address settings, see the following:

  Setting the IPv4 Address (P. 144)
- The displayed screen and the next step in the procedure vary depending on whether IPv4 is to be used together with IPv6.
  - If the [Stateless Address Settings] screen is displayed, proceed to Step 3.
  - If the [DNS Server Address Settings] screen is displayed, proceed to Step 7. **Step 7: Configuring the DNS Settings (P. 120)**

3 On the [Stateless Address Settings] screen, set whether to use a stateless address, and press [Next].

→ The [Manual Address Settings] screen is displayed.

For details on the IPv6 address settings, see the following:
Setting IPv6 Addresses (P. 148)

4 Set whether to use a manual address, and press [Next].

→ The [Use DHCPv6] screen is displayed.

Set [Use Manual Address] to [On], and enter the manual address, prefix length, and default router address.

5 Set whether to use DHCPv6, and press [OK].

→ The [DNS Server Address Settings] screen is displayed.

Step 7: Configuring the DNS Settings

Configure the DNS server information when you use the machine in an environment with Domain Name System (DNS).
For details on the DNS settings, see the following:
Configuring DNS (P. 152)

1 On the [DNS Server Address Settings] screen, enter the IP address of the DNS server, and press [Next].

→ The [DNS Host Name/Domain Name Settings] screen is displayed.

If you do not want to configure the DNS settings, press [Next] without configuring the settings.

2 Enter the host name and domain name of the machine, and press [Next].

→ The [DNS Dynamic Update Settings] screen is displayed.

- If you are using IPv4 and IPv6 together and want to use the same host name and domain name for IPv6 that you configured for IPv4, set [Use Same Host Name/Domain Name as IPv4] to [On].
- If you do not want to configure the DNS settings, press [Next] without configuring the settings.

3 Set whether to use DNS Dynamic Update, and press [OK].

→ The [Proxy Settings] screen is displayed.

- To update the DNS records automatically when the mapping of the host name and IP address is changed, such as in a DHCP environment, set [DNS Dynamic Update] to [On].
  For IPv6, set [Register Stateless Address], [Register Manual Address], or [Register Stateful Address] to [On], according to the type of address you want to register to the DNS server.
- If you do not want to configure the DNS settings, press [OK] without configuring the settings.

Step 8: Configuring the Proxy Settings

Configure the required settings when you use a proxy server to connect the machine to the network.
For details on the proxy settings, see the following:
Using a Proxy (P. 966)

Required Preparations

- Prepare the address, port number, and authentication information of the proxy server.

1 On the [Proxy Settings] screen, set [Use Proxy] to [On].

If you are not using a proxy, press [Off] ▶ [OK], and proceed to Step 9. **Step 9: Configuring the Fax Settings (P. 121)**

2 Enter the address and port number of the proxy server.

- In [Server Address], enter the IP address, host name.
- In [Port Number], enter the port number.

3 Configure the applicable range, authentication information, and other settings according to your usage environment.

When Using a Proxy Server Also Specified for Communication with Devices in the Same Domain
Set [Use Proxy within Same Domain] to [On].

When Authentication Is Required to Connect to a Proxy Server

1. Press [Authentication Settings].

   → The [Authentication Settings] screen is displayed.
2. Set [Use Proxy Authentication] to [On], and enter the user name and password to be used for authentication.
3. Press [OK].

   → The [Proxy Settings] screen is displayed again.

4 Press [OK].

The displayed screen and the next step in the procedure vary depending on the model and options.

- If the [Country/Region] or [Register Unit Telephone Number] screen is displayed, proceed to Step 9. **Step 9: Configuring the Fax Settings (P. 121)**
- If the [Auto Adjust Gradation] screen is displayed, proceed to Step 10. **Step 10: Performing Automatic Gradation Adjustment (P. 122)**

Step 9: Configuring the Fax Settings

Configure the required settings when you use the fax function.
For details on the fax settings, see the following:
Preparing to Send Faxes with the Machine (P. 552)

1 On the [Country/Region] screen, select your country or region, and press [Next].

→ The [Register Unit Telephone Number] screen is displayed.

If the [Register Unit Telephone Number] screen is already displayed, proceed to Step 2.

2 On the [Register Unit Telephone Number] screen, enter the fax number of the machine, and press [Next].

→ The [Register Unit Name] screen is displayed.

3 Press [Set], enter your name or company name, and press [Next].

→ The [Select Line Type] screen is displayed.

4 Select the type of telephone line to be used, and press [OK].

→ The [Auto Adjust Gradation] screen is displayed.

Step 10: Performing Automatic Gradation Adjustment

Gradation is the gradual changing of the color depth and brightness. You can perform automatic gradation adjustment to improve the reproducibility of gradation when printing.
It is recommended that you perform automatic gradation adjustment to ensure better printing results.

- The operating procedure varies depending on the model. For details on automatic gradation adjustment, see the following:

  Calibrating the Gradation (P. 1642)

- If you do not want to perform automatic gradation adjustment, press [Skip], and proceed to Step 11. **Step 11: Printing Lists (P. 122)**

Step 11: Printing Lists

You can print the following lists to check the settings configured using the Setup Guide:

- Network User Data List
  Check the network settings.
- Fax User Data List
  Check the fax settings.
- Setting Value List
  Check the various adjustment values.

1 On the [Output Report] screen, press [Start Printing] for the list you want to print.

If you do not want to print a list, press [OK] without printing, and proceed to Step 3.

2 When you finish printing the lists, press [OK].

3 On the [End Setup Guide] screen, press [OK].

→ The machine restarts, and the settings configured using the Setup Guide are applied.

Setting Up the Network

AW63-020

To operate the machine from a computer or to connect to a server, you must connect the machine to a network.
You can connect to a single wired or wireless LAN, or connect the machine to two different networks at the same time, such as by combining both a wired and wireless LAN.

* Administrator privileges are required to set up the network. **Administrator Privileges and Password (P. 50)**

Procedure When Connecting the Machine to the Network (P. 124)
Connecting to Two Different Networks (P. 125)

IMPORTANT

- Connecting the machine to a network without proper security measures creates the risk of unauthorized access by a third party. Take the necessary measures according to your usage environment to protect the information on the machine. **Protecting the Network (P. 957)**

NOTE

Connecting a Computer or Mobile Device Directly to the Machine

- You can connect a computer to the machine using a USB cable. However, you cannot send, save, or forward data to the computer. In addition, you cannot use Remote UI over a USB connection.

  * Use the USB port for computer connection on the back right side of the machine. **Rear Side (P. 56)**

- You can connect a mobile device directly to the machine via Wi-Fi. **Connecting a Mobile Device Directly to the Machine (Direct Connection) (P. 835)**

Procedure When Connecting the Machine to the Network

Use the procedure below to connect the machine to a network and configure the settings of the machine according to the network environment.

Preparing to Set Up the Network

- Provide an Ethernet cable and router according to the usage environment of the machine.
  When you use a wireless LAN, the optional Wireless LAN Board is required.
- 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	Unlock the network settings so that you can change the network settings of the machine. **Unlocking the Network Settings (P. 130)**



Step 2	Select whether to use wired or wireless LAN to connect to the network. ● When Connecting via Wired LAN **Selecting the Network Connection Method (P. 131)** **Connecting to a Wired LAN (P. 133)** ● When Connecting via Wireless LAN **Selecting the Network Connection Method (P. 131)** **Connecting to a Wireless LAN (P. 135)**
Step 3	Set the IP address. **Setting the IPv4 Address (P. 144)** **Setting IPv6 Addresses (P. 148)**
Step 4	Configure the settings of the machine according to the network environment, as needed. **Configuring Your Machine for Your Network Environment (P. 150)**

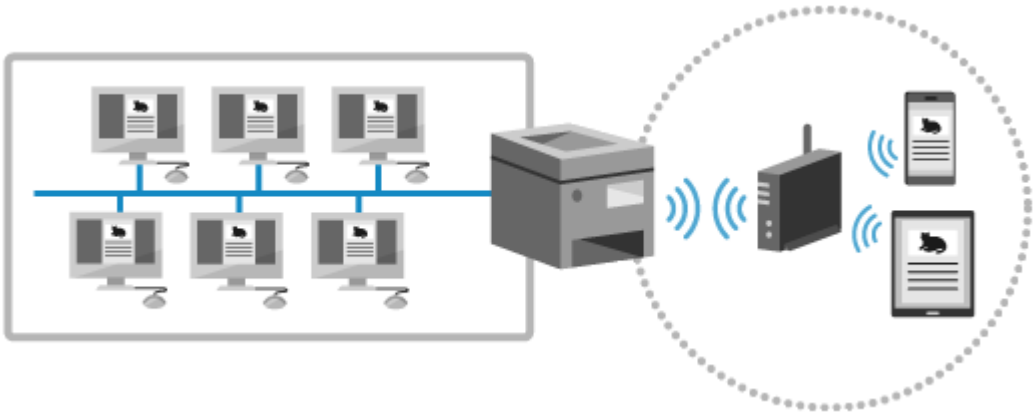
Checks after Configuring the Network Settings

Check if 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. 170)

Connecting to Two Different Networks

You can use the machine while connected to two different networks at the same time, such as connecting to a wired and wireless LAN or a wired LAN and another wired LAN via a USB-LAN adapter*1.
On the machine and in the User's Guide (this manual), the primary line used in a dual network is called the "main line," and the secondary line is called the "sub line."

*1 For details about the usable USB-LAN adapter, contact your dealer or service representative.



You can use a two-network environment, for example, to enable use of the machine by employees via the main line and by visitors via the sub line. This can reduce costs by eliminating the need for separate machines for different networks.

Some network functions and services available in the main line are not available in the sub line. When using the machine while connected to two different networks, be sure to check the precautions when using a sub line. **Precautions When Using the Sub Line (P. 128)**

Preparing to Set Up the Network

- Provide an Ethernet cable, router, and USB-LAN adapter according to the usage environment of the machine. When you use a wireless LAN, the optional Wireless LAN Board is required.
- 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

Unlock the network settings so that you can change the network settings of the machine.
Unlocking the Network Settings (P. 130)

▼

Step 2

Select whether to connect to the network using a wired and wireless LAN or two different wired LANs.
Selecting the Network Connection Method (P. 131)
Connecting to a Wired LAN (P. 133)
Connecting to a Wireless LAN (P. 135)

▼

Step 3

Set the IP address of the main line and IPv4 address of the sub line.
Setting the IPv4 Address (P. 144)
Setting IPv6 Addresses (P. 148)
Setting the IPv4 Address of the Sub Line (P. 146)

▼

Step 4

Configure the settings of the machine according to the network environment, as needed.
Configuring Your Machine for Your Network Environment (P. 150)

▼

Step 5

Configure the settings specific to the sub line according to the network environment of the sub line to be used, as needed.

- Changing the Ethernet settings (only when the sub line uses wired LAN)
  Manually Configuring the Ethernet Settings (P. 151)
- Connecting to another network via a router
  Configuring Static Routing (P. 165)
- Using DNS to send and receive specific system data
  Setting the DNS of the Sub Line (P. 155)

Checks after Configuring the Network Settings

Check if 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. 170)

Precautions When Using the Sub Line

AW63-021

Some network functions and services available in the main line are not available in the sub line.

Functions That Cannot Be Used at the Same Time as the Main Line

- DNS Server Settings
- WINS Server Settings

Functions and Services Limited in the Sub Line

The following network functions are not available in the sub line:

- IPv6 Address Settings
- IPSec
- NetBIOS
- SIP
- FTP (ACTIVE Mode)
- DHCP Option Settings
- DNS Dynamic Update Settings
- Multicast Discovery Settings
- IP Address Settings using AutoIP
- Reference using SMB protocol

In accordance with the above, the following functions and services are not available:

- Using the MEAP application to build a printing and accounting system that connects to a server
- Building an authentication system in an Active Directory server
- Sending files from SMB and WebDAV protocols using DNS name resolution or NetBIOS name resolution[*1]
- Automatic search for other devices on the sub line using multicast discovery[*1]
- The following functions referencing the IP address of the main line:
  - Security Policy Settings
  - Make Remote Address Book Open
  - Synchronize Custom Settings[*2]
  - Device Information Distribution Settings
  - Batch import/export
  - Visual Message
  - IP Fax
- Remote Fax (client)
- Universal Print

[*1] Directly specify the IP address to send data or search for devices.
[*2] Connection using sub line when accessing a server operating on the same machine from a client

NOTE

Sub Line Firewall Settings

- The sub line firewall settings must be configured separately from the main line. **Setting Up IP Address Filtering on the Sub Line (P. 962)**

Sub Line Proxy Settings

- When you are using a proxy server via the sub line to send and receive specific system data, settings must be configured separately from the main line. **Configuring the Proxy of the Sub Line (P. 968)**

  * When using a proxy server for purposes other than sending and receiving system data, register the address and port number used for the sub line in the settings of the main line. **Using a Proxy (P. 966)**

Unlocking the Network Settings

AW63-022

You can unlock the network settings so that you can view and change the network settings.
By default, viewing and changing the network settings are restricted to prevent careless changes to the settings. In this state, messages are not displayed if a network error occurs.

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

1 Log in to the machine as an administrator. **Logging In to the Machine (P. 225)**

2 On the control panel, press [Settings/Registration] in the [Home] screen or other screen. **[Home] Screen (P. 189)**

→ The [Settings/Registration] screen is displayed.

3 Press [Preferences] ▶ [Network] ▶ [Confirm Network Connection Setting Changes].

→ The [Confirm Network Connection Setting Changes] screen is displayed.

4 Set to [On], and press [OK].

→ The network settings are unlocked.

Selecting the Network Connection Method

AW63-023

Set the method for connecting the machine to the network. You can connect to the network using any of the following four methods:

- Wired LAN only
- Wireless LAN only*1
- Connecting to a wired LAN and wireless LAN at the same time*1*2
- Connecting to a wired LAN and other wired LAN using a USB-LAN adapter at the same time*2

*1 When you use a wireless LAN, the optional Wireless LAN Board is required.

*2 You must configure the settings separately for each network when connecting to multiple LANs at the same time. **Connecting to Two Different Networks (P. 125)**

This section describes how to configure the settings using the control panel.
You can also set the IP address using Remote UI from a computer after it has been set on the machine. **Managing the Machine from a Computer (Remote UI) (P. 1094)**
Administrator or NetworkAdmin privileges are required.

Required Preparations

- The network settings are locked by default. Unlock these settings to enable changes. **Unlocking the Network Settings (P. 130)**

1 Log in to the machine as an administrator. **Logging In to the Machine (P. 225)**

2 On the control panel, press [Settings/Registration] in the [Home] screen or other screen. **[Home] Screen (P. 189)**

→ The [Settings/Registration] screen is displayed.

3 Press [Preferences] ▶ [Network] ▶ [Select Interface].

→ The [Select Interface] screen is displayed.

4 Select the network connection method.

Connection method		[Main Line]	[Sub Line]
Wired LAN only	Wired LAN (main line) only	[Wired LAN]	[Off]
Wireless LAN only	Wireless LAN (main line) only	[Wireless LAN]	[Off]
Connecting to a wired LAN and wireless LAN at the same time*1	Wired LAN (main line) and wireless LAN (sub line)	[Wired LAN]	[Wireless LAN]
	Wired LAN (sub line) and wireless LAN (main line)*2	[Wireless LAN]	[Wired LAN]
Connecting to a wired LAN and other wired LAN at the same time	Wired LAN (main line) and wired LAN (sub line)*3	[Wired LAN]	[Wired LAN]

*1 If you change the settings from [Main Line] to [Sub Line] or from [Sub Line] to [Main Line], the previous wireless LAN connection settings will be cleared, so you must reconnect to the wireless LAN.
*2 The wired LAN connected to the LAN port on the machine becomes the sub line. The wired LAN connected to the machine via a USB-LAN adapter cannot connect using the sub line.
*3 The wired LAN connected to the LAN port on the machine becomes the main line, and the wired LAN connected to the machine via a USB-LAN adapter becomes the sub line.

5 Press [OK].

→ The settings are applied.
Next, connect to the wired or wireless LAN.

Connecting to a Wired LAN (P. 133)
Connecting to a Wireless LAN (P. 135)

NOTE

When [Main Line] Is Set to [Wired LAN], and [Sub Line] Is Set to a Setting Other Than [Off]

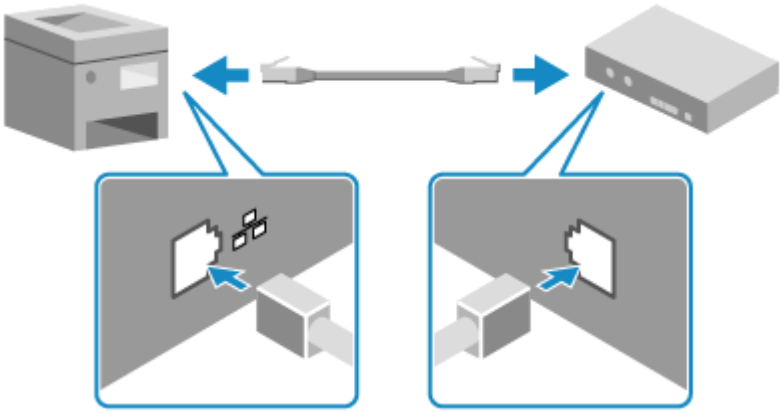
- The machine is set to consume more power in sleep mode. **[Sleep Mode Energy Use] (P. 1217)**

Connecting to a Wired LAN

AW63-024

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.

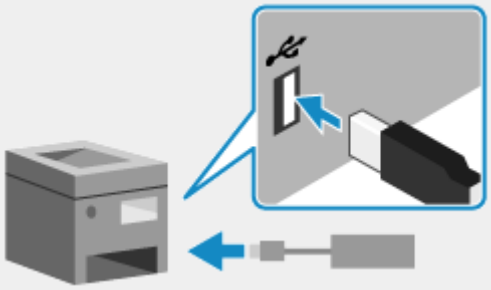


- The LAN port is at the back right side of the machine. **Rear Side (P. 56)**
- Insert the connector all the way into the LAN port until it clicks in place.

Connecting the Machine to Two Different Networks via Wired LAN

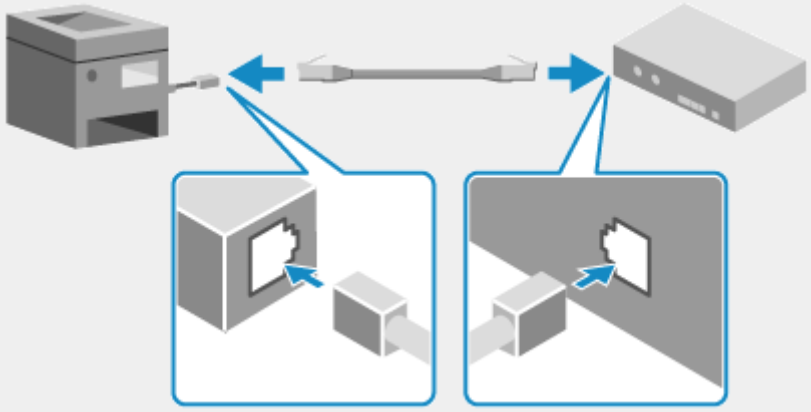
Connect the wired LAN of the main line to the LAN port of the machine and the wired LAN of the sub line via the USB-LAN adapter.
* For details about the usable USB-LAN adapter, contact your dealer or service representative.

1. Connect the USB-LAN adapter to the USB port of the machine.



- The USB port is at the back right side of the machine. **Rear Side (P. 56)**
- You cannot connect the machine to multiple USB-LAN adapters.

2. Connect an Ethernet cable to the USB-LAN adapter and router.



2 Set the IP address.

- **Setting the IPv4 Address (P. 144)**
- **Setting IPv6 Addresses (P. 148)**
- **Setting the IPv4 Address of the Sub Line (P. 146)**

Connecting to a Wireless LAN

AW63-025

Connect a computer to the machine via a wireless LAN router (access point).
Depending on your wireless LAN router, the connection type and security standard 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 may need to enter the security information and other information of the wireless LAN router.

* When you use a wireless LAN, the optional Wireless LAN Board is required.

Checking the Connection Types and Security Standards Supported by the Machine (P. 135)
Wireless LAN Router Information Required for Connection (P. 137)

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. 957)**

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. 1252)**

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 manual setup mode to connect.
The following connection types are supported by the machine:

Push Button Mode (WPS (Wi-Fi Protected Setup))



If the wireless LAN router has the above symbol on the outside box 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. 138)

* 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 manual setup mode to connect.

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. 139)

* 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 manual setup mode to connect.

Access Point Setup Mode

Search for the wireless LAN router from the machine, and enter the network key (password) manually to connect.
Connecting to a Wireless LAN by Searching for a Router (Access Point Setup Mode) (P. 140)

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

- WEP authentication method: Open System
- Encryption for WPA/WPA2/WPA3: AES-CCMP or TKIP is set automatically according to the selected wireless LAN router.

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

Manual Setup Mode

In addition to the SSID (network name) 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 Mode) (P. 142)

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.

- 128 (104)/64 (40) bit WEP (for C7100 Series and C5100 Series)
- WPA-PSK (TKIP/AES-CCMP) (for C7100 Series and C5100 Series)
- WPA-PSK (AES-CCMP) (for C3100 Series)
- WPA2-PSK (TKIP/AES-CCMP) (for C7100 Series and C5100 Series)
- WPA2-PSK (AES-CCMP) (for C3100 Series)
- WPA3-SAE (AES-CCMP)
- WPA-EAP (AES-CCMP)
- WPA2-EAP (AES-CCMP)
- WPA3-EAP (AES-CCMP)

IMPORTANT

- You cannot use WPA/WPA2-EAP when connecting to a wired LAN and wireless LAN at the same time.
- If the machine is configured to not use weak encryption, it cannot be connected to the following wireless LAN routers: **[Prohibit Use of Weak Encryption] (P. 1447)**
  - Routers without security settings
  - Routers configured to use WEP authentication or TKIP encryption (for C7100 Series and C5100 Series)

Wireless LAN Router Information Required for Connection

When connecting with access point setup mode or manual setup mode, you must set the information below.
This information is listed on the main unit of the wireless LAN router and other locations. 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 manual setup mode. Check the following information:

Security Standards

- WEP (for C7100 Series and C5100 Series)
- WPA-PSK
- WPA2-PSK
- WPA3-SAE
- WPA-EAP
- WPA2-EAP
- WPA3-EAP

WEP Authentication Method (for C7100 Series and C5100 Series)

- Open System
- Shared Key

Encryption for WPA, WPA2, and WPA3

- TKIP (for C7100 Series and C5100 Series)
- AES-CCMP
- IEEE 802.1X Authentication

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

AW63-026

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.

A wireless LAN connection requires Administrator or NetworkAdmin privileges.

1 Log in to the machine as an administrator. **Logging In to the Machine (P. 225)**

2 On the control panel, press [Settings/Registration] in the [Home] screen or other screen.
[Home] Screen (P. 189)

→ The [Settings/Registration] screen is displayed.

3 Press [Preferences] ▶ [Network] ▶ [Wireless LAN] ▶ [Wireless LAN Settings].

→ The [Wireless LAN Settings] screen is displayed.

4 Press [WPS Push Button Mode].

→ The machine starts searching for an access point.

5 Press the button on the wireless LAN router within two minutes of starting searching for an access point.

- 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.

6 When [Connected.] appears on the screen of the machine, press [OK].

7 Set the IP address.

Setting the IPv4 Address (P. 144)
Setting IPv6 Addresses (P. 148)
Setting the IPv4 Address of the Sub Line (P. 146)

NOTE

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

- Press [OK], and repeat the procedure starting from Step 4.

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

AW63-027

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.

A wireless LAN connection requires Administrator or NetworkAdmin privileges.

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 Log in to the machine as an administrator. **Logging In to the Machine (P. 225)**

2 On the control panel, press [Settings/Registration] in the [Home] screen or other screen.
[Home] Screen (P. 189)

→ The [Settings/Registration] screen is displayed.

3 Press [Preferences] ▶ [Network] ▶ [Wireless LAN] ▶ [Wireless LAN Settings].

→ The [Wireless LAN Settings] screen is displayed.

4 Press [WPS PIN Code Mode].

→ A PIN code is generated and displayed on the screen of the machine.
Once a PIN code is displayed, you must register the WPS PIN code to the wireless LAN router within 2 minutes.

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

6 When [Connected.] appears on the screen of the machine, press [OK].

7 Set the IP address.

Setting the IPv4 Address (P. 144)
Setting IPv6 Addresses (P. 148)
Setting the IPv4 Address of the Sub Line (P. 146)

NOTE

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

- Press [OK], and repeat the procedure starting from Step 4.

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

AW63-028

Search for a wireless LAN router (access point) from the machine, and enter the network key (password).

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

- WEP authentication method: Open System
- Encryption for WPA/WPA2/WPA3: AES-CCMP or TKIP is set automatically according to the selected wireless LAN router.

To specify a different authentication or encryption method, use manual setup mode to connect. **Connecting to a Wireless LAN by Setting the Details (Manual Setup Mode) (P. 142)**

A wireless LAN connection requires Administrator or NetworkAdmin privileges.

Required Preparations

- Prepare the information of the SSID (network name) and network key of the wireless LAN router to which you want to connect, and keep it close by. **Wireless LAN Router Information Required for Connection (P. 137)**
- When connecting to a wireless LAN router using WPA-EAP, WPA2-EAP, or WPA3-EAP security standards, use IEEE 802.1X. **Using IEEE 802.1X (P. 979)**

1 Log in to the machine as an administrator. **Logging In to the Machine (P. 225)**

2 On the control panel, press [Settings/Registration] in the [Home] screen or other screen. **[Home] Screen (P. 189)**

→ The [Settings/Registration] screen is displayed.

3 Press [Preferences] ▶ [Network] ▶ [Wireless LAN] ▶ [Wireless LAN Settings].

→ The [Wireless LAN Settings] screen is displayed.

4 Press [Other (Set Manually)] ▶ [Select Access Point].

→ The machine starts searching for an wireless LAN router.

5 Select the SSID of the wireless LAN router to which you want to connect, and press [OK].

→ The [Enter Network Key] screen is displayed.
When connecting to a wireless LAN router using WPA-EAP, WPA2-EAP, or WPA3-EAP security standards, the message [The settings specified in IEEE 802.1X Settings will be applied to the connection.] is displayed. Press [OK] and proceed to Step 7.

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. 1730)**

6 Press [WEP Key] or [Encryption Key], enter the network key, and press [OK].

7 When [Connected.] appears on the screen of the machine, press [OK].

8 Set the IP address.

Setting the IPv4 Address (P. 144)
Setting IPv6 Addresses (P. 148)
Setting the IPv4 Address of the Sub Line (P. 146)

NOTE

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

- Press [OK], check the information (SSID and network key) of the wireless LAN router to which you want to connect, and repeat the procedure starting from Step 4.

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

AW63-029

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

A wireless LAN connection requires Administrator or NetworkAdmin privileges.

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. 137)**
- When connecting to a wireless LAN router using WPA-EAP, WPA2-EAP, or WPA3-EAP security standards, use IEEE 802.1X. **Using IEEE 802.1X (P. 979)**

1 Log in to the machine as an administrator. **Logging In to the Machine (P. 225)**

2 On the control panel, press [Settings/Registration] in the [Home] screen or other screen. **[Home] Screen (P. 189)**

→ The [Settings/Registration] screen is displayed.

3 Press [Preferences] ▶ [Network] ▶ [Wireless LAN] ▶ [Wireless LAN Settings].

→ The [Wireless LAN Settings] screen is displayed.

4 Press [Other (Set Manually)] ▶ [Enter Manually].

→ The [Enter Manually] screen is displayed.

5 Press [SSID] and enter the SSID.

6 In [Security Settings], select the security standard, and set the authentication and encryption.

When using WEP (for C7100 Series and C5100 Series)

1. Press [WEP].

   → The [Security Settings] screen is displayed.

2. In [IEEE 802.11 Auth.], 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]
Use a WEP key for the password.

3. Press any of [WEP Key 1] to [WEP Key 4], and enter the network key.
4. With the WEP key selected, press [OK].

→ The [Enter Manually] screen reappears.

When Using WPA-PSK, WPA2-PSK, or WPA3-SAE

1. Press [WPA/WPA2-PSK].

→ The [Security Settings] screen is displayed.

2. Select the encryption method. (for C7100 Series and C5100 Series)
   - When you select [Auto], AES-CCMP or TKIP is set automatically according to the wireless LAN router to which you want to connect.
   - For models other than the above, proceed to 3.
3. Press [Encryption Key] and enter the network key.
4. Press [OK].

→ The [Enter Manually] screen reappears.

When Using WPA-EAP, WPA2-EAP, or WPA3-EAP
Press [WPA/WPA2-EAP].

When Not Using a Security Standard
Press [None].

7 Press [OK].

→ The connection starts.
If [Security Settings] is set to [WPA/WPA2-EAP], the message [The settings specified in IEEE 802.1X Settings will be applied to the connection.] is displayed. Press [OK] to start the connection.

8 When [Connected.] appears on the screen of the machine, press [OK].

9 Set the IP address.

Setting the IPv4 Address (P. 144)
Setting IPv6 Addresses (P. 148)
Setting the IPv4 Address of the Sub Line (P. 146)

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

- Press [OK], check the information of the wireless LAN router to which you want to connect, and repeat the procedure starting from Step 4.

Setting the IPv4 Address

AW63-02A

The machine's IPv4 address can either be assigned automatically using DHCP or entered manually.
Select whether to assign the IPv4 address automatically or manually depending on the usage environment and application.

* When the machine is connected to two different networks at the same time, set the IPv4 address to be used on the main line here. To set the IPv4 address to be used on the sub line, see the following:
Setting the IPv4 Address of the Sub Line (P. 146)

This section describes how to configure the settings using the control panel.
You can also set the IP address using Remote UI from a computer after it has been set on the machine. **Managing the Machine from a Computer (Remote UI) (P. 1094)**
Administrator or NetworkAdmin privileges are required.

1 Log in to the machine as an administrator. **Logging In to the Machine (P. 225)**

2 On the control panel, press [Settings/Registration] in the [Home] screen or other screen.
[Home] Screen (P. 189)

→ The [Settings/Registration] screen is displayed.

3 Press [Preferences] ▶ [Network] ▶ [TCP/IP Settings] ▶ [IPv4 Settings] ▶ [Use IPv4].

→ The [Use IPv4] screen is displayed.

4 Set to [On], and then press [OK].

5 Press [IP Address Settings].

→ The [IP Address Settings] screen is displayed.

6 Set the IP address.

When Assigning an IP Address Automatically
Press [DHCP] or [Auto IP] to select it.

- Auto IP searches automatically for IP addresses available on the network being used and assigns a value to each item. Although IP addresses can be assigned automatically without using a DHCP server, communication is limited to the router.
- When both are selected, priority is given to the IP address allocated with DHCP, and if there is no response from DHCP, Auto IP will be used.
- In an environment where neither DHCP or Auto IP can be used, it is recommended to not select [DHCP] or [Auto IP]. If these remain selected, the machine will continue to check on automatically obtaining an IP address in the network, creating unnecessary communication.

When Setting the IP Address Manually

1. Check that [DHCP] and [Auto IP] are not selected.
   If either of these is selected, press the corresponding button to cancel selection.
2. Enter the IP address, subnet mask, and gateway address.
   Press the item to be entered to select it, and then enter the information.

7 Press [OK].

8 Press [Settings/Registration] ▶ [Yes].

→ The settings are applied.
Perform a connection test to check whether the IPv4 address is correctly configured. **Checking the Network Status and Settings (P. 170)**

NOTE

Configuring the Settings to Use the Manually Entered IP Address When an IP Address Cannot be Obtained Automatically

- In Step 6, with [DHCP] or [Auto IP] selected, enter the IP address, subnet mask, and gateway address. Next, use Remote UI from a computer to configure the following settings: **Managing the Machine from a Computer (Remote UI) (P. 1094)**

  Log in to Remote UI as an administrator ▶ press [Settings/Registration] ▶ [Network Settings] ▶ [IPv4 Settings] ▶ clear the [Release Address Last Acquired from DHCP Server When Address Cannot Be Acquired] checkbox ▶ press [OK] ▶ [Apply Setting Changes].

If the IP Address Is Changed after Installing the Printer Driver

- In Windows, you must add a new port. **Adding a Port (P. 380)**
- 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 the IPv4 Address of the Sub Line

AW63-02C

When the machine is connected to two different networks at the same time, set the IPv4 address to be used on the sub line.

This section describes how to configure the settings using the control panel.
You can also set the IP address using Remote UI from a computer after it has been set on the machine. **Managing the Machine from a Computer (Remote UI) (P. 1094)**
Administrator or NetworkAdmin privileges are required.

1 Log in to the machine as an administrator. **Logging In to the Machine (P. 225)**

2 On the control panel, press [Settings/Registration] in the [Home] screen or other screen. **[Home] Screen (P. 189)**

→ The [Settings/Registration] screen is displayed.

3 Press [Preferences] ▶ [Network] ▶ [Sub Line Settings] ▶ [IP Address Settings].

→ The [IP Address Settings] screen is displayed.

4 Set the IP address.

When Assigning an IP Address Automatically
Press [DHCP] to select it.

* In an environment where DHCP cannot be used, it is recommended to not select [DHCP]. If this remains selected, the machine will continue to check on automatically obtaining an IP address in the network, creating unnecessary communication.

When Setting the IP Address Manually

1. Check that [DHCP] is not selected.
2. Enter the IP address, subnet mask, and gateway address.
   Press the item to be entered to select it, and then enter the information.

5 Press [OK].

6 Press [Settings/Registration] ▶ [Yes].

→ The settings are applied.
Perform a connection test to check whether the IPv4 address of the sub line is correctly configured. **Checking the Network Status and Settings (P. 170)**

NOTE

Configuring the Settings to Use the Manually Entered IP Address When an IP Address Cannot be Obtained Automatically

- In Step 4, with [DHCP] selected, enter the IP address, subnet mask, and gateway address. Next, use Remote UI from a computer to configure the following settings: **Managing the Machine from a Computer (Remote UI) (P. 1094)**

  Log in to Remote UI as an administrator ▶ press [Settings/Registration] ▶ [Network Settings] ▶ [IPv4 Settings] ▶ clear the [Release Address Last Acquired from DHCP Server When Address Cannot Be Acquired] checkbox ▶ press [OK] ▶ [Apply Setting Changes].

Connecting to Another Network via a Router

- In Step 4, set the IP address manually, and enter the gateway address. Next, configure static routing. **Configuring Static Routing (P. 165)**

Setting IPv6 Addresses

AW63-02E

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.
  You can register up to 4 addresses. 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 the control panel.
You can also set the IP address using Remote UI from a computer after it has been set on the machine. **Managing the Machine from a Computer (Remote UI) (P. 1094)**
Administrator or NetworkAdmin privileges are required. The machine must be restarted to apply the settings.

1 Log in to the machine as an administrator. **Logging In to the Machine (P. 225)**

2 On the control panel, press [Settings/Registration] in the [Home] screen or other screen. **[Home] Screen (P. 189)**

→ The [Settings/Registration] screen is displayed.

3 Press [Preferences] ▶ [Network] ▶ [TCP/IP Settings] ▶ [IPv6 Settings] ▶ [Use IPv6].

→ The [Use IPv6] screen is displayed.

4 Set [Use IPv6] to [On], and press [OK].

5 Set the IPv6 address to use.

When Using a Stateless Address

1. Press [Stateless Address Settings].

   → The [Stateless Address Settings] screen is displayed.

2. Set [Use Stateless Address] to [On], and press [OK].

When Using a Manual Address

1. Press [Manual Address Settings].

   → The [Manual Address Settings] screen is displayed.

2. Set [Use Manual Address] to [On].
3. Enter the manual address, prefix length, and default router address, and press [OK].

   Entering a Manual Address

   Press [Manual Address] and enter the address.

   * The following addresses cannot be entered:
     - Multicast address (address starting with "ff")
     - Address consisting of all zeros
     - IPv4-compatible address (IPv6 address with zeros in the high-order 96 bits and an IPv4 address in the low-order 32 bits)
     - IPv4-mapped address (IPv6 address with "0:0:0:0:ffff:" in the high-order 96 bits and an IPv4 address in the low-order 32 bits)

   Entering the Prefix Length

   Press [Prefix Length] to select it, and enter the prefix length.

   Entering the Default Router Address

   Press [Default Router Address] and enter the address.

   * The following addresses cannot be entered:
     - Multicast address (address starting with "ff")
     - Address consisting of all zeros

   * If you will not specify the default router address, leave it blank.
4. Press [OK].

When Using a Stateful Address

1. Press [Use DHCPv6].

   → The [Use DHCPv6] screen is displayed.
2. Press [On] ▶ [OK].

When Retrieving the First Half of the Stateful Address

1. Press [Only Retrieve Stateful Address Prefix].

   → The [Only Retrieve Stateful Address Prefix] screen is displayed.
2. Press [On] ▶ [OK].

6 Press [Settings/Registration] ▶ [Yes].

→ The machine restarts, and the settings are applied.
Perform a connection test to check whether the IPv6 address has been correctly configured. **Checking the Network Status and Settings (P. 170)**

NOTE

If the IP Address Is Changed after the Printer Driver Is Installed

- In Windows, you must add a new port. **Adding a Port (P. 380)**
- 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.

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Configuring Your Machine for Your Network Environment

AW63-02F

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. 151)
Configuring DNS (P. 152)
Configuring SMB (P. 156)
Configuring WINS (P. 158)
Registering LDAP Servers (P. 159)
Configuring SNMP (P. 162)
Configuring Static Routing (P. 165)
Configuring SNTP (P. 167)
Configuring SLP Communication (P. 169)

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. 957)

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. 979)**

Manually Configuring the Ethernet Settings

AW63-02H

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.

* When the machine is connected to two wired LANs at the same time, the main line and sub line have separate Ethernet settings. You can change these settings, as needed.

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. 1094)**
Administrator or NetworkAdmin privileges are required. The machine must be restarted to apply the sub line settings.

1 Log in to the machine as an administrator. **Logging In to the Machine (P. 225)**

2 On the control panel, press [Settings/Registration] in the [Home] screen or other screen. **[Home] Screen (P. 189)**

→ The [Settings/Registration] screen is displayed.

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

→ The [Ethernet Driver Settings] screen is displayed.

When Changing the Sub Line Settings
Press [Preferences] ▶ [Network] ▶ [Sub Line Settings] ▶ [Ethernet Driver Settings].

4 Set [Auto Detect] to [Off].

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 Press [Settings/Registration] ▶ [Yes].

→ The settings are applied.
When the sub line settings are changed, the machine restarts automatically.

Configuring DNS

AW63-02J

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.

* When the machine is connected to two different networks at the same time and using DNS to send and receive specific system data via the sub line, you must also configure DNS on the sub line in addition to configuring this setting. **Setting the DNS of the Sub Line (P. 155)**

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. 1094)**
Administrator or NetworkAdmin privileges are required.

Required Preparations

- When configuring DNS for IPv6, configure the settings to use an IPv6 address. **Setting IPv6 Addresses (P. 148)**

1 Log in to the machine as an administrator. **Logging In to the Machine (P. 225)**

2 On the control panel, press [Settings/Registration] in the [Home] screen or other screen. **[Home] Screen (P. 189)**

→ The [Settings/Registration] screen is displayed.

3 Press [Preferences] ▶ [Network] ▶ [TCP/IP Settings].

4 Configure the DHCP options.

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

1. Press [IPv4 Settings] or [IPv6 Settings] ▶ [DHCP Option Settings].

   → The [DHCP Option Settings] screen is displayed.

2. Set the items to enable to [On].

   [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 an 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.

3. Press [OK].
4. Press [TCP/IP Settings] or [Up].

5 Press [DNS Settings].

6 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. **Checking the Network Connection Information of the Computer (P. 1915)**
- If you are not configuring the DNS server information, proceed to Step 7.

1. Press [DNS Server Address Settings].

   → The [DNS Server Address Settings] screen is displayed.

2. Enter the IP address of the DNS server, and press [OK].
   - In [Primary DNS Server], enter the IP address of the DNS server.
   - When using a secondary DNS server, enter the IP address of that server in [Secondary DNS Server].

     * When not using a secondary DNS server, set IPv4 to "0.0.0.0" and leave IPv6 blank.

   For IPv4
   Press [Primary DNS Server] and [Secondary DNS Server] to select them, and enter the DNS server information.

   For IPv6
   Press [Primary DNS Server] and [Secondary DNS Server], and enter the DNS server information.
   * The following addresses cannot be entered:
     - Multicast address (address starting with "ff")
     - Address consisting of all zeros
     - Link-local address

3. Press [DNS Host Name/Domain Name Settings].

   → The [DNS Host Name/Domain Name Settings] screen is displayed.

4. Enter the host name and domain name of the machine, and press [OK].

   [Use Same Host Name/Domain Name as IPv4] (IPv6 only)
   To use the same host name and domain name as IPv4 for IPv6 when using both IPv4 and IPv6, set this to [On].
   To set the IPv6 host name and domain name individually, set this to [Off], 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 name of the domain to which the machine belongs using single-byte alphanumeric characters.
   Input example:

example.com

* When the IPv6 address setting is configured to use DHCPv6, the domain name acquired from the DHCPv6 server is used for the IPv6 domain name.

5. Press [DNS Dynamic Update Settings].

   ➔ The [DNS Dynamic Update Settings] screen is displayed.

6. Specify whether to use DNS Dynamic Update, and press [OK].

   To automatically update the DNS settings when the corresponding information of the host name and IP address is changed in a DHCP environment, for example, set [DNS Dynamic Update] to [On].
   For IPv6, depending on the type of address to register to the DNS server, set [Register Stateless Address], [Register Manual Address], or [Register Stateful Address] to [On].

7 Configure the mDNS settings.

If you are not configuring the mDNS settings, proceed to Step 8.

1. Press [mDNS Settings].

   ➔ The [mDNS Settings] screen is displayed.

2. Set whether to use mDNS.

   For IPv4

   To use mDNS, set [Use IPv4 mDNS] to [On], and enter the mDNS name.

   For IPv6

   To use mDNS, set the [Use IPv6 mDNS] to [On], and select whether to use the same mDNS name as IPv4.

   - To use the same mDNS name as IPv4 for IPv6 when using both IPv4 and IPv6, set [Use Same mDNS Name as IPv4] to [On].
   - To set the mDNS name of IPv6 individually, set [Use Same mDNS Name as IPv4] to [Off], and enter the mDNS name.

3. Press [OK].

8 Press [Settings/Registration] ▶ [Yes].

➔ The settings are applied.

Setting the DNS of the Sub Line

AW63-02K

When the machine is connected to two different networks at the same time and using DNS to send and receive specific system data via the sub line, set the IP address of the DNS server used on the sub line.

* The DNS settings of the sub line can only be used to send and receive specific system data and cannot be used via normal Internet connection.
* When using DNS via the sub line for purposes other than sending and receiving specific system data, set the IP address of the DNS server used for the sub line in the DNS settings of the main line. **Configuring DNS (P. 152)**

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. 1094)**
Administrator or NetworkAdmin privileges are required.

1 Log in to the machine as an administrator. **Logging In to the Machine (P. 225)**

2 On the control panel, press [Settings/Registration] in the [Home] screen or other screen. **[Home] Screen (P. 189)**

→ The [Settings/Registration] screen is displayed.

3 Press [Preferences] ▶ [Network] ▶ [Sub Line Settings] ▶ [Settings for System Data Communic.] ▶ [DNS Server Address Settings].

→ The [DNS Server Address Settings] screen is displayed.

4 Enter the IP address of the DNS server, and press [OK].

- Press [Primary DNS Server] to select it, and enter the IP address of the DNS server.
- When using a secondary DNS server, press [Secondary DNS Server] to select it, and enter the IP address of that server.

  * When not using a secondary DNS server, leave it set to "0.0.0.0".
- For details about the setting information, contact your provider or network administrator. You can also refer to the computer settings. **Checking the Network Connection Information of the Computer (P. 1915)**

5 Press [Settings/Registration] ▶ [Yes].

→ The settings are applied.

Configuring SMB

AW63-02L

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 the settings for connecting as an SMB client.

Setting the Computer Name and Workgroup Name (P. 156)
Configuring an SMB Client (P. 157)

Setting the Computer Name and Workgroup Name

Set the computer name that serves as a name identifying the machine on the network and the name of the workgroup to which the machine belongs.

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. 1094)**
Administrator or NetworkAdmin privileges are required. The machine must be restarted to apply the settings.

1 Log in to the machine as an administrator. **Logging In to the Machine (P. 225)**

2 On the control panel, press [Settings/Registration] in the [Home] screen or other screen. **[Home] Screen (P. 189)**

→ The [Settings/Registration] screen is displayed.

3 Press [Preferences] ▶ [Network] ▶ [TCP/IP Settings] ▶ [Computer Name/Workgroup Name Settings].

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

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

Enter using single-byte alphanumeric characters.

In an Environment with WINS

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

5 Press [Settings/Registration] ▶ [Yes].

→ The machine restarts, and the settings are applied.

Configuring an SMB Client

Configure the settings to connect the machine to an SMB server (such as a computer with shared folder) as an SMB client, and specify the version of SMB to use.

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. 1094)**
Administrator or NetworkAdmin privileges are required.

1 Log in to the machine as an administrator. **Logging In to the Machine (P. 225)**

2 On the control panel, press [Settings/Registration] in the [Home] screen or other screen. **[Home] Screen (P. 189)**

→ The [Settings/Registration] screen is displayed.

3 Press [Preferences] ▶ [Network] ▶ [TCP/IP Settings] ▶ [SMB Client Settings].

→ The [SMB Client Settings] screen is displayed.

4 Configure the settings to connect to the SMB server, and press [OK].

[Authentication Type]
Select the version of the authentication protocol according to the authentication protocol of the SMB server.

[Require SMB Signature for Connection]
To request an SMB packet signature when connecting to the SMB server, set this to [On].

[Require Encryption for Connection]
To connect only to an SMB server that supports SMB v3.0 encrypted communication, set this to [On].

[Timeout]
Enter the wait time until the SMB server responds.
* If the machine times out before completing an operation such as saving scanned data, lengthen the wait time.

5 Press [Specify SMB Client Version].

→ The [Specify SMB Client Version] screen is displayed.

6 Select the version of the SMB server to which the machine will be connected, and press [OK].
If you set [Require Encryption for Connection] to [On] in Step 4, set the version to 3.0 or later.

7 Press [Settings/Registration] ▶ [Yes].

→ The settings are applied.

Configuring WINS

AW63-02R

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 the control panel.
You can also configure the settings using Remote UI from a computer. **Managing the Machine from a Computer (Remote UI) (P. 1094)**
Administrator or NetworkAdmin privileges are required.

Required Preparations

- Set the computer name and workgroup name. **Setting the Computer Name and Workgroup Name (P. 156)**

1 Log in to the machine as an administrator. **Logging In to the Machine (P. 225)**

2 On the control panel, press [Settings/Registration] in the [Home] screen or other screen.
[Home] Screen (P. 189)

→ The [Settings/Registration] screen is displayed.

3 Press [Preferences] ▶ [Network] ▶ [TCP/IP Settings] ▶ [WINS Settings].

→ The [WINS Settings] screen is displayed.

4 Set [WINS Resolution] to [On].

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

If the IPv4 address of the WINS server is obtained from a DHCP server, the obtained IPv4 address has priority.
Configuring DNS (P. 152)

6 Press [Settings/Registration] ▶ [Yes].

→ The settings are applied.

Registering LDAP Servers

AW63-02S

If you are using an LDAP server to search for destinations, register the LDAP server information to the machine. You can register up to five LDAP servers.

This section describes how to register the information using the control panel.
You can also register the information using Remote UI from a computer. **Managing the Machine from a Computer (Remote UI) (P. 1094)**
Administrator privileges are required.

Required Preparations

- When specifying an LDAP server with a host name, make sure that a DNS server is available in the network.
- When specifying an LDAP server with an IP address, check whether the DNS server supports forward or reverse lookup.

1 Log in to the machine as an administrator. **Logging In to the Machine (P. 225)**

2 On the control panel, press [Settings/Registration] in the [Home] screen or other screen. **[Home] Screen (P. 189)**

→ The [Settings/Registration] screen is displayed.

3 Press [Set Destination] ▶ [Register LDAP Server].

→ The [Register LDAP Server] screen is displayed.

4 Press [Register].

→ The screen for specifying the LDAP server information is displayed.

5 Set the server name and server address.

- In [Server Name], enter a name to identify the LDAP server.
- In [Server Address], enter the IP address or host name of the LDAP Server using single-byte alphanumeric characters.
  Input example: Host name
  ldap.example.com

6 Specify the detailed information of the LDAP server, as needed.

[Position to Start Search]
Specify the start search position in the directory information tree (DIT).

- When using Windows Server, add "DC=" to each dot-delimited character string in the Active Directory domain name, and separate the entries with commas.
  Input example: When the Active Directory domain name is "john.example.com"
  DC=john, DC=example, DC=com

- For Lotus Notes Domino, enter the node dn (identifier) on the directory tree.
  Input example:
  ou=team1, ou=salesdept, o=canon
- If the server is LDAPv3, you can skip specifying the position to start search. If this setting is left blank, the machine automatically starts search from an arbitrary position.
- If the server is LDAPv2, you must specify the position to start search. (It cannot be skipped.)

[Use TLS]
To encrypt communication with the LDAP server using TLS, set this to [On].
* This is enabled only when [Use] or [Use (Security Auth.)] is selected in [Authentication Information] in Step 8 below.

[Port Number]
Enter the port number used to communicate with the LDAP server.
Press [Port Number] to select it, and enter the port number.

[Max Addresses to Search]
Enter the maximum number of addresses to search.
Press [Max Addresses to Search] to select it, and enter a value to search.

[Search Timeout]
Enter the time from search start to timeout in seconds.
Press [Search Timeout] to select it, and enter a value.

7 Press [Next].

➔ The screen for specifying the information for authenticating the LDAP server is displayed.

8 Configure the information for authenticating the LDAP server.

When Using Login Information to Perform Authentication
Enter the user name and password to use for authentication. You can also enter the user name and password on the authentication screen when searching for a destination.

1. In [Authentication Information], press [Use] or [Use (Security Auth.)].

   When Using an Entered Authentication Password
   Press [Use].

   When Using Data Obtained with the Kerberos Protocol for the Authentication Password (LDAPv3 Only)
   Press [Use (Security Auth.)].
   - The clock of the machine must be synchronized with that of the LDAP server.
   - If you specified an IP address for [Server Address] in Step 5, your DNS server must support reverse lookup.

2. Enter the user name, password, and domain name to use for authentication.

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

   When [Use] Is Selected in Step 1
   - When using Windows Server, enter the user name in the form "(Windows domain name)\(Windows user name)."
     Input example:
     example\user1
   - For Lotus Notes Domino, enter the user dn (identifier) to perform authentication.

Input example:
cn=user1, ou= team1, o=salesdept

When [Use (Security Auth.)] Is Selected in Step 1
Enter the Windows user name.
Input example:
user1

[Password]
Enter the password that is registered on the LDAP server.
When the password is entered, the [Confirm] screen is displayed. Enter the password again.

[Domain Name] (Only when [Use (Security Auth.)] is selected in Step 1)
Enter the directory tree name in Active Directory.
Input example:
example.com

3. In [Display Authentication Screen When Searching], specify whether to display the authentication screen when searching.
   - To enable entry of the user name and password on the authentication screen when searching for a destination, set this to [On].
   - To use the user name and password entered in Step 2 for authentication, set this to [Off].
4. In [LDAP Server Version and Character Code], select the combination of the LDAP server version and character code.
   If you select [Use (Security Auth.)] in Step 1, this is set automatically to [ver.3 (UTF-8)].

When Authenticating Users Anonymously without Using Login Information
In [Authentication Information], press [Do Not Use] and select the combination of the LDAP server version and character code.

9 Press [Check Connection] in [Authentication Information], as needed.

You can check whether the machine can connect to the LDAP server.

10 Press [OK].

➔ The LDAP server is registered.

Configuring SNMP

AW63-02U

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. 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
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
Communicates using user information for SNMPv3. This protocol enables you to configure authentication and encryption settings with 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 the control panel.
You can also configure the settings using Remote UI from a computer. **Managing the Machine from a Computer (Remote UI) (P. 1094)**
* To configure SNMPv3 with Remote UI, you must enable TLS. **Using TLS (P. 970)**
Administrator or NetworkAdmin privileges are required. The machine must be restarted to apply the settings.

1 Log in to the machine as an administrator. **Logging In to the Machine (P. 225)**

2 On the control panel, press [Settings/Registration] in the [Home] screen or other screen. **[Home] Screen (P. 189)**

→ The [Settings/Registration] screen is displayed.

3 Press [Preferences] ▶ [Network] ▶ [SNMP Settings].

→ The [SNMP Settings] screen is displayed.

4 Configure the SNMPv1 settings.

To Enable SNMPv1

1. Set [Use SNMPv1] to [On].
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

Press [Set Community Name 1] or [Set Community Name 2].
On the displayed screen, set [Community Name 1] or [Community Name 2] to [On], set the MIB access permission and community name, and press [OK].
Enter the community name using single-byte alphanumeric characters.

To Configure a Dedicated Community

A dedicated community is a preset community exclusively for Canon Device Management software.
To use a dedicated community, press [Set Dedicated Community].
On the displayed screen, set [Dedicated Community] to [On], set the MIB access permission, and press [OK].

* For more information, see the manual of the software you are using.

To Disable SNMPv1

Set [Use SNMPv1] to [Off].

5 Configure the SNMPv3 settings.

To Enable SNMPv3

1. Set [Use SNMPv3] to [On].
2. Press [Administrator Settings].

   ➔ The [Administrator Settings] screen is displayed.

   If the default "Administrator" user is disabled, proceed to Step 4.
3. Configure the administrator settings, and press [OK].

   ➔ The screen returns to the [SNMP Settings] screen.

   - To use the default "Administrator" user information with SNMPv3, set [Use Administrator] to [On].
   - To use a password that is different from the one set for the default "Administrator" user, press [Use Same Password as for Authentication] to cancel selection, and enter the encryption password.
4. Press [Custom] ▶ [Register].

   ➔ The [Register] screen is displayed.
5. Configure the user, and press [OK].

   [User Name]

   Enter the user name using single-byte alphanumeric characters.
   * You cannot register a user with the user name "Administrator."

   [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 [Auth. Yes/Encrypt. Yes] or [Auth. Yes/Encrypt. No] is selected in [Security Settings], select the authentication algorithm according to the usage environment.

[Authentication Password]
Enter the password to use for authentication. When the password is entered, the [Confirm] screen is displayed. Enter the password again.

[Encryption Algorithm]
When [Auth. Yes/Encrypt. Yes] is selected in [Security Settings], select the encryption algorithm according to the usage environment.

[Encryption Password]
Enter the password to use for encryption. When the password is entered, the [Confirm] screen is displayed. Enter the password again.

6. Press [OK].

➔ The screen returns to the [SNMP Settings] screen.

To Disable SNMPv3
Set [Use SNMPv3] to [Off].

6 Specify whether to obtain printer management information, and press [Next].

To regularly obtain printer management information from the machine, such as protocols and ports, set [Retrieve Printer Mngt. Information from Host] to [On].

7 Specify whether to receive SNMP data in sleep mode, and press [OK].

To prevent canceling sleep mode when receiving data, set [Reject SNMP Packets While in Sleep Mode] to [On].
* If this is set to [On], Canon software (iW series) and applications using SNMP may not be able to establish a connection.

8 Press [Settings/Registration] ▶ [Yes].

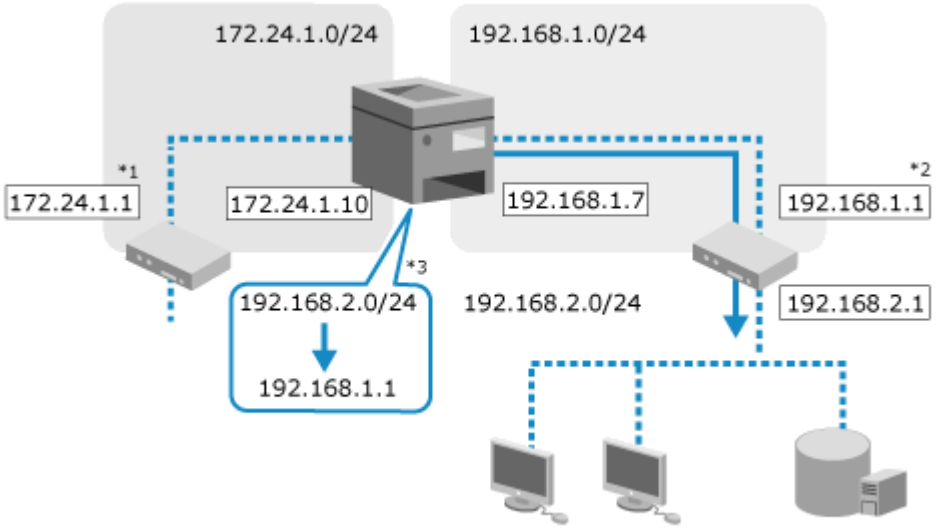
➔ The machine restarts, and the settings are applied.

Configuring Static Routing

AW63-02W

Configure static routing to specify the network route manually. You can register up to 16 static routing entries.

For example, when the machine is connected to two different networks at the same time and sends data in an environment where the main and sub lines are connected to different networks via a router, the sending of data via the main line gateway normally has priority. When static routing is configured, data can be sent via the sub line gateway in this case.



*1 Main line gateway
*2 Sub line gateway
*3 Static routing information

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. 1094)**
Administrator or NetworkAdmin privileges are required.

Required Preparations

- When connecting to a different network via a router, confirm the gateway address for configuring static routing on the IP address settings screen of the machine.

  Setting the IPv4 Address (P. 144)
  Setting the IPv4 Address of the Sub Line (P. 146)

1 Log in to the machine as an administrator. **Logging In to the Machine (P. 225)**

2 On the control panel, press [Settings/Registration] in the [Home] screen or other screen.
[Home] Screen (P. 189)

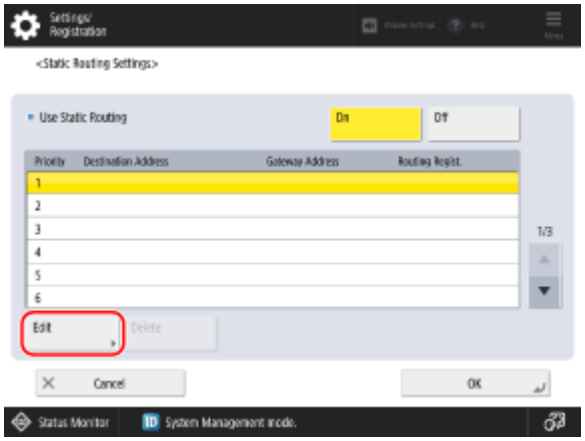
→ The [Settings/Registration] screen is displayed.

3 Press [Preferences] ▶ [Network] ▶ [Static Routing Settings].

→ The [Static Routing Settings] screen is displayed.

4 Set [Use Static Routing] to [On].

5 Select a number that does not have registered static routing information, and press [Edit].



➔ The screen for registering the static routing information is displayed.

The registered numbers are the priority of the route.

6 Enter the IP address prefix length, and press [Next].

Press the item to be entered to select it, and then enter the information.

7 Enter the gateway address, and press [OK].

➔ The screen returns to the [Static Routing Settings] screen.

8 Press [OK].

9 Press [Settings/Registration] ▶ [Yes].

➔ The settings are applied.

NOTE

Checking the Static Routing Configuration

- If the settings are configured correctly, [Successful] appears in [Routing Regist.] on the [Static Routing Settings] screen.

  * If the settings are not configured correctly, [Failed] appears and an error message is displayed at the bottom of the screen.

Configuring SNTP

AW63-02X

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).

* SNTP may be enabled automatically when using a service that requires communication with an SNTP server.

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. 1094)**
Administrator or NetworkAdmin privileges are required.

Required Preparations

- The time is adjusted based on the Coordinated Universal Time (UTC), so specify the time zone setting. **Setting the Date and Time (P. 1078)**
- Prepare the IP address of the NTP or SNTP server and keep it close by.

1 Log in to the machine as an administrator. **Logging In to the Machine (P. 225)**

2 On the control panel, press [Settings/Registration] in the [Home] screen or other screen. **[Home] Screen (P. 189)**

→ The [Settings/Registration] screen is displayed.

3 Press [Preferences] ▶ [Network] ▶ [TCP/IP Settings] ▶ [SNTP Settings].

→ The [SNTP Settings] screen is displayed.

4 Set [Use SNTP] to [On].

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

6 In [NTP Server Address], enter the IP address of the NTP or 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

7 Press [OK].

8 Press [Settings/Registration] ▶ [Yes].

→ The settings are applied.

NOTE

Testing Communication with the NTP or SNTP Server

- Press [Check NTP Server] on the [SNTP Settings] screen to display the communication status. If the machine is correctly communicating with the server, [OK] appears.

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

Configuring SLP Communication

AW63-02Y

When using the machine in an environment with software that uses a Service Location Protocol (SLP) for communication, configure the SLP communication settings, as needed.

* See the manual of the software to determine whether the SLP communication settings need to be configured.

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. 1094)**
Administrator or NetworkAdmin privileges are required.

1 Log in to the machine as an administrator. **Logging In to the Machine (P. 225)**

2 On the control panel, press [Settings/Registration] in the [Home] screen or other screen.
[Home] Screen (P. 189)

→ The [Settings/Registration] screen is displayed.

3 Press [Preferences] ▶ [Network] ▶ [TCP/IP Settings] ▶ [Multicast Discovery Settings].

→ The [Multicast Discovery Settings] screen is displayed.

4 Set [Response] to [On], enter the name of the scope to which the machine belongs, and press [OK].

5 Press [Settings/Registration] ▶ [Yes].

→ The settings are applied.

NOTE
Sending Notification of the Power Status of the Machine to the Software

- Use Remote UI from a computer to configure the sleep mode notification settings.
  Managing the Machine from a Computer (Remote UI) (P. 1094)
  [Sleep Mode Notification Settings] (P. 1234)

Checking the Network Status and Settings

AW63-030

You can perform a connection test with devices in the network to check whether the machine is properly 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. 170)
Checking the IP Address of the Machine (P. 171)
Checking the MAC Address of the Wired LAN (P. 171)
Checking the MAC Address and Connection Information of the Wireless LAN (P. 172)

NOTE

- If the IP address is displayed as "0.0.0.0" or "Could not retrieve.", it is not correctly configured. Set the IP address again.
  - **Setting the IPv4 Address (P. 144)**
  - **Setting IPv6 Addresses (P. 148)**
- 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 the machine starts communicating and try connecting again. **[Waiting Time for Connection at Startup] (P. 1222)**
- You can check the network settings by printing the network settings list. **Printing the Registration Information and Settings (P. 1117)**

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. 1095)**

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 or NetworkAdmin privileges are required.

* If the machine is connected to two different networks at the same time, the ping command can only be used to check the connection on the main line.

Required Preparations

- For IPv4, prepare the IPv4 address of a device in the network to which you want to connect and keep it close by.
- For IPv6, prepare the IPv6 address or host name of a device in the network to which you want to connect and keep it close by.

1 Log in to the machine as an administrator. **Logging In to the Machine (P. 225)**

2 On the control panel, press [Settings/Registration] in the [Home] screen or other screen. **[Home] Screen (P. 189)**

➔ The [Settings/Registration] screen is displayed.

3 Press [Preferences] ▶ [Network] ▶ [TCP/IP Settings] ▶ [IPv4 Settings] or [IPv6 Settings] ▶ [PING Command].

➔ The [PING Command] screen is displayed.

4 Enter the IP address of a network device, and press [Start].

➔ If the machine is correctly connected to the network, [Response from the host.] appears.

For IPv6, you can also enter the host name instead of the IP address.

Checking the IP Address of the Machine

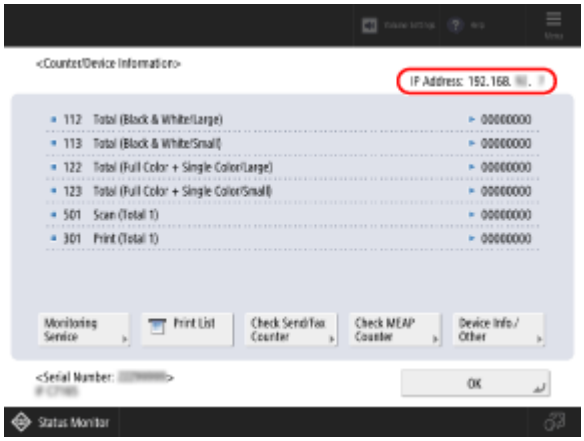
You can check the IPv4 and IPv6 address and other settings directly on the various settings screens.
Setting the IPv4 Address (P. 144)
Setting IPv6 Addresses (P. 148)

You can also use the following procedure to check the IPv4 address on the [Counter/Device Information] screen.

1 On the control panel, press [ ] in the [Home] screen or other screen. **[Home] Screen (P. 189)**

➔ The [Counter/Device Information] screen is displayed.

2 Check the IPv4 address.



When the machine is connected to two different networks at the same time, the IPv4 addresses of the main and sub lines are displayed side by side.

Checking the MAC Address of the Wired LAN

Check the MAC address of the machine when connected to a wired LAN.

* When the machine is connected to two wired LANs at the same time, the main line and sub line have separate MAC addresses. You can check the MAC address of each, as needed.

This section describes how to check this information using the control panel.
You can also use Remote UI from a computer to check this information. **Managing the Machine from a Computer (Remote UI) (P. 1094)**
Administrator or NetworkAdmin privileges are required.

1 Log in to the machine as an administrator. **Logging In to the Machine (P. 225)**

2 On the control panel, press [Settings/Registration] in the [Home] screen or other screen.
[Home] Screen (P. 189)

→ The [Settings/Registration] screen is displayed.

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

→ The [Ethernet Driver Settings] screen is displayed.

Checking the MAC Address of the Sub Line
Press [Preferences] ▶ [Network] ▶ [Sub Line Settings] ▶ [Ethernet Driver Settings].

4 Check the MAC address.

Checking the MAC Address and Connection Information of the Wireless LAN

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

This section describes how to check this information using the control panel.
You can also use Remote UI from a computer to check this information. **Managing the Machine from a Computer (Remote UI) (P. 1094)**
Administrator or NetworkAdmin privileges are required.

1 Log in to the machine as an administrator. **Logging In to the Machine (P. 225)**

2 On the control panel, press [Settings/Registration] in the [Home] screen or other screen.
[Home] Screen (P. 189)

→ The [Settings/Registration] screen is displayed.

3 Press [Preferences] ▶ [Network] ▶ [Wireless LAN] ▶ [Wireless LAN Information].

→ The [Wireless LAN Information] screen is displayed.

4 Check the MAC address and the settings.

Press [Details] to display the WEP, WPA-PSK, WPA2-PSK, or WPA3-SAE details.

Installing Software and Drivers to the Computer

AW63-031

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.
Install any options to the machine before installing the software and drivers.

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-ROM or 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/en/support/

- 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 Up a Firewall (P. 958)**

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

- In Windows, you must add a new port. **Adding a Port (P. 380)**
- 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 without installing software or drivers. **Using AirPrint to Print and Scan Data and Send Faxes (P. 841)**

Basic Operations

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Basic Operations

AW63-032

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. 177)
Reducing Power Consumption (Sleep Mode) (P. 183)

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. 185)

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

Logging In to the Machine (P. 225)

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 paper drawer or multi-purpose tray according to your usage.

Placing Originals (P. 229)
Loading Paper (P. 244)

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 Log, and use other methods to specify them.

Registering Destinations (Address Book) (P. 306)
Specifying Destinations (P. 351)

Using a USB Memory Device

When exchanging data between a USB memory device and the machine, handle the device properly to prevent damage to the device and machine as well as errors.

Inserting and Removing a USB Memory Device (P. 363)

Customizing the Layout and Volume

You can customize the layout of the control panel and adjust the volume of the machine sounds to make the machine more convenient and easier to use.

Customizing the Control Panel Screen (P. 204)
Adjusting the Volume (for Models with the Fax Function) (P. 367)
Adjusting the Volume (for Models Without the Fax Function) (P. 369)

Turning ON and OFF the Machine

AW63-033

Be sure to use the power switch to manually turn ON the power of the machine.
In addition to using the power switch, you can turn OFF the power and restart the machine using Remote UI from a computer.

Turning ON the Machine (P. 178)
Turning OFF the Machine (P. 179)
Restarting the Machine (P. 181)

Turning ON the Machine

AW63-034

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 Open the power switch cover, and press the power switch to the ON position (|). **Front Side (P. 54)**

When the power switch is vertical



When the power switch is horizontal



→ The Main Power indicator on the control panel lights up, and the startup screen is displayed on the display. **Control Panel (P. 58)**

3 Close the power switch cover.

NOTE

Changing the Screen that Appears after Startup

- After the power is turned ON and the startup 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. 1205)**

When the Mac Is Connected to the Machine via USB Cable

- When you turn ON the machine, the Mac may also turn on at the same time.
- To not turn on the Mac at the same time, unplug the USB cable before turning ON the machine. If the machine is connected to the Mac via a USB hub, the Mac may not turn on.

Turning OFF the Machine

AW63-035

In addition to using the power switch on the front of the machine, you can also turn OFF the power using Remote UI from a remote location.

Turning OFF the Machine Using the Power Switch (P. 179)
Turning OFF the Machine Using Remote UI (P. 180)

IMPORTANT

Check the operation status of the machine before turning it OFF.

- A process to protect the storage in the machine is performed when the power is turned OFF. Therefore, turning OFF the machine during an operation may cancel the operation or result in data corruption or damage.
  - Do not turn OFF the machine when using the Fax or I-Fax function. The machine will be unable to receive the data.
  - Do not turn OFF the machine when the message [Backing up stored data from Remote UI...] is displayed on the control panel. Otherwise, you will be unable to back up saved files.
  - Accessing Advanced Space on the machine from another device or computer immediately before the machine turns OFF may result in damage of saved data.
  - Turning OFF the machine while scanning an original or printing paper may result in a paper jam.

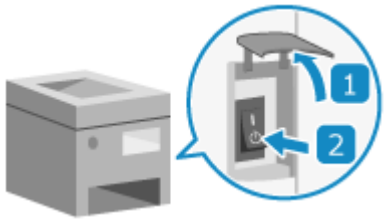
Unplugging the power cable before the machine turns OFF may result in a malfunction.

- It may take a few minutes until the power turns OFF. Wait at least three seconds after the Main Power indicator on the control panel turns off before unplugging the power cable. **Control Panel (P. 58)**

Turning OFF the Machine Using the Power Switch

1 Open the power switch cover, and press the power switch to the OFF position (⏻). **Front Side (P. 54)**

When the power switch is vertical



When the power switch is horizontal



→ The Main Power indicator on the control panel turns off, and the power turns OFF. **Control Panel (P. 58)**
It may take a few minutes until the power turns OFF. Do not unplug the power cable until the power turns OFF.

2 Close the power switch cover.

NOTE

Turning ON the Machine Again

- Wait at least 10 seconds after the Main Power indicator turns off before turning ON the machine again.
- If the Quick Startup setting is enabled, wait at least 20 seconds after the Main Power indicator turns off before turning ON the machine. **[Quick Startup Settings for Main Power] (P. 1214)**

  * By default, the Quick Startup setting is enabled.
  * If the machine is restarted within 20 seconds, it starts up normally and not with Quick Startup.

Turning OFF the Machine Using Remote UI

1 Log in to Remote UI. **Starting Remote UI (P. 1095)**

2 On the Portal page of Remote UI, click [Settings/Registration]. **Remote UI Portal Page (P. 1099)**

3 Click [Device Management] ▶ [Remote Shutdown].

→ The [Remote Shutdown] screen is displayed.

4 Click [Start].

→ The shutdown confirmation message appears.

5 Click [OK].

→ A screen indicating that the machine is being shut down is displayed, and then the power is turned OFF. When the power is turned OFF, Remote UI is disconnected.

Restarting the Machine

AW63-036

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 or Remote UI.

Restarting the Machine Using the Power Switch (P. 181)
Restarting the Machine Using Remote UI (P. 182)

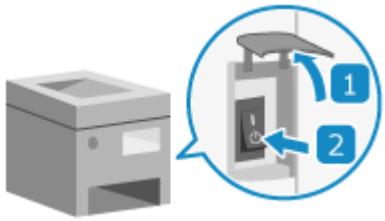
IMPORTANT
Check the operation status of the machine before restarting the machine.

- A process to protect the storage in the machine is performed when restarting the machine. Therefore, restarting the machine during an operation may cancel the operation or result in data corruption or damage.
  - Do not restart the machine when the message [Backing up stored data from Remote UI...] is displayed on the control panel. Otherwise, you will be unable to back up saved files.
  - Accessing Advanced Space on the machine from another device or computer immediately before restarting the machine may result in damage of saved data.
  - Restarting the machine while scanning an original or printing paper may result in a paper jam.

Restarting the Machine Using the Power Switch

1 Open the power switch cover, and press the power switch to the OFF position (⏻). **Front Side (P. 54)**

When the power switch is vertical



When the power switch is horizontal



➔ The Main Power indicator on the control panel turns off, and the power turns OFF. **Control Panel (P. 58)**
It may take a few minutes until the power turns OFF.

2 After the Main Power indicator turns off and the prescribed time has passed, press the power switch to the ON position (|).

➔ The machine starts up.

- Wait at least 10 seconds after the Main Power indicator turns off before restarting the machine after normal startup.
- If the Quick Startup setting is enabled, wait at least 20 seconds after the Main Power indicator turns off before restarting the machine. **[Quick Startup Settings for Main Power] (P. 1214)**

  * By default, the Quick Startup setting is enabled.
  * If the machine is restarted within 20 seconds, it starts up normally and not with Quick Startup.

3 Close the power switch cover.

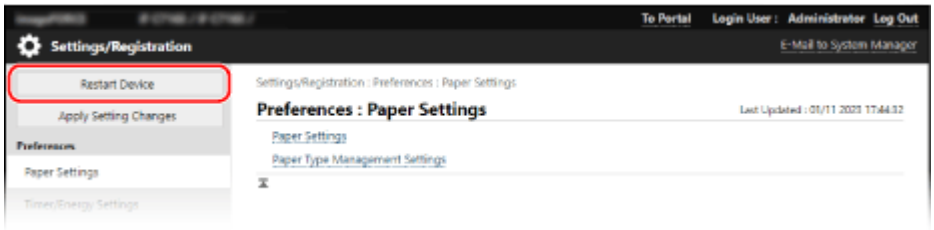
Restarting the Machine Using Remote UI

Administrator privileges are required to restart the machine using Remote UI.

1 Log in to Remote UI as an administrator. **Starting Remote UI (P. 1095)**

2 On the Portal page of Remote UI, click [Settings/Registration]. **Remote UI Portal Page (P. 1099)**

3 Click [Restart Device].



➔ The [Restart Main Unit] screen is displayed.

4 In [Basic Functions Status], check that there are no functions operating, and then click [Perform Restart].

➔ A restart confirmation message appears.

5 Click [OK].

➔ A screen indicating that the machine is being restarted is displayed, and then the machine is restarted. When the machine is restarted, Remote UI is disconnected.

NOTE

If Options Are Not Recognized After Restarting the Machine

- Turn off the power of the options and turn it on again.

Reducing Power Consumption (Sleep Mode)

AW63-037

Sleep Mode reduces power consumption by pausing certain operations inside the machine.
Press [Energy Saver] on the control panel to enter Sleep Mode. **Control Panel (P. 58)**
The display turns off in Sleep Mode.

* The Processing/Data indicator lights up or blinks.

IMPORTANT

Press [Energy Saver] 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.

Exiting Sleep Mode

Tap the display to exit Sleep Mode.

Configuring Auto Sleep

Auto Sleep automatically places the machine into Sleep Mode if no operations are performed after a certain period of time or at a specified time. In addition to being able to set the time when the machine enters Sleep Mode, you can also configure the machine to exit Sleep Mode at a specified time.

This section describes how to configure the settings using Remote UI from a computer.
On the control panel, select [Settings/Registration] in the [Home] screen or other screen, and then select [Preferences] to configure the settings. **[Timer/Energy Settings] (P. 1213)**

1 Log in to Remote UI. **Starting Remote UI (P. 1095)**

2 On the Portal page of Remote UI, click [Settings/Registration]. **Remote UI Portal Page (P. 1099)**

3 Click [Timer/Energy Settings] ▶ [Power Save Settings].

→ The [Power Save Settings] screen is displayed.

4 Set Auto Sleep or the time to exit Sleep Mode.

Setting the Time until Sleep Mode

Select the time in [Auto Sleep Time Settings] of [Sleep Settings].
* It is recommended to use the default setting to efficiently save power. **[Auto Sleep Time] (P. 1217)**

Setting the Day and Time to Enter Sleep Mode

Enter the time to enter Sleep Mode in the day of the week input field in [Auto Sleep Weekly Timer] of [Sleep Settings].
* Enter the time using 24-hour format regardless of the time display format setting.

Setting the Time to Exit Sleep Mode
Enter the time in [Sleep Mode Exit Time Settings].
* Enter the time using 24-hour format regardless of the time display format setting.

5 Click [OK].

→ The settings are applied.

6 Log out from Remote UI.

NOTE

- Depending on the operation status and conditions of the machine, the machine may not enter Sleep Mode or a full sleep state.
- You can specify the order in which necessary functions are activated after the machine exits Sleep Mode. **[Sleep Mode Eco Exit] (P. 1218)**

Using the Control Panel

AW63-038

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

Screens Displayed on the Control Panel (P. 186)
How to Operate the Control Panel (P. 194)
Entering Characters (P. 198)
Displaying and Operating the Timeline (P. 200)

IMPORTANT

Precautions When Using the Control Panel

- Do not press the touch panel display with excessive force. It may damage the touch panel display.
- Do not use a sharp object, such as a mechanical pencil or ballpoint pen. It may scratch the surface and damage the touch panel display.
- Placing an object on top of the touch panel display or wiping it may cause the display to react and result in a misoperation.

NOTE

Remove the Film Before Use

- Remove the film attached to the display before using the machine.

Displaying Help During Operation

- [?] is displayed at the top right of the screen depending on the function being used. Press [?] to display a description of the function and how to use it.



- Press [End] on the help screen to exit and return to the previous screen.

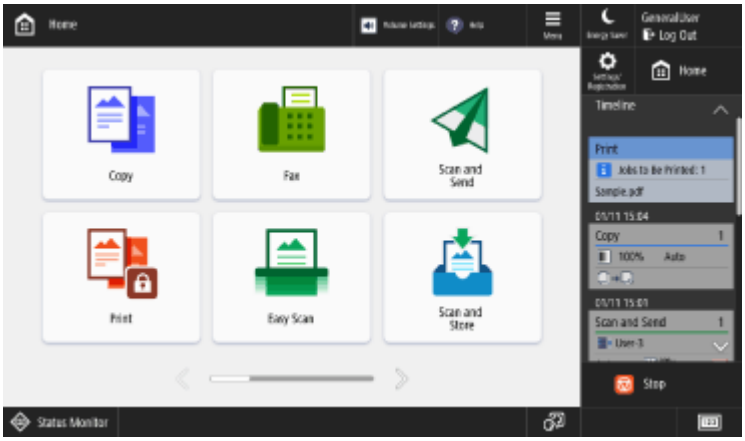
Screens Displayed on the Control Panel

AW63-039

The following are the main screens of the control panel.

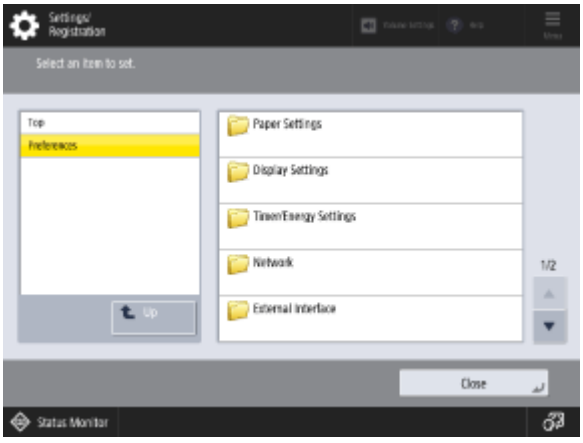
[Home] Screen

This screen is displayed when you press [Home] on the control panel. By default, the [Home] screen is displayed after the power is turned ON and immediately after the startup screen closes, and if no operations are performed for a certain period of time on each screen. **[Home] Screen (P. 189)**



[Settings/Registration] Screen

This screen is displayed when you press [Settings/Registration] on the control panel. Use this screen to configure the various settings of the machine. **[Settings/Registration] Menu List (P. 1193)**

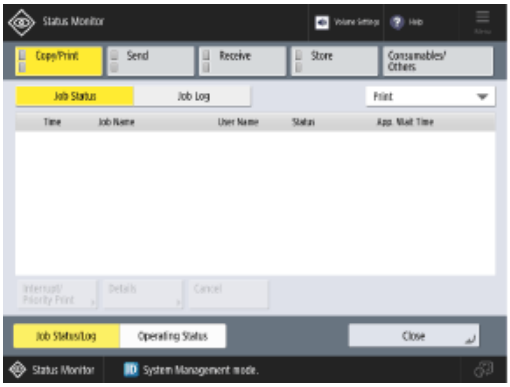


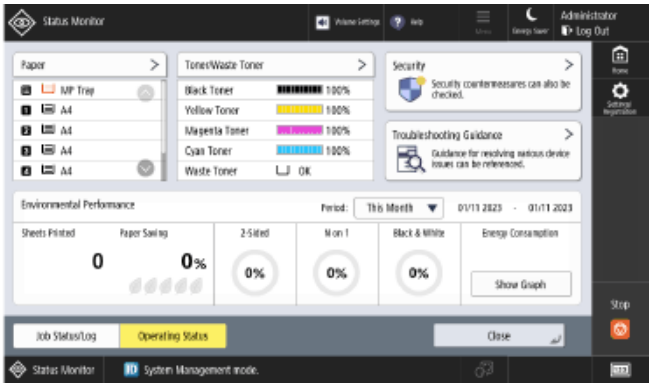
[Status Monitor] Screen

This screen is displayed when you press [Status Monitor] on the control panel.

- You can select [Job Status/Log] to check the processing status and history of each function and the remaining amount of consumables and parts.

- You can select [Operating Status] to check the status of the machine and operations, the causes of problems, and troubleshooting methods.





Checking the Processing Status and History of Each Function

- **Viewing the Print Job Status and Log (P. 446)**
- **Checking the Send or Save Status and Log of Scanned Data (P. 544)**
- **Checking the Status and Log for Sent and Received Faxes (P. 614)**
- **Checking the Copy Status and Log (P. 737)**

Checking the Remaining Amount of Consumables and Parts

- **Checking the Remaining Amount of Consumables and Parts (P. 1620)**

Checking the Status of the Machine and Operations, the Causes of Problems, and Troubleshooting Methods

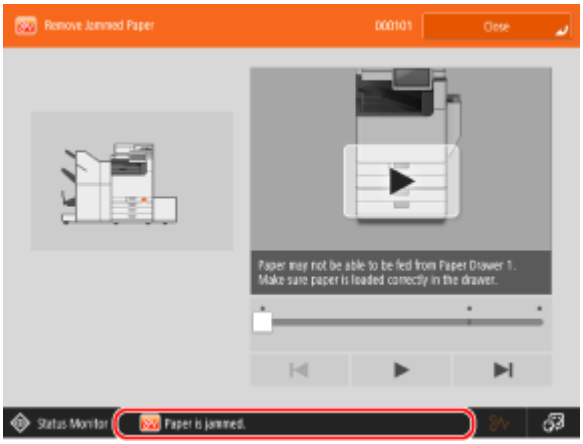
- **Checking the Operation Status of the Machine (P. 1106)**

Message Display

Messages are displayed on the screen when an error occurs and when the machine runs out of paper, consumables, and parts.
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. 1781)**
- **An Error Code Is Displayed (#xxx) (P. 1826)**

Display example: When a paper jam occurs



* The items that appear on the screen vary depending on the model and options.

[Help] Screen

This screen is displayed when you press [Help] on the [Home] screen or other screen. You can scan the QR code with a mobile device to display the User's Guide (this manual) in the web browser on the mobile device.



NOTE

Adjusting the Brightness of the Screen

- If the screen display is difficult to see, adjust the brightness using the following procedure.

  Press [Adjust Brightness] on the [Home] screen ▶ use [+] or [-] to adjust the brightness ▶ [Close]

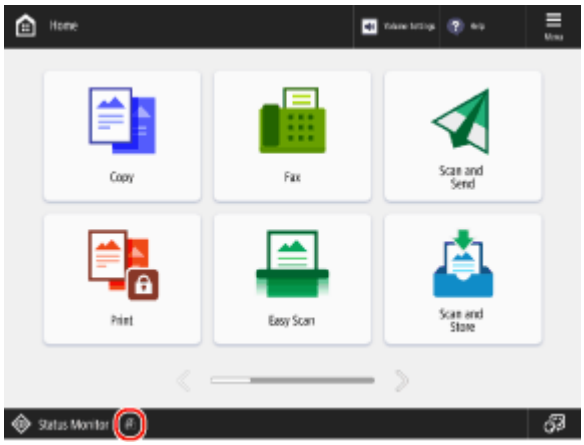
When No Operations Are Performed for a Certain Period of Time on Each Screen

- By default, 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 the settings are cleared.

  [Auto Reset Time] (P. 1215)
  [Function After Auto Reset] (P. 1216)

When [ ] Is Displayed at the Bottom of the Screen

- This indicates that storage data is encrypted. **Protecting Data on the Machine (P. 1046)**

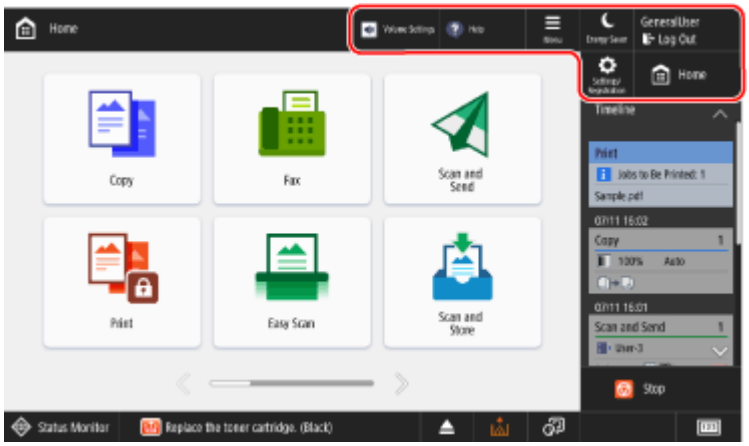


[Home] Screen

AW63-03A

This screen is displayed when you press [Home] on the control panel.
Function shortcuts as well as login and settings information are constantly displayed at the top of the screen for quick operations, as needed.
The function and setting buttons are displayed in the middle of the screen. Press [ ] or [ ] at the bottom or flick the screen left or right to change the displayed function and setting buttons. Press these buttons to perform functions and change settings.
The right side of the screen displays a timeline (setting history and information about data waiting to be printed) and a cancel button.
The status of the machine and operation buttons are constantly displayed at the bottom of the screen for quick viewing and operations, as needed.

Function Shortcuts and Login and Settings Information



Function Shortcuts

Registered shortcuts of the functions. The shortcuts are constantly displayed, so you can call a function without having to return to the [Home] screen, even if you are operating another function. **Registering Shortcuts to Frequently Used Functions (P. 1085)**

[Menu]

Customize the [Home] screen and configure the management settings. You can also press and hold the background of the [Home] screen to display the [Menu] items.

Customizing the [Home] Screen (P. 206)
Management and Settings of the Machine Screens (P. 1080)

[Energy Saver]

Puts the machine into Sleep Mode to reduce power consumption. **Reducing Power Consumption (Sleep Mode) (P. 183)**

[Log In] and [Log Out]

Log in to and out from the machine. When a user is logged in, the login user name is displayed. **Logging In to the Machine (P. 225)**

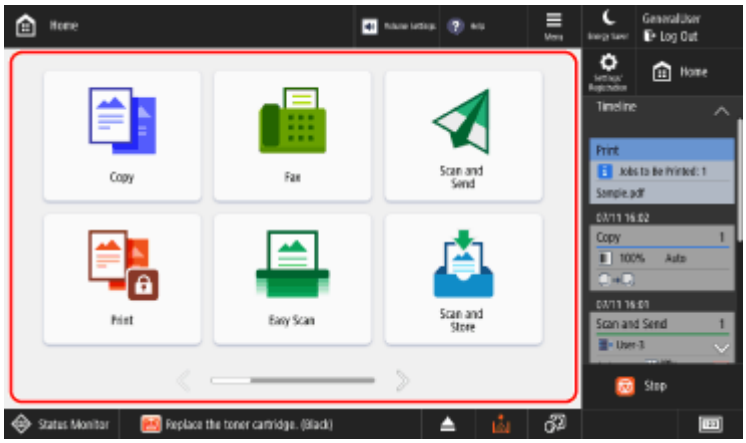
[Settings/Registration]

Configure the various settings of the machine. **[Settings/Registration] Menu List (P. 1193)**

[Home]

Displays the [Home] screen.

Function and Setting Buttons



* The buttons that appear on the screen vary depending on the model, options, and setting status.

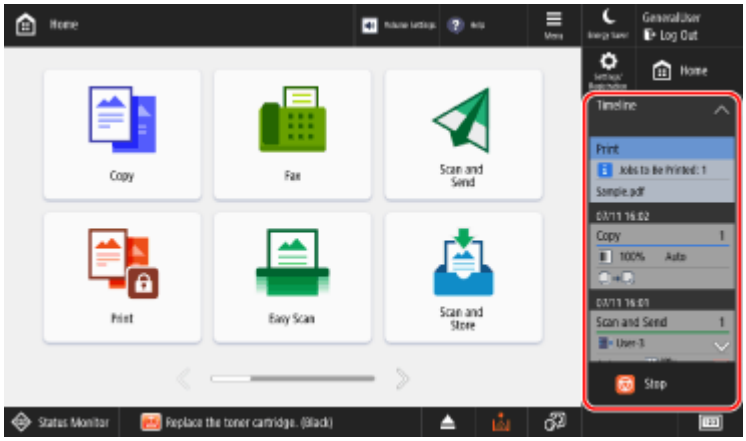
	[Copy] Copies originals. **Copy Operations (P. 630)**
	[Fax] Faxes documents. **Sending Faxes (P. 565)**
	[Scan and Send] Sends scanned data. **Sending Scanned Data (P. 466)**
	[Print] Prints documents forcibly held in the machine. **Printing Documents in Forced Hold State (P. 437)**
	[Easy Scan and Send]/[Easy Scan] Scans and sends data with simple operations. After you select the destination, you can scan and send using the settings automatically selected by the machine. **Sending with Easy Scan and Send/Easy Scan (P. 466)**
	[Scan and Store] Saves scanned data to the following locations: **Saving Scanned Data (P. 476)** • Mail Box • Advanced Space • Other device or server on the network • USB memory device
	[Access Stored Files] Prints or sends data saved in the following locations: **Using Storage Space (P. 741)** • Mail Box • Advanced Space • Other device or server on the network • USB memory device

	[Fax/I-Fax Inbox] Displays, prints, and forwards faxes and I-Faxes received in the Memory RX Inbox and Confidential Fax Inbox. **Checking, Printing, and Forwarding Faxes Stored with Memory Lock (P. 608)** **Checking and Printing Received Confidential Faxes (P. 610)**
	[Dest./Fwd. Settings] Registers destinations when sending and saving scanned data and faxes, and configures the forwarding settings for received faxes and I-Faxes. **Registering Destinations (Address Book) (P. 306)** **Automatically Forwarding and Backing Up Received Faxes (P. 560)**
	[Volume Settings] Adjusts the volume of sounds emitted by the machine. **Adjusting the Volume (P. 366)**
	[Adjust Brightness] Adjusts the brightness of the screen.
	[Mobile Portal] Connects a mobile device to the machine. **Connecting a Mobile Device to the Machine (P. 833)**
	[Scan for Mobile] Readies the machine to scan when operating and scanning from a mobile device. **Using a Dedicated Application to Print and Scan (Canon PRINT) (P. 839)**
	[Hold] Prints data held in the machine. **Previewing a Document on the Machine Before Printing (Hold) (For C7100 Series and C5100 Series) (P. 408)**
	[Scanner] Turns the machine online (ready to scan) when operating and scanning from a computer. **Scanning from a Computer (Windows Only) (P. 502)**
	[Web Access] Enables web access from the control panel. For more information, see the manual of the Web Access on the online manual site. **https://oip.manual.canon/**
	[Settings/Regist. Shortcut] Register and recall shortcuts to setting items displayed when you press [Settings/Registration]. **Registering Shortcuts in the Settings Menu (P. 1087)**
	[Personal Settings] Configure the operation environment for each user logged in to the machine. **Customizing the Display and Operations for Individual Users (Personal Settings) (P. 223)**

	[Status Monitor] • You can select [Job Status/Log] to check the processing status and history of each function and the remaining amount of consumables and parts. • You can select [Operating Status] to check the status of the machine and operations, the causes of problems, and troubleshooting methods.
	[Help] You can scan the QR code with a mobile device to display the User's Guide (this manual) in the web browser on the mobile device.

In addition to the above function and setting buttons, this screen also displays the registered Personal and Shared buttons. **Adding Buttons to the [Home] Screen (Personal and Shared Buttons) (P. 208)**

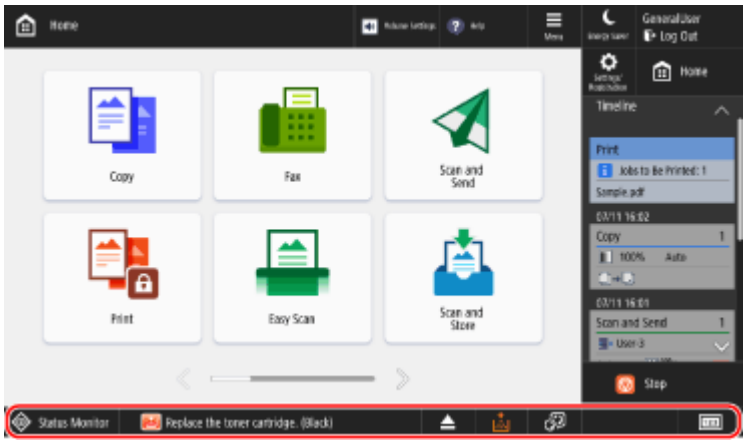
Timeline and Stop Button



[Timeline]
Displays the setting history and information on jobs waiting to be printed for quick operations. **Displaying and Operating the Timeline (P. 200)**

[Stop]
Cancels an operation being executed.

Machine Status Items and Operation Buttons



[Status Monitor]

- You can select [Job Status/Log] to check the processing status and history of each function and the remaining amount of consumables and parts.

- You can select [Operating Status] to check the status of the machine and operations, the causes of problems, and troubleshooting methods.

Status Display
Displays the machine status and error information using messages and icons. **A Message Appears (P. 1781)**

Button Display
Displays the buttons below in order from left to right according to the machine status and settings.
* The buttons that appear on the screen vary depending on the model and options.

When a USB Memory Device Is Inserted

 Safely ejects the USB memory device. **Removing the USB Memory Device (P. 364)**

When Maintenance Is Required

Press a button to display the procedure for the required maintenance.

 Clearing a paper jam

 Removing jammed staples or adding staples

 Replacing toner cartridges

 Replacing the waste toner container

 Disposing of staple waste, punch waste, and trim waste.

 Replacing consumable parts

When the Display Language Can Be Switched by Button

 Select the display language.

[]

Displays the total number of pages printed and sent. You can also check the machine's IP address and option configuration.

Checking the Numbers of Pages Used (Counters) (P. 1109)
Checking the IP Address of the Machine (P. 171)
Checking the Options Attached to the Machine (P. 1120)

How to Operate the Control Panel

AW63-03C

The control panel uses a touchscreen. Directly touch the buttons and items displayed on the screen with your fingers to operate them.

Basic Touchscreen Operations (Tapping, Flicking, and Dragging) (P. 194)
Selecting Items (P. 195)
Scrolling Items on the Screen (P. 196)
Setting Values Using the [+] and [-] Buttons or the Slider (P. 196)

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, Flicking, 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.



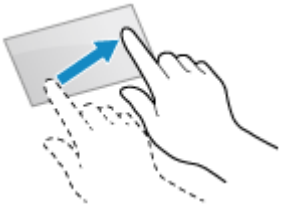
Flicking

Touch the screen and flick your fingertip. The screen moves in the direction you flicked your finger. For example, the [Home] screen moves one page in the direction you flicked your finger.



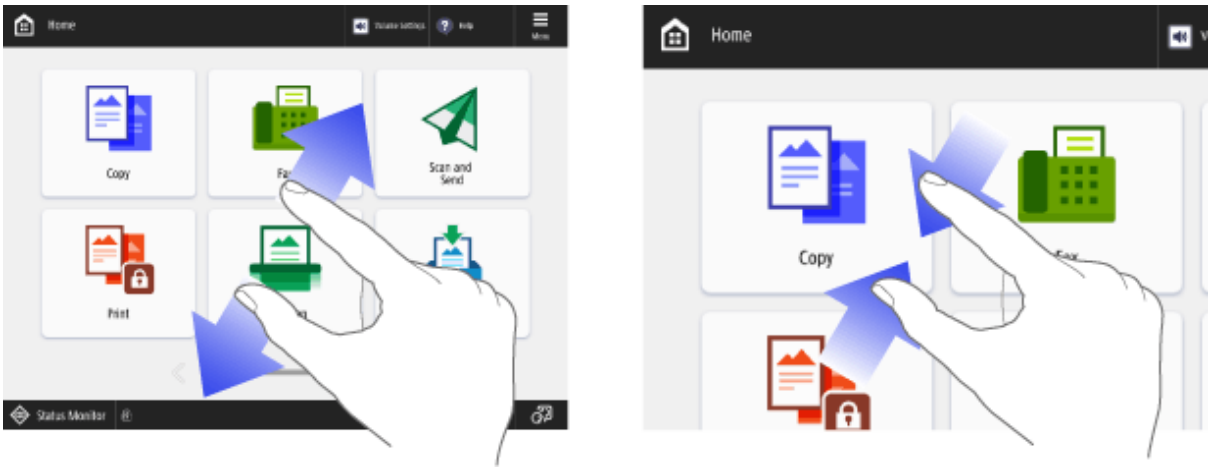
Dragging

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.



Pinching

When screen magnification is enabled, you can use two fingers to pinch out or pinch in on the screen to enlarge or reduce the display.
You can move the displayed area by dragging the screen while the display is enlarged.



* Screen magnification is disabled by default. **Customizing the Display and Operations for Individual Users (Personal Settings) (P. 223)**

NOTE

- You can also disable flicking and pinching. **[Use Flick/Pinch Function] (P. 1269)**
- Immediately after startup, the reaction of the touch panel display and keys may be delayed.

Selecting Items

When you tap an item name or button, the item can be selected. When you select the item, the selected screen is displayed, or the selected function is performed.

Depending on the button, each time it is tapped, the selection status changes or the setting status is displayed.

- The selection status changes each time you tap the button. When the button is selected, the color of the button changes or the checkbox is selected.

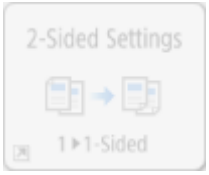


- Each time you tap a function setting button, the selection status of the function changes. When a function setting button is selected, the setting status is displayed at the bottom of the button, and the color of the button changes.

  * For buttons that display a setting screen when tapped, the button changes color after the settings are completed, and the setting status is displayed at the bottom of the button.

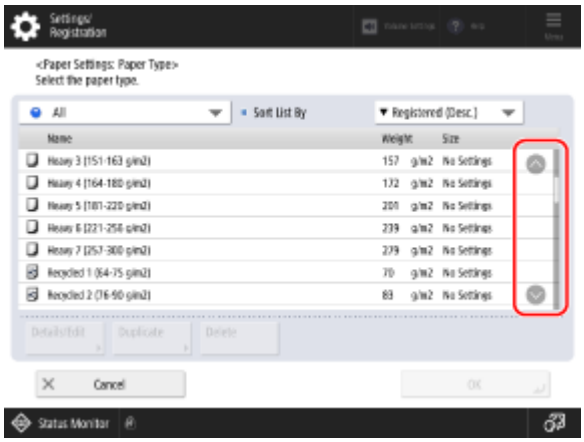


- A grayed out button cannot be selected. If a function is unavailable due to the machine setting or login status, it is displayed as shown below.



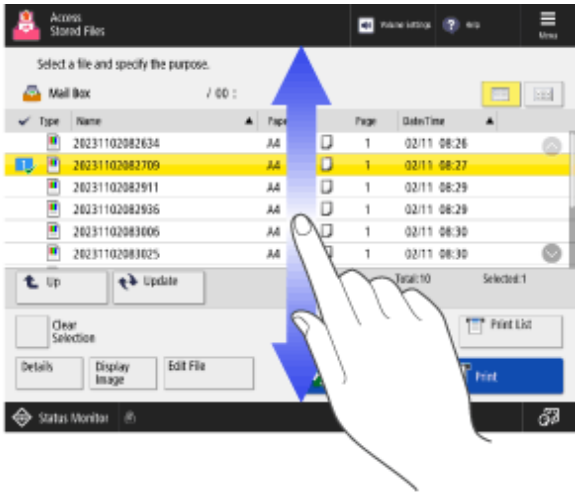
Scrolling Items on the Screen

If all items in a list cannot be displayed in a single view, you can tap [ ] and [ ] to change or scroll the page.



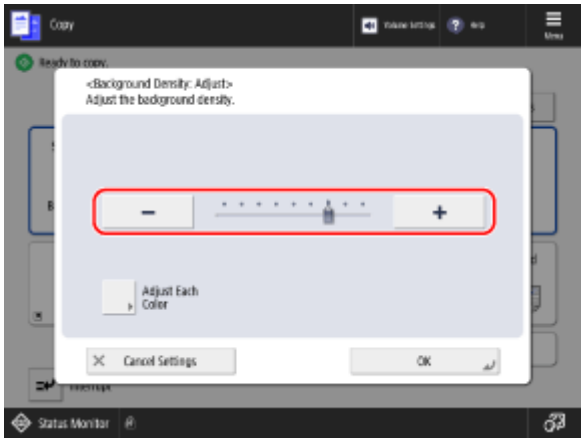
Depending on the screen, you can flick or drag the display to change the page or scroll the list of items.





Setting Values Using the [+] and [-] Buttons or the Slider

Tap the [+] or [-] button to set the value. You can also set the value by pressing and holding the [+] or [-] button.
When the slider is displayed as shown below, press the [+] or [-] button to move the slider to the right or left.



NOTE

- When [] is displayed, you can also tap the numbers on the numeric keys to set the value. **Entering Characters Using the Control Panel (P. 198)**

Entering Characters

AW63-03E

Enter alphanumeric characters using the keyboard and numeric keys on the control panel.
You can also enter characters using a commercial USB keyboard connected to the machine.

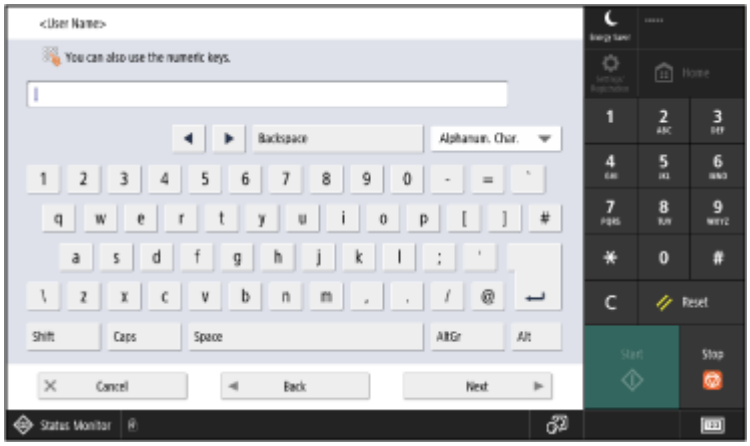
Entering Characters Using the Control Panel (P. 198)
Entering Characters Using a USB Keyboard (P. 199)

NOTE

- You can adjust the volume of operation sounds when entering characters. **Adjusting the Volume (P. 366)**

Entering Characters Using the Control Panel

You can enter alphabetic characters, numbers, and symbols using the control panel.
The type of characters that you can enter may be limited depending on the item.
If the number of entered characters and the value input range are limited, the value and number of characters that you can enter are displayed in parentheses ( ) next to the screen name or input field.



Changing the Character Type

Select the type of characters to enter (input mode) from the pulldown menu at the top right of the keyboard.
You cannot change the character type for items where the characters that can be entered are limited.

Entering Characters and Spaces

Tap the character or symbol to enter. Depending on the character or symbol you want to enter, you may need to tap [Shift] or another key first.
Tap and hold a key on the keyboard to continuously enter the same character.

Deleting Characters

Tap [Backspace] to delete one character.
Tap and hold [Backspace] to continuously delete characters.
Tap [C] on the numeric keys to delete all entered characters.

Moving the Cursor

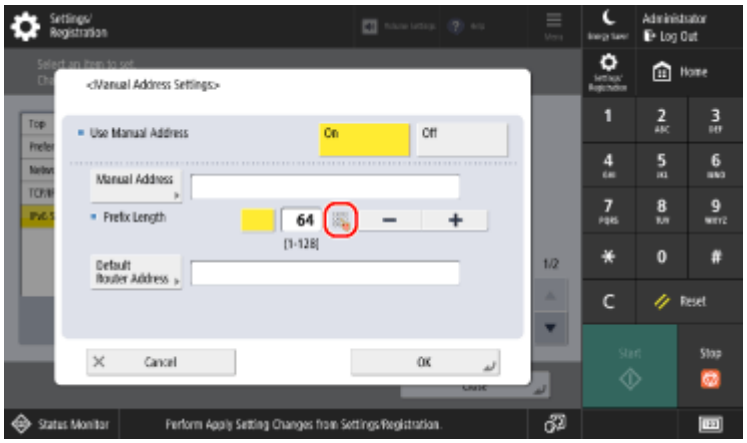
Tap [◀] or [▶].

Entering Numbers Using the Numeric Keys

In addition to the keyboard screen, you can also use the screen with [ ] displayed to enter numbers by tapping numbers on the numeric keys.

Europe Americas

You can also tap [Alt] to display just the numeric keys.



To delete all numbers, tap [C] on the numeric keys.

NOTE

- When [+] and [-] are displayed instead of the keyboard or numeric keys, tap [+] or [-] to set the value. **Setting Values Using the [+] and [-] Buttons or the Slider (P. 196)**

Entering Characters Using a USB Keyboard

You can enter characters in the same way as a computer by connecting a commercial USB keyboard to the USB port on the front right or back right of the machine. **Names of Parts and Their Functions (P. 53)**

* You can still enter characters using the control panel when a USB keyboard is connected to the machine.
* You cannot use a USB keyboard when the USB input device is configured not to be used from a MEAP driver. **[Use MEAP Driver for USB Input Device] (P. 1266)**

The connected USB keyboard can be disconnected from the machine at anytime. You do not need to cancel the connection first.

IMPORTANT

- You cannot use keys not displayed on the keyboard screen of the control panel, such as [Delete], [Home], and [End]. Pressing an unusable key does not enter a character.
- Depending on the display language, some characters may not be entered correctly.
- Depending on the type of USB keyboard, it may not operate properly.

Displaying and Operating the Timeline

AW63-03F

The setting history and information about data waiting to be printed are displayed on the right side of the [Home] screen. By pressing these, you can recall past settings and execute jobs waiting to be printed to make operations easier. This function is called the "Timeline."

* Depending on the settings of the machine and login status, the timeline may not be displayed. **Showing or Hiding the Timeline (P. 1081)**

Displayed Timeline Content (P. 200)
Using the Timeline to Perform Operations (P. 201)
Information Displayed in Setting History and Data Waiting to Be Printed (P. 201)

Displayed Timeline Content

The setting history and information about data waiting to be printed are displayed for each login user on the timeline. For users who are not logged in or guest users, the setting history and information about data waiting to be printed common to unauthorized users are displayed.

Setting History

The 10 most recent setting history items are displayed in chronological order.
By pressing the displayed setting history, you can recall the setting when a function was executed in the past, which is useful when using the same setting or destination repeatedly.

The following functions are available:

- Scan and Send[*1]
- Easy Scan and Send/Easy Scan
- Scan and Store (except when the destination is a USB memory device)
- Fax[*1][*2]
- Copy
- Access Stored Files[*3] (except when printing files in a USB memory device or that have been sent)

[*1] Setting history is not displayed in the following cases:

- When a destination cannot be specified from the send history **Prohibiting the Use of Destinations in the TX Log (P. 1002)**
- When the setting function of the access number is enabled and the user is not logged in or a guest user is logged in **Hiding Destinations (Access Number Management) (P. 1039)**

[*2] For users who are not logged in or guest users, the setting history of a Subaddress TX is not displayed.

[*3] Information of the printed files is also stored in the setting history. You cannot select another file and recall just the settings. In addition, you cannot recall the setting history for printed files that have been deleted or moved.

Data Waiting to Be Printed

If there is data waiting to be printed, that information is displayed.
Press the displayed information to display the print screen and perform printing.
* If the setting is configured not to display the print data for the individual login user on the print screen, no data waiting to be printed is displayed. **[Job List Display Settings] (P. 1389)**

NOTE

When Settings That Include a Password Are Recalled

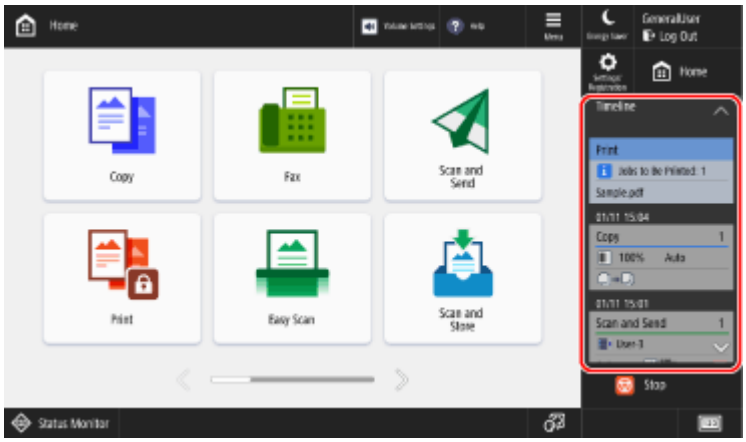
- When the machine settings are configured to prohibit caching of the authentication password, the passwords listed below that were set when the scanned data was sent or stored will be deleted when the settings are recalled. **[Prohibit Caching of Authentication Password] (P. 1443)**
  - Password set for a PDF file, if a password has been added
  - Login password for the destination file server
  - Login password for the Rights Management server Americas

  * If the user is not logged in or is a guest user, the settings will be recalled without the passwords, regardless of the setting for saving the cache of the authentication password.
- The password set when a fax is sent (subaddress password) is retained when the settings are recalled, regardless of the setting for saving the cache of the authentication password.

  * If the user is not logged in or is a guest user, the setting history of a Subaddress TX is not displayed in the Timeline.

Using the Timeline to Perform Operations

By pressing the setting history and information about data waiting to be printed displayed on the Timeline, you can recall the setting history to execute a function again, or display the print screen and perform printing.



For details about the information displayed in the setting history and data waiting to be printed, see the following:
Information Displayed in Setting History and Data Waiting to Be Printed (P. 201)

NOTE

- If you changed and executed the settings after calling up the setting history, a new setting history separate from the original setting history is added to the Timeline. If you executed the settings without making any changes, the date and time of the original setting history is updated.
- By pressing and holding a setting history, you can delete it or register the settings as Personal and Shared buttons.

  * When you register Personal and Shared buttons from the Timeline, you cannot specify the operation when the button is pressed. **Adding Personal and Shared Buttons (P. 208)**

Information Displayed in Setting History and Data Waiting to Be Printed

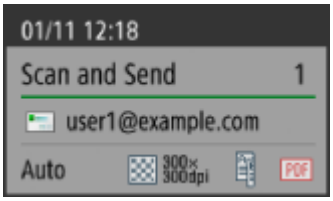
Each setting history and data waiting to be printed displays the date and time and function name as well as the settings, destination, and file name by icon or text.

Setting History

For details of the display for each function, see below. Blank areas indicate no setting.

Scan and Send

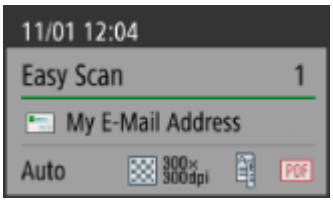
Displays the number of destinations, destination[*1], original size, resolution, 2-sided, and file format settings.



[*1] When data is sent to multiple destinations, the first destination is displayed.

Easy Scan and Send/Easy Scan

Displays the number of destinations[*1], destination, original size, resolution, 2-sided, and file format settings.

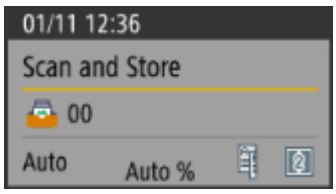


[*1] When data is sent to multiple destinations, the first destination is displayed.

Scan and Store

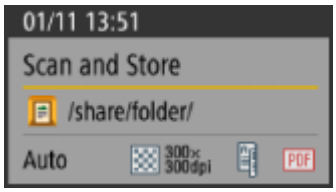
When the Store Location Is Mail Box

Displays the box number or box name of the store location, original size, copy ratio, 2-sided, and N on 1 settings.



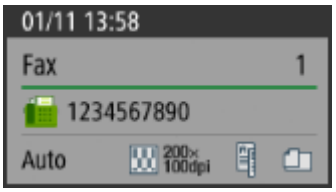
When the Store Location is Advanced Space or Another Device or Server on the Network

Displays the folder name of the destination, original size, resolution, 2-sided, and file format settings.



Fax

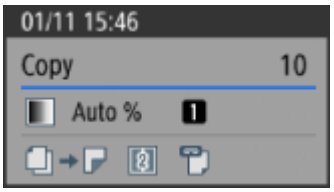
Displays the number of destinations, destination*1, original size, resolution, 2-sided, and different size originals settings.



*1 When data is sent to multiple destinations, the first destination is displayed.

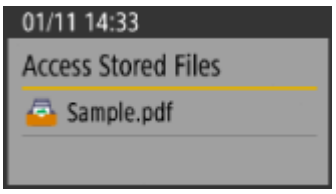
Copy

Displays the number of copies, color, copy ratio, paper source, 2-sided/booklet, N on 1, and staple settings.



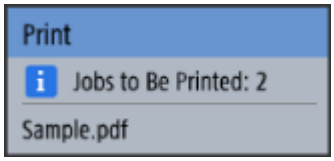
Access Stored Files

Displays the printed file name. Displays the first file name when multiple files have been printed.



Data Waiting to Be Printed

Displays the number of jobs waiting to be printed*1 and the file name of the data waiting to be printed*2.



*1 If the print data for users other than logged-in users is set to be displayed, the total number of jobs waiting to be printed for all users is displayed. **[Display Other User Jobs] (P. 1388)**

*2 If there are multiple jobs waiting to be printed, the file name of the print data most recently sent to the machine is displayed.

Customizing the Control Panel Screen

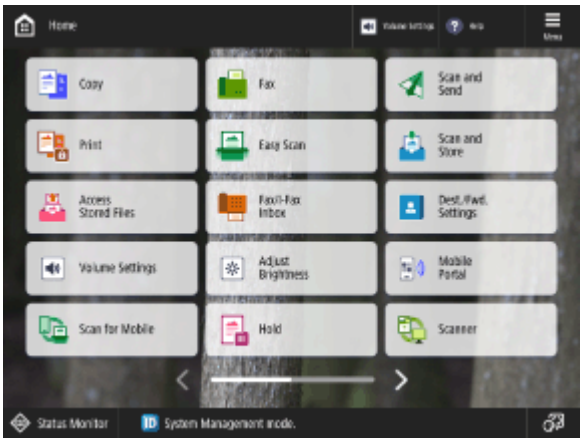
AW63-03H

You can quickly execute frequently used functions, and change the display and settings for easier operations.

Making the [Home] Screen Easier to Use

You can rearrange the function and setting buttons, and add frequently used settings as Personal and Shared buttons for each function.

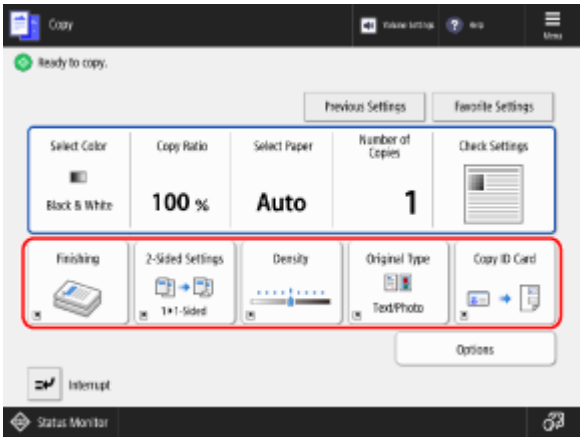
Customizing the [Home] Screen (P. 206)
Adding Buttons to the [Home] Screen (Personal and Shared Buttons) (P. 208)



Customizing the Layout on Function Screens

You can customize the layout of frequently used settings on each function screen for quick access to settings.

Customizing the Scan, Fax, and Copy Screens (P. 212)



Registering Frequently Used Settings

If you frequently use the same setting or value for multiple functions, you can register these as "Favorite Settings" to access them from the function screens, and change the default settings.

You can improve work efficiency by eliminating the need to repeatedly change the settings and reduce costs by configuring the settings to save paper.

Registering and Recalling Favorite Settings (P. 215)
Changing the Default Settings (P. 220)

Customized Operation Environment Settings

You can change the display language of the screen and customize the operation environment.

Changing the Display Language (P. 222)
Customizing the Display and Operations for Individual Users (Personal Settings) (P. 223)

NOTE

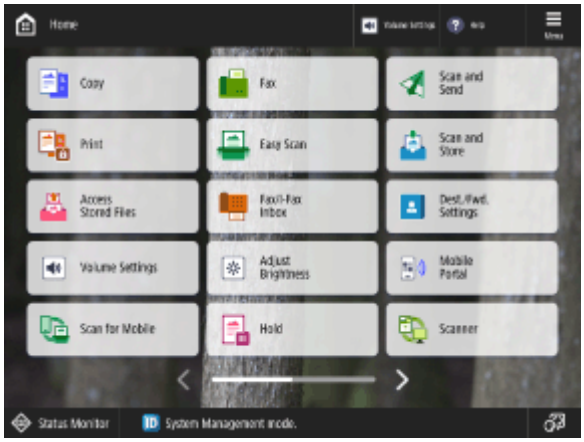
Restrictions and Customization by Administrators

- Administrators can restrict the items that can be customized by users and customize other items. **Management and Settings of the Machine Screens (P. 1080)**

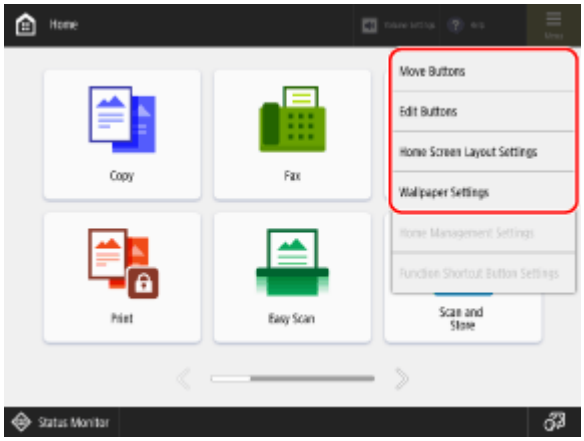
Customizing the [Home] Screen

AW63-03J

You can rearrange the function and setting buttons on the [Home] screen, and change the background to any of the preset images.



Log in to the machine, press [Menu] on the [Home] screen, and change the displayed items. **Logging In to the Machine (P. 225)**
* You may not be able to make changes depending on the machine settings and privileges of the login user. In addition, general users cannot change administrator items. **Management and Settings of the Machine Screens (P. 1080)**



Rearranging the Buttons

Press [Move Buttons] or [Edit Buttons] to drag and drop the button you want to move.

Changing the Size and Number of Displayed Buttons

Press [Home Screen Layout Settings] to select the size and number of buttons displayed on one page.

Deleting and Renaming Personal and Shared Buttons

Press [Edit Buttons], select the button to delete or rename, and press [Delete] or [Rename].
* You cannot delete or rename function or setting buttons other than Personal and Shared buttons.

Changing the Background Image

Press [Wallpaper Settings] to select the image you want to use as the background.

NOTE

Using [Customize for Personal Use] and [Customize for Common Use]

- If you are prompted to select [Customize for Personal Use] or [Customize for Common Use], the screen that changes varies depending on your selection.
  - [Customize for Personal Use]: Your own screen will change as a personal setting of the login user.
  - [Customize for Common Use]: The common screen* 1 will change as a setting of the machine.
- Whether the selection screen is displayed varies depending on the machine settings and privileges of the login user. **Configuring the Operations and Screen Displays Allowed for Users (P. 1082)**
- If the selection screen is not displayed for general users, it is set as [Customize for Personal Use].
- When [Customize for Common Use] changes are permitted by users other than administrators, [Customize for Common Use] can be changed without having to log in to the machine.

*1 The screen displayed for users who are not logged in and users who have not configured [Customize for Personal Use]

Adding Buttons to the [Home] Screen (Personal and Shared Buttons)

AW63-03K

Add buttons to the [Home] screen buttons for frequently used scan, copy, and other settings and destinations. You can press an added button to recall settings or immediately execute a function for faster and more efficient operations.
Customize two types of buttons: Personal buttons, which are individually customized and can only be used by a specific logged-in user, and Shared buttons, which are available to all users.

Functions and Settings That Can Be Registered as Buttons (P. 208)
Adding Personal and Shared Buttons (P. 208)

Functions and Settings That Can Be Registered as Buttons

Scan and Send
Destination and scan settings

Scan and Store

- Store location and scan settings
- Shortcut to a store location

Fax
Destination and original scan settings

Copy
Copy settings

Access Stored Files
Shortcut to a store location

Fax/I-Fax Inbox
Shortcut to a store location

Adding Personal and Shared Buttons

The number of Personal and Shared buttons that can be added are as follows.

- Personal buttons: Up to 60 buttons per user (maximum 12,000 buttons for all users)
- Shared buttons: Up to 60 buttons

Use the control panel to add Personal and Shared buttons. You cannot add buttons using Remote UI from a computer. This section describes the copy procedure as an example.

* You may not be able to add Personal and Shared buttons depending on the machine settings and privileges of the login user. **Configuring the Operations and Screen Displays Allowed for Users (P. 1082)**

1 Log in to the machine. **Logging In to the Machine (P. 225)**

When adding of Shared buttons is permitted by users other than administrators, Shared buttons can be added without the user having to log in.

2 On the control panel, press [Copy] in the [Home] screen. **[Home] Screen (P. 189)**

→ The copy screen is displayed.

3 Configure the content to be registered to the button. **Copy Operations (P. 630)**

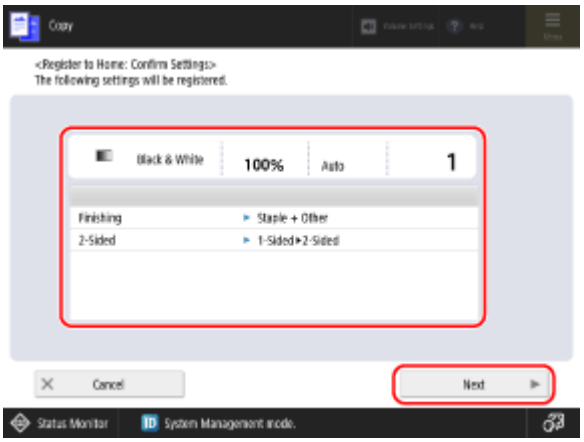
4 Press [Menu] ▶ [Register to Home].

When a Confirmation Message Asking Whether to Register Using a Password Appears

Select [Yes] or [No] for whether to prompt the user for a password when the added button is pressed and the settings are recalled.

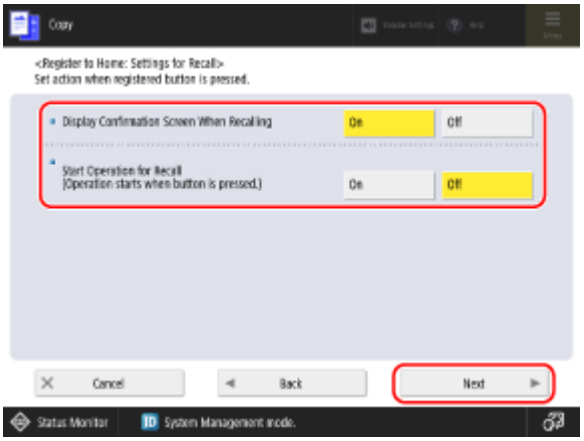
- To skip password entry, select [Yes].
- To prompt the user to enter a password each time, select [No]. Only users who know the password can use the recalled settings.

5 Check the settings, and click [Next].



To register a shortcut to a store location, you can skip this step and the next step. Proceed to Step 7.

6 Specify the action to take when the added button is pressed, and press [Next].



When Recalling the Settings

- To Recall the Settings after Displaying the Confirmation Screen of the Settings
  Set [Display Confirmation Screen When Recalling] to [On], and set [Start Operation for Recall] to [Off].

- To Recall the Settings without Displaying the Confirmation Screen of the Settings
  Set [Display Confirmation Screen When Recalling] and [Start Operation for Recall] to [Off].

When Executing a Function Immediately

- To Execute a Function after Displaying the Confirmation Screen of the Settings
  Set [Display Confirmation Screen When Recalling] and [Start Operation for Recall] to [On].
- To Execute a Function without Displaying the Confirmation Screen of the Settings
  Set [Display Confirmation Screen When Recalling] to [Off], and set [Start Operation for Recall] to [On].

7 Enter the button name and a comment, and select [Personal] or [Shared].



- Press [Name] or [Comment], and enter the information.
- The name is always displayed on the button.
- Comments are only displayed when the button size is set to large or medium. These are not displayed when the size is set to medium-small or small. **Customizing the [Home] Screen (P. 206)**
- To add an individually customized button that can only be used by a login user, select [Personal]. To add a button that can be used by all users, select [Shared].

8 Press [OK].

➔ The button is added to the [Home] screen.

NOTE

When Registering a File Server Destination to a Personal or Shared Button

- If the authentication method for file server access is set to use authentication information of the login user, the password setting used for file server authentication is not included in the registered information of the Personal and Shared buttons. **[Information Used for File TX/Browsing Authentication] (P. 1315)**

When Registering a Destination in the Remote Address Book to a Personal or Shared Button

- Even when the destination information is updated on the server machine, the destination information registered in a Personal button or Shared button on the client machine is not updated.
  If you cannot send data using an added button, check whether the destination information has been updated on the server machine.

Changing Added Personal and Shared Buttons

- You cannot change a Personal button to a Shared button, or change a Shared button to a Personal button. You must add a new button to replace it.
- Press and hold an added button to change the name and comment and to move or delete it.

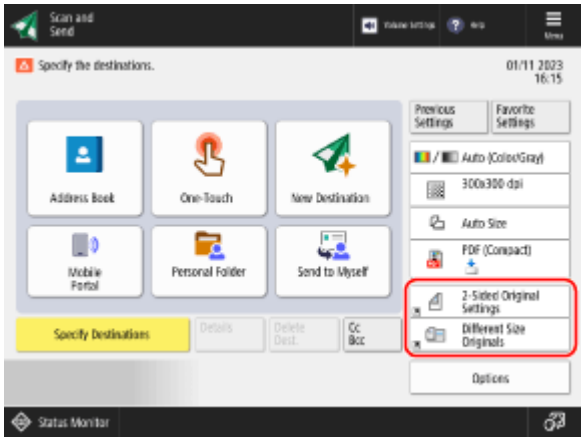
* You can perform the same operations using [Menu] in the [Home] screen. **Customizing the [Home] Screen (P. 206)**

Customizing the Scan, Fax, and Copy Screens

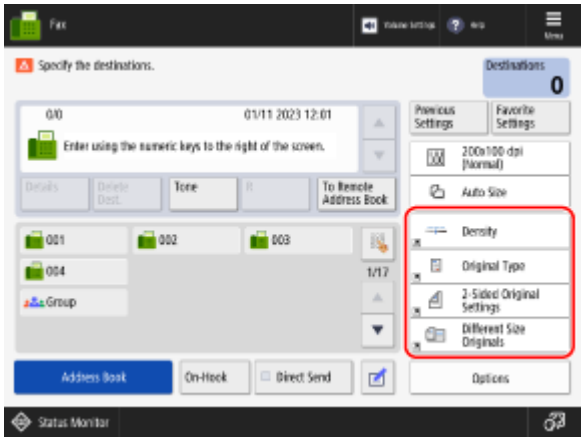
AW63-03L

You can replace the following buttons displayed on the scan (Scan and Send), fax, and copy screens with the buttons in [Options], and hide the buttons.
You can rearrange the frequently used buttons on the function screens for faster operations.

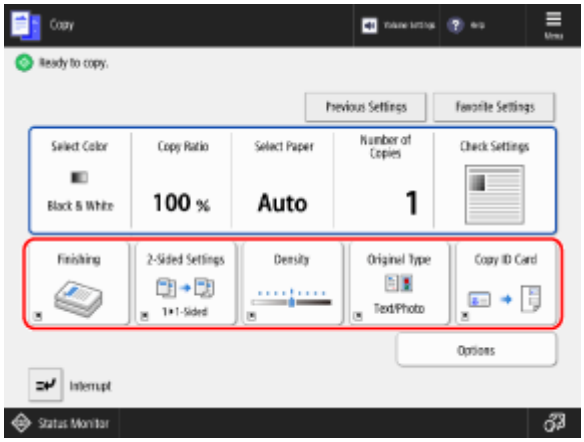
Scan and Send



Fax



Copy (Regular Copy screen)



Copy (Express Copy screen)



* The items that appear on the screen vary depending on the model and options.

Use the control panel to customize the screens. You cannot customize the screens using Remote UI from a computer. This section describes the copy procedure as an example.

1 Log in to the machine, as needed. **Logging In to the Machine (P. 225)**

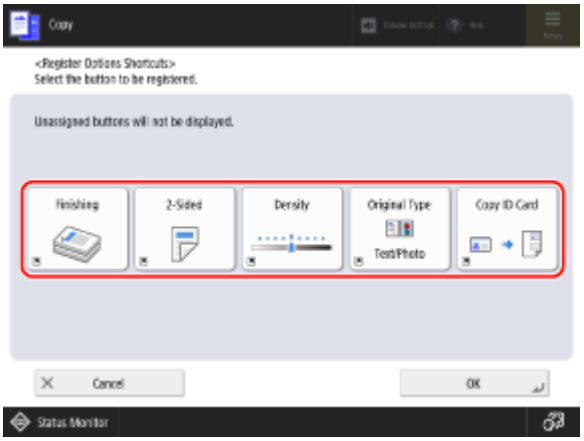
- To customize your own screen as a personal setting of the login user, you must first log in.
- To customize the screen as a machine setting, proceed to Step 2 without logging in.

2 On the control panel, press [Copy] in the [Home] screen. **[Home] Screen (P. 189)**

➔ The copy screen is displayed.

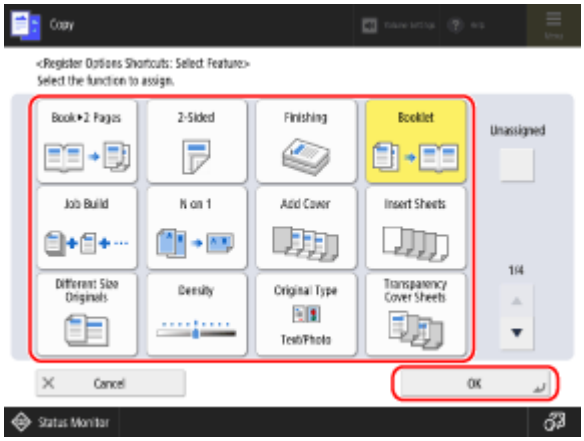
3 Press [Menu] ▶ [Register Options Shortcuts].

4 Select a button to hide (or replace).



On the Express Copy screen, select the desired button, and press [Register].

5 Select a new button, and press [OK].



→ Returns to the screen in Step 4.

- If you do not want to replace the button, select [Unassigned].
- On the Regular Copy screen, you can press [Preset Favorite Settings] and rearrange the registered "Favorite Settings" as shortcuts. **Registering and Recalling Favorite Settings (P. 215)**

6 Press [OK].

→ The buttons on the Copy screen are rearranged.

NOTE

Registering Frequently Used Settings

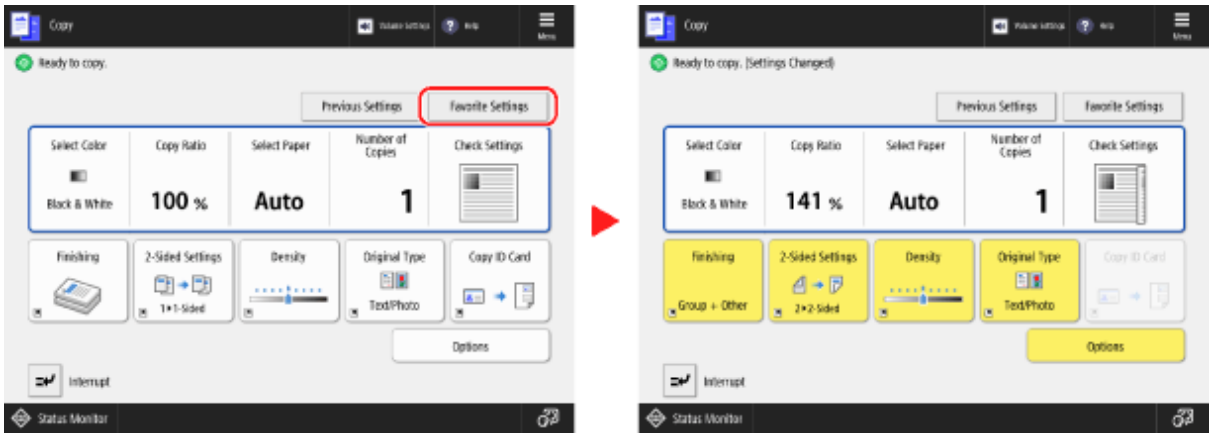
- If you frequently use the same setting or value for multiple functions, you can register these as "Favorite Settings" to access them from the function screens or change the default settings.

Registering and Recalling Favorite Settings (P. 215)
Changing the Default Settings (P. 220)

Registering and Recalling Favorite Settings

AW63-03R

You can register settings according to your purpose and settings you want to recall as "Favorite Settings" for scan, copy, and other functions.
You can label the Favorite Setting so as to provide a description of the setting, who will use it, or other information.
You can recall registered settings from the function screens to quickly execute a function. You can also change the settings after calling them up, as needed.



Registering Favorite Settings (P. 215)
Recalling Registered "Favorite Settings" (P. 218)

NOTE

Maximum Number of "Favorite Settings" That Can Be Registered

- Scan and Send: 18
- Scan and Store
  - For Mail Box: 9
  - For non-Mail Box use: 9
- Fax: 18
- Copy: 9
- Access Stored Files
  - For Mail Box: 9
  - For JPEG and TIFF files not in Mail Box: 9
  - For PDF and XPS files not in Mail Box: 9

Registering Favorite Settings

When you register scan and fax settings, if the destination is specified while setting the details to be registered, the destination is also registered to Favorite Settings. Register the settings while making sure that unneeded destinations are not specified.
You cannot change the destination once registered. To change a registered destination, delete the Favorite Setting, and then register it again.

Use the control panel to register Favorite Settings. You cannot register Favorite Settings using Remote UI from a computer.
This section describes the copy procedure as an example.

1 On the control panel, press [Copy] in the [Home] screen. **[Home] Screen (P. 189)**

→ The copy screen is displayed.

2 Set the details to be registered. **Copy Operations (P. 630)**

3 Press [Menu] ▶ [Register/Edit Favorite Settings] or [Register Favorite Settings].

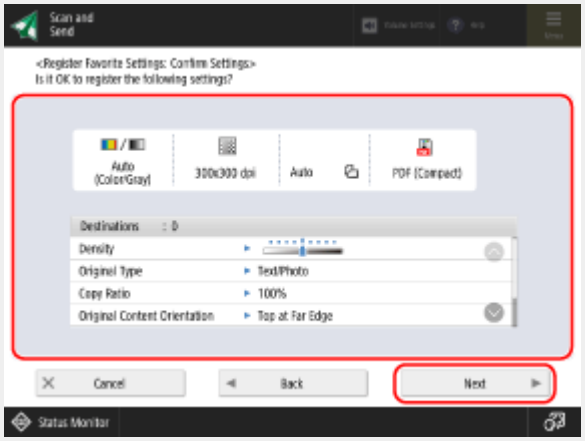
When a Confirmation Message Asking Whether to Register Using a Password Appears

Select [Yes] or [No] for whether to prompt the user for a password when "Favorite Settings" is recalled.

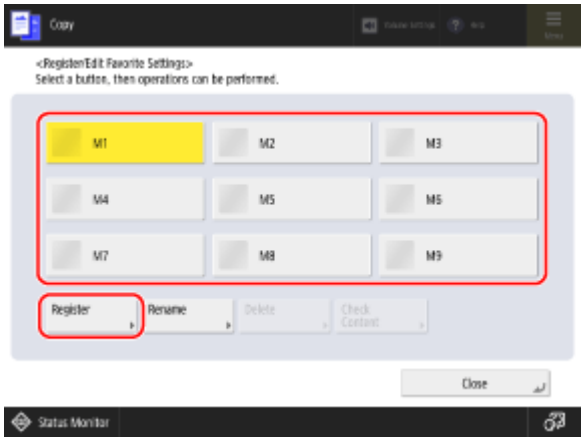
- To skip password entry, select [Yes].
- To prompt the user to enter a password each time, select [No]. Only users who know the password can use the recalled settings.

When the Screen for Checking the Settings Is Displayed

Check the settings, and click [Next].



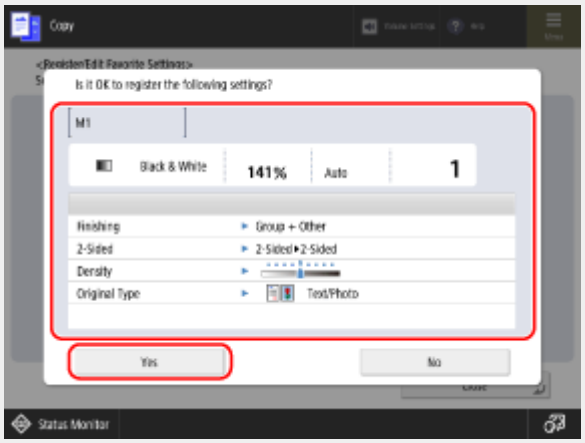
4 Select the button for which you want to register a setting, and press [Register] or [Next].



If you select a button with a setting that is already registered, the registered information is overwritten.

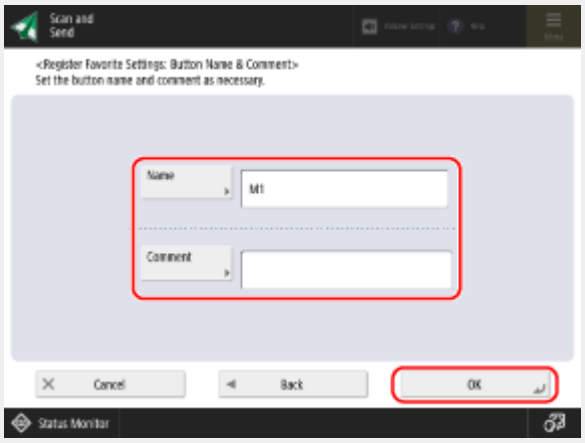
When the Screen for Checking the Settings Is Displayed

Check the settings, and click [Yes].



When the Screen for Setting the Button Name and Comment Is Displayed

Enter the button name and comment, and press [OK].



- Press [Name] or [Comment], and enter the information.
- The name is always displayed on the button.
- Comments can be displayed by setting [Show Comments] to [On] on the screen for selecting the button.

5 Rename the button, as needed.

Select a button with a registered setting, and press [Rename] to rename the button.

6 Press [Close].

NOTE

When a Destination is Registered to "Favorite Settings"

- When a destination registered in "Favorite Settings" is deleted from the Address Book, the registered information of the destination is also deleted.

When a File Server Destination is Registered to "Favorite Settings"

- If the authentication method for file server access is set to use authentication information of the login user, the password setting used for file server authentication is not included in the registered information of "Favorite Settings." **[Information Used for File TX/Browsing Authentication] (P. 1315)**

When a Remote Address Book Destination Is Registered to "Favorite Settings"

- Even when the destination information is updated on the server machine, the destination information registered in "Favorite Settings" on the client machine is not updated.
  If you cannot send data using registered "Favorite Settings," check whether the destination information has been updated on the server machine.

Recalling Registered "Favorite Settings"

When using the scan, copy, or other functions, recall the setting according to your purpose from the registered "Favorite Settings."

This section describes the copy procedure as an example.

1 On the control panel, press [Copy] in the [Home] screen. **[Home] Screen (P. 189)**

➔ The copy screen is displayed.

2 Press [Favorite Settings].

➔ The [Favorite Settings] screen is displayed.

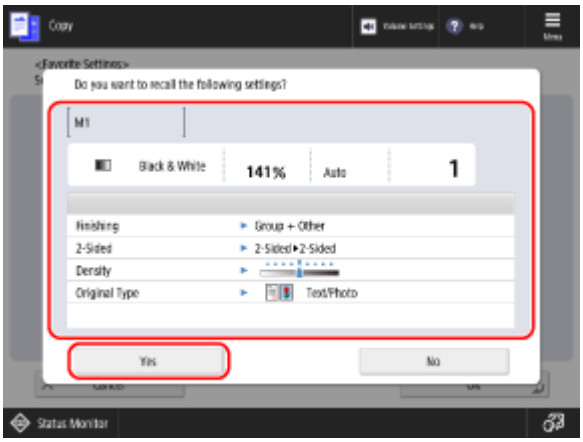
3 Select the button of the setting you want to use.



If the screen for checking the settings is displayed, proceed to Step 5.

4 Press [OK].

5 Check the settings, and click [Yes].



* The items that appear on the screen vary depending on the model and options.

➔ The setting is recalled.

The copy settings are completed, so you can just press [Start] to copy.

NOTE

Displaying the [Favorite Settings] Screen Initially (Scan and Fax)

- You can configure the [Favorite Settings] screen to be displayed initially when you press [Scan and Send] or [Fax] on the [Home] screen.
  - Scan and Send **[Default Screen] (P. 1329)**
  - Fax **[Default Screen] (P. 1349)**

Configuring the Settings to Not Display the Screen for Checking the Settings (Scan, Fax, and Copy)

- You can configure the settings to not display the screen for checking the settings when recalling "Favorite Settings" for scan (Scan and Send), fax, and copy. In this way, you can recall the settings without performing Step 5.
  - Scan and Send **[Display Confirmation for Favorite Settings] (P. 1329)**
  - Fax **[Display Confirmation for Favorite Settings] (P. 1349)**
  - Copy **[Display Confirmation for Favorite Settings] (P. 1317)**

Deleting Registered "Favorite Settings"

- On the [Favorite Settings] screen, select the button you want to delete, and press [Delete].
- To delete "Favorite Settings" for scan (Scan and Send) and fax, press [Edit] on the [Favorite Settings] screen, select the button you want to delete, and press [Delete].
- Even if the registered information of "Favorite Settings" is deleted, the button name is not deleted and does not return to the default setting. Press [Rename] to rename the button, as needed.

Changing the Default Settings

AW63-03S

You can change the default settings for scan, copy, and other functions recalled using the control panel.
When you press [Reset] on the screen of any function, it resets the setting to this default setting.

Use the control panel to change the default settings. You cannot change the default settings using Remote UI from a computer.
This section describes the copy procedure as an example.

1 Log in to the machine, as needed. **Logging In to the Machine (P. 225)**

- To change your own default settings as a personal setting of the login user, you must first log in.
- To change the default settings as a machine setting, proceed to Step 2 without logging in.

2 On the control panel, press [Copy] in the [Home] screen. **[Home] Screen (P. 189)**

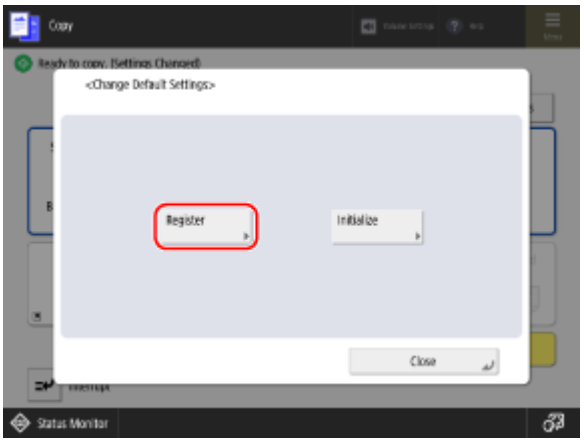
→ The copy screen is displayed.

3 Set the details to be registered as default settings. **Copy Operations (P. 630)**

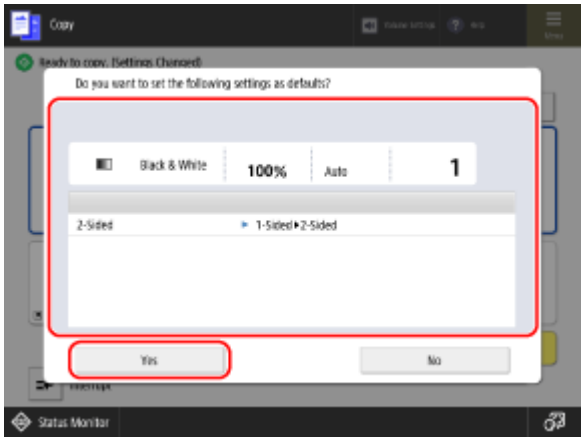
4 Press [Menu] ▶ [Change Default Settings].

If the screen for checking the settings is displayed, proceed to Step 6.

5 Press [Register].



6 Check the settings, and click [Yes].



➔ The default settings are changed.

NOTE

Restoring Default Settings to the Factory Settings

- On the screen in Step 5, press [Initialize] ▶ [Yes].
- To initialize the scan (Scan and Send) and fax settings, use [Settings/Registration] in the [Home] screen or other screen ▶ [Function Settings].
  - Scan and Send **[Change Default Settings] (P. 1330)**
  - Fax **[Change Default Settings] (P. 1350)**

Changing the Display Language

AW63-03U

You can change the screen display language. Depending on the language used, you can change the keyboard layout displayed on the screen.

Use the control panel to change the display language. You cannot change the display language using Remote UI from a computer.

1 Log in to the machine, as needed. **Logging In to the Machine (P. 225)**

- To change the display language when you are logged in as a personal setting of the login user, you must first log in.
- To change the display language as a machine setting, proceed to Step 2 without logging in.

2 Display the display language settings screen.

When [ ] Is Displayed at the Bottom of the [Home] Screen or Other Screen

Press [ ] to display the display language settings screen.

* Whether [ ] is displayed at the bottom of the screen varies depending on the machine settings. **Adding the Display Language Switching Button (P. 1084)**

When Displaying the Settings Screen from the Settings Menu

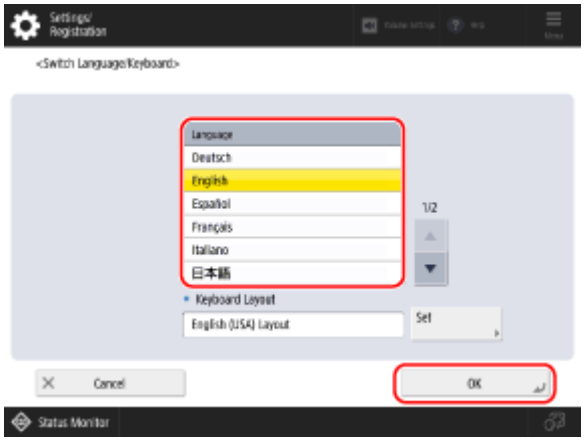
1. On the control panel, press [Settings/Registration] in the [Home] screen or other screen. **[Home] Screen (P. 189)**

   → The [Settings/Registration] screen is displayed.

2. Press [Preferences] ▶ [Display Settings] ▶ [Switch Language/Keyboard].

   → The display language settings screen is displayed.

3 Select the display language, and press [OK].



To change the keyboard layout, select the display language, and press [Set].

* Depending on the language used, you cannot change the keyboard layout.

Customizing the Display and Operations for Individual Users (Personal Settings)

AW63-03W

You can change the settings (personal settings) related to the screen display and operability for each login user. These settings are valid only when the user that customized them is logged in and will not affect the settings of other users.

Customizable Settings

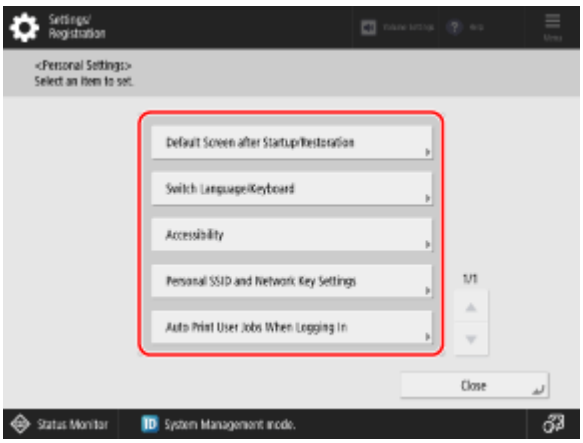
- Screen displayed after the user logs in
- Screen display language
- Keyboard response time, reversed display (color), and enlarged display (accessibility)
- Personal SSID (network name) and network key (password) when connecting directly to a mobile device
- Automatic printing of print data held in the machine

Use the control panel to change the personal (password) settings. You cannot change the settings using Remote UI from a computer.

1 Log in to the machine. **Logging In to the Machine (P. 225)**

2 On the control panel, press [Personal Settings] in the [Home] screen. **[Home] Screen (P. 189)**

3 Press the button of the setting you want to customize, and change the setting on the displayed screen.



When Changing the Screen Displayed After the User Logs In

Press [Default Screen after Startup/Restoration] and select the screen to be displayed after login.
* This item is displayed only when the setting is configured to display the login screen at the start of operations in the setting for when to display the login screen. **Configuring the Login Screen Display Method (P. 890)**

When Changing the Screen Display Language

Press [Switch Language/Keyboard] and select the display language.
Depending on the language used, you can change the keyboard layout displayed on the screen. To change the keyboard layout, select the display language, and press [Set].

When Changing the Keyboard Response Time, Reversed Display (Color), and Enlarged Display Settings

Press [Accessibility], and configure the required settings.

[Key Repetition Settings]

Press and hold keys on the on-screen keyboard to repeatedly enter the same character with the Key Repeat function. You can slow down the speed of the key repeat operation.
Set this if you notice the same character repeatedly entered when you try to enter just one character.

[Acceptance Delay for Repeated Presses]

You can specify the amount of time during which the machine does not accept the second and subsequent key inputs when a key on the on-screen keyboard is unintentionally pressed repeatedly. Configure this setting in cases such as when you intend to enter a single character, but the same character is entered repeatedly.

[Reversed Display (Color)]

You can set the display to reverse the brightness of the screen.
Set this if the display is still difficult to see after adjusting the screen brightness with [Adjust Brightness] in the [Home] screen.

[Enable Screen Magnification]

You can use two fingers to pinch out or pinch in on the screen to enlarge or reduce the display.

When Setting a Personal SSID and Network Key to Connect Directly to a Mobile Device

Press [Personal SSID and Network Key Settings] to set the SSID and network key to use.
* This can be set only when the Access Point Mode setting is configured to use a different SSID and network key for each login user. **Enabling the Direct Connection Function (P. 825)**

To Specify the SSID and Network Key

Set [Specify SSID to Use] and [Specify Network Key to Use] to [On], and enter the SSID and network key.

To Use an SSID and Network Key Generated Automatically with Random Characters

Set [Specify SSID to Use] and [Specify Network Key to Use] to [Off].

To Wait Automatically for a Direct Connection When Logging In

Set [Automatically Enable/Disable Direct Connection at Login/Logout] to [On].

To Enable Automatic Printing of Print Data Held in the Machine

Press [Auto Print User Jobs When Logging In], and select [On].
Print data being held for you is printed automatically after you log in.
* This can be set only when the setting is configured to use the automatic print function for print data. **[Enable Auto Print Function When Logging In] (P. 1390)**

4 Press [Close].

Logging In to the Machine

AW63-03X

To log in to the machine, press [Log In] in the [Home] screen, and enter the required information on the displayed login screen. **[Home] Screen (P. 189)**
The login screen is displayed automatically when operating a function that requires authentication. After you log in, the screen changes, and you can continue operations.

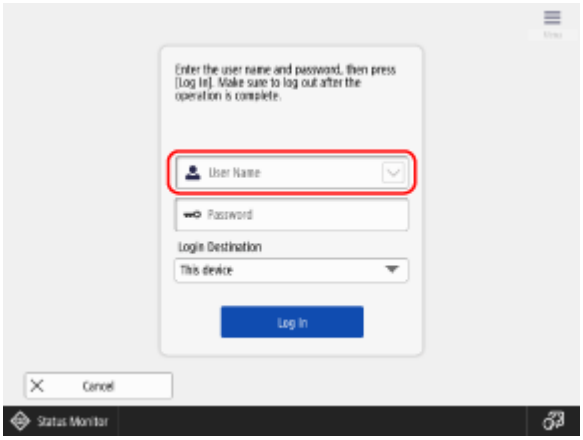
* To edit important settings of the machine, you need to log in as a user with administrator privileges. **Administrator Privileges and Password (P. 50)**
* After logging in to the machine, each user can operate the machine using their preferred settings. **Using a Personalized Screen, Data, and Settings (Personalization) (P. 227)**

NOTE

When No Operations Are Performed for a Certain Period of Time After Login

- By default, the settings configured on the screen are cleared, and the user is automatically logged out. You can change the time until the settings are cleared. **[Auto Reset Time] (P. 1215)**

1 On the login screen, press [User Name].



If the machine has a history of previously logged in user names, you can also select the user name from the pulldown menu.
If you selected a user name from the pulldown menu, press [Password], and proceed to Step 3.

2 Enter the user name, and press [Next].

3 Enter the password, and press [OK].

4 Select the login destination from the [Login Destination] pulldown menu, and press [Log In].

→ When login is successful, the [Home] screen or other screen is displayed.

5 When you have completed your desired operations, press [Log Out].

NOTE

- Depending on the settings of the machine, you may be able to change the password by pressing [Change Password] from [Menu] on the login screen. **[Display Button to Change Password on Settings Menu] (P. 1412)**

Using a Personalized Screen, Data, and Settings (Personalization)

AW63-03Y

After you log in, you can use the machine with your personal settings. This is called the personalization function. You can use a personalized screen and Address Book. In addition, your personalized settings are stored automatically for quicker and more convenient operations.

You must configure the settings on the machine to use the personalization function. Note that some items may not be able to be personalized. **Enabling and Disabling the Personalization Function (P. 898)**

Using a Personalized Screen

You can quickly execute frequently used functions, and easily change the display and settings from the [Home] screen and function screens.

Customizing the [Home] Screen (P. 206)
Adding Buttons to the [Home] Screen (Personal and Shared Buttons) (P. 208)
Customizing the Scan, Fax, and Copy Screens (P. 212)

You can also change the default settings on the function screens for more efficient operations.

Changing the Default Settings (P. 220)



Using a Personalized Address Book and Destinations

You can manage personalized destinations and store locations for scanned data and faxes and share this information to a group to which you belong. To use a personalized destination, select [Personal Address List] or [User Group Address List] on the Address Book screen.

Registering Destinations (Address Book) (P. 306)
Specifying Destinations (Address Book) (P. 353)

In addition, you can use [Send to Myself] displayed on the scan (Scan and Send) screen to easily send scanned data to your own e-mail address.



Using the History

You can recall and reuse previously used settings from the timeline in the [Home] screen and from [Previous Settings] on the function screens.

Displaying and Operating the Timeline (P. 200)

Using Personalized Settings

You can use the machine with your personal settings without affecting other users. In addition to making the control panel easier to use, you can also set the operation when starting to use the machine to save time.

Customizing the Display and Operations for Individual Users (Personal Settings) (P. 223)



NOTE

Using a Personalized Storage Space

- By logging in to the machine, you can use the personalization function as well a personalized storage space.
  - Personal Space in Advanced Space
    You can create a personal space in Advanced Space, and use it as a storage space that is not visible to other users. **Creating a Personal Space in Advanced Space (P. 788)**
  - A Storage Space as a Personal Folder
    After setting up a Personal Folder, you can easily access it from [Personal Folder] displayed on the scan screen or other screen. **Configuring a Personal Folder (P. 923)**

Placing Originals

AW63-040

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 stationary 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. 229)

Feeder

You can place several sheets of originals in the feeder. The placed originals are fed and scanned automatically one sheet at a time.
Both sides of originals can be scanned at the same time.
Placing Originals in the Feeder (P. 231)

Regardless of whether you use the platen glass or feeder, when copying to paper with a logo or using the staple or punch function, be careful of the orientation of the original.
Orientation of the Original When Copying to Paper with a Logo (P. 235)
Orientation of an Original to Be Stapled and Setting the Staple Position (Option) (P. 238)
Orientation of Original When Punching Holes (Option) (P. 242)

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. 78)**

1 Open the feeder.



Open the feeder all the way. If the original is placed with the feeder not completely open, the original size may not be detected correctly.

2 Place the side of the original scanned face down on the platen glass while aligning the corner of the original with the top left corner of the platen glass.



When Scanning Transparent Originals

When scanning tracing paper, transparencies, and other transparent originals, place a sheet of plain white paper on top.

When Scanning Both Sides of an Original

Place the original so that the top and bottom of the original are correctly positioned from your viewpoint.



When Scanning Originals That Spread Open

When you scan an original that spreads open, such as a book or magazine, place the original so that the top edge of the original is aligned with the top edge and top left corner of the platen glass.



3 Gently close the feeder.

Do not forcefully push the feeder to close it when placing a book, magazine, or other thick original.

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

NOTE

- The original size markings along the edges of the platen glass also indicate original sizes that the machine does not automatically recognize.

Placing Originals in the Feeder

You can place multiple originals of various sizes.
For the size and type of the originals that can be placed in the feeder, see the specifications of the feeder. **2-Sided Single Pass Feeder Specifications (P. 81)**

IMPORTANT

To prevent paper jams inside the feeder, do not place the following originals:

- Wrinkled, creased, curled, or torn paper
- Carbon paper, coated paper, thin translucent paper, or transparencies
- Stapled or clipped paper, or paper with sticky notes
- Paper printed by a thermal transfer printer
- Paper with punched holes

1 Spread the slide guides outward until they are slightly farther apart than the width of the original.

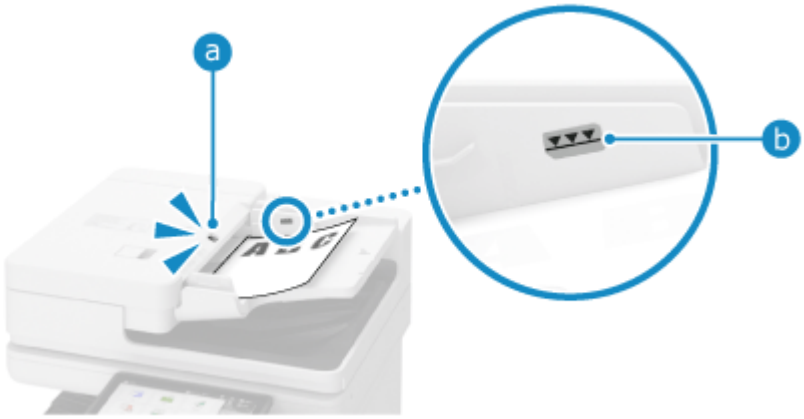


2 Fan the originals and align the edges.



Fan the paper in small batches, and align the edges by tapping the paper on a flat surface a few times.

3 Place the sides of the originals to be scanned face up in the feeder.



→ When the original is placed correctly, the original set indicator (a) lights up.

- Insert the paper until the edge of the original is against the feeder.
- Make sure the placed originals do not exceed the load limit line (b). If they exceed the load limit line, there may be misfeeds or a paper jam.

When Placing a Large Size Original (For Single Pass DADF-E Only)

Pull out the original supply tray extension and original output tray extension before placing the original so as to prevent the original from drooping or falling.



When Placing a Thin Paper Original

Thin paper originals may be difficult to place or may become wrinkled due to a usage environment with high temperature and humidity.

- For thin paper originals that are difficult to place in the feeder, place the original while gently curving it and not inserting it too far (for Single Pass DADF-E only).
- If the original is inserted too far, it will not be fed correctly, and may result in a paper jam.



- For thin paper originals that are A3, B4, A4R, or B5R paper, raising the original retainer can prevent wrinkles (for Single Pass DADF-E only).

Americas

You can also do this for 11" x 17" and LTRR paper.



When Scanning a 2-Sided Original

Place the original so that the top and bottom are correctly positioned from your viewpoint.





When Placing Multiple Originals of Various Sizes

- For originals with the same height, place the originals while lining up the height. Asia/Oceania Americas



- For originals with different heights, place the originals while lining up the top left corners as seen from your viewpoint. Asia/Oceania Americas



Precautions When Placing Originals of Different Sizes

- There are restrictions to the combination of original sizes that can be placed together. **2-Sided Single Pass Feeder Specifications (P. 81)**
  Placing originals in an inappropriate combination may result in damage to the original or a paper jam.
- Do not place originals of different paper thicknesses or paper quality together. This can result in a paper jam.

- If you place originals of different heights in the feeder, shorter originals will not be secured by the slide guides, and the originals may be scanned at an angle. Asia/Oceania Americas

When Placing a Long Original

Support the original with your hand when scanning it or outputting it.
For details on the size of long originals that can be placed in the feeder, see the specifications for the feeder of the machine. **2-Sided Single Pass Feeder Specifications (P. 81)**





4 Align the slide guides against the edges of the originals.



Slide guides that are aligned and too loose or too tight can cause misfeeds or a paper jam.

5 When scanning of the originals is complete, remove the ejected originals from the original output tray.



- Do not add originals or remove them during scanning.
- Leaving ejected originals on the original output tray may result in a paper jam.
- If an original is left on the original output tray, the original output indicator (a) will blink when another original is placed in the feeder (for Single Pass DADF-E only).

Orientation of the Original When Copying to Paper with a Logo

AW63-041

When copying to paper with a logo, make sure the original is loaded in the correct orientation.

When Placing Originals on the Platen Glass (P. 235)
When Placing Originals in the Feeder (P. 236)

* When copying to paper with a logo, pay attention to the orientation in which the paper is loaded and which side is face up. **Orientation for Loading Paper with a Logo (P. 274)**

NOTE

- For the general procedure when placing an original, see the following:

Placing Originals (P. 229)

When Placing Originals on the Platen Glass

Place the original on the platen glass as shown below according to the paper size.

A4 or A5 Size Original

Use the same method when placing B5 size original in Asia/Oceania, or LTR size original in the Americas.

Vertical original



Horizontal original



A3 Size Original

Use the same method when placing B4 size original in Asia/Oceania, or 11" x 17" and LGL size original in the Americas.

Vertical original



Horizontal original



When Placing Originals in the Feeder

When using the feeder to copy to paper with a logo, configure the settings so as not to give priority to copy speed. After configuring the settings so as not to give priority to copy speed, place the original in the feeder while paying attention to the orientation.

Configuring the Settings So as Not to Give Priority to Copy Speed

Use the control panel to configure these settings. You cannot configure the settings using Remote UI from a computer.

[Settings/Registration] ▶ [Function Settings] ▶ [Copy] ▶ [Speed Priority for Copying from Feeder] ▶ [Off] ▶ [OK]

Orientation When Placing an Original

Place the original in the feeder as shown below according to the paper size.

A4 or A5 Size Original

Use the same method when placing B5 size original in Asia/Oceania, or LTR size original in the Americas.

Vertical original



Horizontal original



A3 Size Original

Use the same method when placing B4 size original in Asia/Oceania, or 11" x 17" and LGL size original in the Americas.

Vertical original



Horizontal original



Orientation of an Original to Be Stapled and Setting the Staple Position (Option)

AW63-042

When using the staple function, make sure the original is loaded in the correct direction and the staple position is set correctly.

When Stapling the Corner of the Paper or Using Staple-Free (Corner) (P. 238)
When Stapling the Edge of the Paper at Two Locations (Double) (P. 240)

NOTE

- For the general procedure when placing an original, see the following:

  Placing Originals (P. 229)

- For details about how to configure the settings when using the staple function, see the following:

  Configuring the Finishing Functions (P. 691)

When Stapling the Corner of the Paper or Using Staple-Free (Corner)

Place the original as shown below according to the actual position where to staple or use Staple-Free. When setting the staple position, set the position as viewed from the side of the original to be scanned.
The direction in which the original is placed and the staple position setting vary depending on the size of the original.

A4 or A5 Size Original

Use the same method when placing B5 size original in Asia/Oceania, or LTR size original in the Americas.

Actual Staple Position	Orientation When Placing an Original		Staple Position Setting
	Platen Glass	Feeder	
Top right of vertical paper 			[Top Right]
Top left of vertical paper 			[Top Left]

Actual Staple Position	Orientation When Placing an Original		Staple Position Setting
	Platen Glass	Feeder	
Top right of horizontal paper 			[Bottom Right]
Top left of horizontal paper 			[Top Right]

A3 Size Original

Use the same method when placing B4 size original in Asia/Oceania, or 11" x 17" and LGL size original in the Americas.

Actual Staple Position	Orientation When Placing an Original		Staple Position Setting
	Platen Glass	Feeder	
Top right of vertical paper 			[Top Left]
Top left of vertical paper 			[Bottom Left]

Actual Staple Position	Orientation When Placing an Original		Staple Position Setting
	Platen Glass	Feeder	
Top right of horizontal paper 			[Top Right]
Top left of horizontal paper 			[Top Left]

When Stapling the Edge of the Paper at Two Locations (Double)

Place the original as shown below according to the actual position where to staple or use Staple-Free. When setting the staple position, set the position as viewed from the side of the original to be scanned.
The orientation in which the original is placed and the staple position setting vary depending on the size of the original.

A4 or A5 Size Original

Use the same method when placing B5 size original in Asia/Oceania, or LTR size original in the Americas.

Actual Staple Position	Orientation When Placing an Original		Staple Position Setting
	Platen Glass	Feeder	
Left edge of vertical paper 			[Left]
Right edge of vertical paper 			[Right]

A3 Size Original

Use the same method when placing B4 size original in Asia/Oceania, or 11" x 17" and LGL size original in the Americas.

Actual Staple Position	Orientation When Placing an Original		Staple Position Setting
	Platen Glass	Feeder	
Top edge of vertical paper 			[Left]
Left edge of horizontal paper 			[Left]
Right edge of horizontal paper 			[Right]

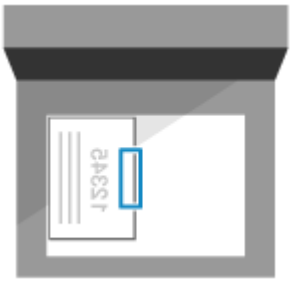
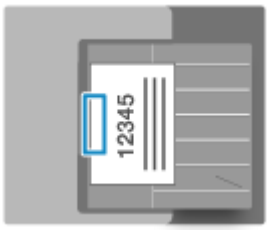
Orientation of Original When Punching Holes (Option)

AW63-043

Place the original as shown below according to the position where to punch holes when using the punch function.
The orientation in which the original is placed varies depending on the size of the original.

A4 or A5 Size Original

Use the same method when placing B5 size original in Asia/Oceania, or LTR size original in the Americas.

Hole Punch Position	Orientation When Placing an Original	
	Platen Glass	Feeder
Left edge of vertical paper 		
Top edge of horizontal paper 		

A3 Size Original

Use the same method when placing B4 size original in Asia/Oceania, or 11" x 17" and LGL size original in the Americas.

Hole Punch Position	Orientation When Placing an Original	
	Platen Glass	Feeder
Top edge of vertical paper 		

Hole Punch Position	Orientation When Placing an Original	
	Platen Glass	Feeder
Left edge of horizontal paper 		

NOTE

- For the general procedure when placing an original, see the following:
  - **Placing Originals (P. 229)**
- For details about how to configure the settings when using the punch function, see the following:
  - **Configuring the Finishing Functions (P. 691)**

Loading Paper

AW63-044

To ensure print quality, confirm the usable paper and how to handle and store paper, and prepare the appropriate paper. **Usable Paper (P. 67)** / **Precautions When Handling Paper (P. 76)**

Load the prepared paper in the machine, and then configure the paper size and type settings.
When there are multiple output trays, you can configure the output destination settings, as needed.

Loading Paper

Load paper you usually use into the paper drawer, which can hold large amounts of paper.
To temporarily use paper not loaded in the paper drawer, load it in the multi-purpose tray.
Loading Paper in the Paper Drawer (P. 245)
Loading Paper in the Multi-purpose Tray (P. 254)

For how to load paper in the optional large-capacity paper source, see the following:
Loading Paper in High Capacity Cassette Feeding Unit-G (Option) (P. 257)
Loading Paper in Paper Deck Unit-F (Option) (P. 260)

When using envelopes or paper with a logo, be careful of the orientation of the loaded paper and which side is face up.
Preparations and Orientation for Loading Envelopes (P. 264)
Orientation for Loading Paper with a Logo (P. 274)

Asia/Oceania Americas

To load Long Sheet paper, load the paper in optional Long Sheet Feeding Tray-A.
Loading Paper in Long Sheet Feeding Tray-A (Option) [Asia/Oceania][Americas] (P. 262)

Paper Settings

To ensure clear 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. 281)

Output Destination Settings

When there are multiple output trays, you can specify to which output tray to output printed and copied paper.
Output Destination Settings (P. 303)

IMPORTANT

Do Not Mix Different Paper

- Use all the loaded paper before loading new paper. Supplying paper when paper is already loaded may cause misfeeds or paper jams.
- Do not load paper of different item names or types into the same paper source.

NOTE

When Using Transparencies

- Load transparencies that could result in misfeeds or paper jams one sheet at a time.
- If transparencies are left in the paper drawer or multi-purpose tray, they may stick together, resulting in misfeeds or paper jams. When you have completed printing, return any remaining transparencies to the original package, and store them away from high temperature and humidity.

Loading Paper in the Paper Drawer

AW63-045

Load paper you usually use into the paper drawer, which can hold large amounts of paper.
The setting method varies depending on the size of the paper to be loaded.

When Loading A3, A4, or Other Standard Size Paper or Envelopes
Loading Standard Size Paper (P. 245)

When Loading Custom Size Paper
Loading Non-standard Size Paper (P. 249)

* For how to load paper in the optional High Capacity Cassette Feeding Unit-G paper drawer, see the following:
Loading Paper in High Capacity Cassette Feeding Unit-G (Option) (P. 257)

IMPORTANT

Do Not Load Printed Paper

- If you load printed paper in a paper drawer, a malfunction may occur. When you want to print on the back side of printed paper (manual 2-sided printing), be sure to load the paper in the multi-purpose tray. **Loading Paper in the Multi-purpose Tray (P. 254)**

Loading Standard Size Paper

You can load paper correctly by aligning the paper guides on the paper drawer with the markings.
When using envelopes or paper with a logo, be careful of the orientation of the loaded paper and which side is face up.

Preparations and Orientation for Loading Envelopes (P. 264)
Orientation for Loading Paper with a Logo (P. 274)

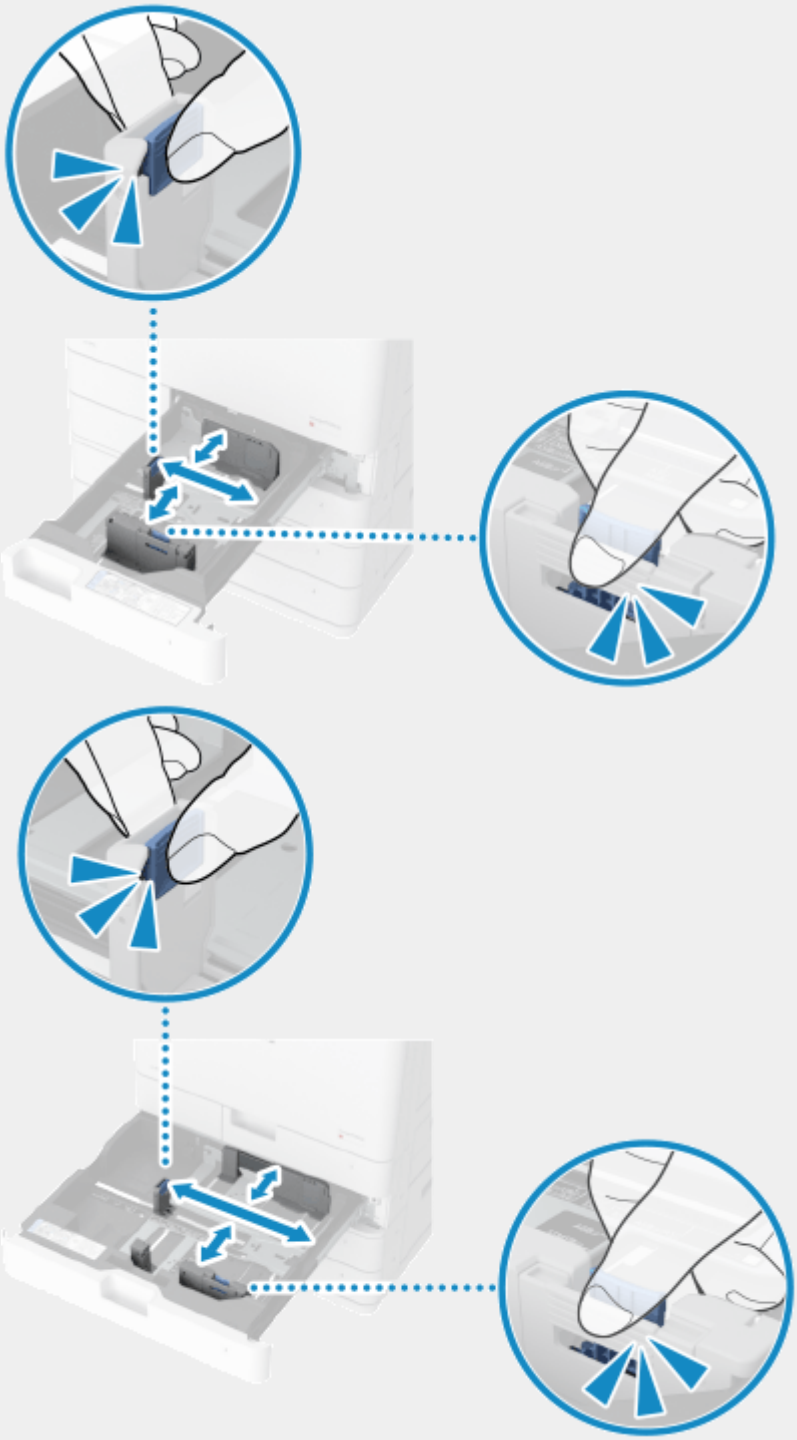
1 Pull the paper drawer toward you until it stops.





2 Align the paper guides with the size of the paper to be loaded.

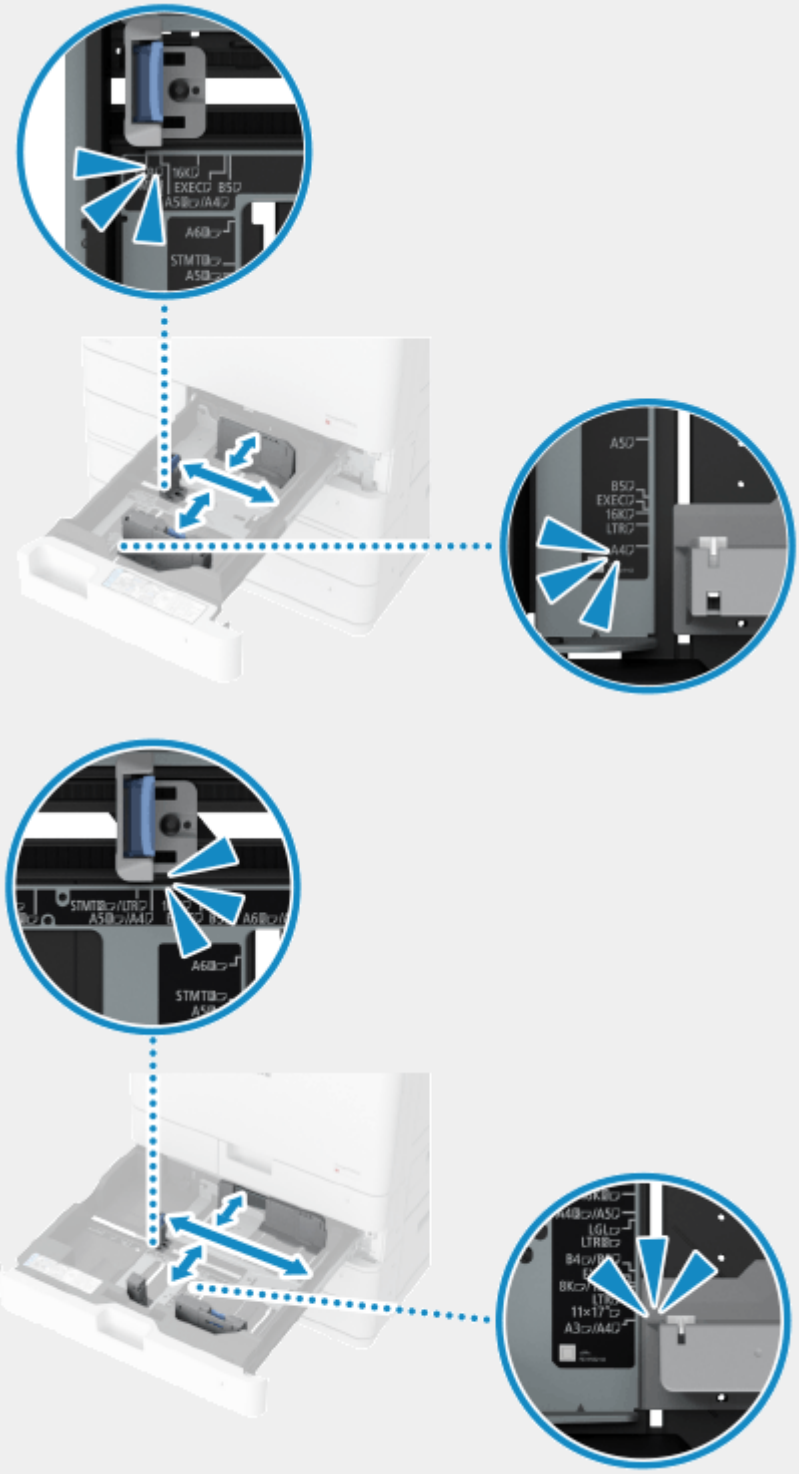
1. While holding the lock release lever, move the paper guide.



When loading envelopes, install the Envelope Feeder Attachment before moving the paper guides.

- Paper drawer 1 **Installing the Envelope Feeder Attachment and the Orientation of Envelopes (Paper Drawer 1) (P. 266)**
- Paper drawer 2 **Installing the Envelope Feeder Attachment and Orientation of Envelopes (Paper Drawer 2) (P. 268)**

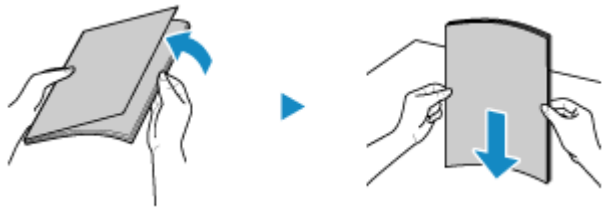
2. Align the projections on the paper guides with the size indicator of the paper to be loaded.



- Align the paper guides to the position where you hear a click.
  If the paper guides are not aligned correctly, the loaded paper size will not be displayed correctly on the control panel screen. In addition, it may result in paper jams, smudged printouts, and dirty areas inside the machine.
- The paper size indicator may indicate a paper size that cannot be loaded in the machine. For the size of paper that can be loaded in the machine, see the following:

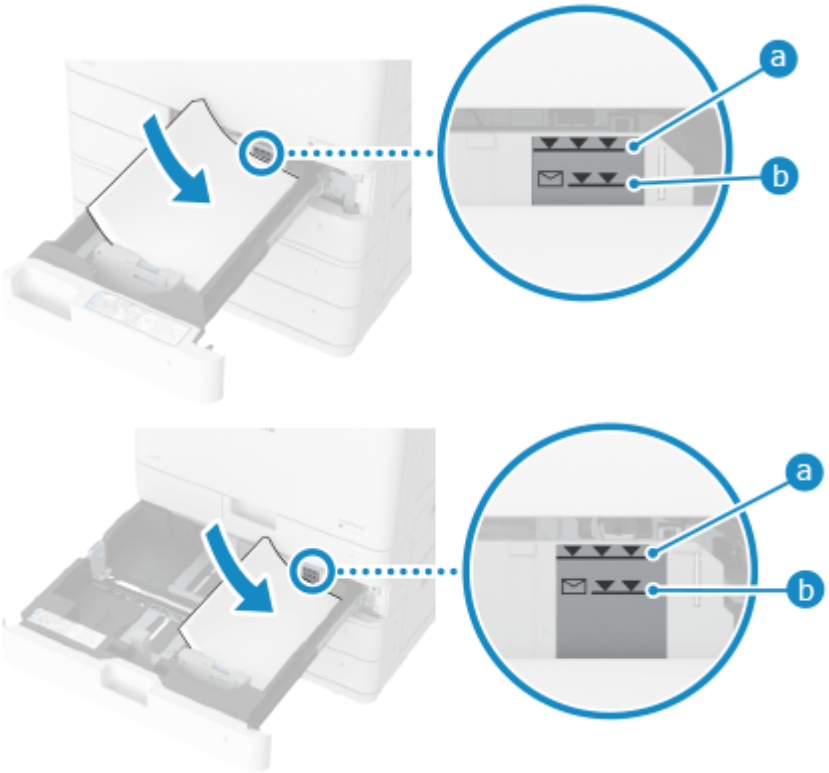
  Usable Paper (P. 67)
- If there is not a paper size indicator for the paper to be loaded, load it using the custom size method. **Loading Non-standard Size Paper (P. 249)**

3 Fan the paper and align the edges.



- Fan the paper thoroughly in both directions.
- After you fan the paper, align the edges on a flat surface.

4 Load the paper with the print side face up.



- Load the paper with the edge of the paper against the right side of the paper drawer.
- Make sure the loaded paper does not exceed the load limit line (a for other than envelopes and b for envelopes). If it exceeds the load limit line, there may be misfeeds or a paper jam.

5 Push the paper drawer gently into the machine.

6 Set the paper size and type, as needed. **Setting the Paper Size and Type for the Paper Drawer (P. 282)**

- The paper size is detected automatically. **Paper Sizes That Can Be Detected Automatically (P. 75)**

  * If the detected paper size does not match the loaded paper, the paper may not be loaded correctly. Reload the paper.
  * If paper of a size that is not detected automatically is loaded, or a different size is detected even after reloading the paper, change the paper size setting.
- By default, the paper type is set to Plain 1 or Plain 2. When paper of a different type is loaded, change the paper type setting.

NOTE

- If a paper size label is affixed to the paper drawer, replace the paper size label after changing the paper size. **Paper Drawer (P. 64)**

Loading Non-standard Size Paper

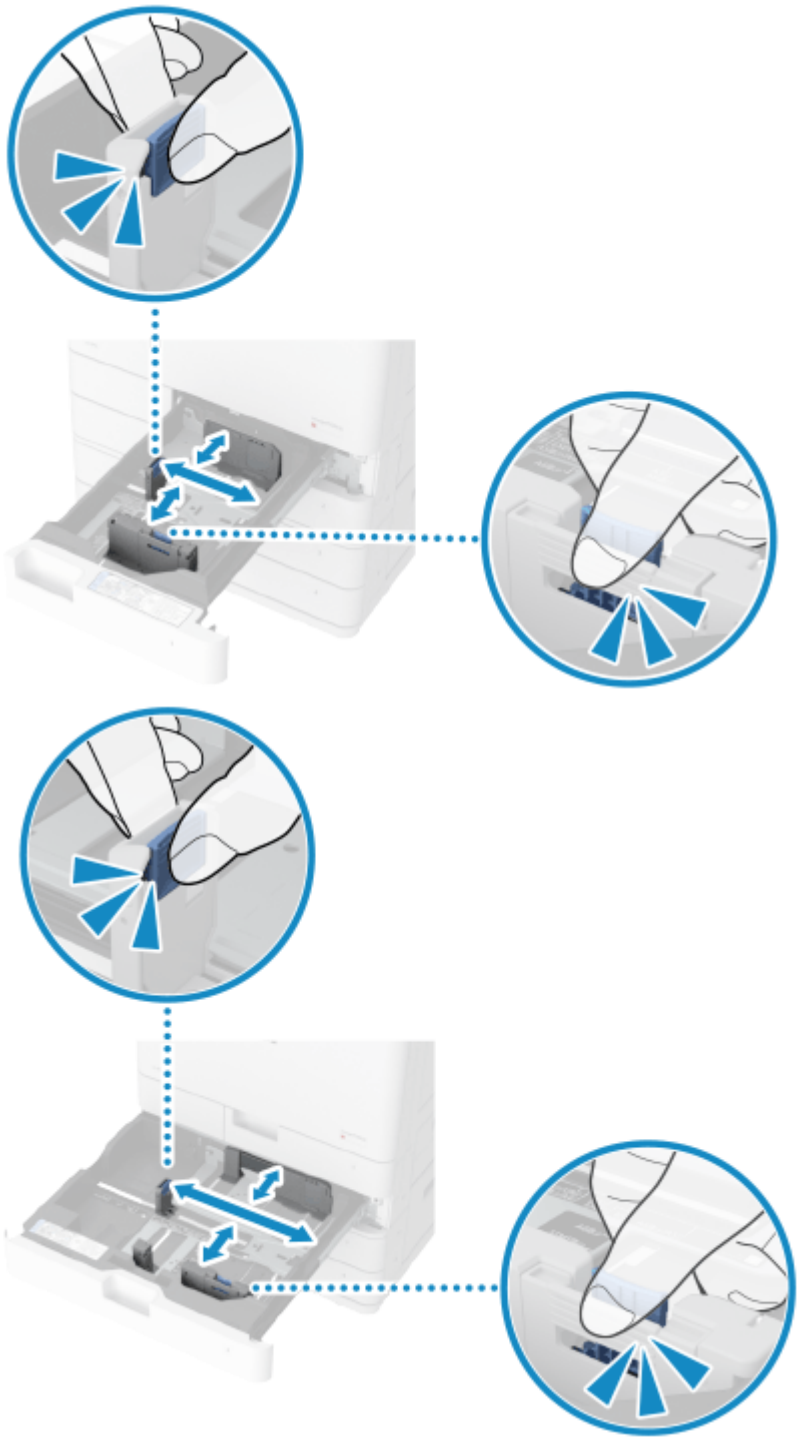
You can load paper correctly by aligning the paper guides on the paper drawer with the paper.
When using paper with a logo, be careful of the orientation of the loaded paper and which side is face up. **Orientation for Loading Paper with a Logo (P. 274)**

1 Pull the paper drawer toward you until it stops.



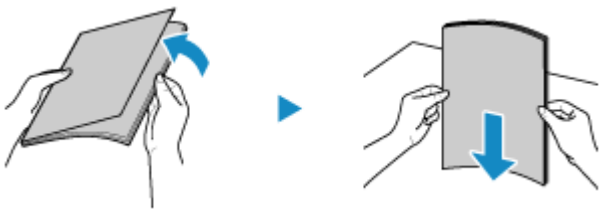


2 Slide the paper guides to the outside.



While holding the lock release lever, move the paper guides.

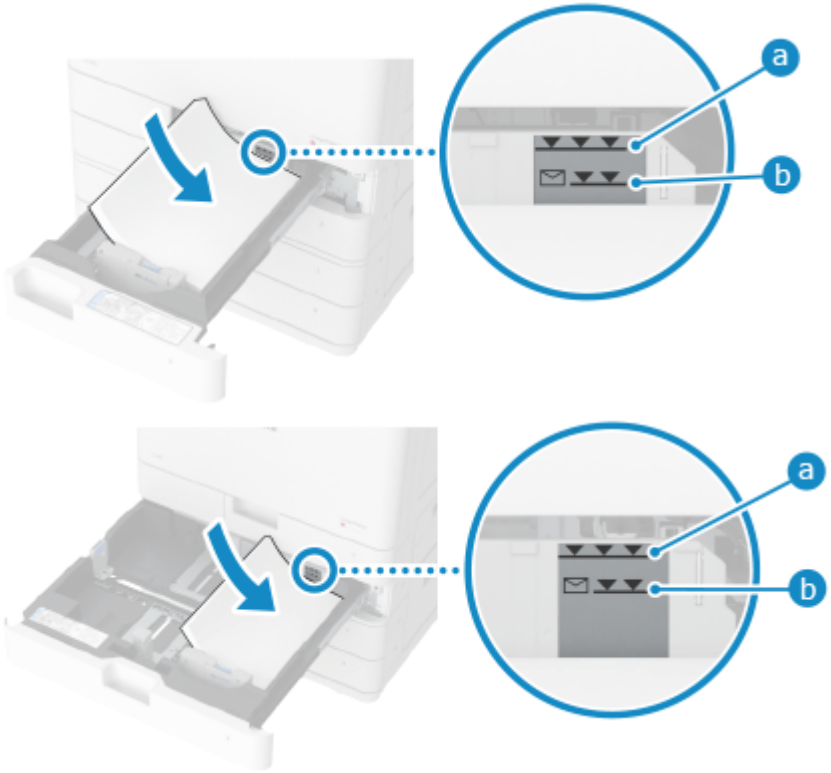
3 Fan the paper and align the edges.



- Fan the paper thoroughly in both directions.

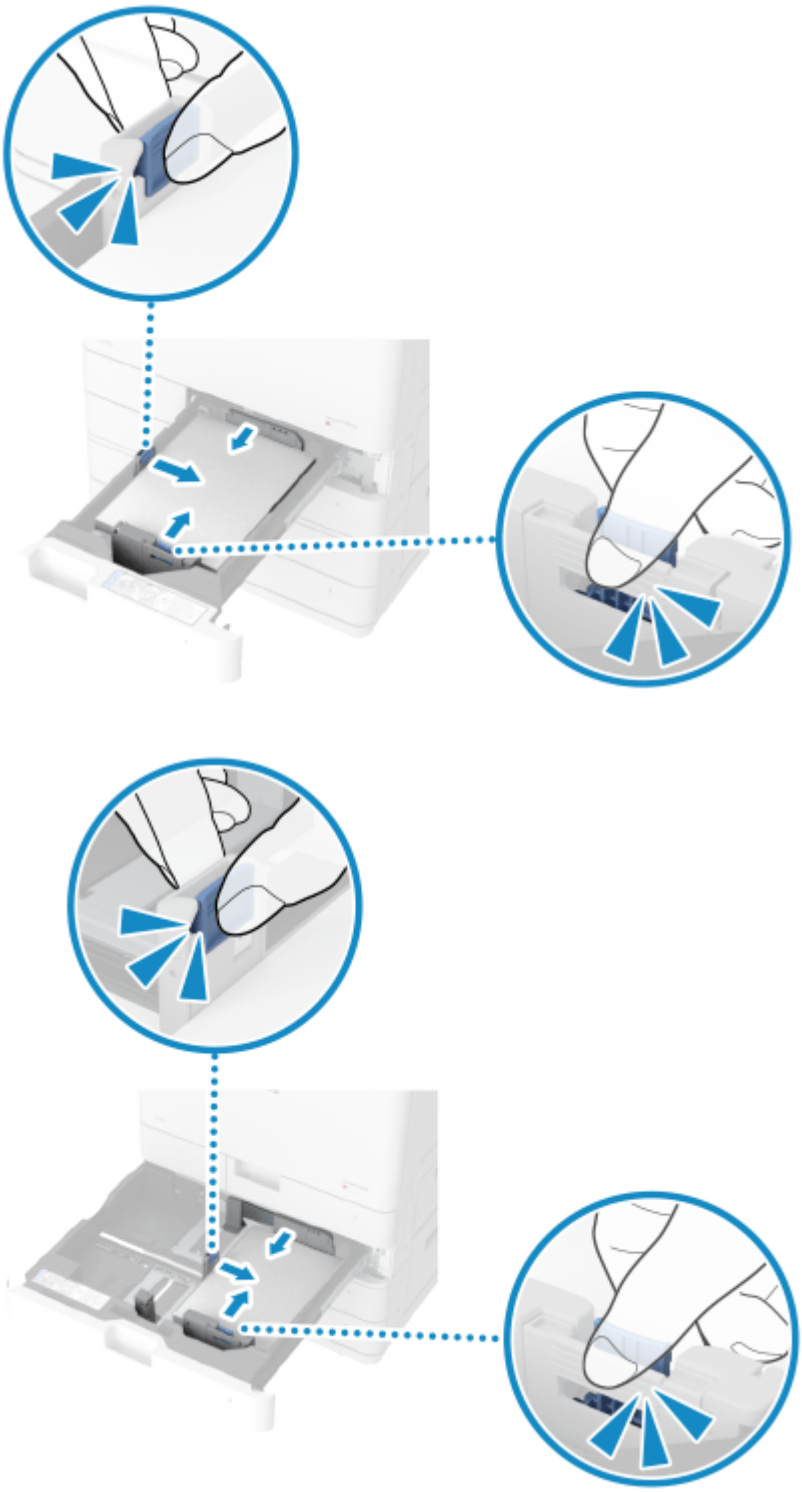
- After you fan the paper, align the edges on a flat surface.

4 Load the paper with the print side face up.



- Load the paper with the edge of the paper against the right side of the paper drawer.
- Make sure the loaded paper does not exceed the load limit line (a for other than envelopes and b for envelopes). If it exceeds the load limit line, there may be misfeeds or a paper jam.

5 Align the paper guides with the width and length of the paper.



- While holding the lock release lever, align the paper guides with the width and length of the paper.
- Paper guides that are aligned and are too loose or too tight can cause misfeeds or a paper jam.

6 Push the paper drawer gently into the machine.

7 Set the paper size and type. **Setting the Paper Size and Type for the Paper Drawer (P. 282)**

- Set the size (length of side) of the loaded paper.

- By default, the paper type is set to Plain 1 or Plain 2. When paper of a different type is loaded, change the paper type setting.

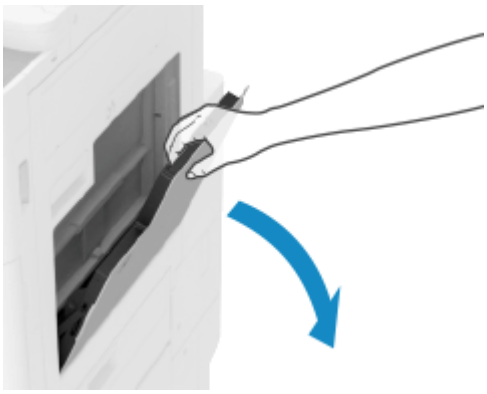
Loading Paper in the Multi-purpose Tray

AW63-046

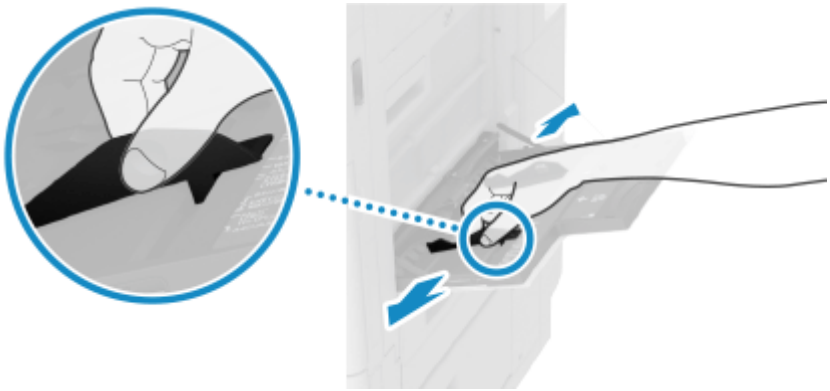
To temporarily use paper not loaded in the paper drawer, load it in the multi-purpose tray.
You can load paper correctly by aligning the paper guides on the multi-purpose tray with the paper.
When using envelopes or paper with logos, be careful of the orientation of the loaded paper and which side is face up.

Preparations and Orientation for Loading Envelopes (P. 264)
Orientation for Loading Paper with a Logo (P. 274)

1 Open the multi-purpose tray.



2 Slide the paper guides to the outside.



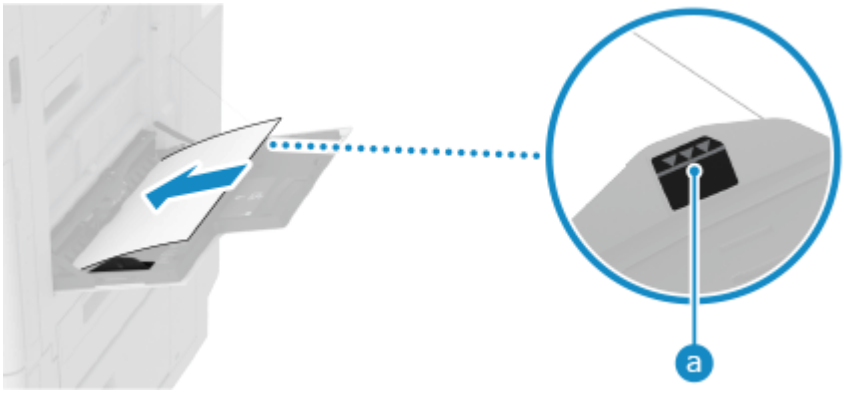
Set the width of the paper guides slightly wider than the width of the paper.

3 Fan the paper and align the edges.



- Fan the paper thoroughly in both directions, and align the edges on a flat surface.
- When you use transparencies or Coated paper, separate each sheet completely so that none of them are stuck together.

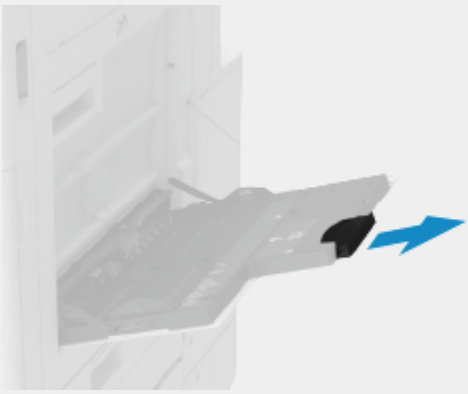
4 Load the paper with the print side face down.



- 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 line (a). If it exceeds the load limit line, there may be misfeeds or a paper jam.

When Loading Large Size Paper

Pull out the tray extension before loading the paper so as to prevent the paper from drooping.

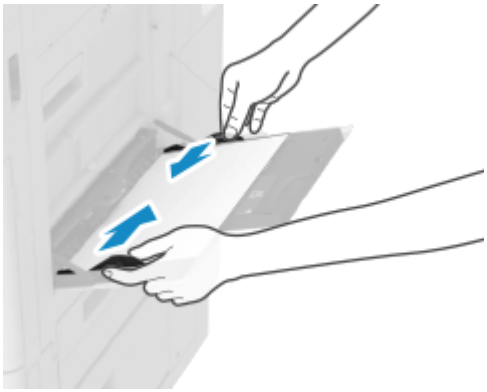


When Printing on the Back Side of Printed Paper (Manual 2-sided Printing)

Flatten the edge of the paper to remove any curls, and load the paper with the back (unprinted) side face down.

- You can use only paper printed with this machine.
- You cannot print on a side that has been previously printed on.
- If a paper jam occurs, load one sheet at a time.
- On the screen for setting the paper type, select [2nd Side of 2-Sided Page]. **Setting the Paper Size and Type for the Multi-purpose Tray (P. 286)**

5 Align the paper guides with the length of the paper.



Paper guides that are aligned and are 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. 286)**

By default, when the machine detects paper loaded in the multi-purpose tray, the screen for setting the paper is displayed on the control panel. Set the paper size and type each time you load paper.

Loading Paper in High Capacity Cassette Feeding Unit-G (Option)

AW63-047

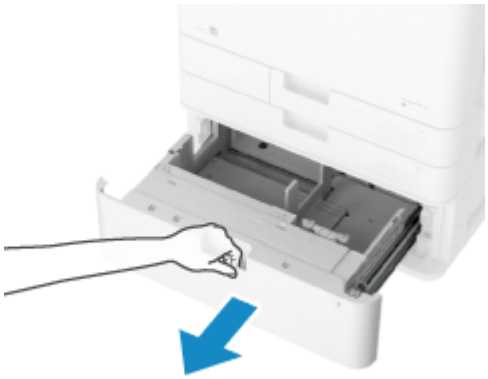
You can only load A4 or letter size paper in High Capacity Cassette Feeding Unit-G.
When using paper with a logo, be careful of the orientation of the loaded paper and which side is face up.
Orientation for Loading Paper with a Logo (P. 274)

IMPORTANT

Do Not Load Printed Paper

- Loading printed paper in High Capacity Cassette Feeding Unit-G may result in a malfunction. When printing on the back side of printed paper (Manual 2-sided Printing), be sure to load the paper in the multi-purpose tray.
Loading Paper in the Multi-purpose Tray (P. 254)

1 Pull the paper drawer toward you until it stops.

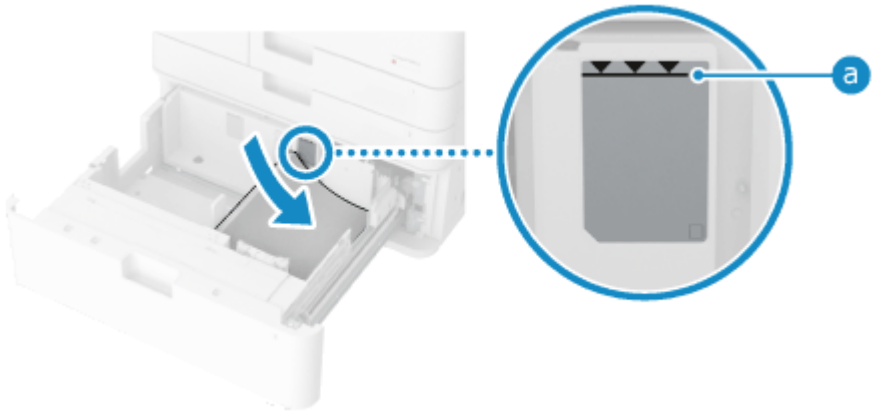


2 Fan the paper and align the edges.



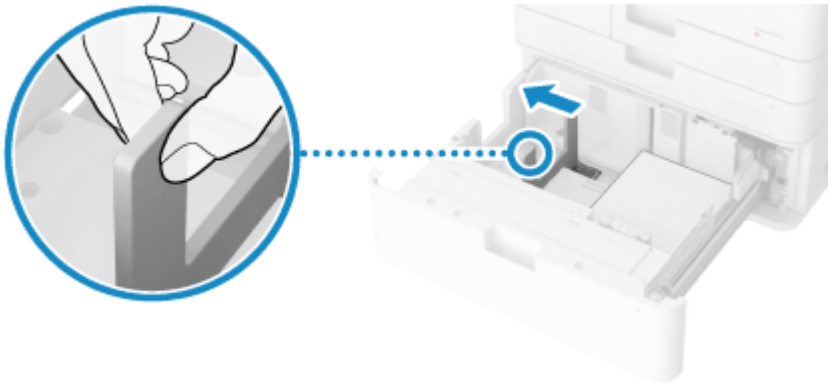
Fan the paper in small batches, and align the edges by tapping the paper on a flat surface a few times.

3 Load the paper on the right side of the paper drawer with the print side face up.

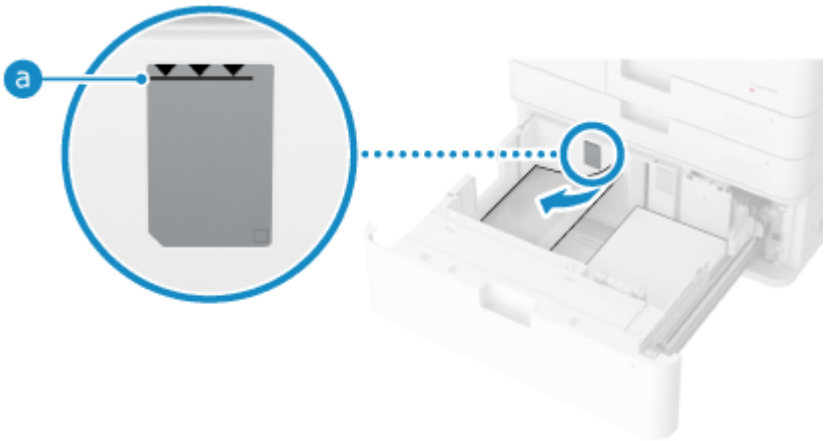


- Load the paper with the edge of the paper against the right side of the paper drawer.
- Make sure the loaded paper does not exceed the load limit line (a). If it exceeds the load limit line, there may be misfeeds or a paper jam.

4 Move the paper guide to the left edge.

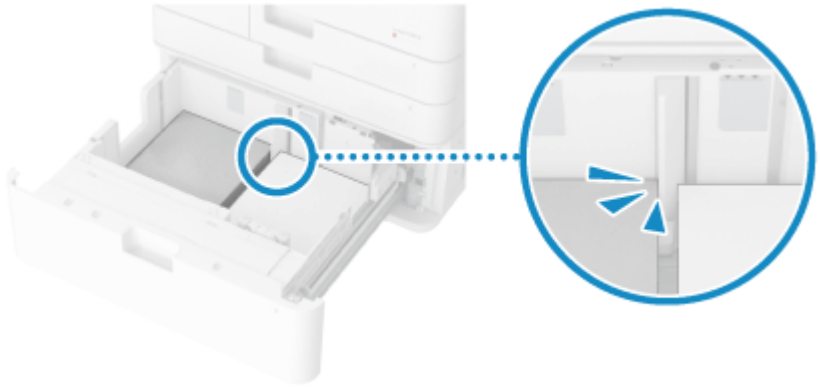


5 Load the paper on the left side of the paper drawer with the print side face up.



- Load the paper with the edge of the paper against the left side of the paper drawer.
- Make sure the loaded paper does not exceed the load limit line (a). If it exceeds the load limit line, there may be misfeeds or a paper jam.

6 Check that paper loaded on the left side is loaded correctly.



7 Push the paper drawer gently into the machine.

8 Set the paper type, as needed. **Setting the Paper Size and Type for the Paper Drawer (P. 282)**

- The paper size is detected automatically.

  * If the detected paper size does not match the loaded paper, the paper may not be loaded correctly. Reload the paper.

- By default, the paper type is set to Plain 1 or Plain 2. When paper of a different type is loaded, change the paper type setting.

NOTE

- If a problem occurs during printing, you may be able to solve it by turning the paper over and reloading it.

Loading Paper in Paper Deck Unit-F (Option)

AW63-048

You can only load A4 or letter size paper in Paper Deck Unit-F, which is fixed to one of these sizes. To change the size, contact your dealer or service representative.
When using paper with a logo, be careful of the orientation of the loaded paper and which side is face up. **Orientation for Loading Paper with a Logo (P. 274)**

IMPORTANT

Load Fixed Size Paper

- Loading paper of a different size (other than the fixed size) may result in a malfunction.

Do Not Load Printed Paper

- Loading printed paper in Paper Deck Unit-F may result in a malfunction. When printing on the back side of printed paper (Manual 2-sided Printing), be sure to load the paper in the multi-purpose tray. **Loading Paper in the Multi-purpose Tray (P. 254)**

1 Pull the paper deck toward you until it stops.



→ The internal lifter lowers automatically to the paper refill position.

If the machine is in Sleep Mode, you may not be able to pull out the paper deck. Tap the display to exit Sleep Mode first, and then pull out the paper deck.

2 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.

3 Load the paper with the print side face down.



Make sure the loaded paper does not exceed the load limit line (a). If it exceeds the load limit line, there may be misfeeds or a paper jam.

4 Press the paper deck all the way in.

→ The internal lifter rises automatically.

5 Set the paper type, as needed. **Setting the Paper Size and Type for the Paper Drawer (P. 282)**

- The paper size is detected automatically.

  * If the detected paper size does not match the loaded paper, the paper may not be loaded correctly. Reload the paper.

- By default, the paper type is set to Plain 1 or Plain 2. When paper of a different type is loaded, change the paper type setting.

IMPORTANT

Using the Paper Deck Correctly

- Do not place anything in the space other than the area where you load the paper. This can result in paper jams or malfunction.
- Do not load anything other than paper in the area where you load the paper. This can result in a malfunction.

NOTE

- If a problem occurs during printing, you may be able to solve it by turning the paper over and reloading it.

Loading Paper in Long Sheet Feeding Tray-A (Option) Asia/Oceania Americas

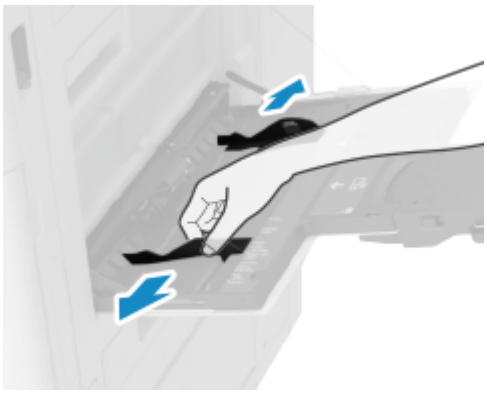
AW63-04W

When you use Long Sheet paper, load the paper in the Long Sheet Feeding Tray-A.

IMPORTANT

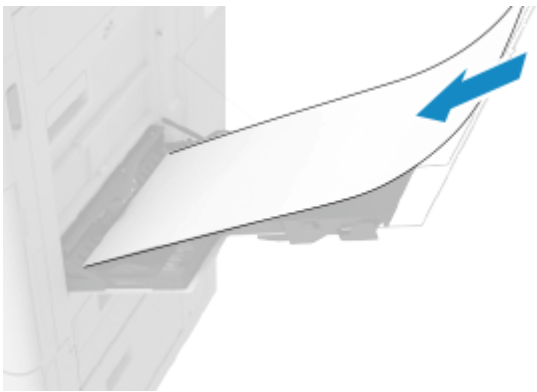
- For details on the paper that can be used, see the following:
  Usable Paper (P. 67)
- Using curled paper can cause paper jams or printing errors.
- Be sure to configure the paper type settings correctly. **Specifying the Paper Size and Type (P. 281)**
  * The image quality may be degraded if the settings are not configured properly, particularly when you use special paper such as Heavy paper. In addition, the fixing assembly may become dirty or a paper jam may occur, and repair by your service representative may be required.
- You cannot staple paper, fold paper, or use other finishing functions.
- You cannot print on Long Sheet paper when [Settings/Registration] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [Custom Settings] ▶ [Print Quality] ▶ [Resolution] is set to [1200 dpi].
- Install the optional finisher to prevent paper from falling out of the output tray. **Long Sheet Feeding Tray-A [Asia/Oceania][Americas] (P. 19)**

1 Slide the paper guides to the outside.



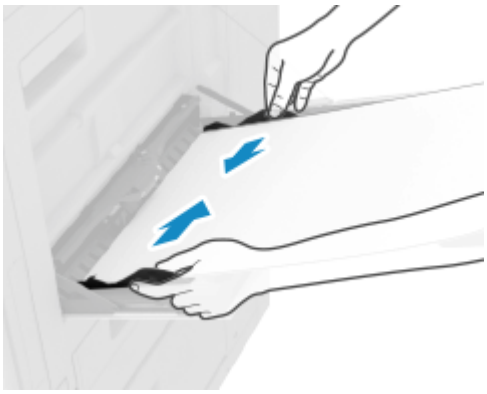
Set the width of the paper guides slightly wider than the width of the paper.

2 Load the paper with the print side face down.



- Insert the paper until the edge of the paper is against the paper tray.
- Load one sheet at a time.

3 Align the paper guides with the width of the paper.



- Use both hands to position the paper guides so that they match the width of the paper exactly.
- Paper guides that are aligned and are too loose or too tight can cause misfeeds or a paper jam.

4 Set the paper size and type. **Setting the Paper Size and Type for the Multi-purpose Tray (P. 286)**

By default, when the machine detects paper loaded in the multi-purpose tray, the screen for setting the paper is displayed on the control panel. Set the paper size and type each time you load paper.

Preparations and Orientation for Loading Envelopes

AW63-049

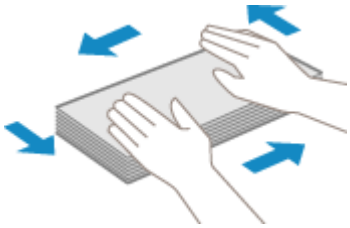
As envelopes have a different shape and thickness from regular paper, preparations must be made before loading envelopes.
When loading envelopes, pay attention to the orientation and which side is face up.

Preparations before Loading Envelopes (P. 264)
Loading Envelopes (P. 264)

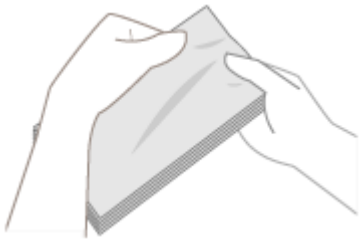
Preparations before Loading Envelopes

Align the envelopes regardless of the number of envelopes to be loaded.

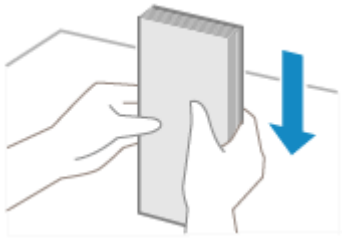
1 Flatten them to remove any air, and make sure the edges are pressed tightly.



2 Loosen any stiff corners of the envelopes, and flatten any curls.



3 Align the edges of the envelopes on a flat surface.



→ The envelopes are ready to be loaded.

Loading Envelopes

When you load envelopes, pay attention to the orientation of the envelopes and which side is face up.

Orientation for Loading Envelopes (Paper Drawer) (P. 266)
Orientation for Loading Envelopes (Multi-purpose Tray) (P. 271)

IMPORTANT

- When using envelopes with glue on the flap, the heat and pressure from the fixing assembly may melt the glue.
- When printing on envelopes, the print quality may deteriorate in the areas that overlap the glue or at the edges.

NOTE

- For the general procedure of loading envelopes, see the following:
  - When loading in the paper drawer **Loading Paper in the Paper Drawer (P. 245)**
  - When loading in the multi-purpose tray **Loading Paper in the Multi-purpose Tray (P. 254)**
- Remove printed envelopes from the output tray when it reaches 10 envelopes.

Orientation for Loading Envelopes (Paper Drawer)

AW63-04A

When loading envelopes in the paper drawer, install the Envelope Feeder Attachment and pay attention to the envelope orientation.
Set the orientation in the [Orientation] setting of the printer driver. For details, click [Help] on the [Printing Preferences] screen to display help.

Installing the Envelope Feeder Attachment and the Orientation of Envelopes (Paper Drawer 1) (P. 266)
Installing the Envelope Feeder Attachment and Orientation of Envelopes (Paper Drawer 2) (P. 268)

Installing the Envelope Feeder Attachment and the Orientation of Envelopes (Paper Drawer 1)

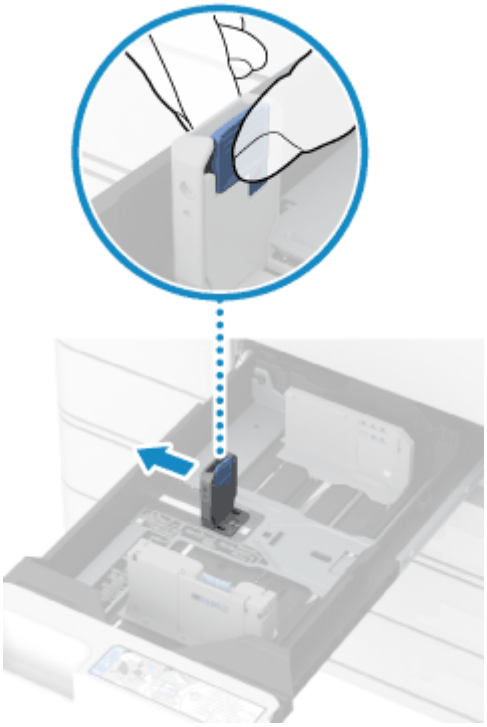
Installing the Envelope Feeder Attachment (P. 266)
Orientation for Loading Envelopes (P. 267)

Installing the Envelope Feeder Attachment

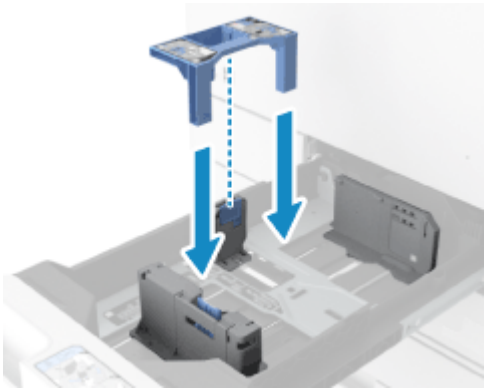
Install Envelope Feeder Attachment B to paper drawer 1.

* Envelope Feeder Attachment B is not required when loading ISO-C5 envelopes.

1 Slide the left paper guide on paper drawer 1 to the outside.



2 Install Envelope Feeder Attachment B after adjusting the left paper guide.



NOTE

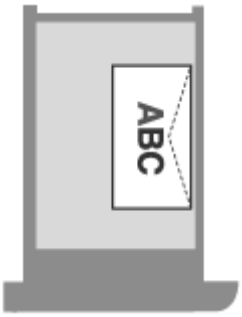
- Remove the Envelope Feeder Attachment when no longer using envelopes in the paper drawer.
  Keep Envelope Feeder Attachment B in a safe place so it does not become lost.

Orientation for Loading Envelopes

Load up to 25 envelopes in portrait orientation with the print side face up and the long edge of the envelopes parallel with the long edge of the paper drawer.
The orientation of the flap and whether it is open or closed vary depending on the size of the envelope.

ISO-C5

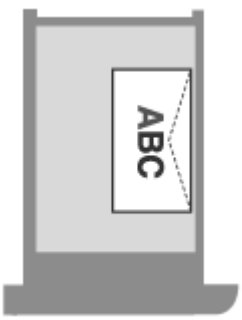
Load the envelopes with the flap closed and on the right side.
Example: When printing on the front side



Yougatanaga 3

When Loading Envelopes with the Flap Closed

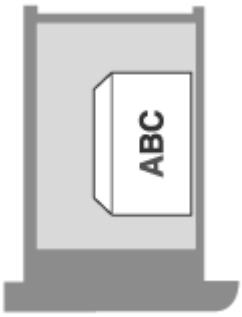
Load the envelopes with the flap on the right side.
Example: When printing on the front side



When Loading Envelopes with the Flap Open

Load the envelopes with the flap on the left side.

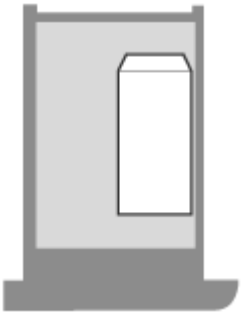
Example: When printing on the front side



Nagagata 3

Load the envelopes with the flap open and at the back.

Example: When printing on the front side



Installing the Envelope Feeder Attachment and Orientation of Envelopes (Paper Drawer 2)

Installing the Envelope Feeder Attachment (P. 268)
Orientation for Loading Envelopes (P. 269)

Installing the Envelope Feeder Attachment

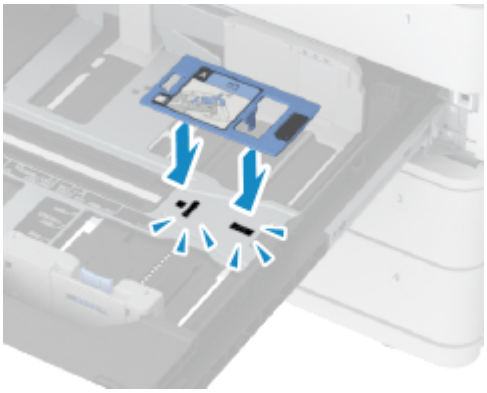
Install Envelope Feeder Attachment A to paper drawer 2.

* Envelope Feeder Attachment A is not required when loading Kakugata 2 and Nagagata 4 envelopes.

1 Remove Envelope Feeder Attachment A that is stored in paper drawer 2.



2 Install Envelope Feeder Attachment A while aligning the projection with the hole on the bottom of the paper drawer.



NOTE

- Remove the Envelope Feeder Attachment when no longer using envelopes in the paper drawer.
  Store the removed Envelope Feeder Attachment A in paper drawer 2.

Orientation for Loading Envelopes

Load up to 45 mm (1 3/4") in height (50 envelopes) in landscape orientation with the print side face up and the long edge of the envelopes parallel with the long edge of the paper drawer.
The orientation of the flap and whether it is open or closed vary depending on the size of the envelope.

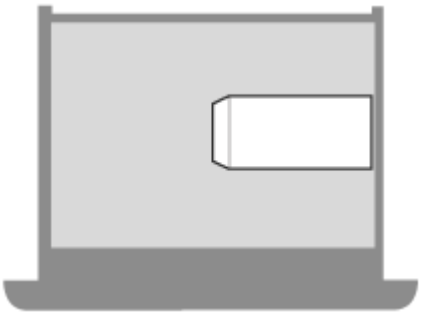
No.10 (COM10), DL, and Monarch

Load the envelopes with the flap closed and at the front.
Example: When printing on the front side



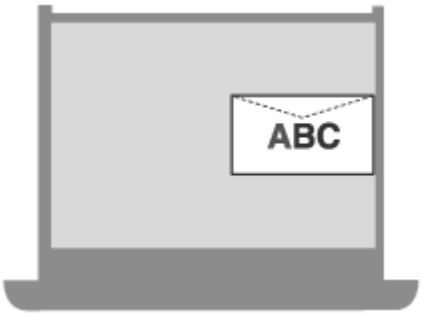
Nagagata 3, Nagagata 4, and Kakugata 2

Load the envelopes with the flap open and on the left side.
Example: When printing on the front side



Yougatanaga 3

Load the envelopes with the flap closed and at the back.
Example: When printing on the front side



Orientation for Loading Envelopes (Multi-purpose Tray)

AW63-04C

Load envelopes with the print side face down. The orientation of the flap and whether it is open or closed vary depending on the size of the envelope.
Set the orientation in the [Orientation] setting of the printer driver. For details, click [Help] on the [Printing Preferences] screen to display help.

No.10 (COM10), ISO-C5, DL, and Monarch

When Loading Envelopes in Portrait Orientation (Recommended)

Insert the envelopes with the flap closed and on the left side.

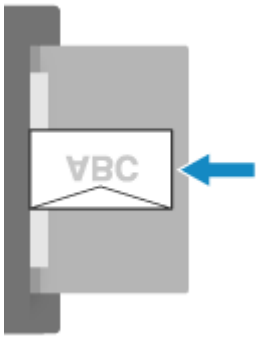
Example: When printing on the front side



When Loading Envelopes in Landscape Orientation

Insert the envelopes with the flap closed and at the front.

Example: When printing on the front side

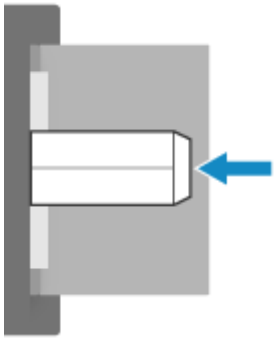


Nagagata 3

When Loading Envelopes in Landscape Orientation (Recommended)

Insert the envelopes with the flap open and on the right side.

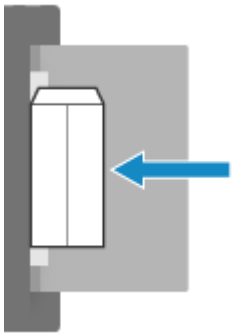
Example: When printing on the front side



When Loading Envelopes in Portrait Orientation

Insert the envelopes with the flap open and at the back.

Example: When printing on the front side



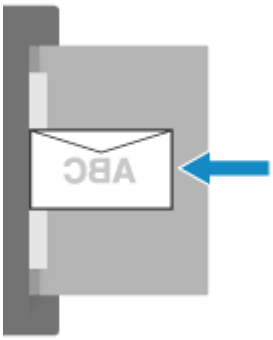
Yougatanaga 3

When Loading Envelopes with the Flap Closed

When Loading Envelopes in Landscape Orientation (Recommended)

Insert the envelopes with the flap at the back.

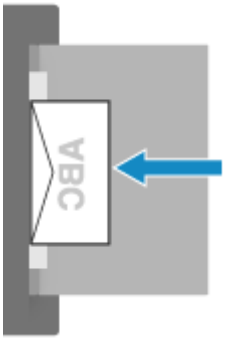
Example: When printing on the front side



When Loading Envelopes in Portrait Orientation

Insert the envelopes with the flap on the left side.

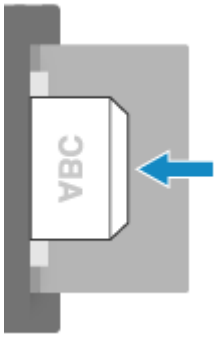
Example: When printing on the front side



When Loading Envelopes with the Flap Open

Load the envelopes in portrait orientation. Insert the envelopes with the flap on the right side.

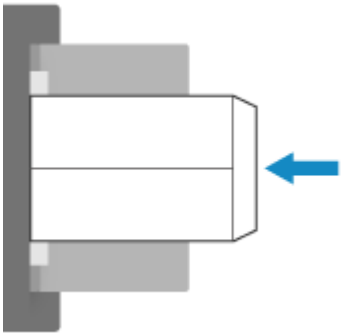
Example: When printing on the front side



Kakugata 2

Load the envelopes in landscape orientation. Insert the envelopes with the flap open and on the right side.

Example: When printing on the front side



NOTE

If an Envelope Becomes Wrinkled

- If envelopes can be loaded in either portrait or landscape orientation, changing the orientation that it is loaded can solve the problem.

If an Envelope Is Not Fed Correctly

- If an envelope is not fed correctly even after being shaped, load envelopes one at a time.

Orientation for Loading Paper with a Logo

AW63-04E

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. 274)
Printing on Both Sides of Paper with a Logo (P. 277)

* When copying to paper with a logo, pay attention to the direction in which the paper is loaded and which side is face up. **Orientation of the Original When Copying to Paper with a Logo (P. 235)**

NOTE

General Procedure for Loading Paper

- See the following:

Loading Paper in the Paper Drawer (P. 245)
Loading Paper in the Multi-purpose Tray (P. 254)
Loading Paper in High Capacity Cassette Feeding Unit-G (Option) (P. 257)
Loading Paper in Paper Deck Unit-F (Option) (P. 260)

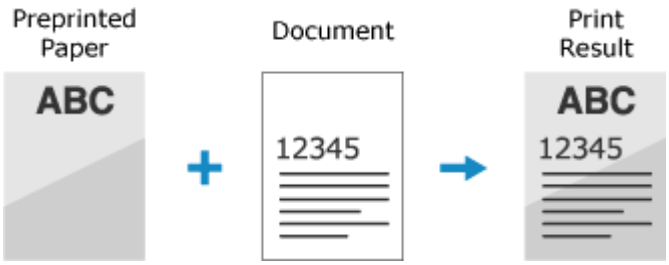
Ensuring that Paper with a Logo Is Always Loaded Using the Same Method

- You can configure the settings so that the orientation the paper is to be loaded and the side to print on do not have to be changed depending on whether you want to print on one or both sides. When this setting is configured, always load the paper using the 2-sided printing method.
  - When Changing the Paper Feed Method Setting
    Change the setting of the paper source for loading paper with a logo, specify that paper source, and print. **[Switch Feed Method] (P. 1292)**
  - When Changing the Paper Type Setting
    Register the type of paper with a logo as template paper, specify that paper type, and print. **Registering Frequently Used Paper Types (P. 1631)**

Printing on One Side of Paper with a Logo

The direction in which the paper is loaded and which side is face up vary depending on the orientation of the paper, the paper source for loading paper, and the paper size.

Paper with logo in portrait orientation

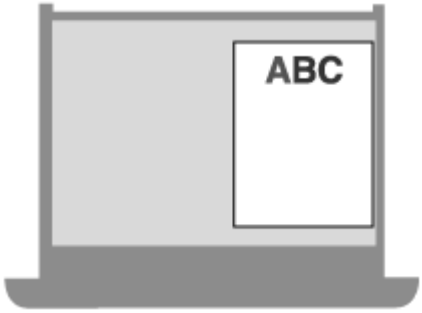


Paper Drawer

Load the paper with the logo side (side to be printed) face up.

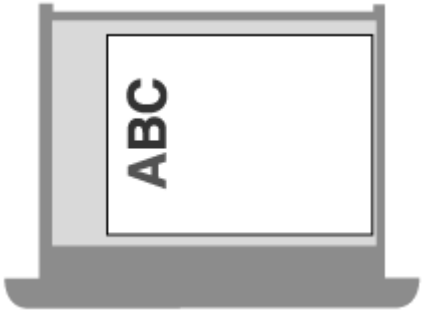
A4 or A5 Size Paper

Use the same method when loading B5 paper in Asia/Oceania, or LTR paper in the Americas.



A3 Size Paper

Use the same method when loading B4 paper in Asia/Oceania, or 11" x 17" and LGL paper in the Americas.

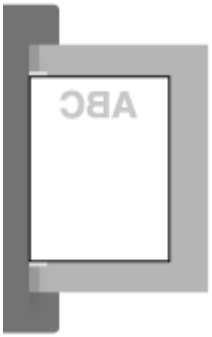


Multi-purpose Tray

Load the paper with the logo side (side to be printed) face down.

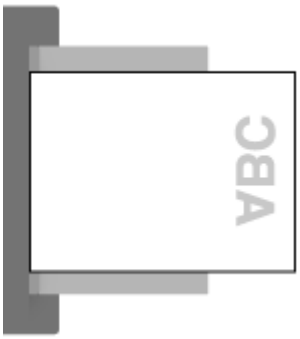
A4 or A5 Size Paper

Use the same method when loading B5 paper in Asia/Oceania, or LTR paper in the Americas.



A3 Size Paper

Use the same method when loading B4 paper in Asia/Oceania, or 11" x 17" and LGL paper in the Americas.

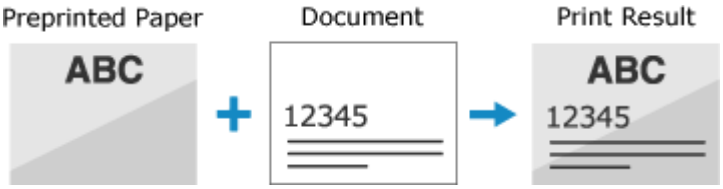


Paper Deck Unit-F

Load the paper with the logo side (side to be printed) face down.



Paper with logo in landscape orientation



Paper Drawer

Load the paper with the logo side (side to be printed) face up.

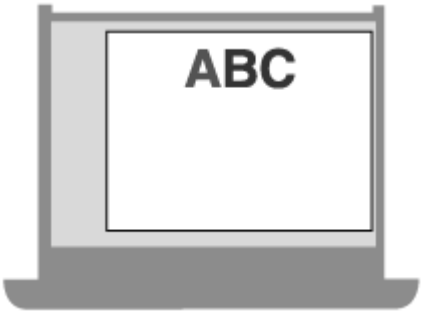
A4 or A5 Size Paper

Use the same method when loading B5 paper in Asia/Oceania, or LTR paper in the Americas.



A3 Size Paper

Use the same method when loading B4 paper in Asia/Oceania, or 11" x 17" and LGL paper in the Americas.

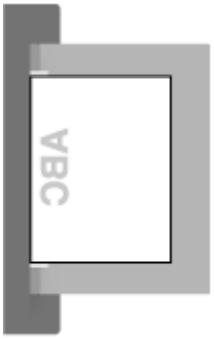


Multi-purpose Tray

Load the paper with the logo side (side to be printed) face down.

A4 or A5 Size Paper

Use the same method when loading B5 paper in Asia/Oceania, or LTR paper in the Americas.



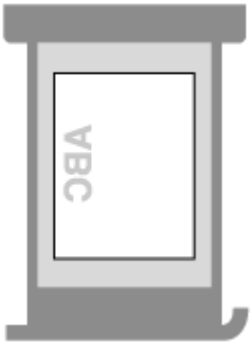
A3 Size Paper

Use the same method when loading B4 paper in Asia/Oceania, or 11" x 17" and LGL paper in the Americas.



Paper Deck Unit-F

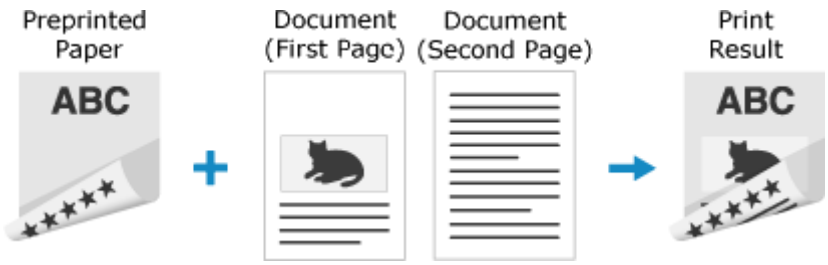
Load the paper with the logo side (side to be printed) face down.



Printing on Both Sides of Paper with a Logo

The direction in which the paper is loaded and which side is face up vary depending on the orientation of the paper, the paper source for loading paper, and the paper size.

Paper with logo in portrait orientation

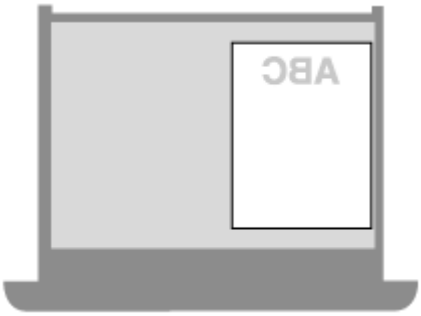


Paper Drawer

Load the paper with the logo side (side to be printed first) face down.

A4 or A5 Size Paper

Use the same method when loading B5 paper in Asia/Oceania, or LTR paper in the Americas.



A3 Size Paper

Use the same method when loading B4 paper in Asia/Oceania, or 11" x 17" and LGL paper in the Americas.

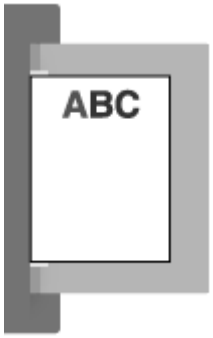


Multi-purpose Tray

Load the paper with the logo side (side to be printed first) face up.

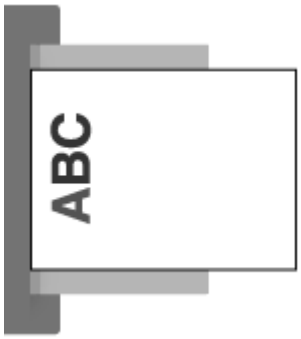
A4 or A5 Size Paper

Use the same method when loading B5 paper in Asia/Oceania, or LTR paper in the Americas.



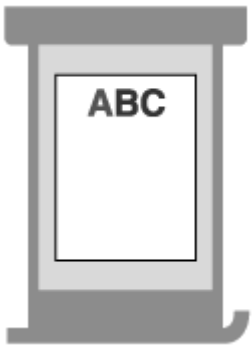
A3 Size Paper

Use the same method when loading B4 paper in Asia/Oceania, or 11" x 17" and LGL paper in the Americas.

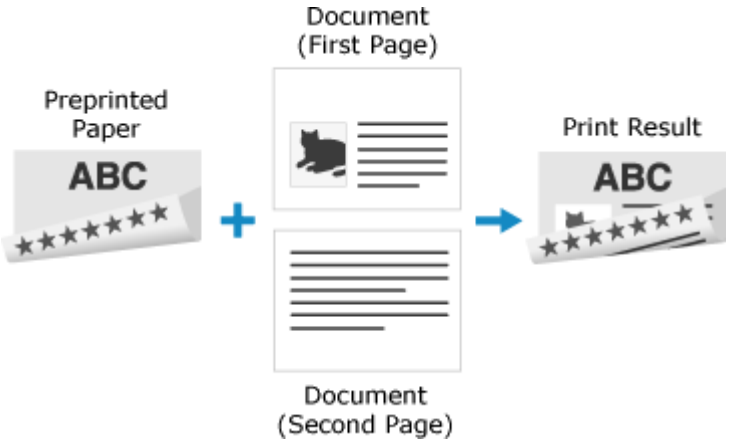


Paper Deck Unit-F

Load the paper with the logo side (side to be printed first) face up.



Paper with logo in landscape orientation



Paper Drawer

Load the paper with the logo side (side to be printed first) face down.

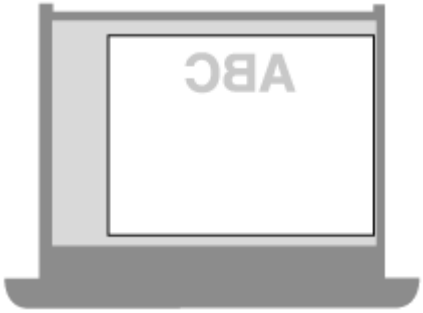
A4 or A5 Size Paper

Use the same method when loading B5 paper in Asia/Oceania, or LTR paper in the Americas.



A3 Size Paper

Use the same method when loading B4 paper in Asia/Oceania, or 11" x 17" and LGL paper in the Americas.

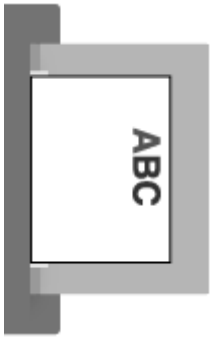


Multi-purpose Tray

Load the paper with the logo side (side to be printed first) face up.

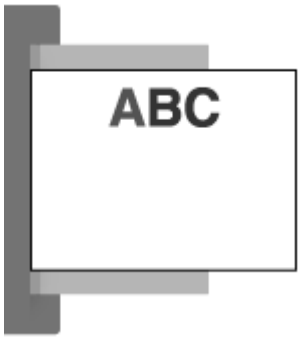
A4 or A5 Size Paper

Use the same method when loading B5 paper in Asia/Oceania, or LTR paper in the Americas.



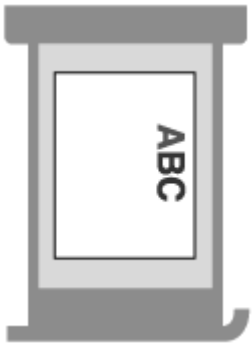
A3 Size Paper

Use the same method when loading B4 paper in Asia/Oceania, or 11" x 17" and LGL paper in the Americas.



Paper Deck Unit-F

Load the paper with the logo side (side to be printed first) face up.



Specifying the Paper Size and Type

AW63-04F

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 configure the settings to be able to use the appropriate paper.

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 Paper Drawer (P. 282)
Setting the Paper Size and Type for the Multi-purpose Tray (P. 286)

If you always load the same paper in the multi-purpose tray, you can fix the paper settings so you do not have to configure the settings each time.

Fixing the Paper Size and Type to Use in the Multi-purpose Tray (P. 290)

Simplifying the Paper Settings

You can register the paper information (size and type) for easier settings.

Registering Frequently Used Paper Settings for the Multi-purpose Tray (P. 294)
Registering Custom Size Paper (P. 299)

Using Appropriate Paper

You can configure the settings to automatically select the paper source with the appropriate paper when printing.

Using the Appropriate Paper Source for Each Function (P. 301)

Setting the Paper Size and Type for the Paper Drawer

AW63-04H

By default, the paper type is set to Plain 1 or Plain 2. When paper of a different type is loaded or the size displayed on the control panel is different from the loaded paper, change the paper settings.

This section describes how to configure the settings using the control panel.
You can also configure the settings using Remote UI from a computer. However, you cannot use Remote UI to configure some of the settings. **Managing the Machine from a Computer (Remote UI) (P. 1094)**

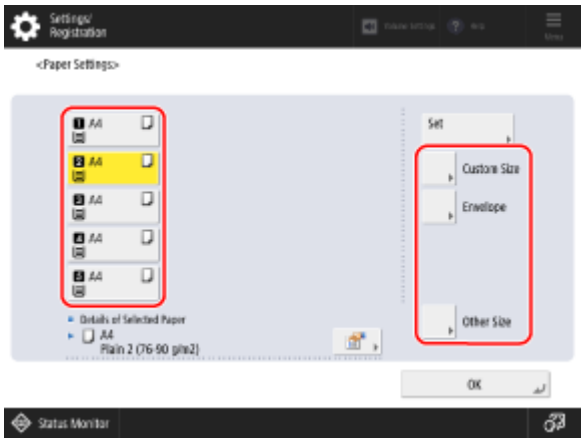
1 On the control panel, press [Settings/Registration] in the [Home] screen or other screen. **[Home] Screen (P. 189)**

→ The [Settings/Registration] screen is displayed.

2 Press [Preferences] ▶ [Paper Settings] ▶ [Paper Settings].

→ The [Paper Settings] screen is displayed.

3 Select the paper drawer whose setting you want to change, and set the paper size.



The paper drawers are displayed with the following icons. The paper sources displayed vary depending on the installed options.

1: Paper drawer 1
2: Paper drawer 2
3: Paper drawer 3
4: Paper drawer 4
5: Paper drawer 5

When Standard Size Paper Is Loaded

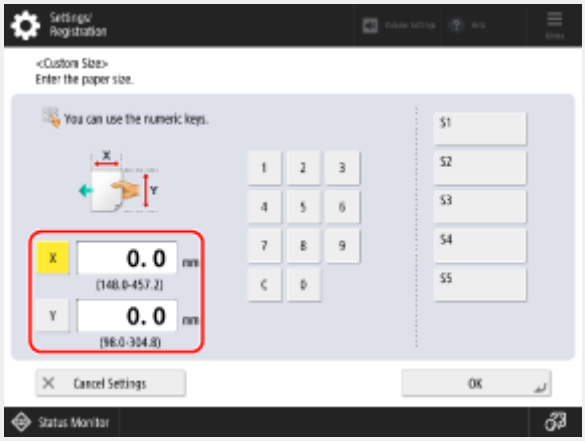
The paper size is detected automatically. **Paper Sizes That Can Be Detected Automatically (P. 75)**

- If the displayed paper size is different from the loaded paper, the paper may not be loaded correctly. Reload the paper.

- If paper of a size that is not detected automatically is loaded, press [Unrecognized Standard Size] to select the size of the loaded paper.
- When [Custom] is displayed, press [Custom Size] ▶ [Cancel Settings] to display the correct size.

When Custom Size Paper Is Loaded

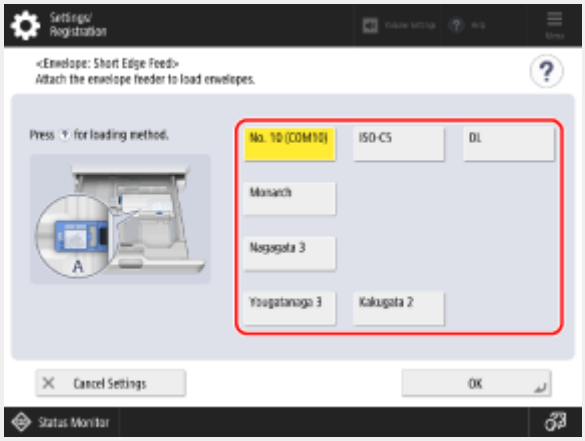
1. Press [Custom Size].
2. Enter the values in [X] and [Y], and press [OK].



- Press [X] and [Y] to select them, and enter the values.
- When frequently used non-standard sizes are registered, you can call these up by pressing [S1] to [S5].

When Envelopes Are Loaded

1. Press [Envelope].
2. Select the size of the loaded envelopes.

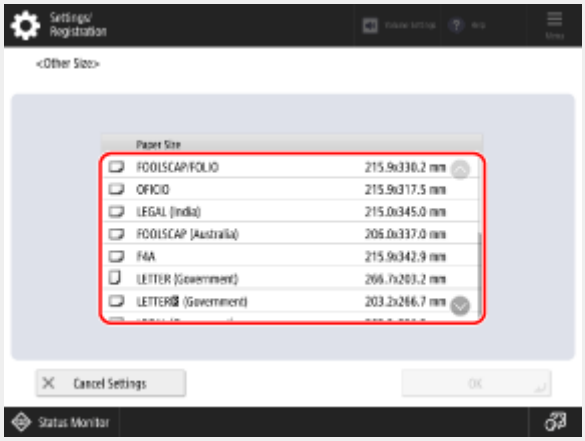


3. Press [OK].
   Depending on the size of the envelopes, [Next] may appear. Press [Next], enter the envelope flap length, and then press [OK].

When Other Size Paper Is Loaded Asia/Oceania Latin America

1. Press [Other Size].

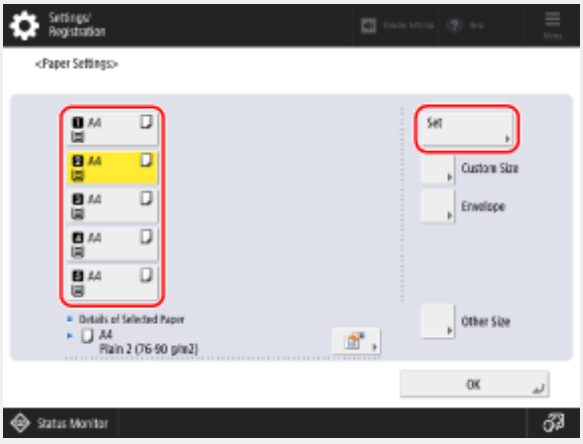
2. Select the paper size.



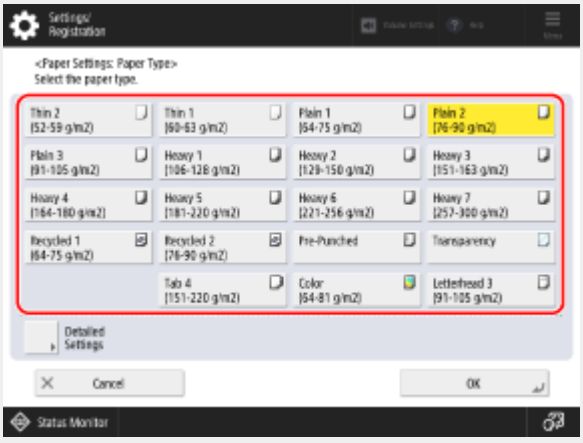
3. Press [OK].

4 Set the paper type.

1. Select the paper drawer whose setting you want to change, and press [Set].



2. Select the type of loaded paper.



If the Loaded Paper Type Is Not Displayed

Press [Detailed Settings], and select the paper type from the displayed list.

* If the loaded paper type is not displayed in the list, register the paper type. **Registering Frequently Used Paper Types (P. 1631)**

3. Press [OK].

➔ The screen returns to the [Paper Settings] screen.

5 Press [OK].

→ The paper size and type are set.

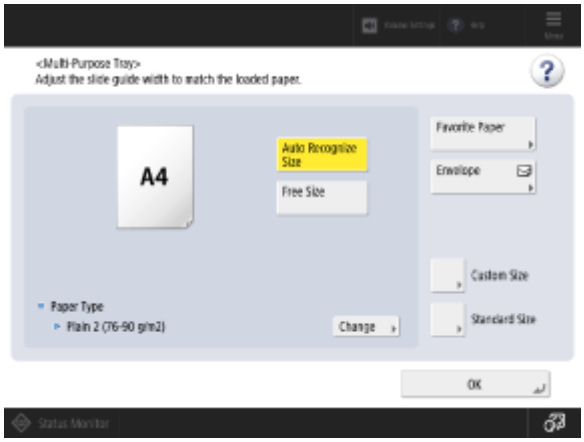
6 Replace the paper size label, as needed. **Paper Drawer (P. 64)**

If a paper size label is affixed to the paper drawer, replace the paper size label after changing the paper size.

Setting the Paper Size and Type for the Multi-purpose Tray

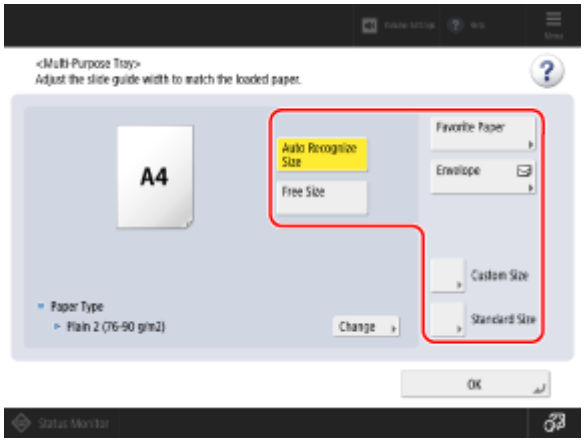
AW63-04J

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.



* If the paper size and type of the multi-purpose tray are fixed, the above screen is not displayed. **Fixing the Paper Size and Type to Use in the Multi-purpose Tray (P. 290)**
If the width of the loaded paper is different from the fixed size width, a message indicating that the width does not match is displayed. In this case, cancel the fixed setting and reload the paper in the multi-purpose tray.

1 Set the paper size.



When frequently used paper is registered to the multi-purpose tray, you can recall the paper setting by pressing [Favorite Paper].

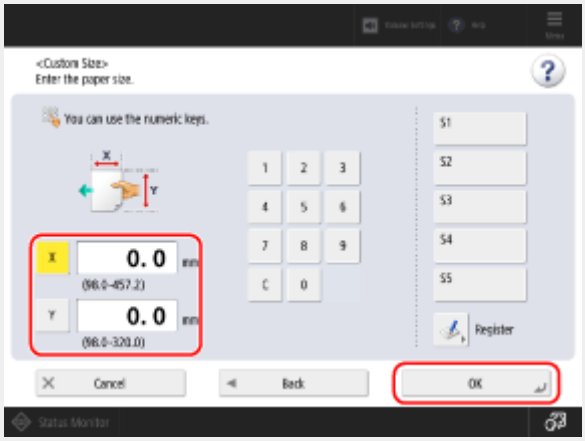
When Standard Size Paper Is Loaded

The paper size is detected automatically.

- If the displayed paper size is different from the loaded paper, the paper may not be loaded correctly. Reload the paper.
- If paper of a size that is not detected automatically is loaded, or a different paper size is displayed even after reloading the paper, press [Standard Size], and select the size of the loaded paper.

When Custom Size Paper Is Loaded

1. Press [Custom Size].
   If you do not know the size (length of side) of the loaded paper, or you want to print using the paper size set in the printer driver, press [Free Size]. In this case, you do not need to perform Step 2 (entering the length of side).
2. Enter the values in [X] and [Y], and press [OK].

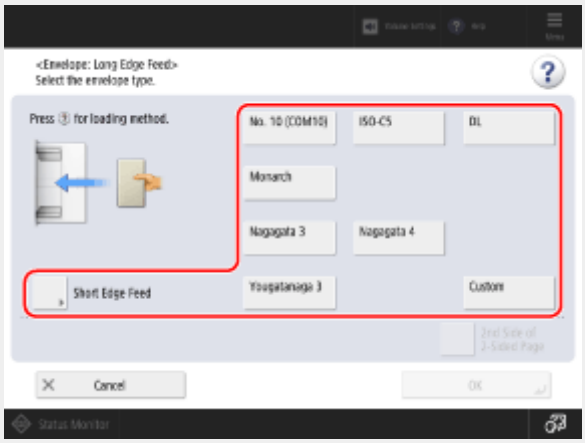


- Press [X] and [Y] to select them, and enter the values.
- When frequently used non-standard sizes are registered, you can call these up by pressing [S1] to [S5].

When Envelopes Are Loaded

When you set the paper size with the following procedure, the paper type is set automatically for the envelopes.
To set a custom registered paper type, register the size and type as frequently used paper, and use [Favorite Paper] to recall that paper. **Registering Frequently Used Paper Settings for the Multi-purpose Tray (P. 294)**

1. Press [Envelope].
2. Select the orientation and size of the loaded envelopes.



- Press [Long Edge Feed] or [Short Edge Feed] according to the orientation of the loaded envelopes, and select the envelope size.
- When custom size envelopes are loaded, select [Custom].

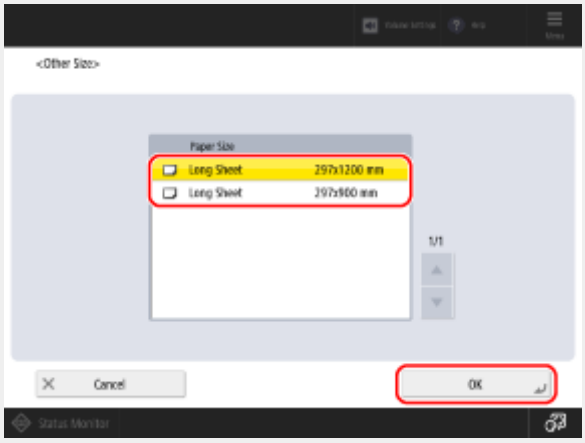
3. Press [OK].

   ➔The paper size and type are set. The steps thereafter are not required.

   Depending on the orientation and size of the envelopes, [Next] may appear. Press [Next], enter the flap length of the loaded envelopes or envelope size (length of side), and then press [OK].

When Long Sheet Paper Is Loaded Asia/Oceania Americas

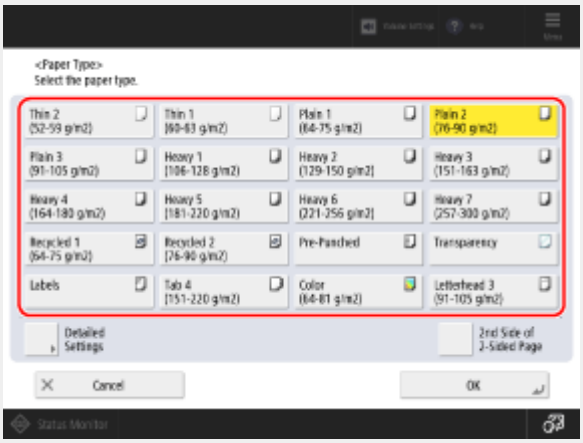
1. Press [Standard Size] ▶ [Other Size].
2. Select the size of the loaded Long Sheet paper, and press [OK].



3. Press [OK].

2 Set the paper type.

1. Press [Change].
2. Select the type of loaded paper.



When Printing on the Back Side of Printed Paper

Select [2nd Side of 2-Sided Page].

If the Loaded Paper Type Is Not Displayed

Press [Detailed Settings], and select the paper type from the displayed list.

* If the loaded paper type is not displayed in the list, register the paper type. **Registering Frequently Used Paper Types (P. 1631)**

3. Press [OK].

➔ The initial screen is displayed.

3 Press [OK].

➔ The paper size and type are set.

NOTE

When Priority Is Given to the Printer Driver Settings

- When you are printing from the printer driver with the multi-purpose tray specified as the paper source, priority is given to the paper size and type set in the printer driver. **[Paper Feed Mode for Printer Driver Jobs with MP Tray] (P. 1322)**

Fixing the Paper Size and Type to Use in the Multi-purpose Tray

AW63-04K

By default, when paper is loaded in the multi-purpose tray, the screen for setting the paper is displayed on the control panel.
If you always load the same paper in the multi-purpose tray, you can fix 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 Fixed Paper

Cancel the fixed setting in Step 3, and load the paper in the multi-purpose tray. When the screen for setting the paper is displayed on the control panel, set the paper size and type according to the paper to be used. **Setting the Paper Size and Type for the Multi-purpose Tray (P. 286)**

When There Are Multiple Frequently Used Paper Settings

Instead of fixing the paper size and type, it is recommended to register the paper information (size and type) as Favorite Paper so you can recall this information on the paper settings screen. **Registering Frequently Used Paper Settings for the Multi-purpose Tray (P. 294)**

Use the control panel to fix the paper size and type. You cannot fix them using Remote UI from a computer.

1 On the control panel, press [Settings/Registration] in the [Home] screen or other screen. **[Home] Screen (P. 189)**

→ The [Settings/Registration] screen is displayed.

2 Press [Preferences] ▶ [Paper Settings] ▶ [Multi-Purpose Tray Defaults].

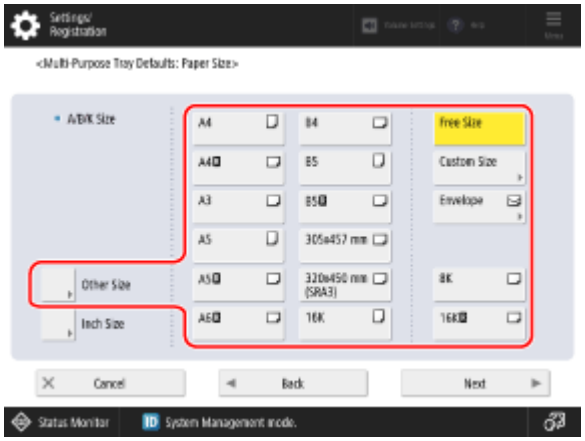
→ The [Multi-Purpose Tray Defaults] screen is displayed.

3 Press [Use Preset] ▶ [Register].

Canceling Fixing of the Paper Size and Type

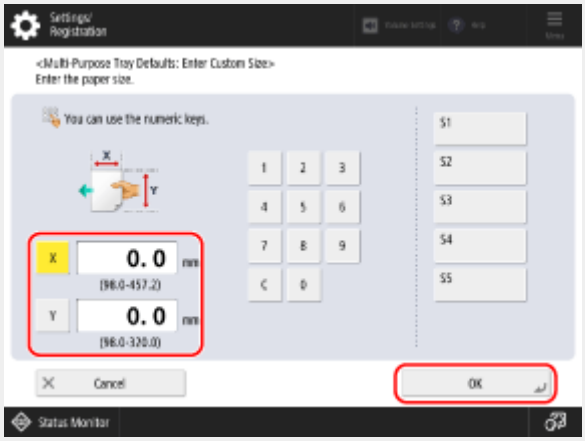
Press [Always Specify], select the screen to be displayed when paper is loaded in the multi-purpose tray, and press [OK]. The steps thereafter are not required.
When paper is loaded in the multi-purpose tray, the screen for setting the paper is displayed in the control panel.

4 Select the paper size to use.



When Using Custom Size Paper

1. Press [Custom Size].
   If you do not know the size (length) of the paper, or you want to print using the paper size set in the printer driver, press [Free Size]. In this case, you do not need to perform Step 2 (entering the length).
2. Enter the values in [X] and [Y], and press [OK].

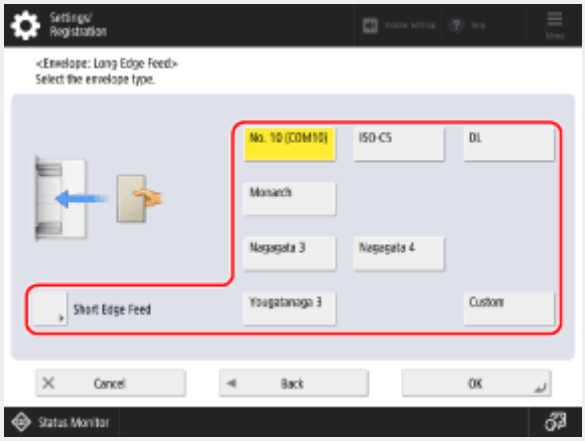


- Press [X] and [Y] to select them, and enter the values.
- When frequently used non-standard sizes are registered, you can call these up by pressing [S1] to [S5].

When Using Envelopes

1. Press [Envelope].

2. Select the orientation and size of the envelopes.



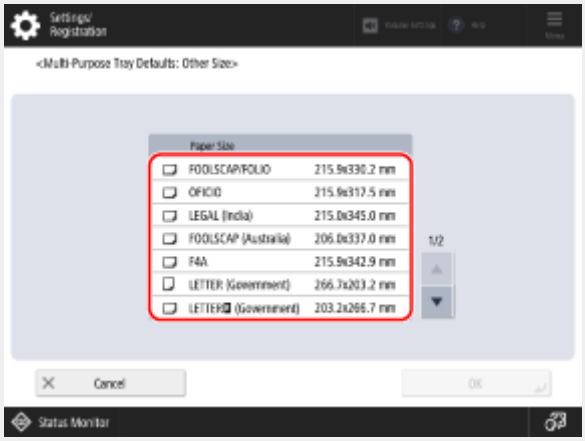
- Press [Long Edge Feed] or [Short Edge Feed] according to the orientation of the envelopes, and select the envelope size.
- When using custom size envelopes, select [Custom].

3. Press [OK].

Depending on the orientation and size of the envelopes, [Next] may appear. Press [Next], enter the flap length or size (length of side) of the envelopes, and then press [OK].

When Using Other Size Paper Asia/Oceania Latin America

1. Press [Other Size].
2. Select the paper size.



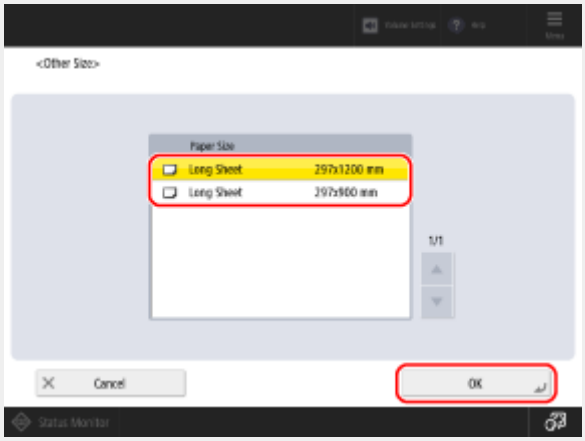
For the sizes of paper that are displayed when [Other Size] is pressed, see the following: **Usable Paper (P. 67)**

3. Press [OK].

When Using Long Sheet Paper Asia/Oceania Americas

1. Press [Other Size].

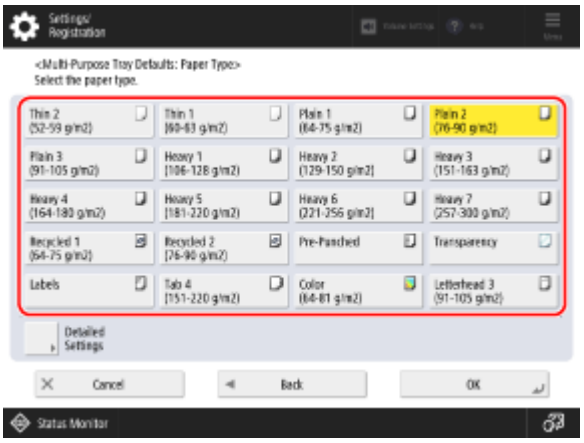
2. Select the size of the loaded Long Sheet paper, and press [OK].



3. Press [OK].

5 Press [Next].

6 Select the paper type to use.



If the Paper Type to Use Is Not Displayed

Press [Detailed Settings], and select the paper type from the displayed list.
* If the paper type to use is not displayed in the list, register the paper type. **Registering Frequently Used Paper Types (P. 1631)**

7 Press [OK].

➔ The screen returns to the [Multi-Purpose Tray Defaults] screen.

8 Press [OK].

➔ The paper size and type to use in the multi-purpose tray are fixed.

Registering Frequently Used Paper Settings for the Multi-purpose Tray

AW63-04L

By default, when paper is loaded in the multi-purpose tray, the screen for setting the paper is displayed on the control panel.
By registering the information (size and type) of frequently used paper as Favorite Paper, you can recall this information on the paper settings screen to more quickly set the paper size and type.
In addition, you can also set the screen that is displayed when paper is loaded in the multi-purpose tray to the screen for selecting Favorite Paper so you can quickly set the paper size and type.

Use the control panel to register Favorite Paper. You cannot register Favorite Paper using Remote UI from a computer.

1 On the control panel, press [Settings/Registration] in the [Home] screen or other screen.

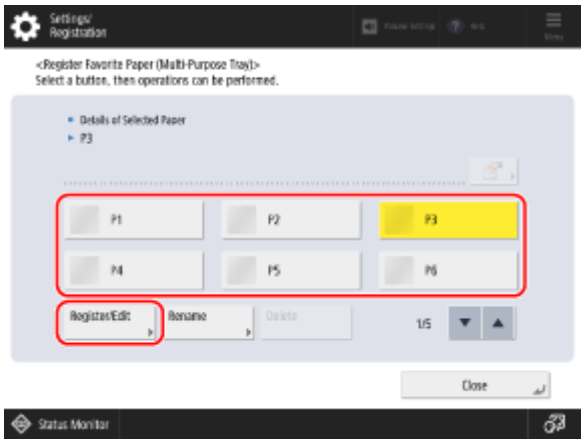
[Home] Screen (P. 189)

➔ The [Settings/Registration] screen is displayed.

2 Press [Preferences] ▶ [Paper Settings] ▶ [Register Favorite Paper (Multi-Purpose Tray)].

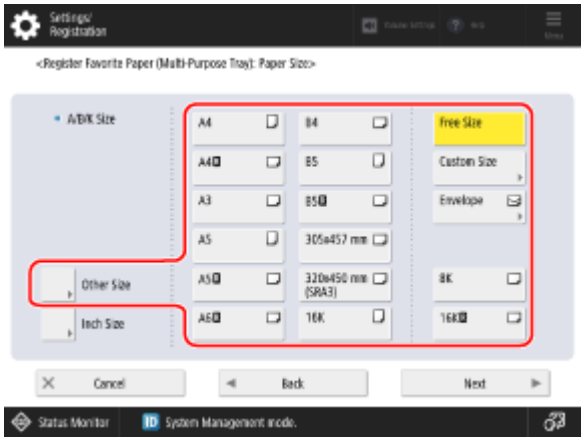
➔ The [Register Favorite Paper (Multi-Purpose Tray)] screen is displayed.

3 Select the button to which you want to register the paper information, and press [Register/Edit].



If you select a button with paper information that is already registered, the registered information is overwritten.

4 Select the paper size to register.



When Registering Custom Size Paper

1. Press [Custom Size].
   If you do not know the size (length of side) of the paper, or you want to print using the paper size set in the printer driver, press [Free Size]. In this case, you do not need to perform Step 2 (entering the length of side).
2. Enter the values in [X] and [Y], and press [OK].

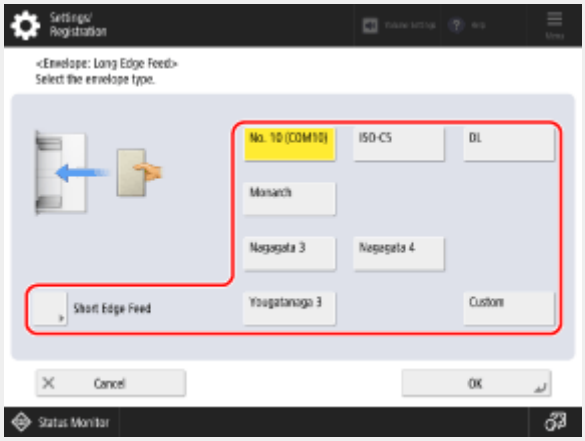


- Press [X] and [Y] to select them, and enter the values.
- When frequently used non-standard sizes are registered, you can call these up by pressing [S1] to [S5].

When Registering Envelopes

1. Press [Envelope].

2. Select the orientation and size of the envelopes.



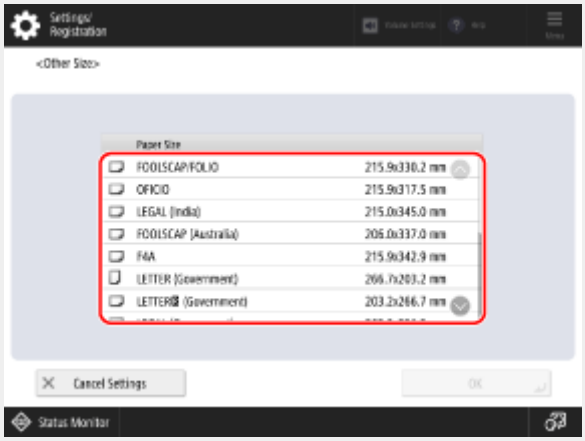
- Press [Long Edge Feed] or [Short Edge Feed] according to the orientation of the envelopes, and select the envelope size.
- To register custom size envelopes, select [Custom].

3. Press [OK].

Depending on the orientation and size of the envelopes, [Next] may appear. Press [Next], enter the flap length or size (length of side) of the envelopes, and then press [OK].

When Registering Other Size Paper Asia/Oceania Latin America

1. Press [Other Size].
2. Select the paper size.



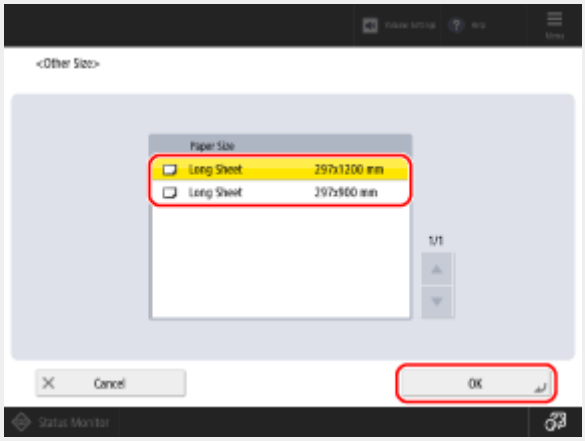
For the sizes of paper that are displayed when [Other Size] is pressed, see the following: **Usable Paper (P. 67)**

3. Press [OK].

When Registering Long Sheet Paper Asia/Oceania Americas

1. Press [Other Size].

2. Select the size of the loaded Long Sheet paper, and press [OK].



3. Press [OK].

5 Press [Next].

6 Select the paper type to register.



If the Paper Type to Register Is Not Displayed

Press [Detailed Settings], and select the paper type from the displayed list.
* If the paper type to register as Favorite Paper is not displayed in the list, register the paper type. **Registering Frequently Used Paper Types (P. 1631)**

7 Press [OK].

➔The paper information is registered as Favorite Paper, and the [Register Favorite Paper (Multi-Purpose Tray)] screen is displayed.

8 Rename the button, as needed.

Select a button with registered paper information, press [Rename], and rename the button.

9 Press [Close].

10 Set the screen to be displayed when paper is loaded in the multi-purpose tray, as needed.

To display the screen for selecting Favorite Paper, press [Multi-Purpose Tray Defaults] ▶ [Always Specify] ▶ set [Screen to Display for Specifying] to [Favorite Paper]. **[Multi-Purpose Tray Defaults] (P. 1203)**

Registering Custom Size Paper

AW63-04R

Custom size paper is non-standard size paper whose side lengths can be freely defined within the range supported by the machine.
You can register sizes when frequently using specific non-standard size paper. You can call up the size on the size input screen, saving you the trouble of entering the size each time.
You can register up to five custom sizes.

Use the control panel to register custom size paper. You cannot register custom size paper using Remote UI from a computer.

1 On the control panel, press [Settings/Registration] in the [Home] screen or other screen.

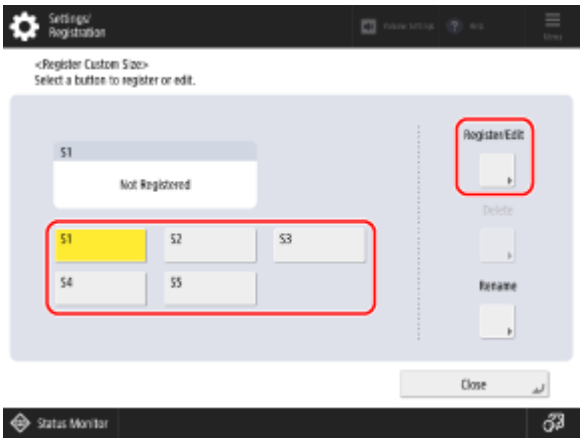
[Home] Screen (P. 189)

→ The [Settings/Registration] screen is displayed.

2 Press [Preferences] ▶ [Paper Settings] ▶ [Register Custom Size].

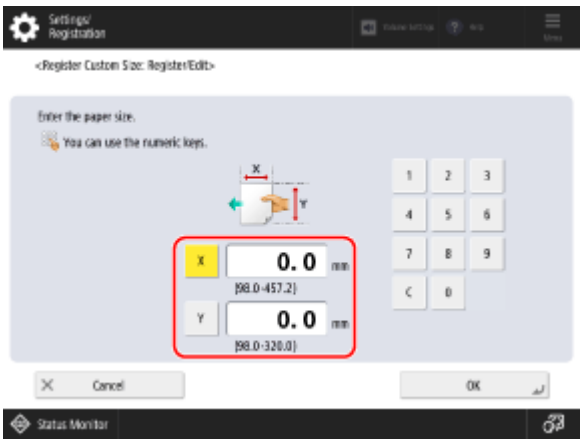
→ The [Register Custom Size] screen is displayed.

3 Select the button to which you want to register the size, and press [Register/Edit].



If you select a button with a size that is already registered, the registered information is overwritten.

4 Enter the lengths for [X] and [Y].



Press [X] and [Y] to select them, and enter the values.

5 Press [OK].

→ The size is registered, and the [Register Custom Size] screen is displayed.

6 Rename the button, as needed.

Select a button with a registered size, press [Rename], and rename the button.

7 Press [Close].

Using the Appropriate Paper Source for Each Function

AW63-04S

If you print without specifying the paper source, the machine automatically selects the paper source according to the size of the paper to be printed. In addition, if the machine runs out of paper while printing, it automatically selects another paper source loaded with the same size paper*1 to continue printing.
You can use the appropriate paper source by setting the paper source that is selected automatically for each function, such as copy, print, and fax reception.

*1 When using paper of the same size loaded in landscape orientation (such as A4R or Letter R), the ability to continue printing by selecting the paper source automatically varies depending on the function.

- When copying, printing, or using a saved file, printing stops without selecting the paper source automatically.
- In all other cases, printing continues after the paper source is selected automatically.

This section describes how to configure the settings using Remote UI from a computer.
On the control panel, select [Settings/Registration] in the [Home] screen or other screen, and then select [Function Settings] to configure the settings. **[Paper Feed Settings] (P. 1291)**

1 Log in to Remote UI. **Starting Remote UI (P. 1095)**

2 On the Portal page of Remote UI, click [Settings/Registration]. **Remote UI Portal Page (P. 1099)**

3 Click [Common Settings] ▶ [Paper Source Auto Selection/Paper Source Auto Selection Based on Color].

→ The [Paper Source Auto Selection/Paper Source Auto Selection Based on Color] screen is displayed.

4 In [Paper Source Auto Selection], select the checkbox of the paper source for automatic selection.

- Configure this setting for each function. [Other] is the paper source when printing reports and lists.
- For each function, one of the paper drawers must be set for automatic selection. You cannot set the multi-purpose tray only for automatic selection.

When Configuring [Copy]

Set whether to consider the color when copying and the type of loaded paper.

[Consider Color]
Select the checkbox to select the paper source according to the color settings (Color Mode) when copying.

- Use [Paper Source Auto Selection Based on Color] in Step 5 to set whether to use black and white copying or color copying for each paper source.
- When you select the [Consider Color] checkbox, [Consider Paper Type] is also enabled, and the paper types that can be selected automatically are restricted.

[Consider Paper Type]

Select the checkbox to select the paper source while considering not only the same paper size but also the same paper type when paper runs out during copying. Clear the checkbox to select the paper source based only on the paper size.

- If the [Consider Color] checkbox is selected, you cannot clear the [Consider Paper Type] checkbox.
- The paper type that is selected automatically varies depending on the [Consider Paper Type] setting.
  - When enabled: Thin, Plain, and Recycled
  - When disabled: Thin, Plain, Recycled, Thick*1, and Color Paper (white color)

*1 Only those paper types that can be printed on both sides **Usable Paper for 2-Sided Printing (P. 74)**

When Configuring [Printer]

Set whether to group multiple paper sources. By grouping multiple paper sources, a paper source from within the same group is selected when you specify the paper source for printing.
To group multiple paper sources, select the [Use Group] checkbox, and select the group to which each paper source belongs.

5 Configure [Paper Source Auto Selection Based on Color], as needed.

Configure this only when the [Consider Color] checkbox in [Copy] of [Paper Source Auto Selection] in Step 4 is selected.

Set whether to use each paper source for black and white copying or color copying.

Color Settings and Color Mode When Copying

- When [Auto (Color/Black & White)] is set, the machine determines automatically whether to print in color or black and white.
- When a setting other than [Auto (Color/Black & White)] and [Black & White] is configured, color printing is performed.
- Color printing is performed in the following cases, regardless of the color setting:
  - When Merge Job Blocks is set
  - When both Different Size Originals and Job Build are enabled

6 Click [OK].

➔ The settings are applied.

7 Log out from Remote UI.

NOTE

- The paper source cannot be selected automatically when the following settings are configured:
  - Auto Copy Ratio
  - Booklet
  - N on 1, Copy ID Card
  - Repeat Images
  - Rotate 90 Degrees

Output Destination Settings

AW63-04U

When there are multiple output trays, you can specify to which output tray to output printed and copied paper. You can assign output destinations to different functions to make it easier to find printed and copied paper.

You can also specify multiple output trays for each function and specify the priority. In this case, when the top priority output tray reaches capacity, the output destination switches automatically to a lower priority tray.
To prevent lost output paper, it is recommended to use one output tray when printing received faxes and I-Faxes.

Configuring Output Destinations (P. 303)
Device Configuration and Output Tray Position (P. 305)

NOTE

- The paper sizes that can be output to each paper tray vary depending on the installed options. **Supported Options (P. 4)**

Configuring Output Destinations

This section describes how to configure the settings using Remote UI from a computer.
On the control panel, select [Settings/Registration] in the [Home] screen or other screen, and then select [Function Settings] to configure the settings. **[Output Tray Settings] (P. 1294)**

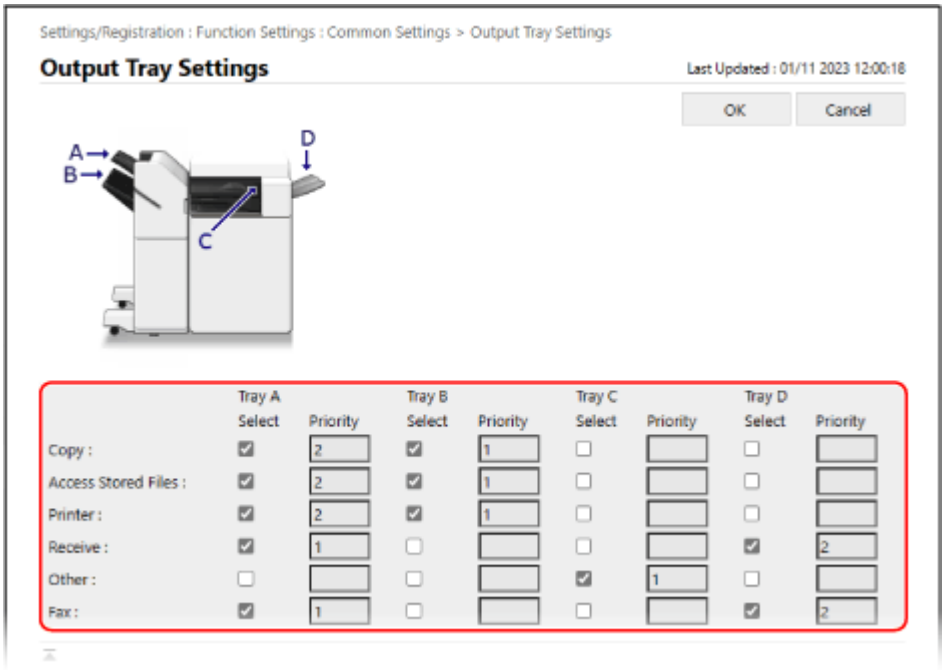
1 Log in to Remote UI. **Starting Remote UI (P. 1095)**

2 On the Portal page of Remote UI, click [Settings/Registration]. **Remote UI Portal Page (P. 1099)**

3 Click [Common Settings] ▶ [Output Tray Settings].

→ The [Output Tray Settings] screen is displayed.

4 Select the checkboxes to give priority to the output trays for each function.



→ The priority of each function is displayed as "1, 2, 3..." in the order the checkboxes are selected.

- [Other] is the output destination when printing reports and lists.
- When there are multiple fax lines, numbers are displayed at the end according to the number of lines.

5 Click [OK].

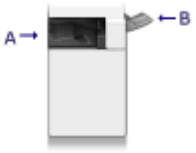
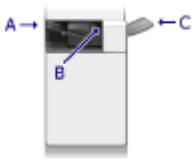
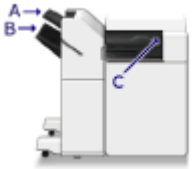
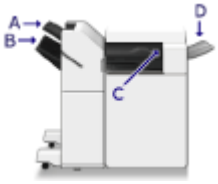
→ The settings are applied.

6 Log out from Remote UI.

NOTE

- Paper may not be output to the specified tray depending on the paper being used or the finishing function.
- When the offset setting is enabled in the finishing function, paper is not output to a tray that does not support offset. **Options with Finishing Functions (P. 11)**
  Either specify an output tray that supports offset or disable the offset setting using the following method before printing or copying:
  - Prevent offset from being set automatically **[Auto Collate] (P. 1319)**
  - Disable the collate setting manually before printing or copying

Device Configuration and Output Tray Position

Installed Option	Position of Output Tray
Inner 2way Tray-M	
Copy Tray-T	
Inner 2way Tray-M and Copy Tray-T	
Inner Finisher-N	
Inner Finisher-N and Copy Tray-T	
Staple Finisher-AH Booklet Finisher-AH Staple Finisher Lite-B Americas	
Staple Finisher-AH and Copy Tray-T Booklet Finisher-AH and Copy Tray-T Staple Finisher Lite-B and Copy Tray-T Americas	

Registering Destinations (Address Book)

AW63-04X

Register destinations for sending and storing scanned data and faxes to the Address Book of the machine. By registering destinations to the Address Book, you can save the trouble of entering the destination information each time you send or store data.

Address Book Function

You can register multiple destinations as a group or register frequently used destinations to one-touch buttons.
Address Book Function and Screen (P. 307)

Address Book Types

The Address Book consists of multiple address lists (lists in which destinations are registered) that are suitable for different users and purposes.
When you specify a destination, you can use the Address Book of this machine or the Address Book of another machine on the network.
Address List Types and Usable Address Books (P. 309)

Destinations That Can Be Registered

- E-mail addresses (e-mail and I-Fax)
- File store locations (shared folder, file server, and Advanced Space)
- Fax numbers

How to Register Destinations

You can register a destination by entering a name, e-mail address, fax number, and other information, or by using the TX Log or user information from the LDAP server.
Although you can register destinations with either the control panel or Remote UI, register destinations with the control panel when using the TX Log.
Registering Destinations to the Address Book (Control Panel) (P. 313)
Registering Destinations to the Address Book (Remote UI) (P. 328)

See Also

Importing and Exporting the Address Book

You can share the Address Book data with another machine, and back up the Address Book data.
Importing and Exporting the Address Book and Settings (P. 1137)

Preventing Unauthorized Use of the Address Book

To prevent unauthorized registration of destinations in the Address Book and leakage of destination information, you can set a PIN and hide some destinations.
Restricting Use of the Address Book (P. 1038)

Address Book Function and Screen

AW63-04Y

You can specify destinations registered in the Address Book by calling up the Address Book from the scan (Scan and Send) or fax screen.
You can group multiple destinations and register frequently used destinations to one-touch buttons.

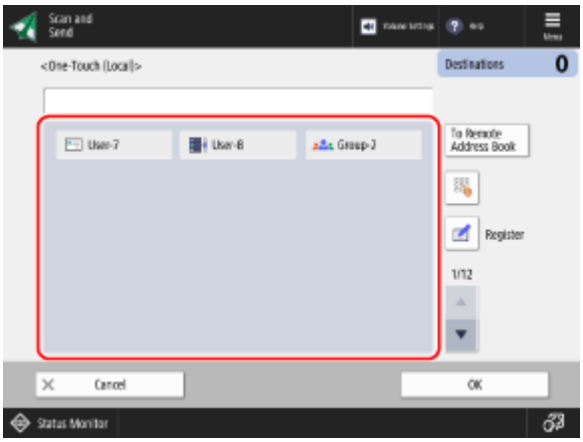
Registering a Group of Multiple Destinations

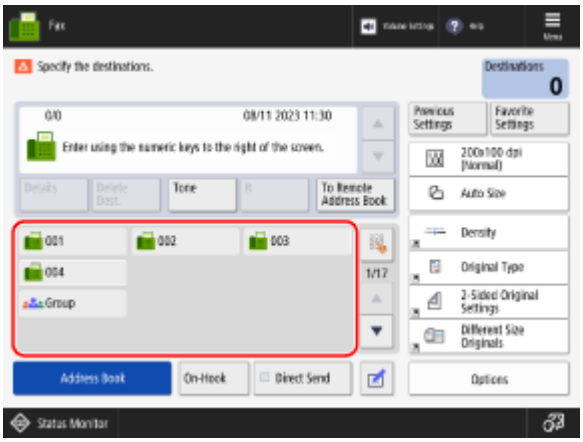
You can register multiple registered destinations as a group. By registering a group, you can save the trouble of specifying multiple destinations individually when sending data.

Registering Groups to the Address Book (Control Panel) (P. 321)
Registering Groups to the Address Book (Remote UI) (P. 334)

Registering Destinations to One-Touch Buttons

When many users frequently specify a particular destination, you can make operations easier by registering that destination to a one-touch button. Since registered destinations are displayed as one-touch buttons on the scan or fax screen, you can specify a destination with a single touch a button.





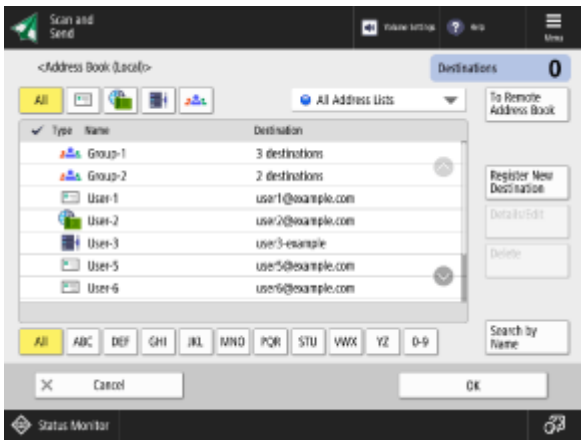
* The items that appear on the screen vary depending on the model and options.
* Destinations registered to one-touch buttons are also registered and displayed in the Address Book.

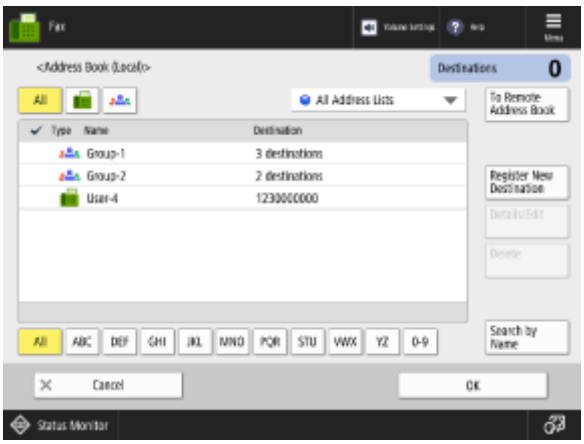
Filtering by Index

You can use the index to filter and display destinations by the initial character of the name or by the destination type (such as e-mail or fax) set at the time of registration.

Address Book Screen

When you call up the Address Book from the scan or fax screen, the applicable screen shown below appears.





* You can change the type of address list to be displayed when you call up the Address Book. **[Change Default Display of Address List] (P. 1397)**

List of Registered Destinations

The types of destinations are indicated with the following icons, and the destination information, such as the name, e-mail address, and fax number, is displayed.

[ ]: E-mail

[ ]: I-Fax

[ ]: File store location (shared folder, file server, or Advanced Space)

[ ]: Fax

[ ]: Group

Index

Indexes are displayed at the top and bottom of the screen. You can filter the destinations displayed in the list by selecting the destination type or the initial of the name.

- To display all destinations registered in the Address Book, select [All].
- To specify the destinations to be displayed by the initial of the name, select the applicable letter or number.

Address List Pulldown Menu

You can filter the destinations displayed in the list by selecting an address list.

[To Remote Address Book] and [Change Address Book]

Press to display destinations registered in the Address Book of another machine on the network (Remote Address Book) or in the LDAP server.

[Search by Name]

You can filter the destinations displayed in the list by entering the name of the destination.

Destination Operation Items

These items are displayed on the right side of the screen. Press to register, edit, or delete a destination.
For items other than [Register New Destination], select the destination before performing the operation.

Address List Types and Usable Address Books

AW63-050

The Address Book consists of multiple address lists (lists in which destinations are registered) that are suitable for different users and purposes.
When you specify a destination, you can use the Address Book of this machine or the Address Book of another machine on the network.

Address List Types (P. 309)
Moving and Copying Destinations Between Address Lists (P. 310)
Usable Address Books (P. 311)

Address List Types

The types of address lists are described below. You can register the same types of destinations in any type of address list.

Common Address Lists

These common address lists are available to all users. The following three types are available.

Address List 1 to 10
A maximum total of 1,600 destinations can be registered in Address List 1 to Address List 10 and the Address List for Administrators.

One-Touch Address List
This address list contains the registered one-touch button destinations.
Up to 200 destinations can be registered.

Address List for Administrators
This address list contains the destinations that only users with Administrator privileges or DeviceAdmin privileges can register and edit.
Use this address list to register destinations that users other than administrators are restricted from registering and editing, such as destinations to be specified as the forwarding destinations for sent and received faxes.

NOTE

Restricting the Registration and Editing of Destinations

- You can set a PIN to the Address Book to restrict the registration of destinations to Address List 1 to Address List 10 and the One-Touch Address List, and restrict the editing of registered destinations. **Restricting Address Book Registration and Editing by Setting a PIN (P. 1038)**

Restricting the Display and Use of Some Destinations

- You can set an access number for destinations in Address List 1 to Address List 10 and the Address List for Administrators, to restrict the display and use of each destination.

  * Access number management setting needs to be enabled. **Hiding Destinations (Access Number Management) (P. 1039)**

User-Specific Address Lists

These address lists are available only to specific users that log in to the machine. The following two types are available.

Personal Address List

This is a personal address list for each login user.
Each user can register up to 25 destinations.

User Group Address List

This is an address list for user groups. Only users who belong to the user group specified in the public view settings for the address list can use the list and register and edit the destinations. **Sharing Destinations in a Group (User Group) (P. 919)**
Up to 4,000 destinations[*1] (10 groups[*2] × 400 destinations[*3]) can be registered for each user.
Users with Administrator privileges who log in to Remote UI can register and edit the destinations in all user group address lists.

[*1] A maximum total of 20,000 destinations can be registered for all groups in the machine.

[*2] This is the maximum number of groups that can be registered per user (up to 50 groups can be registered in the machine).

[*3] This is the maximum number of destinations that can be registered per group.

NOTE

Unusable Functions

- Since public viewing is restricted for personal address lists and user group address lists, the following operations are not available:
  - Specifying a registered destination as a forwarding destination for sent and received faxes, or as a reply-to destination or notice destination when sending e-mail
  - Printing a list of registered destinations (address list)
  - Registering a Mail Box to a group destination

Restricting the Use of Personal Address Lists

- You can configure settings to disable the use of personal address lists. **[Use Personal Address List] (P. 1400)**

Restricting the Use of User Group Address Lists

- You can configure settings to disable the use of user group address lists, or enable only users with Administrator privileges to register and edit destinations from Remote UI. **[Use User Group Address List] (P. 1401)**

Moving and Copying Destinations Between Address Lists

When you edit a registered destination and change the address list to which it is registered, the destination is either "moved" or "copied" depending on the type of address list before and after the change.

When Changing "Between Common Address Lists" or "Between User-Specific Address Lists"

Destinations are "moved" to the changed address list.

Examples of changes:

- Changing from Address List 1 to the Address List for Administrators
- Changing from a personal address list to a user group address list

When Changing from a Common Address List to a User-Specific Address List
When Changing from a User-Specific Address List to a Common Address List

The destination is "copied" to the changed address list, and the destination information before editing remains in the address list before the change.

Examples of changes:

- Changing from Address List 1 to a user group address list
- Changing from a personal address list to the Address List for Administrators

* You cannot change destinations registered in the One-Touch Address List to another address list. You also cannot change destinations from another address list to the One-Touch Address List.
* You cannot move or copy destinations if the use and editing of the address list is restricted.

Usable Address Books

Registered destinations are stored in the Address Book of the machine (Local Address Book).
When you specify a destination, you can use the Local Address Book or the Address Book of another machine on the network (Remote Address Book).

Preparing to Use a Remote Address Book

You need to configure the following settings before using a Remote Address Book.

- On the other machine (server machine) on the network, set the Address Book to be open.
- Set this machine (client machine) to acquire the Remote Address Book, and register the server machine. **[Acquire Remote Address Book] (P. 1402)**

* If the system manager information (System Manager ID and PIN) is set on the server machine, the system manager information on the server machine needs to match the information set on the client machine. **Changing the Department ID and PIN for the Administrator (P. 903)**

Using Destinations in the Remote Address Book

On the Address Book screen, press [To Remote Address Book] or [Change Address Book] ▶ [Remote] to switch to the Remote Address Book. **Address Book Screen (P. 307)**

Editing and Deleting Destinations in the Remote Address Book

You cannot edit or delete destinations in the Remote Address Book from the client machine. Edit and delete destinations on the server machine.

IMPORTANT

When the System Manager ID and PIN Are Set on the Server Machine

- You cannot use a Remote Address Book in the following cases:
  - When the System Manager ID and PIN are not set on the client machine
  - When the System Manager ID and PIN set on the server machine differ from those set on the client machine

* For details on the System Manager ID and PIN, see the following:
Changing the Department ID and PIN for the Administrator (P. 903)

NOTE

Number of Client Machines That Can Be Connected at the Same Time

- Up to eight client machines can be connected to a server machine at the same time.

* The number may be reduced if the server machine is performing other network communications.
* If the machine cannot connect to the server machine, a network error notice is sent.

When Remote Address Book Destinations Are Updated on the Server Machine

- You can use the updated destination information on the client machine. However, if a Remote Address Book destination is registered to a Personal button, Shared button, or the "Favorite Settings" on the client machine, that registered destination information is not updated when the information on the server machine is updated.
- The one-touch button destination information is updated when the following operations or process is performed on the client machine:
  - When you press [Reset]

- When sending is completed
- When you perform Auto Reset **[Auto Reset Time] (P. 1215)**

When Using the Address Book of This Machine as a Remote Address Book from Another Machine

- Set the Address Book of this machine to be open, and configure this machine to be used as a server machine. **[Make Remote Address Book Open] (P. 1404)**

Registering Destinations to the Address Book (Control Panel)

AW63-051

You can register destinations to the Address Book and one-touch buttons using the control panel.
You can use the following methods to register e-mail addresses, file store locations, and fax numbers:

- Registering destinations by directly entering the destination information
- Registering destinations by using the TX Log
- Registering destinations by searching for user information managed with an LDAP server

Registering Destinations to the Address Book (P. 313)
Registering Destinations to One-Touch Buttons (P. 316)

NOTE

If a Store Location Registered as a Destination Is Changed or Deleted

- Change the registered details of the destination, or delete the destination and register it again as a new destination. **Editing and Deleting Destinations in the Address Book (Control Panel) (P. 325)**

Registering Destinations to the Address Book

Required Preparations

- If you are using an LDAP server, register the LDAP server information in the machine. **Registering LDAP Servers (P. 159)**

1 Log in to the machine, as needed. **Logging In to the Machine (P. 225)**

To register destinations to a personal address list or user group address list, you first need to log in. **Address List Types (P. 309)**

2 On the [Home] screen of the control panel, press [Dest./Fwd. Settings]. **[Home] Screen (P. 189)**

On the scan (Scan and Send) or fax screen, you can press [Address Book] to register a destination from the Address Book screen.

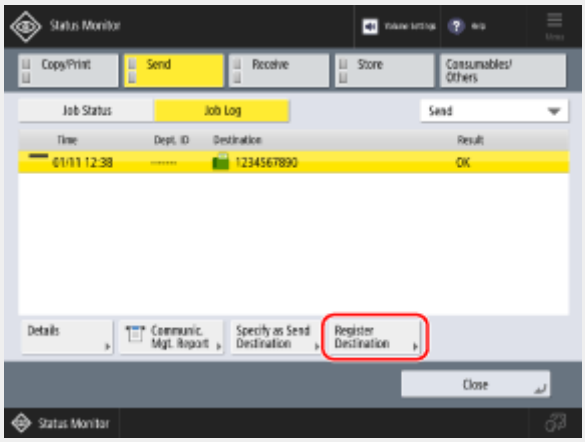
Registering Destinations by Using the TX Log

1. On the [Home] screen of the control panel or other location, press [ Status Monitor]. **[Home] Screen (P. 189)**

   → The [Status Monitor] screen appears.

2. Press [Send] ▶ [Job Log].

3. Select the destination to be registered to the Address Book, and press [Register Destinations].



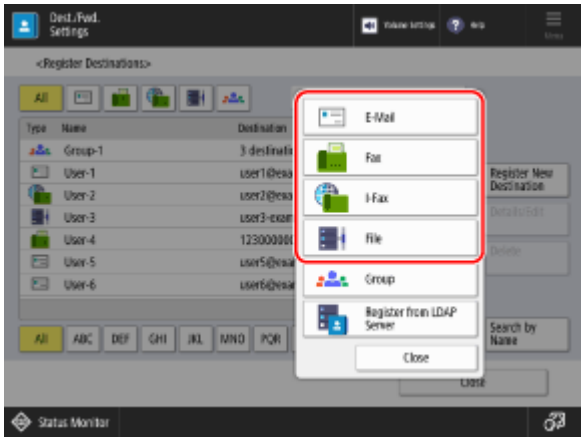
4. Press [Address Book] and proceed to Step 6.
If the PIN input screen appears, enter the PIN set for the Address Book, and press [OK].

3 Press [Register Destinations].

- If you register a destination from the Address Book screen, this step is not required. Proceed to Step 4.
- If the PIN input screen appears, enter the PIN set for the Address Book, and press [OK].

4 Press [Register New Destination].

5 Select the type of destination.



- When you register file store locations (shared folder, file server, or Advanced Space), select [File].
- When you register group destinations, see the following:

Registering Groups to the Address Book (Control Panel) (P. 321)

Registering Destinations by Using User Information from an LDAP Server

1. Press [Register from LDAP Server].

→ By default, searching starts automatically according to the registered conditions.

[Auto Search When Using LDAP Server] (P. 1399)
[Change Default LDAP Search Conditions] (P. 1399)

If the authentication screen appears, enter the user name and password of the machine that are registered in the LDAP server, and press [OK].

2. Search for users by conditions or name, as needed.
   - If you register destinations by selecting users that are currently displayed in the list, this step is not required. Proceed to Step 3.
   - If multiple LDAP servers are registered, select which LDAP server to search in the pulldown menu, and search for the users.

   When searching by conditions

   Press [Search by Conditions], specify the search conditions, and press [Start Searching].
   Example of specifying search conditions: When searching for users with an e-mail address containing the word "example"
   In the search conditions pulldown menu, select [E-Mail] and [Contains]. Press [Set], enter "example," and press [OK].
   - You can press [Add Search Condition] and specify multiple (up to four) search conditions.
     To search for users who meet any of the specified conditions, select [or].
     To search for users who meet all of the specified conditions, select [and].
   - You can also add attributes for the search target. **[Register/Edit LDAP Search Attribute] (P. 1400)**

   When searching by name

   Press [Search by Name], enter the name for which to search, and press [OK].
   By default, the "cn" attribute is set as the target, and the search finds names that start with the search string. **[Settings for Search by Name When Using LDAP Server] (P. 1400)**

   If the search cannot find users

   - If the search cannot find any users even though the information (user name and password) for authenticating the LDAP server is correct, check the time set for the LDAP server and the machine. The search cannot be performed if the time setting of the LDAP server differs from the time setting of the machine by five minutes or more.
   - You cannot search from the control panel and Remote UI at the same time.
3. Select the checkboxes of the users to register in the Address Book.
   - You can select checkboxes for multiple users (up to 256 users) and register them together.
     To select the checkboxes for all displayed users, press [All (Max 256)].
   - To register an e-mail address destination as an I-Fax destination, press the [Register E-Mail Address as I-Fax] button so that the button is selected.
4. Press [Next].

   ➔The name, e-mail address, and fax number information is retrieved.

   If you selected checkboxes for multiple users in Step 3

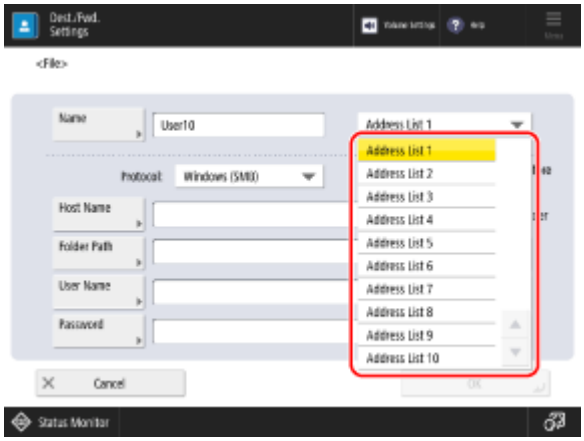
   Select the address list in which to register the destinations. **Address List Types (P. 309)**
   If destinations are managed with access numbers, enter the access number to display the destinations to be registered.
   Press [OK] to register the destinations to the Address Book.
   - If you register multiple destinations together, you can skip the remaining steps.
   - Configure the information other than the name, e-mail address, and fax number by editing the destination registered in the Address Book. **Editing and Deleting Destinations in the Address Book (Control Panel) (P. 325)**

6 Enter the name of the destination.

You can register a destination without entering a name. However, if you enter a name, you can search for the destination by its initial or name when you specify destinations.

1. Press [Name].
2. Enter the name, and press [OK].

7 Select the address list in which to register the destination. **Address List Types (P. 309)**



* The items that appear on the screen vary depending on the model and options.

8 Set the destination information according to the type of destination.

E-Mail Destination Settings (P. 343)
I-Fax Destination Settings (P. 344)
Shared Folder, File Server, and Advanced Space Destination Settings (P. 346)
Fax Destination Settings (P. 349)

9 Press [OK].

→ The destination is registered to the Address Book.

If destinations are managed with access numbers, press [Next], enter the access number to display the destination to be registered, and press [OK].

Registering Destinations to One-Touch Buttons

Required Preparations

- If you are using an LDAP server, register the LDAP server information in the machine. **Registering LDAP Servers (P. 159)**

1 On the [Home] screen of the control panel, press [Dest./Fwd. Settings]. **[Home] Screen (P. 189)**

You can also register destinations to one-touch buttons from the scan (Scan and Send) or fax screen.

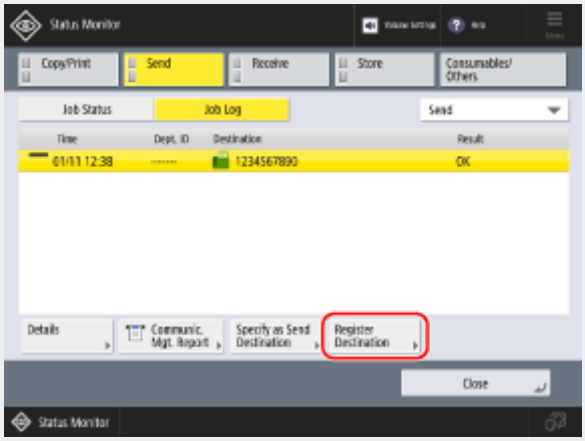
- To register a destination from the scan screen, press [One-Touch] ▶ [Register].
- To register a destination from the fax screen, press [ ].

Registering Destinations by Using the TX Log

1. On the [Home] screen of the control panel or other location, press [Status Monitor]. **[Home] Screen (P. 189)**

➔ The [Status Monitor] screen appears.

2. Press [Send] ▶ [Job Log].
3. Select the destination to be registered to the one-touch button, and press [Register Destinations].



4. Press [One-Touch].
   If the PIN input screen appears, enter the PIN set for the Address Book, and press [OK].
5. Select the one-touch button to which to register the destination.



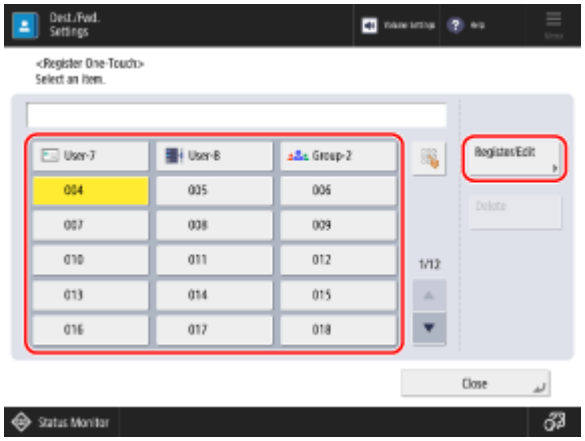
- Three-digit numbers (001 to 200) are assigned to one-touch buttons. You can also press [ ] and enter a three-digit number to select a button.
- If you select a button with a destination that is already registered, the registered information is overwritten.

6. Press [Next] and proceed to Step 5.

2 Press [Register One-Touch].

- If you register a destination from the scan or fax screen, this step is not required. Proceed to Step 3.
- If the PIN input screen appears, enter the PIN set for the Address Book, and press [OK].

3 Select the button to which to register the destination, and press [Register/Edit].



- Three-digit numbers (001 to 200) are assigned to one-touch buttons. You can also press [ ] and enter a three-digit number to select a button.
- When you select a button with a destination that is already registered, the registered information is overwritten.

4 Select the type of destination.



- When you register file store locations (shared folder, file server, or Advanced Space), select [File].
- When you register group destinations, see the following:

Registering Groups to the Address Book (Control Panel) (P. 321)

Registering Destinations by Using User Information from an LDAP Server

1. Press [Register from LDAP Server].

   → By default, searching starts automatically according to the registered conditions.

   [Auto Search When Using LDAP Server] (P. 1399)
   [Change Default LDAP Search Conditions] (P. 1399)

   If the authentication screen appears, enter the user name and password of the machine that are registered in the LDAP server, and press [OK].
2. Search for users by conditions or name, as needed.
   - If you register destinations by selecting users that are currently displayed in the list, this step is not required. Proceed to Step 3.
   - If multiple LDAP servers are registered, select which LDAP server to search in the pulldown menu, and search for the users.

When searching by conditions

Press [Search by Conditions], specify the search conditions, and press [Start Searching].

Example of specifying search conditions: When searching for users with an e-mail address containing the word "example"

In the search conditions pulldown menu, select [E-Mail] and [Contains]. Press [Set], enter "example," and press [OK].

- You can press [Add Search Condition] and specify multiple (up to four) search conditions.
  To search for users who meet any of the specified conditions, select [or].
  To search for users who meet all of the specified conditions, select [and].
- You can also add attributes for the search target. **[Register/Edit LDAP Search Attribute] (P. 1400)**

When searching by name

Press [Search by Name], enter the name for which to search, and press [OK].

By default, the "cn" attribute is set as the target, and the search finds names that start with the search string. **[Settings for Search by Name When Using LDAP Server] (P. 1400)**

If the search cannot find users

- If the search cannot find any users even though the information (user name and password) for authenticating the LDAP server is correct, check the time set for the LDAP server and the machine. The search cannot be performed if the time setting of the LDAP server differs from the time setting of the machine by five minutes or more.
- You cannot search from the control panel and Remote UI at the same time.

3. Select the checkbox of the user to be registered to the one-touch button.
   To register an e-mail address destination as an I-Fax destination, press the [Register E-Mail Address as I-Fax] button so that the button is selected.
4. Press [Next].

   → The name, e-mail address, and fax number information is retrieved.

5 Enter the name of the destination.

You can register a destination without entering a name. However, if you enter a name, you can search for the destination by its initial or name when you specify destinations from the Address Book.

* Destinations registered to one-touch buttons are also registered and displayed in the Address Book (One-Touch Address List), and you can select them when you specify destinations from the Address Book.

1. Press [Name].
2. Enter the name, and press [OK].

6 Enter the name of the button.

You can register a button without entering a name. However, if you enter a name, it is displayed on the one-touch button.

1. Press [One-Touch Button Name].
2. Enter the name, and press [OK].

7 Set the destination information according to the type of destination.

E-Mail Destination Settings (P. 343)
I-Fax Destination Settings (P. 344)
Shared Folder, File Server, and Advanced Space Destination Settings (P. 346)

Fax Destination Settings (P. 349)

8 Press [OK].

→ The destination is registered to the one-touch button.

Registering Groups to the Address Book (Control Panel)

AW63-052

You can use the control panel to group multiple destinations in the same address list and register them to the Address Book or one-touch buttons.
You can register up to 256 destinations per group.
You can register different types of destinations to the same group. In addition to registering destinations such as e-mail addresses, you can also register a Mail Box of the machine to the group.
For example, if you register an e-mail address destination and a Mail Box together in a group, you can specify that group as a destination for sending scanned data, so that the data sent by e-mail is automatically stored in the Mail Box for backup.

Registering Groups to the Address Book (P. 321)
Registering Groups to One-Touch Buttons (P. 323)

Registering Groups to the Address Book

Required Preparations

- Before you register destinations to a group, all of the destinations need to be registered to the Address Book of the machine. **Registering Destinations to the Address Book (P. 313)**
- When you register file store locations (shared folder, file server, or Advanced Space) to a group, disable the setting for displaying the confirmation screen. **Shared Folder, File Server, and Advanced Space Destination Settings (P. 346)**

  * If you register a destination that is configured to display the confirmation screen to the group, you will not be able to specify the group as a destination and send data to it.

1 Log in to the machine, as needed. **Logging In to the Machine (P. 225)**

To group destinations that are registered in a personal address list or user group address list, you first need to log in. **Address List Types (P. 309)**

2 On the [Home] screen of the control panel, press [Dest./Fwd. Settings]. **[Home] Screen (P. 189)**

On the scan (Scan and Send) or fax screen, you can press [Address Book] to register a group from the Address Book screen.

3 Press [Register Destinations].

- If you register a group from the Address Book screen, this step is not required. Proceed to Step 4.
- If the PIN input screen appears, enter the PIN set for the Address Book, and press [OK].

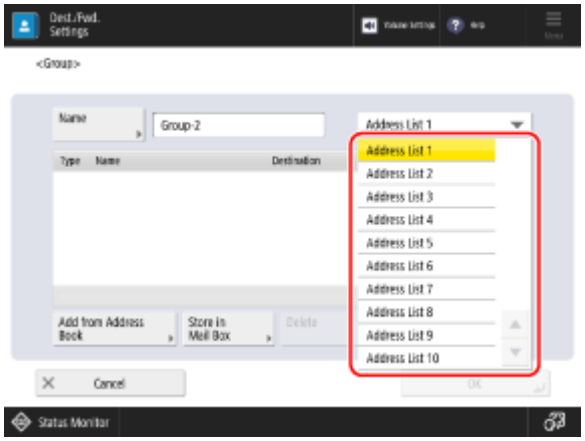
4 Press [Register New Destination] ▶ [Group].

5 Enter the name of the group.

You can register a group without entering a name. However, if you enter a name, you can search for the group by its initial or name when you specify destinations.

1. Press [Name].
2. Enter the name, and press [OK].

6 Select the address list in which the destinations to be grouped are registered.

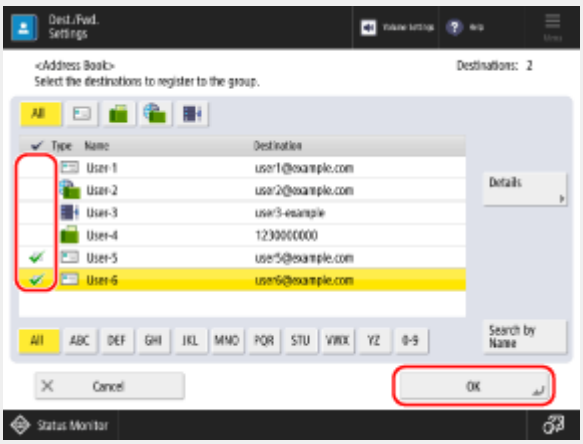


* The items that appear on the screen vary depending on the model and options.

- You can only group destinations that are registered in the selected address list.
- The created group will be registered in the address list selected here.

7 Specify the destinations to be registered to the group.

1. Press [Add from Address Book].
2. Select the checkboxes of the destinations to be registered to the group, and press [OK].



- You can filter the destinations displayed in the list by selecting the index at the top or bottom of the screen, or [Search by Name]. **Address Book Screen (P. 307)**
- You can select checkboxes of multiple destinations at the same time.
- To display destinations that are configured with an access number, press [Access No.] and enter the access number.
- If you want to check the destination information, select the destination and press [Details].

Registering a Mail Box to a Group

Press [Store in Mail Box], select the Mail Box to be registered to the group, and press [OK].
You can register only one Mail Box per group.

* You cannot register a Mail Box to a group in a personal address list or user group address list.

8 Press [OK].

➔ The group is registered to the Address Book.

If destinations are managed with access numbers, press [Next], enter the access number to display the group to be registered, and press [OK].

Registering Groups to One-Touch Buttons

Required Preparations

- Before you register destinations to a group, all of the destinations need to be registered to the one-touch buttons of the machine. **Registering Destinations to One-Touch Buttons (P. 316)**
- When you register file store locations (shared folder, file server, or Advanced Space) to a group, disable the setting for displaying the confirmation screen. **Shared Folder, File Server, and Advanced Space Destination Settings (P. 346)**

  * If you register a destination that is configured to display the confirmation screen to the group, you will not be able to specify the group as a destination and send data to it.

1 On the [Home] screen of the control panel, press [Dest./Fwd. Settings]. **[Home] Screen (P. 189)**

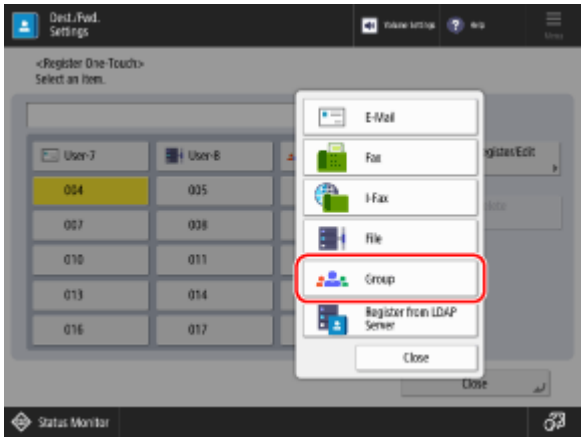
You can also register groups to one-touch buttons from the scan (Scan and Send) or fax screen.

- To register a group from the scan screen, press [One-Touch] ▶ [Register].
- To register a group from the fax screen, press [ ].

2 Press [Register One-Touch].

- If you register a group from the scan or fax screen, this step is not required. Proceed to Step 3.
- If the PIN input screen appears, enter the PIN set for the Address Book, and press [OK].

3 Select the button to which to register the group, and press [Register/Edit] ▶ [Group].



- Three-digit numbers (001 to 200) are assigned to one-touch buttons. You can also press [ ] and enter a three-digit number to select a button.
- If you select a button to which a group is already registered, the registered information is overwritten.

4 Enter the name of the group.

You can register a group without entering a name. However, if you enter a name, you can search for the group by its initial or name when you specify destinations from the Address Book.
* Groups registered to one-touch buttons are also registered and displayed in the Address Book (One-Touch Address List), and you can select them when you specify destinations from the Address Book.

1. Press [Name].
2. Enter the name, and press [OK].

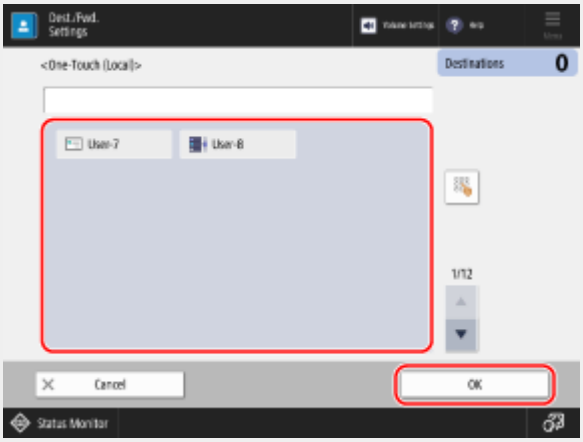
5 Enter the name of the button.

You can register a button without entering a name. However, if you enter a name, it is displayed on the one-touch button.

1. Press [One-Touch Button Name].
2. Enter the name, and press [OK].

6 Specify the destinations to be registered to the group.

1. Press [Add from One-Touch].
2. Select the button to which to register the group, and press [OK].



- Three-digit numbers (001 to 200) are assigned to one-touch buttons. You can also press [ ] and enter a three-digit number to select a button.
- You can select multiple buttons at the same time.

Registering a Mail Box to a Group

Press [Store in Mail Box], select the Mail Box to be registered to the group, and press [OK].
You can register only one Mail Box per group.

7 Press [OK].

➔ The group is registered to the one-touch button.

Editing and Deleting Destinations in the Address Book (Control Panel)

AW63-053

You can edit the information of destinations registered in the Address Book or one-touch buttons, and delete unused destinations.

Editing and Deleting Destinations in the Address Book (P. 325)
Editing and Deleting One-Touch Button Destinations (P. 326)

Editing and Deleting Destinations in the Address Book

1 Log in to the machine, as needed. **Logging In to the Machine (P. 225)**

To edit or delete destinations in a personal address list or user group address list, you first need to log in. **Address List Types (P. 309)**

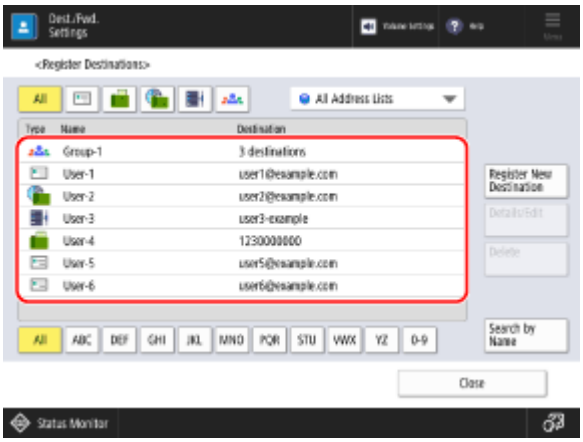
2 On the [Home] screen of the control panel, press [Dest./Fwd. Settings]. **[Home] Screen (P. 189)**

On the scan (Scan and Send) or fax screen, you can press [Address Book] to edit or delete a destination from the Address Book screen.

3 Press [Register Destinations].

- If you edit or delete a destination from the Address Book screen, this step is not required. Proceed to Step 4.
- If the PIN input screen appears, enter the PIN set for the Address Book, and press [OK].

4 Select the destination to be edited or deleted.



- You can filter the destinations displayed in the list by selecting the index at the top or bottom of the screen, or [Search by Name]. **Address Book Screen (P. 307)**
- To display destinations that are configured with an access number, press [Access No.] and enter the access number.
- If you want to check the destination information, select the destination and press [Details].

5 Edit or delete the destination.

When Editing a Destination

1. Press [Details/Edit].
2. Edit the destination information according to the type of destination.
   - **E-Mail Destination Settings (P. 343)**
   - **I-Fax Destination Settings (P. 344)**
   - **Shared Folder, File Server, and Advanced Space Destination Settings (P. 346)**
   - **Fax Destination Settings (P. 349)**

   You can also change the address list to which the destination is registered. The destination is either "moved" or "copied" depending on the type of address list before and after the change. **Moving and Copying Destinations Between Address Lists (P. 310)**
3. Press [OK].

   → The edited information is applied.

   If destinations are managed with access numbers, press [Next], enter the access number to display the edited destination, and press [OK].

When Deleting a Destination

Press [Delete] ▶ [Yes] to delete the destination.

Editing and Deleting One-Touch Button Destinations

1 On the [Home] screen of the control panel, press [Dest./Fwd. Settings]. **[Home] Screen (P. 189)**

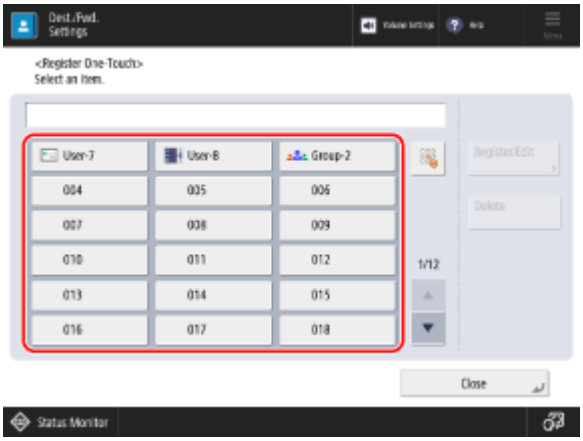
You can also edit and delete one-touch button destinations from the scan (Scan and Send) or fax screen.

- To edit or delete a destination from the scan screen, press [One-Touch] ▶ [Register].
- To edit or delete a destination from the fax screen, press [ ].

2 Press [Register One-Touch].

- If you edit or delete a destination from the scan or fax screen, this step is not required. Proceed to Step 3.
- If the PIN input screen appears, enter the PIN set for the Address Book, and press [OK].

3 Select the button with the destination to be edited or deleted.



Three-digit numbers (001 to 200) are assigned to one-touch buttons. You can also press [ ] and enter a three-digit number to select a button.

4 Edit or delete the destination.

When Editing a Destination

1. Press [Register/Edit].
2. Edit the destination information according to the type of destination.
   - **E-Mail Destination Settings (P. 343)**
   - **I-Fax Destination Settings (P. 344)**
   - **Shared Folder, File Server, and Advanced Space Destination Settings (P. 346)**
   - **Fax Destination Settings (P. 349)**
3. Press [OK].

   → The edited information is applied.

When Deleting a Destination

Press [Delete] ▶ [Yes] to delete the destination.

Registering Destinations to the Address Book (Remote UI)

AW63-054

You can register destinations to the Address Book or one-touch buttons using Remote UI from a computer.
You can use the following methods to register e-mail addresses, file store locations, and fax numbers:

- Registering destinations by directly entering the destination information
- Registering destinations by searching for user information managed with an LDAP server

Registering Destinations to the Address Book (P. 328)
Registering Destinations to One-Touch Buttons (P. 330)

NOTE

If a Store Location Registered as a Destination Is Changed or Deleted

- Change the registered details of the destination, or delete the destination and register it again as a new destination. **Editing and Deleting Destinations in the Address Book (Remote UI) (P. 339)**

Registering Destinations to the Address Book

Required Preparations

- If you are using an LDAP server, register the LDAP server information in the machine. **Registering LDAP Servers (P. 159)**

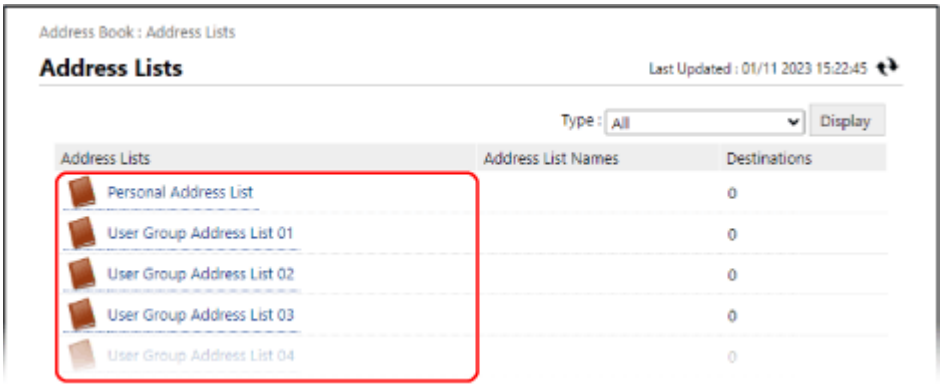
1 Log in to Remote UI. **Starting Remote UI (P. 1095)**

The address lists to which destinations can be registered vary depending on the logged in user. **Address List Types (P. 309)**

2 On the Portal page of Remote UI, click [Address Book]. **Remote UI Portal Page (P. 1099)**

→ The [Address Lists] screen appears.

3 Click the address list in which to register the destination. **Address List Types (P. 309)**



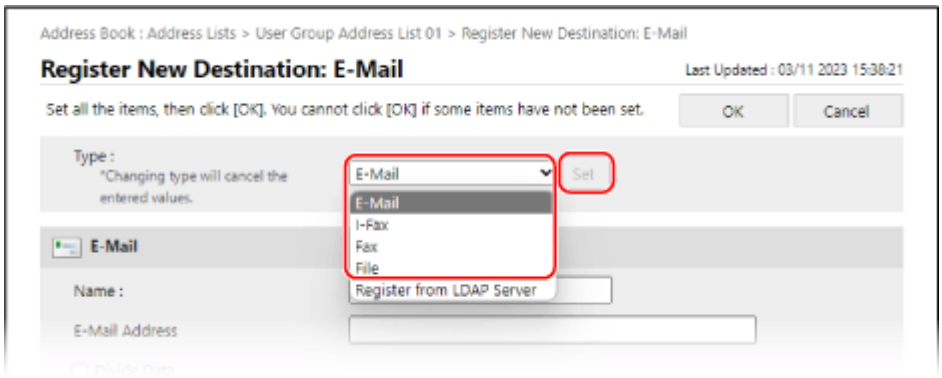
→ The address list screen appears.

If the PIN input screen appears, enter the PIN set for the Address Book, and press [OK].

4 Click [Register New Destination].

➔ The [Register New Destination: E-Mail] screen appears.

5 Select the destination type, and click [Set].



➔ The screen for registering the selected type of new destination appears.

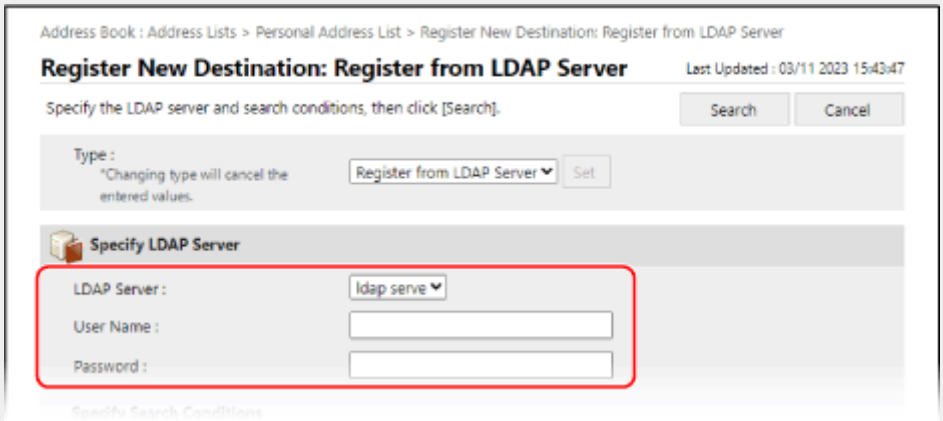
- If you register an e-mail destination, this step is not required. Proceed to Step 6.
- When you register file store locations (shared folder, file server, or Advanced Space), select [File].

Registering Destinations by Using User Information from an LDAP Server

1. In [Type], select [Register from LDAP Server], and click [Set].

   ➔ The [Register New Destination: Register from LDAP Server] screen appears.

2. Select the LDAP server to be searched for the destination, and enter the authentication information.



   - To perform authentication using login information, enter the user name and password of the machine that are registered in the LDAP server.
   - To perform authentication anonymously without using login information, leave the user name and password blank.

3. In [Specify Search Conditions], select the search target attributes and enter the search string.
4. Click [Search].

   ➔ The users who meet the search conditions are displayed.

   If the search cannot find users

- If the search cannot find any users even though the information (user name and password) for authenticating the LDAP server is correct, check the time set for the LDAP server and the machine. The search cannot be performed if the time setting of the LDAP server differs from the time setting of the machine by five minutes or more.
- You cannot search from the control panel and Remote UI at the same time.

5. Select the user to be registered in the Address Book, and click [OK].

→ The destination is registered to the Address Book.

- If you register the destination by using the user information from an LDAP server, you can skip the remaining steps.
- Only the name, e-mail address, and fax number information can be retrieved from the LDAP server. Configure the other information by editing the destination registered in the Address Book. **Editing and Deleting Destinations in the Address Book (Remote UI) (P. 339)**

6 In [Name], enter the name of the destination.

You can register a destination without entering a name. However, if you enter a name, you can search for the destination by its initial or name when you specify destinations.

7 Set the destination information according to the type of destination.

E-Mail Destination Settings (P. 343)
I-Fax Destination Settings (P. 344)
Shared Folder, File Server, and Advanced Space Destination Settings (P. 346)
Fax Destination Settings (P. 349)

When Managing Destinations with Access Numbers
In [Access Number], enter the access number to display the destination to be registered.
* If no access number is set for the destination to be registered, leave [Access Number] blank.

8 Click [OK].

→ The destination is registered to the Address Book.

9 Log out from Remote UI.

Registering Destinations to One-Touch Buttons

Required Preparations

- If you are using an LDAP server, register the LDAP server information in the machine. **Registering LDAP Servers (P. 159)**

1 Log in to Remote UI. **Starting Remote UI (P. 1095)**

2 On the Portal page of Remote UI, click [Address Book]. **Remote UI Portal Page (P. 1099)**

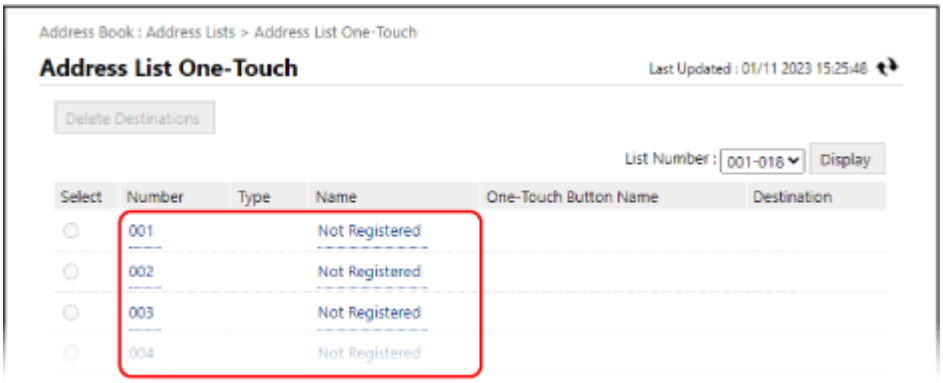
→ The [Address Lists] screen appears.

3 Click [Address List One-Touch].

➔ The address list screen appears.

If the PIN input screen appears, enter the PIN set for the Address Book, and press [OK].

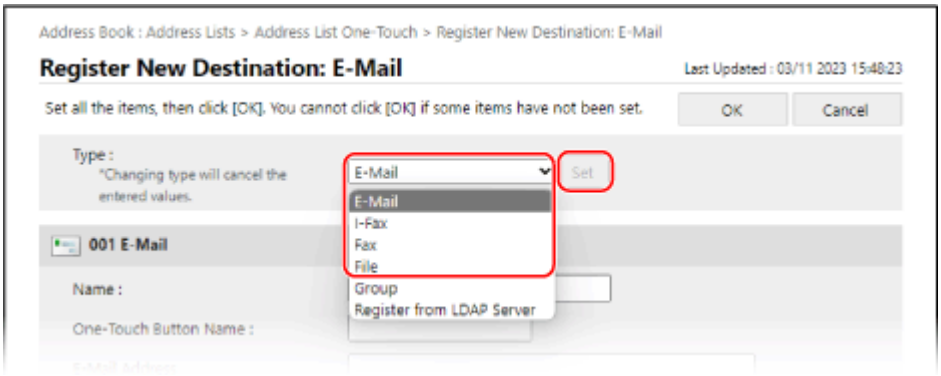
4 Click a name (or number) displayed as [Not Registered].



➔ The [Register New Destination: E-Mail] screen appears.

Three-digit numbers (001 to 200) are assigned to one-touch buttons. At the top right of the screen, select the range of numbers in [List Number], and click [Display] to change the numbers displayed in the list.

5 Select the destination type, and click [Set].



➔ The screen for registering the selected type of new destination appears.

- If you register an e-mail destination, this step is not required. Proceed to Step 6.
- When you register file store locations (shared folder, file server, or Advanced Space), select [File].
- When you register group destinations, see the following:

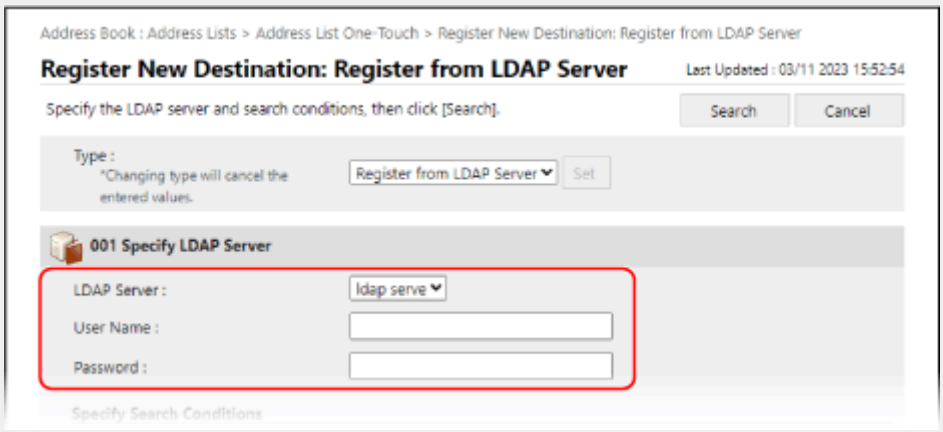
Registering Groups to the Address Book (Remote UI) (P. 334)

Registering Destinations by Using User Information from an LDAP Server

1. In [Type], select [Register from LDAP Server], and click [Set].

   ➔ The [Register New Destination: Register from LDAP Server] screen appears.

2. Select the LDAP server to be searched for the destination, and enter the authentication information.



- To perform authentication using login information, enter the user name and password of the machine that are registered in the LDAP server.
- To perform authentication anonymously without using login information, leave the user name and password blank.

3. In [Specify Search Conditions], select the search target attributes and enter the search string.
4. Click [Search].

→ The users who meet the search conditions are displayed.

If the search cannot find users

- If the search cannot find any users even though the information (user name and password) for authenticating the LDAP server is correct, check the time set for the LDAP server and the machine. The search cannot be performed if the time setting of the LDAP server differs from the time setting of the machine by five minutes or more.
- You cannot search from the control panel and Remote UI at the same time.

5. Select the user to be registered to the one-touch button, and click [OK].

→ The destination is registered to the one-touch button.

- If you register the destination by using the user information from an LDAP server, you can skip the remaining steps.
- Only the name, e-mail address, and fax number information can be retrieved from the LDAP server. Configure the other information by editing the destination registered to the one-touch button. **Editing and Deleting Destinations in the Address Book (Remote UI) (P. 339)**

6 In [Name], enter the name of the destination.

You can register a destination without entering a name. However, if you enter a name, you can search for the destination by its initial or name when you specify destinations from the Address Book.
* Destinations registered to one-touch buttons are also registered and displayed in the Address Book (One-Touch Address List), and you can select them when you specify destinations from the Address Book.

7 In [One-Touch Button Name], enter the name of the button.

You can register a button without entering a name. However, if you enter a name, it is displayed on the one-touch button.

8 Set the destination information according to the type of destination.

E-Mail Destination Settings (P. 343)
I-Fax Destination Settings (P. 344)
Shared Folder, File Server, and Advanced Space Destination Settings (P. 346)
Fax Destination Settings (P. 349)

9 Click [OK].

→ The destination is registered to the one-touch button.

10 Log out from Remote UI.

Registering Groups to the Address Book (Remote UI)

AW63-055

You can use Remote UI from a computer to group multiple destinations in the same address list and register them in the Address Book or one-touch buttons.
You can register up to 256 destinations per group.
You can register different types of destinations in the same group. In addition to registering destinations such as e-mail addresses, you can also register a Mail Box of the machine to the group.
For example, if you register an e-mail address destination and a Mail Box together in a group, you can specify that group as a destination for sending scanned data, so that the data sent by e-mail is automatically stored in the Mail Box for backup.

Registering Groups to the Address Book (P. 334)
Registering Groups to One-Touch Buttons (P. 336)

Registering Groups to the Address Book

Required Preparations

- Before you register destinations to a group, all of the destinations need to be registered to the Address Book of the machine. **Registering Destinations to the Address Book (P. 328)**
- When you register file store locations (shared folder, file server, or Advanced Space) to a group, disable the setting for displaying the confirmation screen. **Shared Folder, File Server, and Advanced Space Destination Settings (P. 346)**

  * If you register a destination that is configured to display the confirmation screen to the group, you will not be able to specify the group as a destination and send data to it.

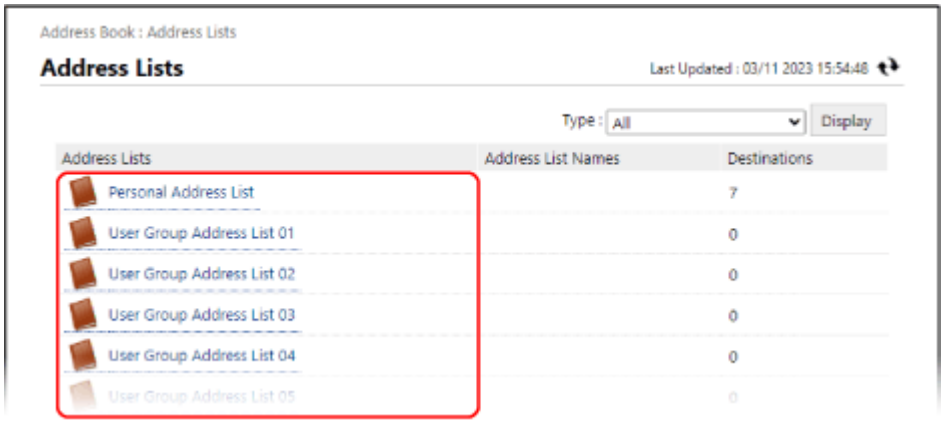
1 Log in to Remote UI. **Starting Remote UI (P. 1095)**

The address lists to which groups can be registered vary depending on the logged in user. **Address List Types (P. 309)**

2 On the Portal page of Remote UI, click [Address Book]. **Remote UI Portal Page (P. 1099)**

→ The [Address Lists] screen appears.

3 Click the address list in which the destinations to be grouped are registered.



➔The address list screen appears.

- You can only group destinations that are registered in the clicked address list.
- The created group will be registered in the address list clicked here.
- If the PIN input screen appears, enter the PIN set for the Address Book, and press [OK].

4 Click [Register New Group].

➔The [Register New Destination: Group] screen appears.

5 In [Group Name], enter the name of the group.

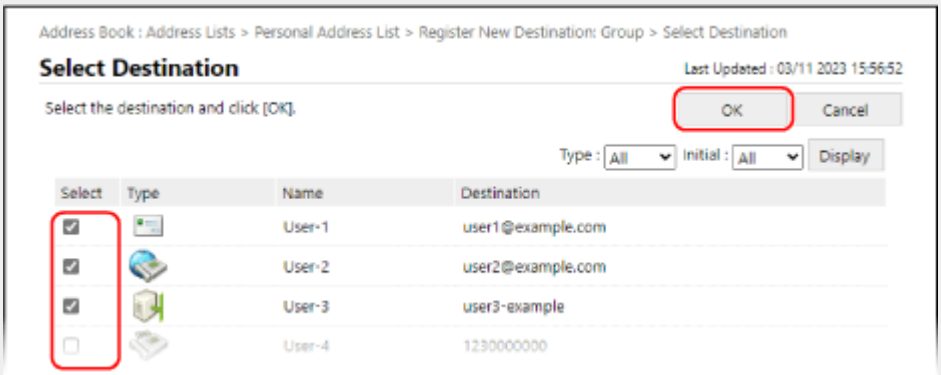
You can register a group without entering a name. However, if you enter a name, you can search for the group by its initial or name when you specify destinations.

When Managing Destinations with Access Numbers

In [Access Number], enter the access number to display the group to be registered.
* If no access number is set for the group to be registered, leave [Access Number] blank.

6 Specify the destinations to be registered to the group.

1. In [Member List] under [Member Settings], click [Select Destination].
2. Select the checkboxes of the destinations to be registered to the group, and click [OK].



➔The destinations are added to [Member List] on the [Register New Destination: Group] screen.

- You can filter the destinations displayed in the list by selecting the destination type in [Type] or the initial of the name in [Initial] at the top right of the screen, and then clicking [Display].
- To display destinations that are configured with an access number, enter the number in [Access Number] at the top right of the screen, and then click [Display].
- You can select checkboxes of multiple destinations at the same time.

When Registering a Mail Box to a Group

Under [Member Settings], select the [Store in Mail Box] checkbox and select the number of the Mail Box to be registered to the group.
You can register only one Mail Box per group.
* You cannot register a Mail Box to a group in a personal address list or user group address list.

7 Click [OK].

→ The group is registered to the Address Book.

8 Log out from Remote UI.

Registering Groups to One-Touch Buttons

Required Preparations

- Before you register destinations to a group, all of the destinations need to be registered to the one-touch buttons of the machine. **Registering Destinations to One-Touch Buttons (P. 330)**
- When you register file store locations (shared folder, file server, or Advanced Space) to a group, disable the setting for displaying the confirmation screen. **Shared Folder, File Server, and Advanced Space Destination Settings (P. 346)**

  * If you register a destination that is configured to display the confirmation screen to the group, you will not be able to specify the group as a destination and send data to it.

1 Log in to Remote UI. **Starting Remote UI (P. 1095)**

2 On the Portal page of Remote UI, click [Address Book]. **Remote UI Portal Page (P. 1099)**

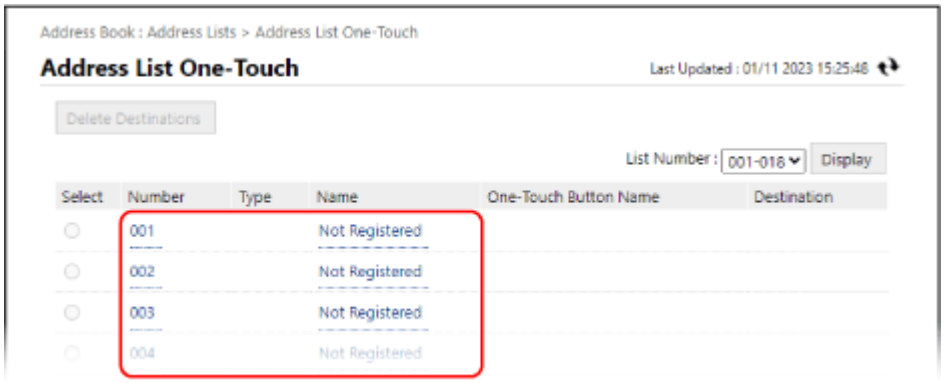
→ The [Address Lists] screen appears.

3 Click [Address List One-Touch].

→ The address list screen appears.

If the PIN input screen appears, enter the PIN set for the Address Book, and press [OK].

4 Click a name (or number) displayed as [Not Registered].



➔ The [Register New Destination: E-Mail] screen appears.

Three-digit numbers (001 to 200) are assigned to one-touch buttons. At the top right of the screen, select the range of numbers in [List Number], and click [Display] to change the numbers displayed in the list.

5 In [Type], select [Group], and click [Set].

➔ The [Register New Destination: Group] screen appears.

6 In [Group Name], enter the name of the group.

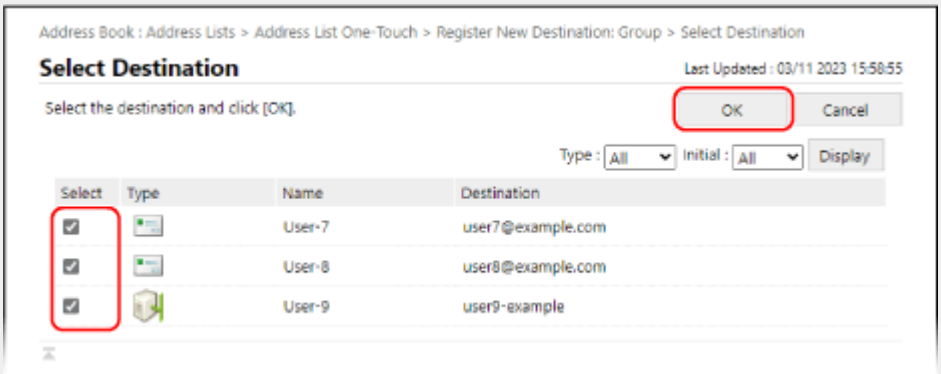
You can register a group without entering a name. However, if you enter a name, you can search for the group by its initial or name when you specify destinations from the Address Book.
* Groups registered to one-touch buttons are also registered and displayed in the Address Book (One-Touch Address List), and you can select them when you specify destinations from the Address Book.

7 In [One-Touch Button Name], enter the name of the button.

You can register a button without entering a name. However, if you enter a name, it is displayed on the one-touch button.

8 Specify the destinations to be registered to the group.

1. In [Member List] under [Member Settings], click [Select Destination].
2. Select the checkboxes of the destinations to be registered to the group, and click [OK].



➔ The destinations are added to [Member List] on the [Register New Destination: Group] screen.

- You can filter the destinations displayed in the list by selecting the destination type in [Type] or the initial of the name in [Initial] at the top right of the screen, and then clicking [Display].
- You can select checkboxes of multiple destinations at the same time.

When Registering a Mail Box to a Group

Under [Member Settings], select the [Store in Mail Box] checkbox and select the number of the Mail Box to be registered to the group.
You can register only one Mail Box per group.

9 Click [OK].

→ The group is registered to the one-touch button.

10 Log out from Remote UI.

Editing and Deleting Destinations in the Address Book (Remote UI)

AW63-056

You can edit the information of destinations registered in the Address Book or one-touch buttons, and delete unused destinations.

Editing and Deleting Destinations in the Address Book (P. 339)
Editing and Deleting One-Touch Button Destinations (P. 341)

Editing and Deleting Destinations in the Address Book

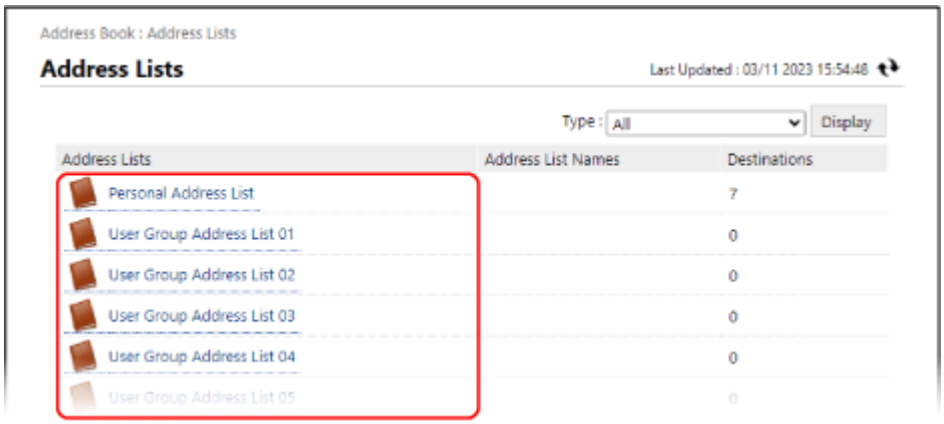
1 Log in to Remote UI. **Starting Remote UI (P. 1095)**

The address lists in which destinations can be edited and deleted vary depending on the logged in user. **Address List Types (P. 309)**

2 On the Portal page of Remote UI, click [Address Book]. **Remote UI Portal Page (P. 1099)**

➔ The [Address Lists] screen appears.

3 Click the address list in which the destination to be edited or deleted is registered.



➔ The address list screen appears.

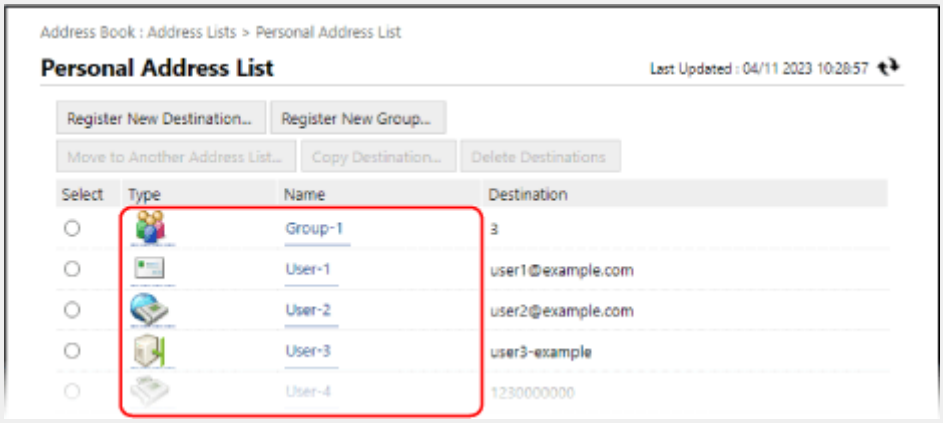
If the PIN input screen appears, enter the PIN set for the Address Book, and press [OK].

4 Edit or delete the destination.

- You can filter the destinations displayed in the list by selecting the destination type in [Type] or the initial of the name in [Initial] at the top right of the screen, and then clicking [Display].
- To display destinations that are configured with an access number, enter the number in [Access Number] at the top right of the screen, and then click [Display].

When Editing a Destination

1. Click the name (or the type icon) of the destination to be edited.



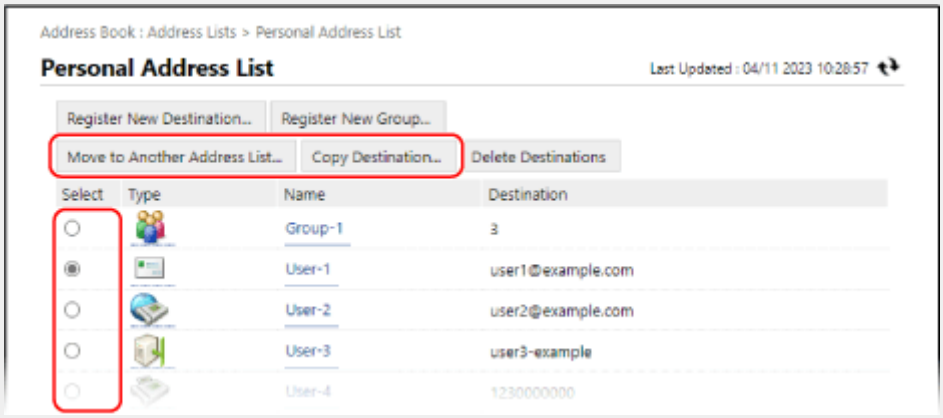
➔The destination details screen appears.

2. Click [Edit].
3. Edit the destination information according to the type of destination.
   - **E-Mail Destination Settings (P. 343)**
   - **I-Fax Destination Settings (P. 344)**
   - **Shared Folder, File Server, and Advanced Space Destination Settings (P. 346)**
   - **Fax Destination Settings (P. 349)**
4. Click [OK].

   ➔The edited information is applied.

When Moving or Copying a Destination to Another Address List

1. Select the destination to move or copy, and click [Move to Another Address List] or [Copy Destination].



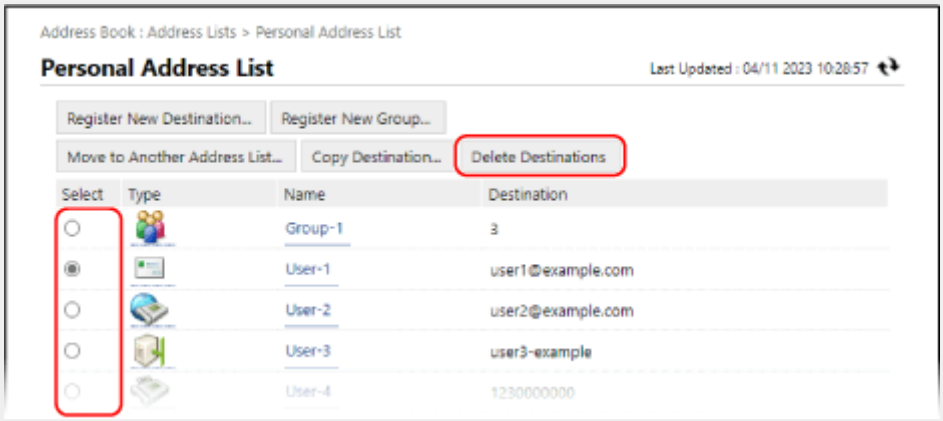
The destination is either "moved" or "copied" depending on the type of address list before and after the change. **Moving and Copying Destinations Between Address Lists (P. 310)**

2. Select the address list, and click [OK].

   ➔The destination is moved or copied to the selected address list.

When Deleting a Destination

1. Select the destination to be deleted, and click [Delete Destinations].



2. Click [OK].

➔ The selected destination is deleted.

5 Log out from Remote UI.

Editing and Deleting One-Touch Button Destinations

1 Log in to Remote UI. **Starting Remote UI (P. 1095)**

2 On the Portal page of Remote UI, click [Address Book]. **Remote UI Portal Page (P. 1099)**

➔ The [Address Lists] screen appears.

3 Click [Address List One-Touch].

➔ The address list screen appears.

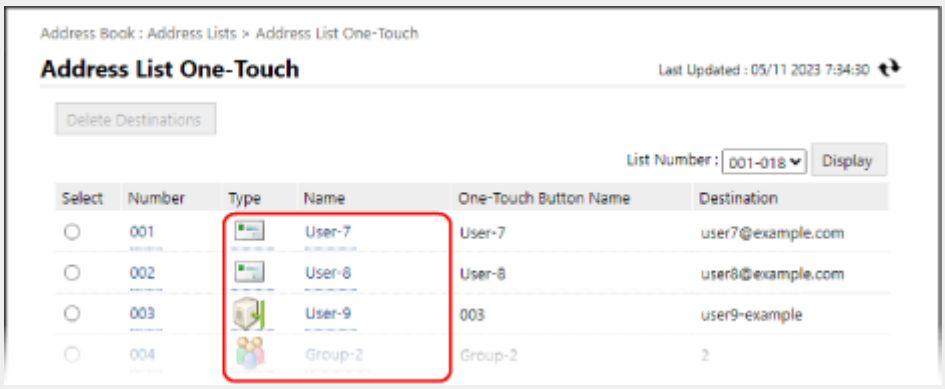
If the PIN input screen appears, enter the PIN set for the Address Book, and press [OK].

4 Edit or delete the destination.

Three-digit numbers (001 to 200) are assigned to one-touch buttons. At the top right of the screen, select the range of numbers in [List Number], and click [Display] to change the numbers displayed in the list.

When Editing a Destination

1. Click the name (or the number or type icon) of the destination to be edited.



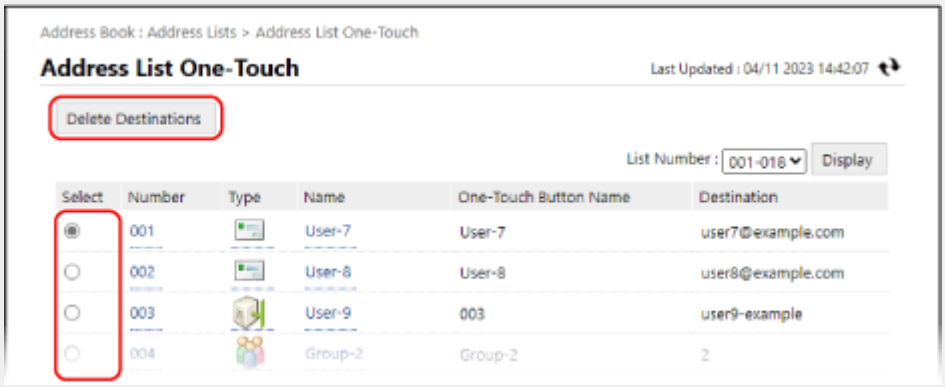
➔The destination details screen appears.

2. Click [Edit].
3. Edit the destination information according to the type of destination.
   - **E-Mail Destination Settings (P. 343)**
   - **I-Fax Destination Settings (P. 344)**
   - **Shared Folder, File Server, and Advanced Space Destination Settings (P. 346)**
   - **Fax Destination Settings (P. 349)**
4. Click [OK].

   ➔The edited information is applied.

When Deleting a Destination

1. Select the destination to be deleted, and click [Delete Destinations].



2. Click [OK].

   ➔The selected destination is deleted.

5 Log out from Remote UI.

Items That Can Be Configured for Destinations

AW63-057

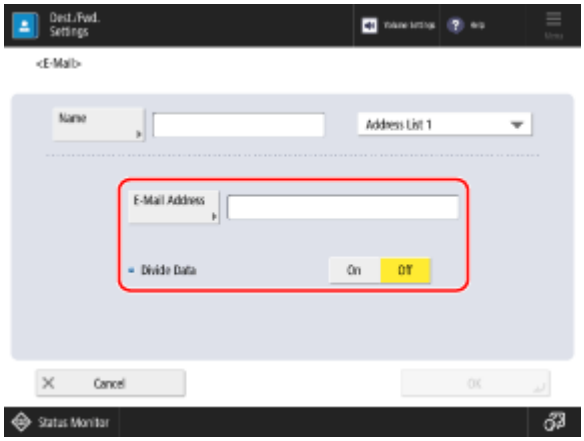
When you register destinations to the Address Book or one-touch buttons, or when you edit registered destinations, the items that can be configured vary depending on the type of destination.

E-Mail Destination Settings (P. 343)
I-Fax Destination Settings (P. 344)
Shared Folder, File Server, and Advanced Space Destination Settings (P. 346)
Fax Destination Settings (P. 349)

E-Mail Destination Settings

When you register an e-mail destination to the Address Book or a one-touch button, configure the items described below.

In this section, the descriptions refer to the screens and item names displayed when you register destinations using the control panel.
When you register destinations using Remote UI from a computer, the settings that can be configured are the same, but the screen configuration and item names are different.



[E-Mail Address]
Enter the e-mail address.
* You can set frequently used domain names (the part after "@" in the e-mail address) as registered characters on the keyboard of the control panel, and call them up when you enter e-mail addresses. **[Registered Characters for Keyboard] (P. 1208)**
* If you register a domain name to be automatically added when sending, you can register e-mail addresses without having to enter "@" and the domain name. **[Auto Add Specified Domain to Dest. Without Domain] (P. 1346)**

[Divide Data]
If the size of the data being sent exceeds the upper limit, the transmission is divided and sent in multiple parts. In this case, specify whether to divide the data when sending.

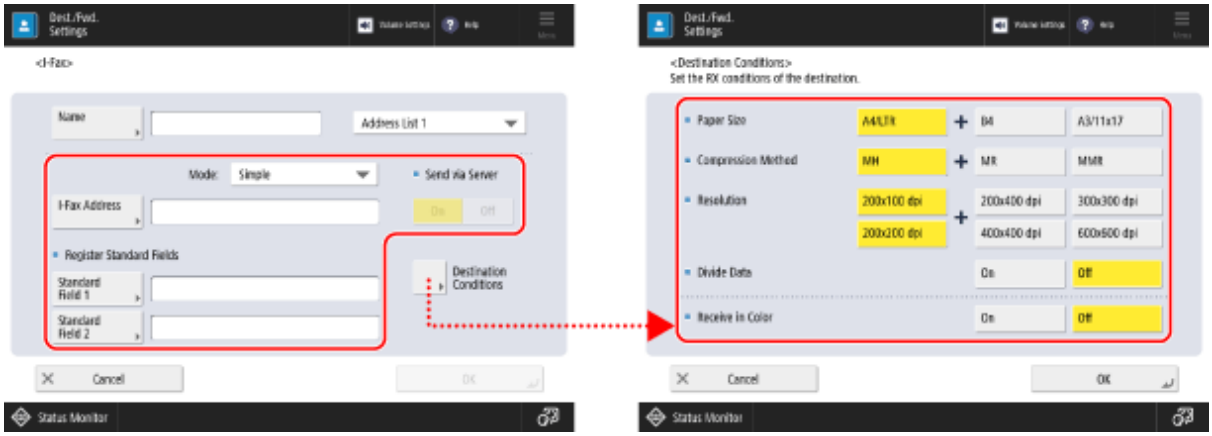
- If you select [On], the data is divided into smaller sizes that do not exceed the limit, and sent in multiple sections. The recipient's e-mail software needs to be able to combine the divided data.
- If you select [Off], the number of pages sent at one time is reduced, and the pages are sent in multiple transmissions. However, if you send data that cannot be separated into pages, such as a JPEG file, a sending error occurs.

* You can change the upper limit of the data size. **[Maximum Data Size for Sending] (P. 1342)**

I-Fax Destination Settings

When you register an I-Fax destination to the Address Book or a one-touch button, configure the items described below.

In this section, the descriptions refer to the screens and item names displayed when you register destinations using the control panel.
When you register destinations using Remote UI from a computer, the settings that can be configured are the same, but the screen configuration and item names are different.



* The items that appear on the screen vary depending on the model and options.

[Mode]
Select the Send Mode according to the type of I-Fax sending results that you want to check.

Checking Whether an I-Fax Is Delivered to an E-Mail Server

Select [Simple].

When you send an I-Fax using the Simple mode, the sending results are displayed as follows.

- Sending succeeded/Communication not confirmed: [--]
- Sending failed: [NG]

Checking Whether an I-Fax Is Delivered to the Destination Machine

Select [Full].

When you send an I-Fax using the Full mode, the sending results are displayed as follows.

- Sending succeeded: [OK]
- Sending failed: [NG]
- Communication not confirmed: [--]

In addition, when you send an I-Fax using the Full mode, the sending results are determined by receiving the MDN (the sending result notification e-mail) from the destination machine.
Since the MDN is not received if you send an I-Fax using the Full mode to a machine that does not support the Full mode, [Awaiting result...] is displayed for the processing status until timeout occurs, even after sending is completed. **[Full Mode TX Timeout] (P. 1344)**

* For the processing status and sending results, you can check the sending status and log in [Status Monitor]. **Checking the Send or Save Status and Log of Scanned Data (P. 544)**

[I-Fax Address]
Enter the e-mail address.

When the Destination Is a Machine on the Same Network

Enter the IP address in the following format:

<Destination machine name>@[<Destination IP address>]

Example:
adv01@[192.168.11.100]

* You can set frequently used domain names (the part after "@" in the e-mail address) as registered characters on the keyboard of the control panel, and call them up when you enter e-mail addresses. **[Registered Characters for Keyboard] (P. 1208)**
* If you register a domain name to be automatically added when sending, you can register e-mail addresses without having to enter "@" and the domain name. **[Auto Add Specified Domain to Dest. Without Domain] (P. 1346)**

[Register Standard Fields]
Configure this setting when using a service such as an Internet fax service. For details, contact your Internet service provider.

[Send via Server]
Specify whether to send I-Faxes via the e-mail server when the destination is a machine on the same network.

- By selecting [Off], you can send directly to the destination machine and reduce the burden on the e-mail server.
- When this item is set to [Off] and you want to send to a destination that is not specified in IP address format, settings such as an MX (Mail eXchange) record need to be configured on the DNS server. For details, contact the network administrator.
- If [Mode] is set to [Full], the MDN is sent and received via the e-mail server, even when you set this item to [Off].

* By default, you cannot change the setting of this item. **[Use Send via Server] (P. 1345)**

[Destination Conditions]
Set the destination conditions according to the specifications of the destination machine. If you set conditions that the destination machine does not support, an error may occur.

[Paper Size]
Set a paper size that the destination machine supports.

- If you set multiple paper sizes, the machine automatically selects the paper size closest to the original size of the scanned data when sending. If you set a paper size that is larger than the sizes that can be used by the destination machine, the image may be clipped or cut off.
- If the original size of the scanned data is smaller than the set paper size, the image is sent at the same size as the original, with blank margins.
- If the original size of the scanned data is larger than the set paper size, the image is sent at a reduced size.

[Compression Method]
Set a compression method that the destination machine supports.
MMR has the highest compression rate and shortest transmission time, followed by MR, and then MH.

[Resolution]
Set a resolution that the destination machine supports.
A higher value increases the resolution and image quality. However, a higher resolution increases the transmission time.

[Divide Data]
If the size of the data being sent by I-Fax exceeds the upper limit, select whether to divide the data when sending it.

- If you select [On], the data is divided into smaller sizes that do not exceed the limit, and sent in multiple sections. The destination machine needs to be able to combine the divided data.
- If you select [Off] and the data size exceeds the limit, a sending error occurs.
- If you set [Send via Server] to [Off], the data is sent without being divided even if it exceeds the upper limit, regardless of this setting.

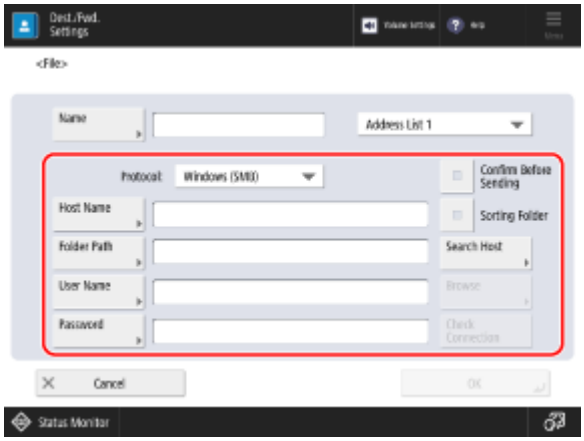
* You can change the upper limit of the data size. **[Maximum Data Size for Sending] (P. 1342)**

[Receive in Color]
Set whether the destination machine can receive in color.
If you set this to [On], press [Next] and set a paper size and resolution that the destination machine supports when it receives in color.

Shared Folder, File Server, and Advanced Space Destination Settings

When you register a shared folder, file server, or Advanced Space destination in the Address Book or a one-touch button, configure the items described below.

In this section, the descriptions refer to the screens and item names displayed when you register destinations using the control panel.
When you register destinations using Remote UI from a computer, the settings that can be configured are the same, but the screen configuration and item names are different.



[Protocol]
Select the send protocol.

- For a shared folder, select [Windows (SMB)].
- For a file server, select the protocol according to the destination server.
- For Advanced Space, select [Windows (SMB)] or [WebDAV] according to the method used to make it public.

[Host Name]
Enter the host name or IP address of the destination.

- For a shared folder, enter the name or IP address of the computer with the shared folder.

  Checking the System Information of the Computer (P. 1914)
  Checking the Network Connection Information of the Computer (P. 1915)

- When you enter an IPv6 address, enclose the IP address in brackets [ ].

  When [Windows (SMB)] Is Selected for [Protocol]
  Add "\\" before the IP address.
  Examples:
  \\192.168.100.50
  \\[fe80:2e9e:fcff:fe4e:dbce]

  * You can also use [Search Host] or [Browse] to specify the host name.

  - By default, you cannot use [Browse]. You can use it only if SMB v1.0 is enabled in the SMB version setting. **[Specify SMB Client Version] (P. 1230)**

  When [FTP] Is Selected for [Protocol]
  Add "ftp://" before the IP address. If TLS is enabled, add "ftps://" instead of "ftp://" before the IP address.
  Examples:
  ftp://192.168.100.50

ftps://[fe80:2e9e:fcff:fe4e:dbce]

When [WebDAV] Is Selected for [Protocol]

Add "http://" before the IP address. If TLS is enabled, add "https://" instead of "http://" before the IP address.

Examples:

http://192.168.100.50
https://[fe80:2e9e:fcff:fe4e:dbce]

When the Destination Is the Advanced Space of the Machine

When you specify a loopback address instead of the host name or IP address of the machine, you can use the following functions.

- You can send an e-mail notification when a file is stored. **Sending the TX Result by E-mail (P. 540)**
- You can send and store files even when users are prohibited from storing files over the network. **[Prohibit Writing from External] (P. 1382)**

Enter the loopback address as shown below.

Protocol	For host name	For IPv4 address	For IPv6 address
SMB	\\localhost	\\127.0.0.1	\\[::1]
WebDAV	http://localhost	http://127.0.0.1	http://[::1]
WebDAV (When TLS is enabled)	https://localhost	https://127.0.0.1	https://[::1]

[Folder Path]

Enter the path to the folder in which to store the file.

When [Windows (SMB)] or [FTP] Is Selected for [Protocol]

If you select [Windows (SMB)], use "\" as a separator.
If you select [FTP], use "/" as a separator.

When [Windows (SMB)] is selected, [Check Connection] can only check up to the first level of the specified folder path.

If the folder does not exist at the entered path, a folder with the entered name is created when a file is stored for the first time.
* However, if the parent folder does not exist, or if you do not have write permission to the parent folder, a sending error occurs without a folder being created.

When [WebDAV] Is Selected for [Protocol]

Use "/" as a separator.

When the Destination Is the Advanced Space

The top-level folder name is "share" for the Shared Space, and "users" for the Personal Space.

Examples:

- When a folder named "scandata" is in the Shared Space
  \share\scandata
  /share/scandata
- When a folder named "scandata" is in the Personal Space
  \users\scandata
  /users/scandata

[User Name]

Enter the user name for logging in to this destination.

* You can use UPN when you log in to a computer belonging to a domain operated with Active Directory.

[Password]
Enter the password for logging in to this destination.

[Confirm Before Sending]
Select this checkbox to display a screen for confirming the user name and password before you send a file to this destination.
Since this setting allows you to enter the user name and password on the confirmation screen whenever you send a file, you can register a destination without setting the user name and password.

- Deselect the checkbox if you register this destination in a group. If you register this destination in a group with the checkbox selected, you will not be able to specify the group as a destination and send data to it.
- If you use this destination as a fax forwarding destination, the confirmation screen is not displayed when a fax is forwarded, even if the checkbox is selected.

[Sorting Folder]
When this checkbox is selected, each time you send a file, a new folder is created in the folder specified in [Folder Path], and the file is stored in that folder.
When you send a file, you can create a new folder and store the file in that folder at the same time.
* This item is displayed only when [Windows (SMB)] or [FTP] is selected in [Protocol].

When the Checkbox Is Selected

On the send screen, press [Start] to display the following screen.



Press [Folder Name], enter the name of the folder you want to create, and press [OK] ▶ [OK].

- If you specify multiple destinations, a sending error occurs.
- If the entered folder already exists, the file is stored to that folder.

[Check Connection]
Check whether the machine can connect to the destination using the configured information.
* When you set [Protocol] to [WebDAV], the HEAD method of HTTP is used to check the connection. Even when the information is configured correctly, an error may appear due to the settings configured on the server.

When [WebDAV] Is Selected for [Protocol]

The HEAD method of HTTP is used to check the connection.
If access via the HEAD method is prohibited, an error occurs in the connection check even when the destination information is configured correctly. However, the connection is established properly during actual sending.

* Examples of when access via the HEAD method is prohibited

- IIS 7: Access via the HEAD method cannot be performed unless the Source checkbox is selected in the access permissions for the WebDAV authoring rules of the target folder.
- Apache: Access via the HEAD method cannot be performed unless HEAD is described using the Limit directive in httpd.conf.
- Advanced Space: When used as a WebDAV server, access via the HEAD method is always prohibited.

NOTE

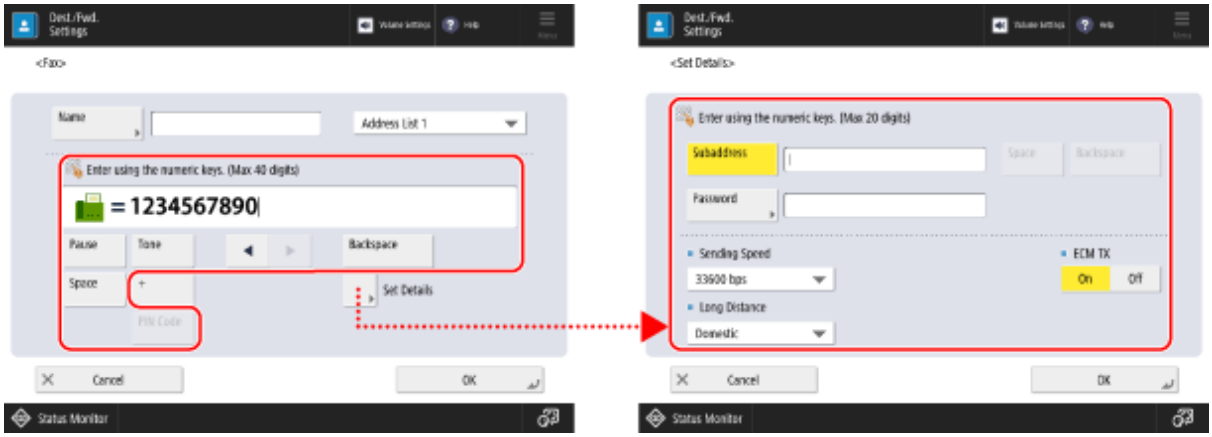
Changing the Authentication Method Used When Logging In to the Destination

- Instead of setting the user name and password, you can configure the settings to use the authentication information for logging in to the machine, or the authentication information registered for each user. **[Information Used for File TX/Browsing Authentication] (P. 1315)**

Fax Destination Settings

When you register a fax destination to the Address Book or a one-touch button, configure the items described below.

In this section, the descriptions refer to the screens and item names displayed when you register destinations using the control panel.
When you register destinations using Remote UI from a computer, the settings that can be configured are the same, but the screen configuration and item names are different.



Fax number entry field

Enter the fax number using the numeric keys.
If an external line number is required, add it before the fax number.
When you enter an international destination, enter the international access number first, followed by the country code, and then the fax number.
Use the buttons described below according to the destination or the service that you use.
* You cannot enter "P" (pause) at the beginning of the fax number.

[Pause]

Insert the character "P."
If you are unable to connect properly when sending to an international destination, insert "P" between the numbers to add a pause. You can change the pause time. **[Set Pause Time] (P. 1351)**

[Tone]

Insert the character "T."
Even if you are using a pulse dial line, a tone dial signal will be used for the numbers following "T." Enter "T" in situations such as when you use a fax information service.

[PIN Code]

Press to enter a Personal Identification Number (PIN) code. **[PIN Code Access] [North America] (P. 1354)**
* This item may not be displayed depending on the model or region.

[R] key

If the machine is connected to a Private Branch Exchange (PBX), press this button before entering the destination. If this button is not available, you need to register the R-key setting. **[R-Key Setting] [Europe][Asia/Oceania] [Americas] (230 V Machine Only) (P. 1354)**
* This item may not be displayed depending on the model or region.

[Set Details]

Set the fax sending details, as needed.

[Subaddress] and [Password]

Configure these settings to use a subaddress and enhance the confidentiality of communication.
* The machine supports the use of ITU-T (International Telecommunication Union-Telecommunication Standardization Sector) standard subaddresses. If the destination machine supports subaddress communication (confidential communication), you can enhance the confidentiality of sent documents by setting a subaddress and password for sending.

[Sending Speed]
Depending on the destination or the status of the line, a sending error may occur due to the communication speed. If sending errors occur frequently, set a slower communication speed for this item.

[Long Distance]
If a sending error occurs for an international destination, select [Long Distance (1)]. If the error does not improve, select [Long Distance (2)], followed by [Long Distance (3)].

[Select Line]
If you have multiple lines, select the line to use for sending.

[ECM TX]
If an error occurs when sending an image, the Error Correction Mode (ECM) function checks and corrects the image so as not to send a distorted image. Specify whether to use the ECM function.

- When ECM transmission is enabled, the function checks for errors on the sending side and the receiving side during communication. Therefore, the ECM function also needs to be enabled on the destination machine.
- With ECM transmission, communication may take more time than usual because the function checks for errors during communication. In addition, even when ECM transmission is enabled, errors may sometimes occur due to the status of the line.

Specifying Destinations

AW63-058

When you send or store scanned data or faxes, specify destinations using the methods described below.

Using the Address Book

Specify a destination registered in the Address Book of the machine.
Specifying Destinations (Address Book) (P. 353)

Directly Entering a Destination

Enter a destination using the keyboard or numeric keys on the control panel.
Specifying Destinations (Direct Entry) (P. 356)

Various Specification Methods

In addition to using the Address Book or entering destinations directly, you can use various other methods to specify destinations.

Using an LDAP Server

Search for and specify a destination from the user information managed with an LDAP server.
Specifying Destinations (LDAP Server) (P. 358)

Using the Address Book on a Mobile Device

When you send scanned data by e-mail, you can specify a destination registered in the Address Book on a mobile device.
Specifying Destinations (Address Book on a Mobile Device) (P. 360)

Using the TX Log

You can call up the TX Log for scan or fax jobs and specify a destination that was specified in the past.
Specifying Destinations (TX Log) (P. 361)

Specifying Multiple Destinations

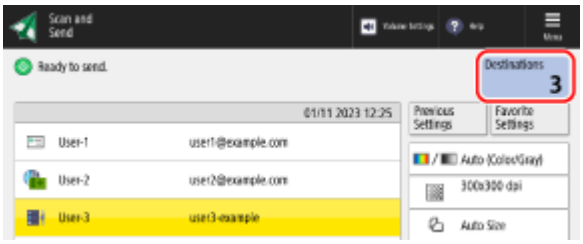
You can specify multiple destinations by repeating the operation of specifying a destination.

Removing a Specific Destination After Specifying Multiple Destinations

- When you use the scan screen, select the destination or group to be removed, and press [Delete Dest.].
- When you use the fax screen, press [▲] or [▼] to display the destination or group to be removed, and press [Delete Dest.].
- You cannot individually remove destinations registered in a group.

* The total number of specified destinations is displayed at the top right of the screen. You can check that the number of destinations is correct before sending.

Example: For the scan screen



Confirming Destinations

You can press [Details] to check the destination details.

- When you use the scan screen, select the destination or group that you want to check, and press [Details].
- When you use the fax screen, press [▲] or [▼] to display the destination or group that you want to check, and press [Details].

* For destinations that were entered directly or specified from an LDAP server, you can also change the destination information on the details screen.

NOTE

- Depending on the settings of the machine, the screen for confirming whether a specified destination is correct may appear. In addition, the method for specifying destinations may be restricted, and sending may be restricted only to specific destinations. **Preventing Sending Data by Mistake, Data Leakage, and Tampering (P. 1001)**

Specifying Destinations (Address Book)

AW63-059

You can specify destinations from the Address Book by calling up the Address Book from the scan (Scan and Send) or fax screen of the control panel.
You can also specify destinations registered in one-touch buttons simply by pressing registered buttons.

Specifying Destinations from the Address Book (P. 353)
Specifying Destinations with One-Touch Buttons (P. 354)

IMPORTANT

- If displaying the Address Book is restricted, you cannot use the Address Book and one-touch buttons to specify destinations. **Hiding the Address Book (P. 1039)**

NOTE

Displaying the Address Book Screen or One-Touch Button Screen Automatically

- You can configure settings to initially display the Address Book screen or one-touch button screen when you press [Scan and Send] or [Fax] on the [Home] screen.
  - Scan and Send **[Default Screen] (P. 1329)**
  - Fax **[Default Screen] (P. 1349)**

Specifying Destinations from the Address Book

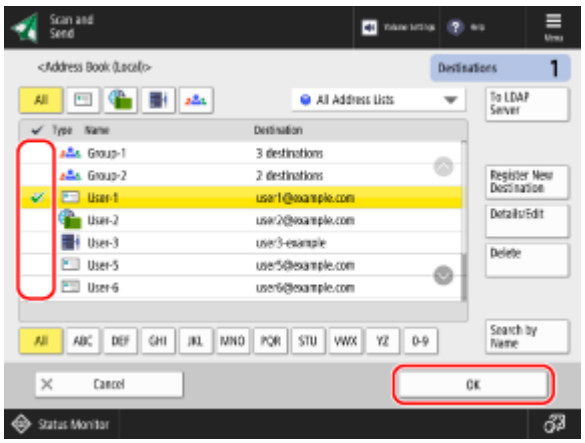
To specify destinations registered in a personal address list or user group address list, you first need to log in to the machine. **Address List Types (P. 309)** / **Logging In to the Machine (P. 225)**

1 On the scan or fax screen, press [Address Book].

→ The Address Book is called up.

If [Address Book] is not displayed on the scan screen, press [Specify Destinations].

2 Select the checkboxes of the destinations to be specified, and press [OK].



→ The destinations are specified.

- You can filter the destinations displayed in the list by selecting the index at the top or bottom of the screen, [Search by Name], or an address list in the address list pulldown menu. **Address Book Screen (P. 307)**
- To display destinations that are configured with an access number, press [Access No.] and enter the access number.
- When you use a Remote Address Book, press [To Remote Address Book] or [Change Address Book] ▶ [Remote]. **Usable Address Books (P. 311)**
- You cannot send a fax if a group containing a destination other than a fax destination is selected on the fax screen.

NOTE

Types of Destinations That Can Be Specified

- On the scan screen, you can specify destinations other than fax destinations.
  Depending on the settings of the machine, you may also be able to specify fax destinations on the scan screen. **[Display Fax Function] (P. 1207)**
- On the fax screen, you can specify only fax and group destinations.

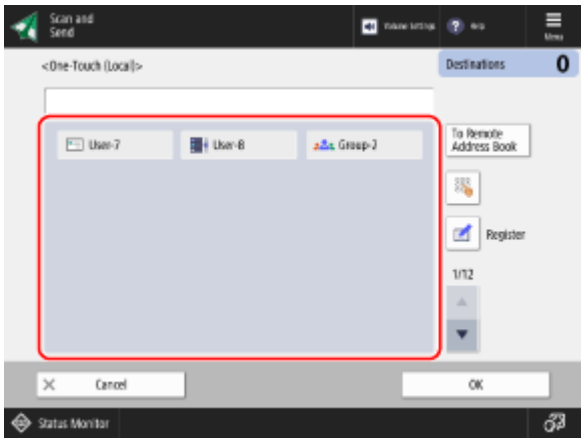
Specifying Destinations with One-Touch Buttons

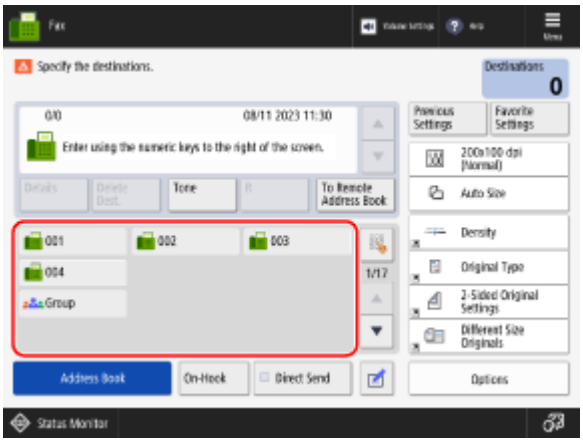
1 Display the one-touch buttons.

- When you use the scan screen, press [One-Touch].

  * If [One-Touch] is not displayed, press [Specify Destinations].
- This step is not required when you use the fax screen, as the one-touch buttons are displayed on the initial screen. Proceed to Step 2.

2 Select the buttons of the destinations to be specified.





→ The destinations are specified.

- When you use the scan screen, select the buttons of the destinations to be specified, and press [OK].
- Three-digit numbers (001 to 200) are assigned to one-touch buttons. You can also press [ ] and enter a three-digit number to select a button.
- To display the one-touch buttons of a Remote Address Book, press [To Remote Address Book]. **Usable Address Books (P. 311)**

  * If you want to update the destination information for the one-touch buttons of a Remote Address Book when they are displayed, press [Reset].

NOTE

Types of Destinations for Which One-Touch Buttons Are Displayed

- On the scan screen, one-touch buttons other than those for fax destinations are displayed.
  Depending on the settings of the machine, the one-touch buttons for fax destinations may also be displayed on the scan screen. **[Display Fax Function] (P. 1207)**
- On the fax screen, only the one-touch buttons for fax and group destinations are displayed.

Specifying Destinations (Direct Entry)

AW63-05A

To specify a destination not registered in the Address Book or LDAP server, directly enter the destination on the scan (Scan and Send) or fax screen of the control panel.

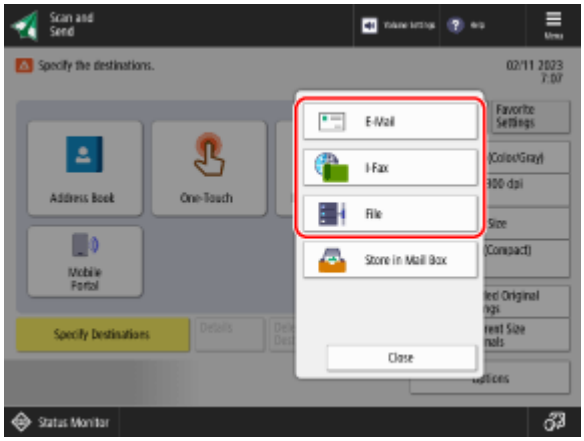
Using the Scan Screen (P. 356)
Using the Fax Screen (P. 357)

Using the Scan Screen

1 On the scan screen, press [New Destination].

If [New Destination] is not displayed, press [Specify Destinations].

2 Select the type of destination.



- When you specify a file store location (shared folder, file server, or Advanced Space), select [File].
- You can select [Store in Mail Box] to store scanned data in a Mail Box on the machine.
- Depending on the settings of the machine, you may also be able to specify fax destinations on the scan screen. **[Display Fax Function] (P. 1207)**

3 Set the destination information according to the type of destination.

E-Mail Destination Settings (P. 343)
I-Fax Destination Settings (P. 344)
Shared Folder, File Server, and Advanced Space Destination Settings (P. 346)

You can press [Register to Address Book] to register the configured destination information to the Address Book. **Registering Destinations to the Address Book (P. 313)**

When [Store in Mail Box] Is Selected in Step 2

Select the Mail Box to be specified as the store location.
When you press [New Destination] and select [Store in Mail Box], you can specify only one Mail Box.
If you select a Mail Box with an e-mail address that has been set, you can select [URL Send] to send an e-mail notice of the Mail Box URL when files are stored.
* If you also specify a group containing a Mail Box destination at the same time, do not select [URL Send].
If you select [URL Send], you cannot send or store scanned data.

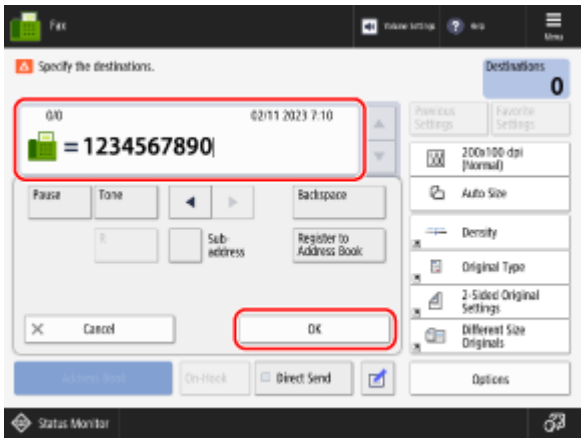
4 Press [OK].

→ The destination is specified.

You can press [Next Destination] to specify an additional destination of the same type.

Using the Fax Screen

On the fax screen, enter the fax number, and press [OK].



- Enter the fax number using the numeric keys.
- When you send a fax to an international destination, enter the international access number first, followed by the country code, and then the fax number.
- You can use the [Pause], [Tone], [PIN Code], and [R] keys when you enter the fax number, and press [Subaddress] or [Set Details] to set the fax sending details according to the send destination and service that you use. **Fax Destination Settings (P. 349)**
  * Depending on the country, region, or model, the [PIN Code] and [R] key may not be displayed.
- You can press [Register to Address Book] to register the configured destination information to the Address Book. **Registering Destinations to the Address Book (P. 313)**

When the [Fax: Confirm] Screen Is Displayed

Enter the fax number again, and press [OK].

Specifying Destinations (LDAP Server)

AW63-05C

When user information is managed with an LDAP server, you can search for that information and specify destinations from the scan (Scan and Send) or fax screen of the control panel.

Required Preparations

- Register the LDAP server information in the machine. **Registering LDAP Servers (P. 159)**

1 On the scan or fax screen, press [Address Book].

→ The Address Book is called up.

If [Address Book] is not displayed on the scan screen, press [Specify Destinations].

2 Press [To LDAP Server] or [Change Address Book] ▶ [LDAP Server].

→ By default, searching starts automatically according to the registered conditions.

[Auto Search When Using LDAP Server] (P. 1399)
[Change Default LDAP Search Conditions] (P. 1399)

If the authentication screen appears, enter the user name and password of the machine that are registered in the LDAP server, and press [OK].

3 Search for users by conditions or name, as needed.

- If you specify destinations by selecting users that are currently displayed in the list, this step is not required. Proceed to Step 4.
- If multiple LDAP servers are registered, select which LDAP server to search in the pulldown menu, and search for the users.

When Searching by Conditions

Press [Search by Conditions], specify the search conditions, and press [Start Searching].

Example of specifying search conditions: When searching for users with an e-mail address containing the word "example"
In the search conditions pulldown menu, select [E-Mail] and [Contains]. Press [Set], enter "example," and press [OK].

- You can press [Add Search Condition] and specify multiple (up to four) search conditions.
  To search for users who meet any of the specified conditions, select [or].
  To search for users who meet all of the specified conditions, select [and].
- You can also add attributes for the search target. **[Register/Edit LDAP Search Attribute] (P. 1400)**

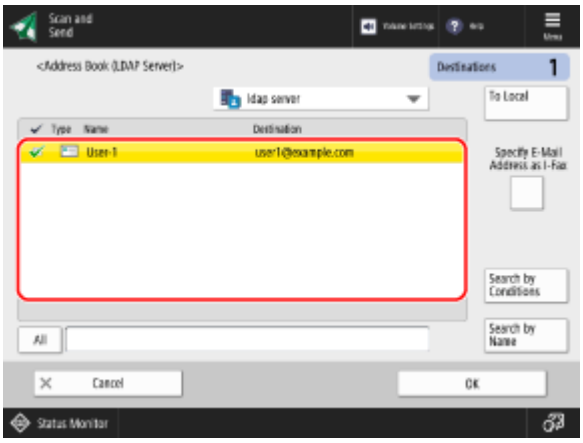
When Searching by Name

Press [Search by Name], enter the name for which to search, and press [OK].
By default, the "cn" attribute is set as the target, and the search finds names that start with the search string. **[Settings for Search by Name When Using LDAP Server] (P. 1400)**

If the Search Cannot Find Users

If the search cannot find any users even though the information (user name and password) for authenticating the LDAP server is correct, check the time set for the LDAP server and the machine. The search cannot be performed if the time setting of the LDAP server differs from the time setting of the machine by five minutes or more.

4 Select the checkboxes of the users to be specified as destinations.



To specify an e-mail address destination as an I-Fax destination, press the [Specify E-Mail Address as I-Fax] button so that the button is selected.

5 Press [OK].

➔ The destinations are specified.

Specifying Destinations (Address Book on a Mobile Device)

AW63-05E

When you send scanned data by e-mail, you can specify destinations registered in the Address Book on a mobile device by using the scan (Scan and Send) screen of the control panel.

Required Preparations

- Install the "Canon PRINT" dedicated app on the mobile device. **Using a Dedicated Application to Print and Scan (Canon PRINT) (P. 839)**

1 On the scan screen, press [Mobile Portal].

If [Mobile Portal] is not displayed, press [Specify Destinations].

2 Connect to the mobile device. **Connecting a Mobile Device to the Machine (P. 833)**

3 Send the destination information from the mobile device to the machine.

- For details on how to send the information, see the Help menu item in Canon PRINT.
- You can also send the subject, message, and file name entered on the mobile device to the machine.

4 When [One or more settings have been changed from your mobile terminal.] appears on the screen of the machine, press [OK].

→ The destination is specified.

Specifying Destinations (TX Log)

AW63-05F

You can specify destinations used in the past by calling up the TX Log from the [Status Monitor] screen of the control panel.

* If the TX Log is restricted so that only login users can access their own jobs in the log, log in to the machine before you call up and specify destinations from the TX Log of the login user.
[Restrict Access to Other User Jobs] (P. 1419)
Logging In to the Machine (P. 225)

IMPORTANT

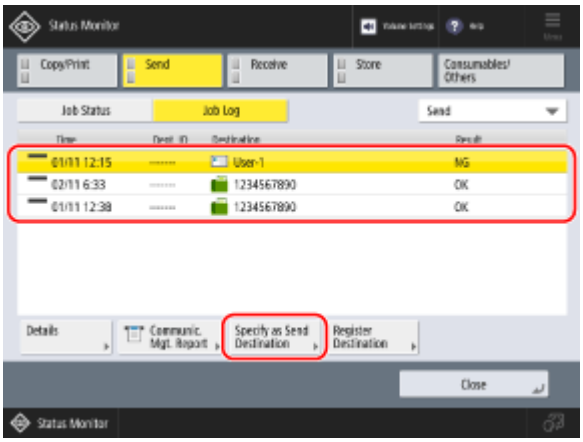
- You cannot use the TX Log if specifying destinations from the log is prohibited. **Prohibiting the Use of Destinations in the TX Log (P. 1002)**

1 On the scan screen, fax screen, or other location, press [Status Monitor].

➔ The [Status Monitor] screen appears.

2 Press [Send] ▶ [Job Log].

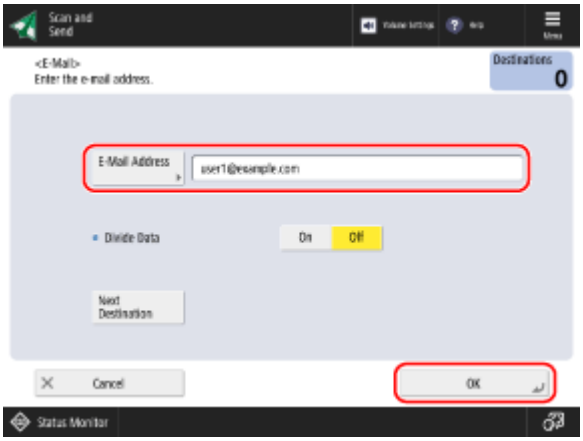
3 Select the log item you want to call up, and press [Specify as Send Destination].

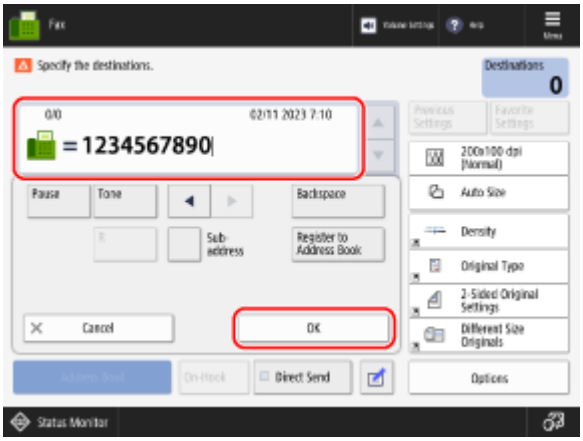


➔ The destination of the selected log item is called up.

- If you select a scan job in the log, the destination settings screen appears.
- If you select a fax job in the log, the fax screen appears.

4 Check the destination information, and press [OK].





➔The destination is specified.

- You can also change the destination information that is called up.
- When you specify a destination by selecting a scan job in the log, you can press [Next Destination] and specify an additional destination of the same type by directly entering the information.

Inserting and Removing a USB Memory Device

AW63-05H

You can insert a USB memory device into the machine to exchange data between the machine and the USB memory device.
Use the control panel to safely remove the USB memory device from the machine.
You can use a USB memory device with a FAT32 (up to 32 GB) or exFAT (up to 2 TB) file system.

Inserting a USB Memory Device (P. 363)
Removing the USB Memory Device (P. 364)

IMPORTANT

Saving Data to a USB Memory Device

- You may not be able to save data properly depending on the USB memory device.

Unsupported Devices and Configurations

- USB memory devices with a security function
- USB memory devices that do not conform to USB standards
- USB memory card readers
- USB memory devices connected to an extension cable
- USB memory devices connected to a USB hub

Handling USB Memory Devices

- Do not remove the USB memory device or subject it to shock or vibration while data is being imported or exported. Do not turn OFF the machine while data is being imported or exported.

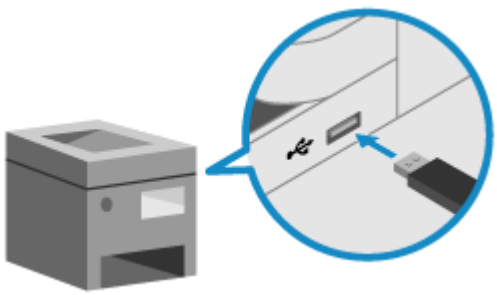
Inserting a USB Memory Device

IMPORTANT

Check the Orientation of the USB Memory Device Before Inserting

- Make sure that the USB memory device is oriented correctly before you insert it into the USB port on the machine. If you attempt to insert it in the incorrect orientation, the USB memory device and the machine may be damaged.

Check the orientation of the USB memory device, and insert it into the USB port on the front of the machine. **Front Side (P. 54)**

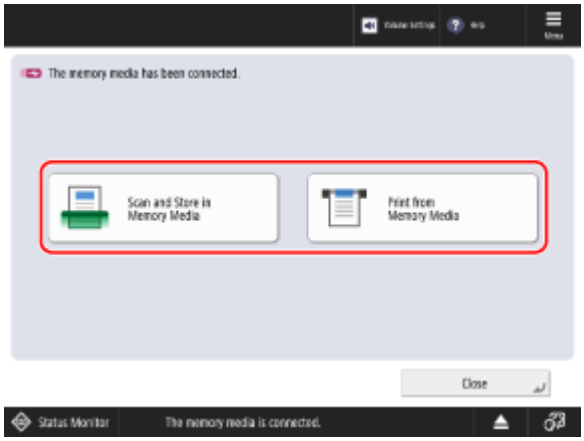


* To use a USB memory device, you need to configure the settings on the machine. **Preparations for Using a USB Memory Device (P. 760)**

NOTE

Selecting an Operation (Scanning or Printing) When a USB Memory Device Is Connected

- By default, a shortcut screen with the available functions is displayed when a USB memory device is inserted into the machine. **[Select Option When Connecting Memory Media] (P. 1386)**
  You can select the operation on this screen to scan or print quickly.



- The above screen may not be displayed depending on the Sleep Mode status.
  If you want to select the operation when you connect the USB memory device, tap the display to exit the machine from Sleep Mode before inserting the USB memory device.

Removing the USB Memory Device

Use the control panel to eject the USB memory device from the machine. You cannot eject the USB memory device using Remote UI from a computer.

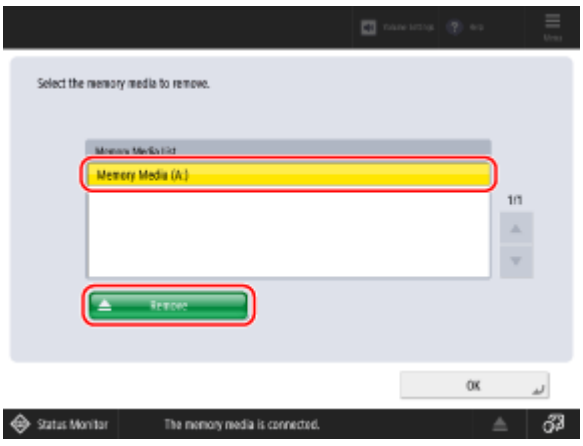
IMPORTANT

Follow the Procedure to Remove the USB Memory Device

- If you do not follow the procedure to remove the USB memory device, the USB memory device and the machine may be damaged.

1 On the [Home] screen of the control panel or other location, press [⏏] at the bottom right of the screen. **[Home] Screen (P. 189)**

2 Select the USB memory device to be removed, and press [Remove].



3 Make sure that [Ready to safely remove the memory media.] is displayed, and then remove the USB memory device.

4 Press [OK] ▶ [OK].

Adjusting the Volume

AW63-05J

To adjust the volume of sound emitted by the machine, use [Volume Settings] on the [Home] screen of the control panel, or use [Settings/Registration] ▶ [Volume Settings] on the Portal page of Remote UI.
You can also set the machine so that no sound is emitted.
The sounds that can be adjusted and the operating procedure vary depending on whether the machine has the fax function.

Adjusting the Volume (for Models with the Fax Function) (P. 367)
Adjusting the Volume (for Models Without the Fax Function) (P. 369)

Adjusting the Volume (for Models with the Fax Function)

AW63-05K

You can adjust the volume of sound emitted by the machine. You can also set the machine so that no sound is emitted.

* The volume and sound settings are applied only to the standard line (Line 1).
For C7100 Series and C5100 Series, the settings are not applied to additional lines in Europe, North America, and some regions in Asia/Oceania.
For C3100 Series, the settings are not applied to additional lines in Europe and the Americas (120 V machine).

Adjusting the Volume for Sending and Receiving Faxes (P. 367)
Adjusting the Volume of Notification Sounds for Operations and Statuses (P. 368)

Adjusting the Volume for Sending and Receiving Faxes

You can adjust the volume of the incoming fax sound and the sounds notifying you of the sending and receiving results.

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. 1094)**

1 On the [Home] screen of the control panel, press [Volume Settings]. **[Home] Screen (P. 189)**

➔ The [Fax Volume Settings] screen appears.

2 Adjust the volume.

[Alarm Volume]
Press [ ] or [ ] to adjust the volume of the following sounds:

- Sound notifying you that fax sending, fax receiving, or printing of received faxes is completed normally
- Sound notifying you that fax sending, fax receiving, or printing of received faxes is canceled or ends due to an error

* The volume increases when you move the slider to the right. The sound is muted if you move the slider to the far left.

[Monitor Volume]
Press [ ] or [ ] to adjust the volume of the sound emitted when sending a fax.
* The volume increases when you move the slider to the right. The sound is muted if you move the slider to the far left.

[Memory RX/TX End Tone]
Specify whether the machine emits a sound when Fax Memory Lock sending and receiving is completed normally.

[Memory RX/TX Error Tone]

Specify whether the machine emits a sound when an error occurs with Fax Memory Lock sending and receiving.

3 Press [OK].

→ The volume settings are applied.

Adjusting the Volume of Notification Sounds for Operations and Statuses

You can adjust the volume of sounds that notify you of operations and statuses, such as when you use the control panel or when errors are detected.

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. 1094)**

1 On the [Home] screen of the control panel, press [Volume Settings]. **[Home] Screen (P. 189)**

→ The [Fax Volume Settings] screen appears.

2 Press [Other Volume Settings].

→ The [Other Volume Settings] screen appears.

3 Adjust the volume. **[Volume Settings] and [Other Volume Settings] Screens (P. 370)**

- Press [ ] or [ ] to adjust the volume.
- The volume increases when you move the slider to the right.
- The sound is muted if you move the slider to the far left.

4 Press [Close] ▶ [OK].

→ The volume settings are applied.

Adjusting the Volume (for Models Without the Fax Function)

AW63-05L

You can adjust the volume of sounds that notify you of operations and statuses, such as when you use the control panel or when errors are detected.

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. 1094)**

1 On the [Home] screen of the control panel, press [Volume Settings]. **[Home] Screen (P. 189)**

➔ The [Fax Volume Settings] screen appears.

2 Adjust the volume. **[Volume Settings] and [Other Volume Settings] Screens (P. 370)**

- Press [ ] or [ ] to adjust the volume.
- The volume increases when you move the slider to the right.
- The sound is muted if you move the slider to the far left.

3 Press [Close].

➔ The volume settings are applied.

[Volume Settings] and [Other Volume Settings] Screens

AW63-05R

On the [Home] screen of the control panel, press [Volume Settings] or [Volume Settings] ▶ [Other Volume Settings] to display the screen.
You can adjust the volume of sounds that notify you of operations and statuses, such as when you use the control panel or when errors are detected.



- Press [ ] or [ ] to adjust the volume.
- The volume increases when you move the slider to the right.
- The sound is muted if you move the slider to the far left.

[Entry Tone]
Adjust the volume of the sound emitted when you press the keys and buttons on the control panel.

[Invalid Entry Tone]
Adjust the volume of the sound emitted when you perform an invalid key operation, such as entering a value outside the setting range.

[Restock Supplies Tone]
Adjust the volume of the sound emitted when the amount of remaining toner is low.

[Forgot Original Tone]
Adjust the volume of the sound emitted when the original is left on the platen glass.

[Error Tone]
Adjust the volume of the sound emitted when a paper jam, misoperation, or other problem occurs with the machine.

[Job Done Tone]
Adjust the volume of the sound emitted when an operation such as copying or scanning is completed.

[Sleep Mode Tone] and [Energy Saver/Sleep Tone]
Adjust the volume of the following sounds:

- Sound emitted when the machine enters Sleep Mode
- Sound emitted when the machine is turned OFF while Quick Startup is enabled

  * The machine does not emit this sound if it is turned OFF in a situation that does not allow it to start up quickly next time, even if Quick Startup is enabled.

[Login Tone]
Adjust the volume of the sound emitted when a user logs in.

NOTE

- The machine emits sounds according to the [Entry Tone] and [Invalid Entry Tone] settings, even when you enter characters using a USB keyboard connected to the machine.

Printing

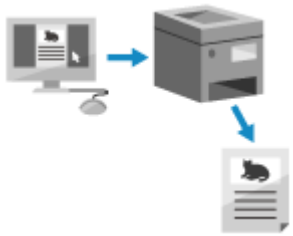
Printing 373
Printing Preparations 375
Preparing to Print Data Using a Driver 376
Configuring a Printer Port (Windows Only) 380
Preparing to Print from an External Network (IPP Printing) 383
Setting the IPP Printing Function of the Machine 384
Setting IPP Printing on a Computer 386
Preparing to Use a Print Server 392
Preparing to Use Universal Print 395
Registering the Machine for the Cloud Service 396
Registering the Machine on the Computer 399
Preparing to Use a Virtual Printer 401
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Printing Documents in Forced Hold State 437
Printing Documents on Hold Automatically When Logging In 439
Print Screen 440
Canceling Printing 443
Viewing the Print Job Status and Log 446

Printing

AW63-05S

You can print a document or photo from a computer. In addition to a basic printing method, the machine offers various other printing methods. You can select a printing method that fits your purpose or environment.

Using a Driver to Print Data



You can print documents and photos via a printer driver installed on a computer connected to the machine.

Preparing to Print Data Using a Driver (P. 376)
Printing (P. 403)

* You can also print from an external network via the Internet or use a print server to reduce the load on each computer during printing.

Preparing to Print from an External Network (IPP Printing) (P. 383)
Preparing to Use a Print Server (P. 392)

Printing with Enhanced Security



In order to prevent printed documents from being left unattended, stolen, or copied without permission, you can set a PIN and send the data to the printer or embed invisible background text (Secure Watermark) such as "TOP SECRET" when printing.

Printing a Document with a PIN (Secure Print) (P. 419)
Embedding a Watermark When Printing (Secure Watermark) (P. 423)

* In order to prevent printed documents from being left unattended or stolen, the machine may be configured not to print data sent from a computer straight away. In this case, you need to operate the machine to perform printing. **Printing Documents in Forced Hold State (P. 437)**

Printing with the Standard Functions of the Operating System and Cloud Service

You can print documents and photos without installing a printer driver on a computer connected to the machine.

- Windows

Preparing to Use Universal Print (P. 395)
Using Universal Print to Print Data (P. 433)

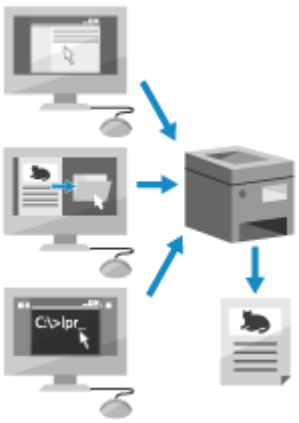
- macOS

Preparations for Using AirPrint (P. 828)
Using AirPrint to Print and Scan Data and Send Faxes (P. 841)
Preparing to Use Universal Print (P. 395)
Using Universal Print to Print Data (P. 433)

- Chrome OS

Preparing to Print and Scan from an Android or Chrome OS Device (P. 831)
Printing and Scanning from a Chrome OS Device (P. 849)

Printing Efficiently



You can print data quickly using the machine, without opening the document to be printed and configuring the print settings.

Various Print Methods (P. 427)

See Also

Directly Printing a File from a USB Memory Device

You can directly print files in a USB memory device inserted into the machine from the control panel.

Printing Files in a USB Memory Device (P. 802)

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. 821)

If Results Are Not As Expected

If the print results are not as expected, such as the printed color is not reproduced properly, adjust the print quality according to the symptoms.

Adjusting the Image Quality (P. 1639)

Printing Preparations

AW63-05U

To print from the machine, you must make printing preparations according to your printing method and usage environment.

Preparing to Print Data Using a Driver (P. 376)
Preparing to Print from an External Network (IPP Printing) (P. 383)
Preparing to Use a Print Server (P. 392)
Preparing to Use Universal Print (P. 395)
Preparing to Use a Virtual Printer (P. 401)

Preparing to Print Data Using a Driver

AW63-05W

Make the following preparations for each computer used to print data.

Step 1: Installing the Driver on the Computer (P. 376)
Step 2: Using a Driver to Set the User Management Information (P. 376)
Step 3: Configuring the Option Settings of the Machine Using the Driver (P. 376)
Step 4: Enabling the Security Printing Function on the Printer Driver (P. 378)

Step 1: Installing the Driver on the Computer

Install the printer driver on the computer that will be used to print. **Installing Software and Drivers to the Computer (P. 173)**

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. 1912)**

NOTE

Changing the Port Type (Windows Only)

- If the machine is configured not to use LPD or RAW, the settings on the computer may also have to be changed. **Changing the Port Type (P. 381)**

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

- When using Windows, you must add a new port. **Adding a Port (P. 380)**
- In macOS, you must re-register the machine on the Mac. For details about how to register 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.

Step 2: Using a Driver to Set the User Management Information

Use the printer driver to set the user management information in the following cases. **Configuring User Management Information on a Computer (P. 914)**

- When user authentication is applied to printing from a computer
- When Department ID Management is enabled on the machine

* You can skip this step if neither case applies. Proceed to Step 3. **Step 3: Configuring the Option Settings of the Machine Using the Driver (P. 376)**
* If you do not know whether these cases apply to the machine you are using, contact the administrator.

Step 3: Configuring the Option Settings of the Machine Using the Driver

When optional equipment is installed to the machine, you must configure the option settings in the printer driver in advance.
In Windows, normally, the option settings are configured automatically when the printer driver is installed.

Use the following procedure to configure the option settings when the option settings have not been configured at installation, optional equipment has been installed after installation of the printer driver, or when using macOS.

When Using Windows (P. 377)
When Using macOS (P. 377)

When Using Windows

Administrator privileges are required on each computer.

1 Log on to the computer using an administrator account.

2 Click [ ] (Start) ▶ [ ] (Settings) ▶ [Bluetooth & devices] ▶ [Printers & scanners].

→ The [Printers & scanners] screen is displayed.

3 Click the printer driver of the machine ▶ [Printer properties].

→ The printer driver properties screen is displayed.

4 On the [Device Settings] tab, click [ ] in [Device Information].

→ The [Confirmation] screen is displayed.

5 Click [Yes].

→ The option settings are obtained.

6 Click [OK] ▶ [OK].

→ The settings are applied.
Next, proceed to Step 4. **Step 4: Enabling the Security Printing Function on the Printer Driver (P. 378)**

NOTE

If [Could not retrieve the device information.] Appears

- Specify the option settings manually. For details about how to configure the option settings manually, click [Help] on the [Device Settings] tab to display help.

When Using macOS

1 Click [ ] ▶ [System Settings] ▶ [Printers & Scanners].

→ The [Printers & Scanners] screen is displayed.

2 Select the machine, and click [Options & Supplies].

3 On the [Utility] tab, click [Open Printer Utility].

→ The [Office Printer Utility] screen is displayed.

4 Click [Printer Information].

→ The option information is obtained, and the [Printer Information] screen is displayed.

5 Click [OK] ▶ [Save Settings].

→ The settings are applied.
Next, proceed to Step 4. **Step 4: Enabling the Security Printing Function on the Printer Driver (P. 378)**

NOTE
When the Option Information Cannot Be Obtained

- Specify the option settings manually. For details about how to configure the option settings manually, see the manual of the driver at the online manual site.

  https://oip.manual.canon/

Step 4: Enabling the Security Printing Function on the Printer Driver

Enable the security printing function on the printer driver in the following cases:

- When using the Secure Watermark function
- When using the Secure Print function in macOS

When Using Windows (P. 378)
When Using macOS (P. 379)

When Using Windows

Administrator privileges are required on each computer.

1 Log on to the computer using an administrator account.

2 Click [ ] (Start) ▶ [ ] (Settings) ▶ [Bluetooth & devices] ▶ [Printers & scanners].

→ The [Printers & scanners] screen is displayed.

3 Click the printer driver of the machine ▶ [Printer properties].

→ The printer driver properties screen is displayed.

4 On the [Device Settings] tab, select the [Secure Printing Function of Device] checkbox.

5 Click [OK].

➔ The settings are applied.

When Using macOS

1 Click [ ] ▶ [System Settings] ▶ [Printers & Scanners].

➔ The [Printers & Scanners] screen is displayed.

2 Select the machine, and click [Options & Supplies].

3 On the [Options] tab, select the [Secure Printing Function of Device] checkbox.

4 Click [OK] ▶ [Done].

➔ The settings are applied.

Configuring a Printer Port (Windows Only)

AW63-05X

If the IP address of the machine is 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 of the printer driver differs 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. 380)
Changing the Port Type (P. 381)

Adding a Port

The machine supports a standard Windows TCP/IP port. You must add a new port every time the IP address of the machine is changed.

Administrator privileges are required on each computer.

Required Preparations

- Have the IP address or DNS name (host name) of the machine at hand. **Checking the Network Status and Settings (P. 170)**

1 Log on to the computer using an administrator account.

2 Click [ ] (Start) ▶ [ ] (Settings) ▶ [Bluetooth & devices] ▶ [Printers & scanners].

→ The [Printers & scanners] screen is displayed.

3 Click the printer driver of the machine ▶ [Printer properties].

→ The printer driver properties screen is displayed.

4 On the [Ports] tab, click [Add Port].

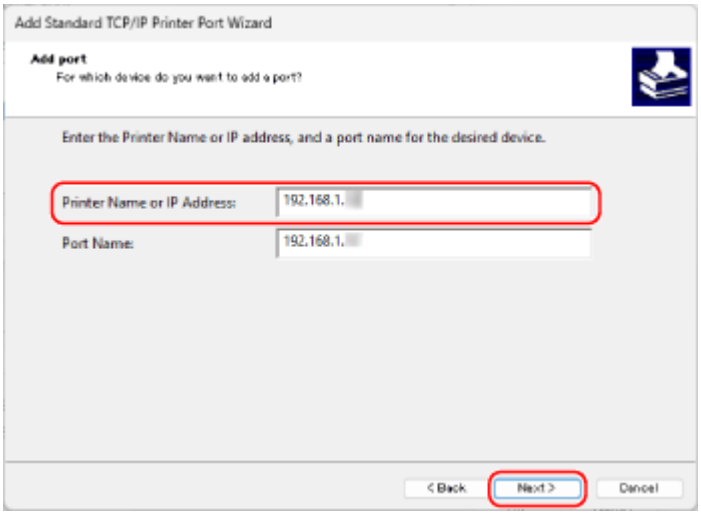
→ The [Printer Ports] screen is displayed.

5 Select [Standard TCP/IP Port], and click [New Port].

→ The [Add Standard TCP/IP Printer Port Wizard] screen is displayed.

6 Click [Next].

7 Enter the IP address or DNS name (host name), and then click [Next].



The port name is entered automatically, so change it, as needed.

If [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].

8 Click [Finish].

→ A new port is added, and the [Printer Ports] screen is displayed again.

9 Click [Close] ▶ [Close].

Changing the Port Type

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.

* You do not need to change the port type 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) ▶ [Bluetooth & devices] ▶ [Printers & scanners].

→ The [Printers & scanners] screen is displayed.

3 Click the printer driver of the machine ▶ [Printer properties].

→ The printer driver properties screen is displayed.

4 On the [Ports] tab, click [Configure Port].

→ The [Configure Standard TCP/IP Port Monitor] screen is displayed.

5 For [Protocol], select [Raw] or [LPR].

When [LPR] is selected, enter "lp" for [Queue Name].

6 Click [OK] ▶ [Close].

→ The settings are applied.

Preparing to Print from an External Network (IPP Printing)

AW63-05Y

You can print data from an external network via the Internet by using a driver on which an IPP port is set.

To perform printing using IPP, configure the machine so that IPP can be used and install a driver on which an IPP port is set on each computer.

Setting the IPP Printing Function of the Machine (P. 384)
Setting IPP Printing on a Computer (P. 386)

Setting the IPP Printing Function of the Machine

AW63-060

You need to set the IPP printing function of the machine to allow printing using IPP.
By default, it is not possible to print using IPP.

This section describes how to configure the settings using Remote UI from a computer.
On the control panel, select [Settings/Registration] in the [Home] screen or other screen, and then select [Preferences] to configure the settings. **[IPP Print Settings] (P. 1233)**
Administrator or NetworkAdmin privileges are required. The machine must be restarted to apply the settings.

Required Preparations

- When using IPPS printing (enabling printing only when using TLS), specify the key and certificate to use for TLS encrypted communication. **Using TLS (P. 970)**

  * When using a key whose generation algorithm is RSA, specify a key with a length of 1,024 bits or more. Depending on the OS used, IPPS printing may not be performed properly using a key with a length of 512 bits.
  * When using IPPS printing in a Windows environment, specify the certificate in which the IP address of the machine is set as the common name.

1 Log in to Remote UI as an administrator. **Starting Remote UI (P. 1095)**

2 On the Portal page of Remote UI, click [Settings/Registration]. **Remote UI Portal Page (P. 1099)**

3 Click [Network Settings] ▶ [IPP Print Settings].

➔ The [IPP Print Settings] screen is displayed.

4 Select the [Use IPP] checkbox.

5 Set whether to use IPPS printing or IPP authentication.

When Using IPPS Printing
Select the [Allow When Using TLS] checkbox.

When Using IPP Authentication
Select the [Use Authentication] checkbox.
* The user name and password registered on the machine are used for IPP authentication. **Registering User Information to a Local Device (P. 859)**

6 Click [OK].

7 Restart the machine. **Restarting the Machine (P. 181)**

→ The settings are applied.

NOTE

- When the IPP printing function is enabled, the HTTP settings are also enabled. **[Use HTTP] (P. 1234)**

Setting IPP Printing on a Computer

AW63-061

Make the following preparations for each computer used to print data.

Step 1: Installing the Driver on Which an IPP Port Is Set (P. 386)
Step 2: Installing the Certificate When Using IPPS Printing (Windows Only) (P. 389)
Step 3: Setting the User Management Information and Machine Information Using the Driver (P. 391)

Step 1: Installing the Driver on Which an IPP Port Is Set

Required Preparations

- Check the operating environment via the Canon website for your country or region, and download and install the latest printer driver.

  https://global.canon/en/support/
  * If the machine is supplied with a CD-ROM or DVD-ROM, you can also use the CD-ROM or DVD-ROM to install the driver.

When Using Windows (P. 386)
When Using macOS (P. 388)

When Using Windows

Administrator privileges are required on each computer.

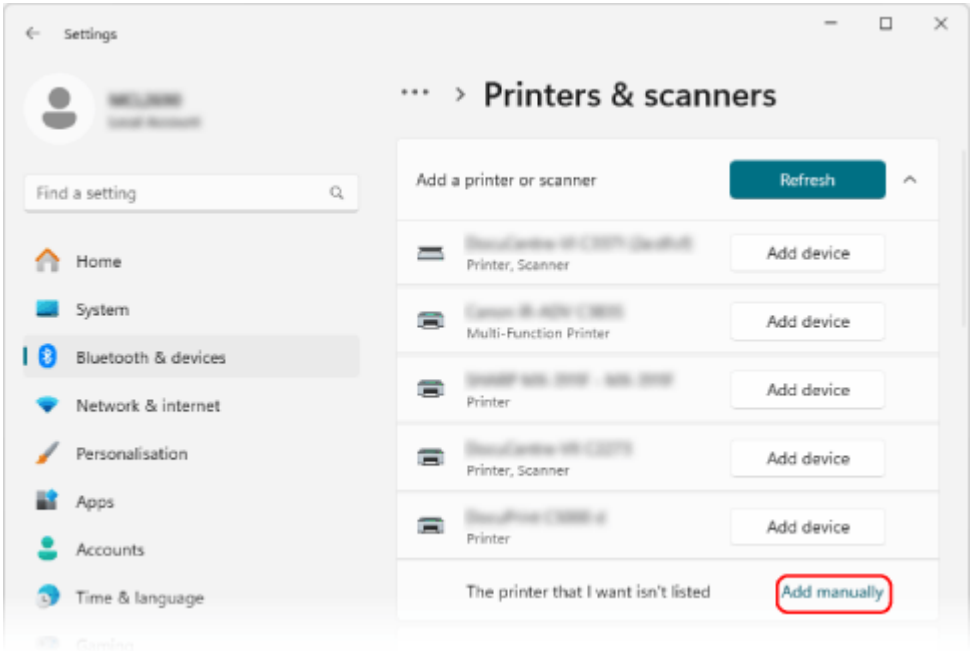
1 Log on to the computer using an administrator account.

2 Click [ ] (Start) ▶ [ ] (Settings) ▶ [Bluetooth & devices] ▶ [Printers & scanners].

➔ The [Printers & scanners] screen is displayed.

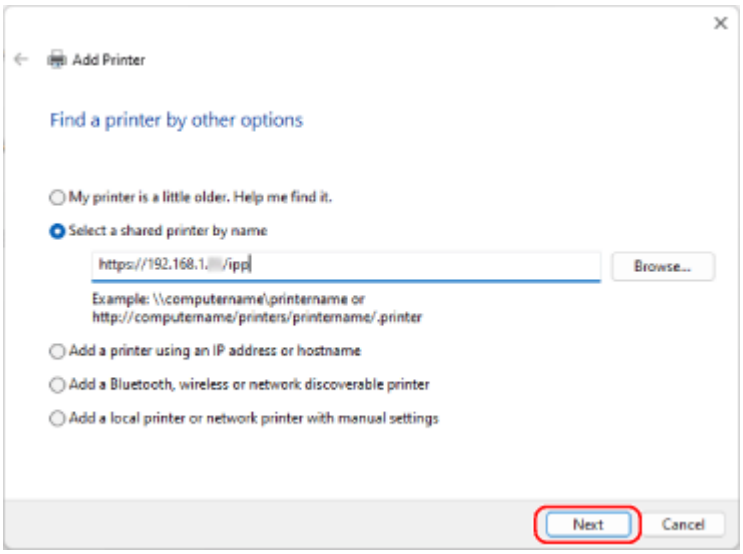
3 Click [Add device] for [Add a printer or scanner].

4 Click [Add manually] for [The printer that I want isn't listed].



➔ The [Add a printer] screen is displayed.

5 Select [Select a shared printer by name] and enter the connection destination, and click [Next].



➔ The Add Printer Wizard screen is displayed.

Enter the connection destination as follows:

- When using IPP printing

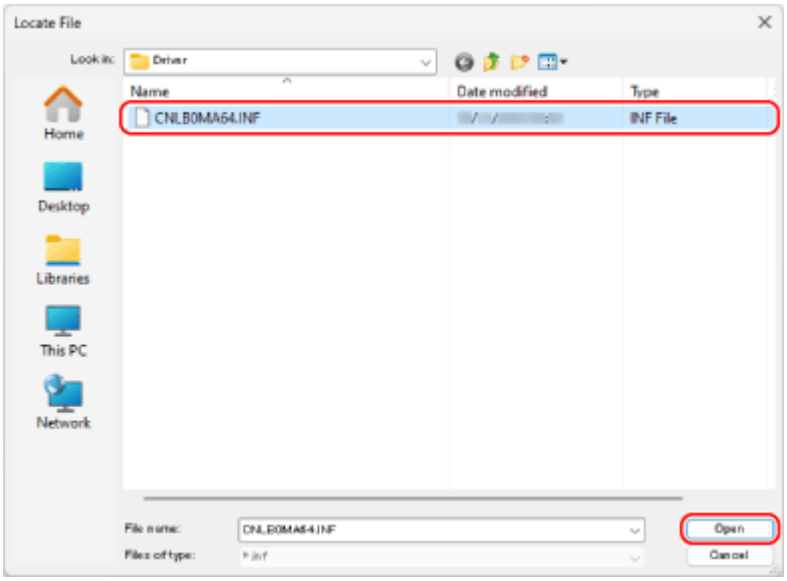
  ```
  http://<IP address of the machine>/ipp
  ```

- When using IPPS printing

  ```
  https://<IP address of the machine>/ipp
  ```

6 Click [Have Disk] ▶ [Browse].

7 Open the printer driver folder, select the INF file in the [Driver] folder, and click [Open].



8 Click [OK] and install the driver following the instructions on the screen.

→ When installation is completed, proceed to Step 2. **Step 2: Installing the Certificate When Using IPPS Printing (Windows Only) (P. 389)**
* If you are not using IPPS printing, proceed to Step 3. **Step 3: Setting the User Management Information and Machine Information Using the Driver (P. 391)**

When Using macOS

Install the printer driver on the computer that will be used to perform IPP printing, and register the machine.
For details about how to install the printer driver and register the machine, see the manual of the driver at the online manual site.
https://oip.manual.canon/

[Protocol] and [Address] Settings When Registering the Machine

When using IPP printing, set [Protocol] and [Address] when registering the machine on the computer as follows:

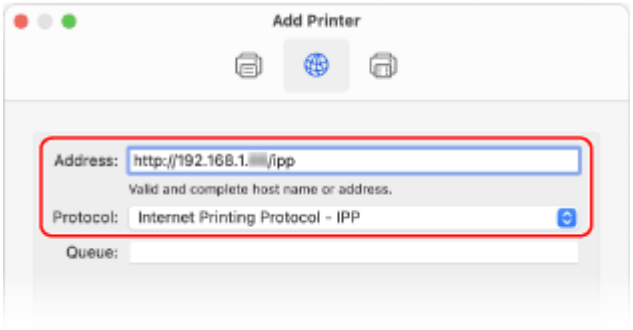
- For [Protocol], select [Internet Printing Protocol - IPP].
- Enter the following into [Address]:

  When using IPP printing

  ```
  http://<IP address of the machine>/ipp
  ```

  When using IPPS printing

https://<IP address of the machine>/ipp



When installation and machine registration are completed, proceed to Step 3. **Step 3: Setting the User Management Information and Machine Information Using the Driver (P. 391)**

Step 2: Installing the Certificate When Using IPPS Printing (Windows Only)

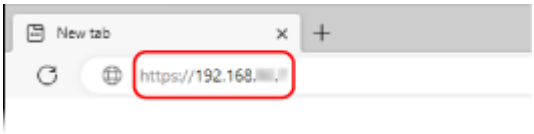
When using IPPS printing in Windows, save the certificate file and install the certificate on the computer used for the printing.
This section describes how to install the certificate using the Microsoft Edge.

Administrator privileges are required on each computer.

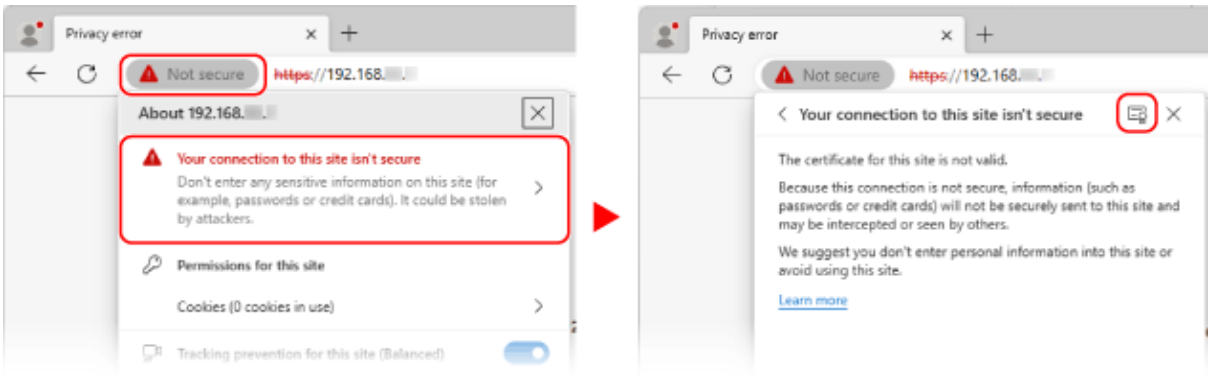
1 Log on to the computer using an administrator account.

2 From the web browser on the computer, access the following URL:

https://<IP address of the machine>/



3 In the URL input field, click [Not secure] ▶ [Your connection to this site isn't secure] ▶ [ ] (Certificate).



➔ The [Certificate Viewer] screen is displayed.

4 On the [Details] tab, click [Export].

5 Select the necessary file type and save the certificate file to the computer.

Select Base64 or DER for the file type (certificate format).

6 Close the [Certificate Viewer] screen and the web browser.

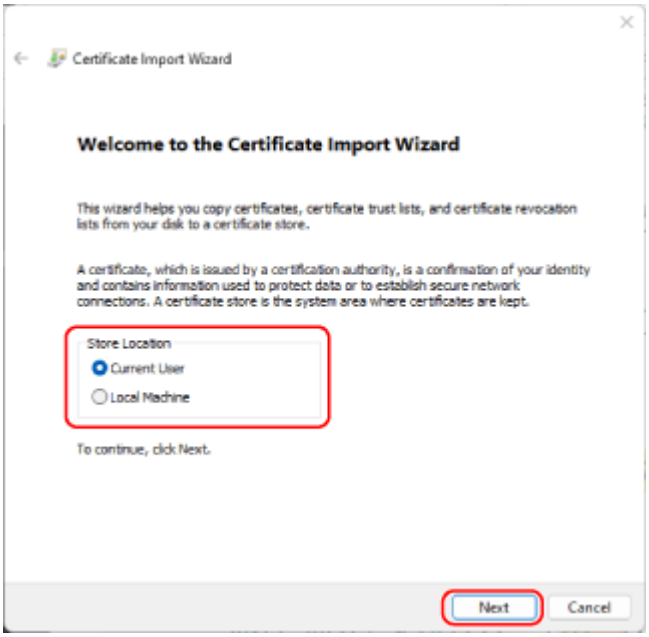
7 Double click the certificate file saved in Step 5.

➔ The [Certificates] screen is displayed.

8 On the [General] tab, click [Install Certificate...].

➔ The [Certificate Import Wizard] screen is displayed.

9 Select the store location and click [Next].



10 Select [Place all certificates in the following store], and click [Browse].

➔ The [Select Certificate Store] screen is displayed.

11 Select [Trusted Root Certification Authorities], and click [OK].

➔ The [Certificate Import Wizard] screen is displayed again.

12 Click [Next] ▶ [Finish].

➔ The certificate is installed.

Step 3: Setting the User Management Information and Machine Information Using the Driver

Set the following information using the printer driver, according to the usage environment of the machine:

User Management Information

Set the user management information in the following cases. **Configuring User Management Information on a Computer (P. 914)**

- When user authentication is applied to printing from a computer
- When Department ID Management is enabled on the machine

* If you do not know whether these cases apply to the machine you are using, contact the administrator.

Option Settings

When optional equipment is installed to the machine, configure the option settings. **Step 3: Configuring the Option Settings of the Machine Using the Driver (P. 376)**

Security Printing Function

Enable the security printing function in the following cases. **Step 4: Enabling the Security Printing Function on the Printer Driver (P. 378)**

- When using the Secure Watermark function
- When using the Secure Print function in macOS

Preparing to Use a Print Server

AW63-062

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-ROM or 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. 392)
Configuring the Settings for Sharing the Printer (P. 392)

Enabling the Print Server to Print from the Machine

Install the printer driver on the computer that will be the print server, and configure the settings according to your usage environment. **Preparing to Print Data Using a Driver (P. 376)**

> When Using a Print Server While Using User Authentication and/or Department ID Management
> You must install "Canon Driver Information Assist Service" when installing the printer driver. For more information, see the manual of the driver at the online manual site.
> **https://oip.manual.canon/**

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. 392)
When Using macOS (P. 394)

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). **Checking the System Information of the Computer (P. 1914)**

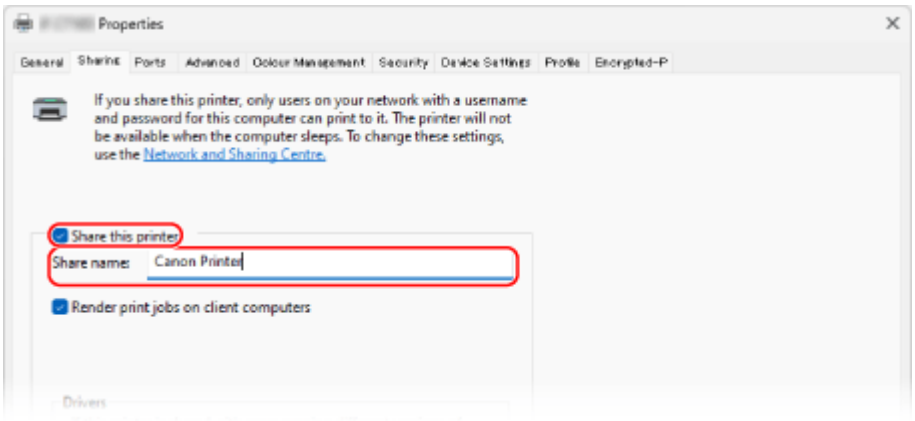
1. Log on to the computer that will be the print server, using an administrator account.
2. Click [ ] (Start) ▶ [ ] (Settings) ▶ [Bluetooth & devices] ▶ [Printers & scanners].

   → The [Printers & scanners] screen is displayed.

3 Click the printer driver of the machine ▶ [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].

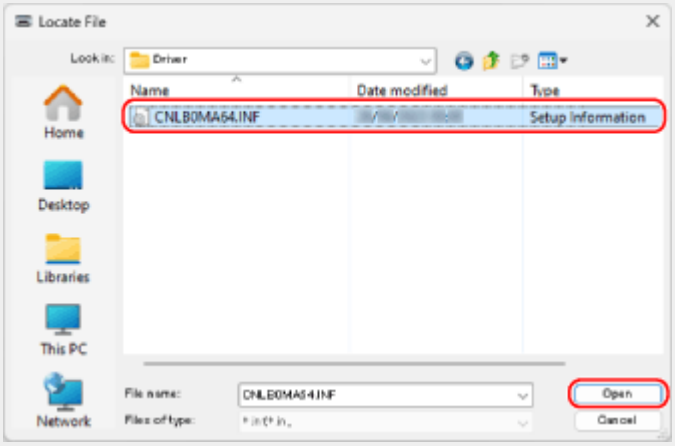
   ➔ The [Additional Drivers] screen is displayed.

2. Select the checkbox of the driver to be added, and click [OK].

   ➔ The printer driver installation screen is displayed.

   - 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].
4. Open the folder of the driver to be added, select the INF file in the [Driver] folder, and click [Open].



   - If the print server computer has a 32-bit operating system, select the INF file in the [Driver] folder of [x64].

- If the print server computer has a 64-bit operating system, select the INF file in the [Driver] folder of [32BIT].

5. Click [OK] and install the additional driver following the instructions on the screen.

6 Click [OK].

➔ The settings are applied.

When Using macOS

1 Click [ ] ▶ [System Settings] ▶ [General] ▶ [Sharing].

➔ The [Sharing] screen is displayed.

2 Turn on [Printer Sharing], and click [ ].



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 Click [Done].

➔ The settings are applied.

Preparing to Use Universal Print

AW63-063

To print using Universal Print, Microsoft's cloud service, configure the machine to be able to use Universal Print, and register the machine on each computer that will be used to print.

* To use Universal Print, you must be a registered user of Microsoft 365 and use Microsoft Entra ID.

Registering the Machine for the Cloud Service (P. 396)
Registering the Machine on the Computer (P. 399)

IMPORTANT

- Universal Print cannot be used in the following cases:
  - When imagePASS is connected to the machine (for C7100 Series and C5100 Series)
  - When a sub line network is used

Registering the Machine for the Cloud Service

AW63-064

This section describes how to register the machine for the cloud-based authentication and management service, Microsoft Entra ID, and set the members or groups that will use the machine.

Step 1: Registering the Machine for Microsoft Entra ID (P. 396)
Step 2: Setting the Members and Groups That Will Use the Machine (P. 398)

Step 1: Registering the Machine for Microsoft Entra ID

This section describes how to register the machine for Azure Active Directory using Remote UI from a computer. On the control panel, press [Settings/Registration] ▶ [Preferences] on the [Home] screen or other screen to perform registration. However, the control panel can only be used to configure the Use Universal Print setting and check the registration status. **[Universal Print Settings] (P. 1224)**
Administrator or NetworkAdmin privileges are required.

1 Log in to Remote UI as an administrator. **Starting Remote UI (P. 1095)**

2 On the Portal page of Remote UI, click [Settings/Registration]. **Remote UI Portal Page (P. 1099)**

3 Click [Network Settings] ▶ [Settings for Universal Print].

→ The [Settings for Universal Print] screen is displayed.

4 In [Basic Settings], click [Edit].

→ The [Edit Basic Settings] screen is displayed.

5 Select the [Use Universal Print] checkbox.

6 Select whether to verify the certificate when performing TLS encrypted communication with the server.

- To verify the certificate, select the [Verify Server Certificate] checkbox.
- To add a Common Name (CN) to the verification items, also select the [Add CN to Verification Items] checkbox.

7 Enter the printer name.

For [Printer Name], enter a name to identify the machine, using alphanumeric characters.

8 Change the application ID and/or the Microsoft Entra ID URL according to your usage environment.

- Normally, you do not need to make changes to [Application ID], [Microsoft Entra ID Authentication URL], or [Microsoft Entra ID Registration URL]. Changes need to be made only when you are using specific cloud environments.
- To return [Application ID], [Microsoft Entra ID Authentication URL], or [Microsoft Entra ID Registration URL] to the default values, click [Initial Settings] for each item, or manually enter the default values indicated below.
  - [Application ID]: f9fc375c-c7ba-4e5c-b213-23affd792cc1
  - [Microsoft Entra ID Authentication URL]: https://login.microsoftonline.com/organizations/oauth2/v2.0
  - [Microsoft Entra ID Registration URL]: https://register.print.microsoft.com/api/v1.0/register

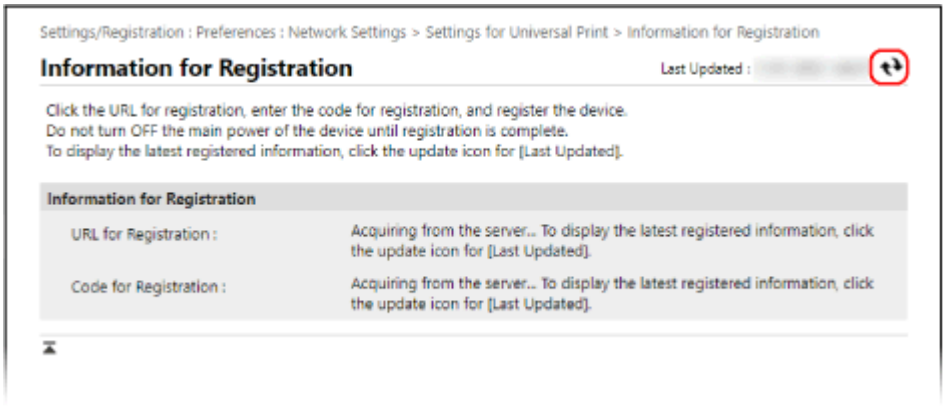
9 Click [OK].

→ The [Settings for Universal Print] screen is displayed again.

10 In [Registration Status], click [Register] ▶ [OK].

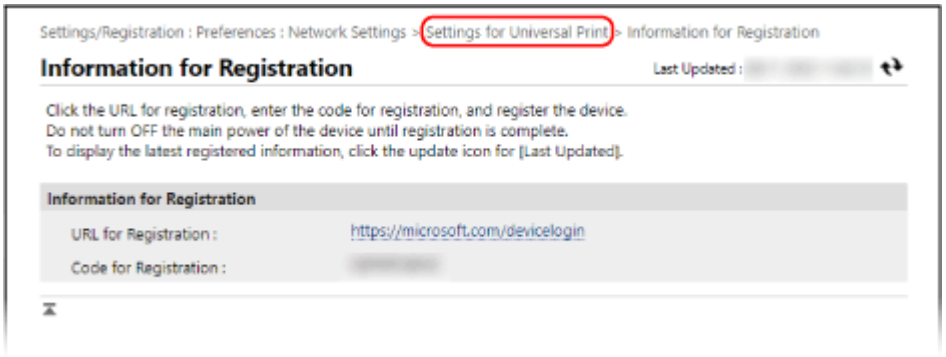
→ The [Information for Registration] screen is displayed.

11 Wait for several seconds, and then click [↻].



12 Click the link displayed next to [URL for Registration], and register the machine according to the instructions on the screen.

13 When the registration is completed, click [Settings for Universal Print] at the top of the Remote UI screen.



➔ The [Settings for Universal Print] screen is displayed.

14 Wait for several minutes, and then click [ ].

15 Check that [Registered] is displayed for [Registration Status].

16 Log out from Remote UI.

NOTE

Canceling the Registration

- On the [Settings for Universal Print] screen, click [Unregister] in [Registration Status] ▶ [OK].
- Once you have canceled the registration, open the Microsoft Entra ID device management screen in a web browser, select the machine, and click [Delete].

Step 2: Setting the Members and Groups That Will Use the Machine

1 Display the Universal Print management screen of Microsoft Entra ID in the web browser on the 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 Select the members and groups who will use the machine from the list.

Registering the Machine on the Computer

AW63-065

On each computer that will use Universal Print, register the machine registered for Microsoft Entra ID.

When Using Windows (P. 399)
When Using macOS (P. 399)

When Using Windows

Required Preparations

- Register the machine for Microsoft Entra ID, and set the members and groups that will use the machine. **Registering the Machine for the Cloud Service (P. 396)**

1 Click [ ] (Start) ▶ [ ] (Settings) ▶ [Accounts].

→ The [Your info] screen is displayed.

2 Click [Access work or school] ▶ [Connect].

3 Follow the instruction on the screen to sign in using your Microsoft 365 account.

4 Click [Home] ▶ [Devices] ▶ [Printers & scanners].

→ The [Printers & scanners] screen is displayed.

5 Click [Add a printer or scanner].

→ A list of printers is displayed.

6 Select the machine, and click [Add device].

→ The machine is registered on the computer.

When Using macOS

Required Preparations

- Register the machine for Microsoft Entra ID, and set the members and groups that will use the machine. **Registering the Machine for the Cloud Service (P. 396)**

1 Install the Universal Print app.

2 Click [System Settings] ▶ [Universal Print] on the Mac.

→ The Universal Print screen is displayed.

3 Click [Sign In] to sign in using your Microsoft 365 account.

4 Click [Add printers].

→ A list of printers is displayed.

5 Select the machine, and click [Add].

→ 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.

Preparing to Use a Virtual Printer

AW63-066

You can register print settings you frequently use, such as a paper type and 2-sided printing, as a virtual printer. Then, you can perform LPD printing or FTP printing by executing a command specifying the virtual printer that suites your document as an argument.
You can register up to 20 virtual printers.

* To perform LPD printing or FTP printing, the corresponding print function must be enabled.
[LPD Print Settings] (P. 1231)
[FTP Print Settings] (P. 1232)

You need to register virtual printers from a computer using Remote UI. You cannot use the control panel to register the virtual printers.
Administrator privileges are required.

1 Log in to Remote UI as an administrator. **Starting Remote UI (P. 1095)**

2 On the Portal page of Remote UI, click [Settings/Registration]. **Remote UI Portal Page (P. 1099)**

3 Click [Printer] ▶ [Virtual Printer Management].

→ The [Virtual Printer Management] screen is displayed.

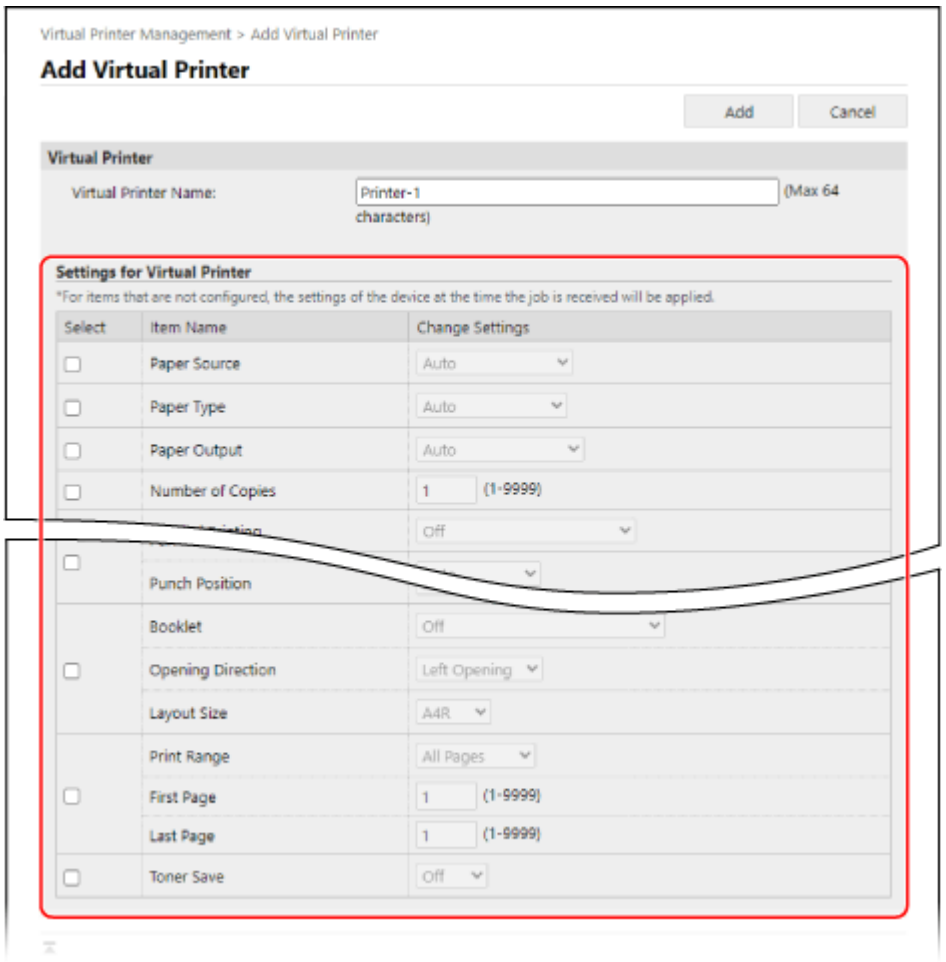
4 Click [Add Virtual Printer].

→ The [Add Virtual Printer] screen is displayed.

5 Enter the virtual printer name.

You cannot register the same name of a virtual printer that has already been registered.

6 Configure the print settings in [Settings for Virtual Printer].



7 Click [Add].

➔ The registered virtual printer is added to the [Virtual Printer Management] screen.

8 Log out from Remote UI.

IMPORTANT

- When using a virtual printer, do not set Forced Hold. **Configuring the Forced Hold Settings (P. 1013)**

  * If you use a virtual printer when Forced Hold is set, the print job may be canceled or the data to be printed may be put on hold on the machine.

NOTE

Editing a Registered Virtual Printer

- Click the name of the virtual printer you want to edit on the [Virtual Printer Management] screen to edit the settings information.

Printing

AW63-067



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 image quality.

* You can also preview the document on the machine before printing or print the document at a specified time.
  - **Previewing a Document on the Machine Before Printing (Hold) (For C7100 Series and C5100 Series) (P. 408)**
  - **Printing at a Specified Time (Scheduled Print) (P. 415)**

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 Data Using a Driver (P. 376)**
- If the document or paper to print is a non-standard size, register the size to the printer driver. **Registering Non-standard Size Paper on the Computer (Custom Size) (P. 406)**

When Using Windows (P. 403)
When Using macOS (P. 404)

When Using Windows

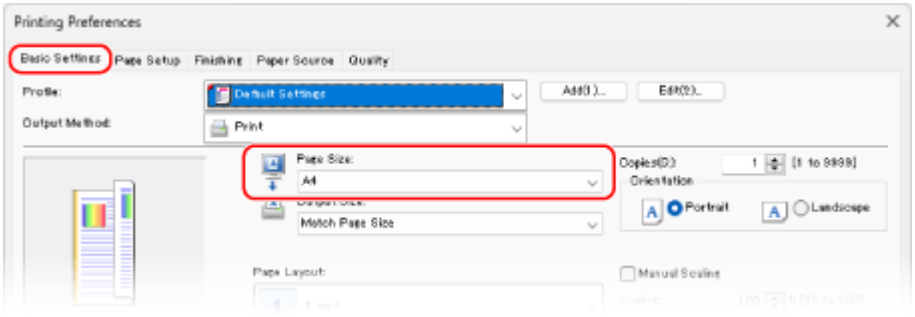
1 On your computer, open the document you want to print.

2 From the menu in the application used to open the document, select the print command.

3 Select the printer driver of the machine, and click [More settings] 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]
For [Output Size], select the paper size to print on. The document is enlarged or reduced to match the paper size specified for [Output Size].

5 Configure the other print settings, as needed.

You can adjust the image quality and configure 2-sided printing and other settings to suit your document and purpose. For details, 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. 443)**
- Use [Status Monitor] on the control panel to view the print job status and log. **Viewing the Print Job Status and Log (P. 446)**

NOTE

- When the machine is configured not to print data sent from a computer straight away, you need to operate the machine to perform printing. **Printing Documents in Forced Hold State (P. 437)**

When Using macOS

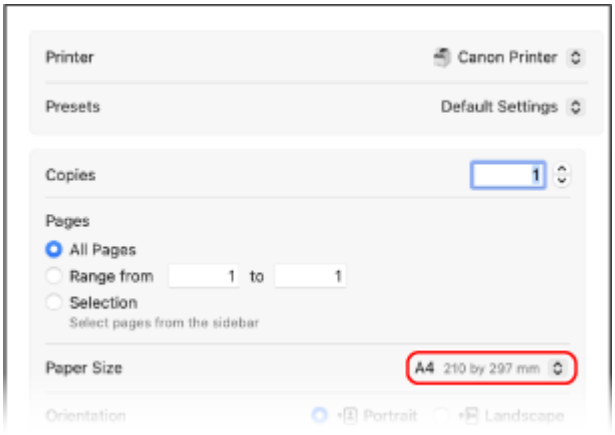
1 On your computer, open the document you want to print.

2 From the menu in the application used to open the document, click [Print].

→ The printing dialog box is displayed.

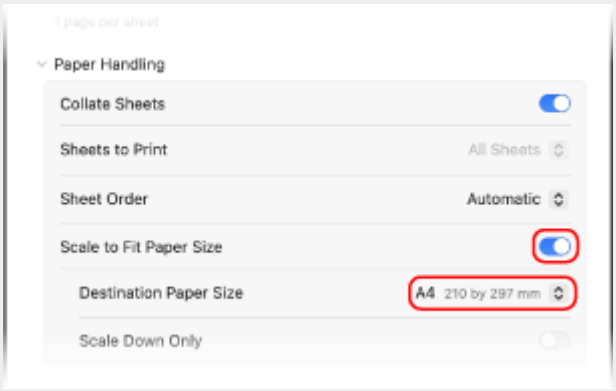
3 For [Printer], select the printer driver of the machine.

4 For [Paper Size], select the paper size of the document.



When Printing on Paper of a Size Different from [Paper Size]

1. Click [Paper Handling].
2. Turn on [Scale to fit paper size] and select the paper size to print on for [Destination Paper Size].



The document is enlarged or reduced to match the paper size specified for [Destination Paper Size].

5 Configure the other print settings, as needed.

You can adjust the image quality and configure 2-sided printing 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. 443)**
- Use [Status Monitor] on the control panel to view the print job status and log. **Viewing the Print Job Status and Log (P. 446)**

NOTE

- When the machine is configured not to print data sent from a computer straight away, you need to operate the machine to perform printing. **Printing Documents in Forced Hold State (P. 437)**

Registering Non-standard Size Paper on the Computer (Custom Size)

AW63-068

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. 406)
When Using macOS (P. 406)

When Using Windows

1 Click [ ] (Start) ▶ [ ] (Settings) ▶ [Bluetooth & devices] ▶ [Printers & scanners].

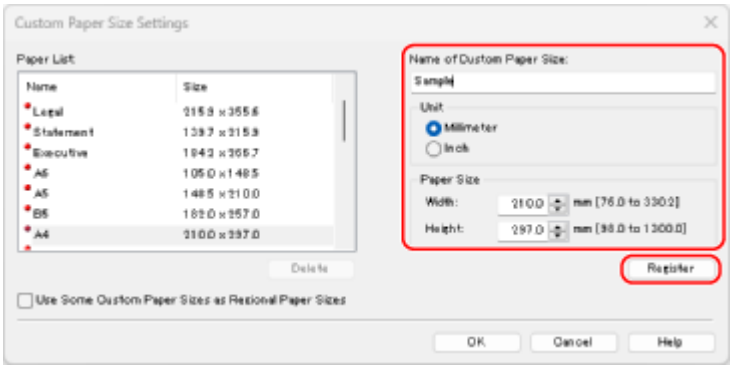
➔ The [Printers & scanners] screen is displayed.

2 Click the printer driver of the machine ▶ [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].

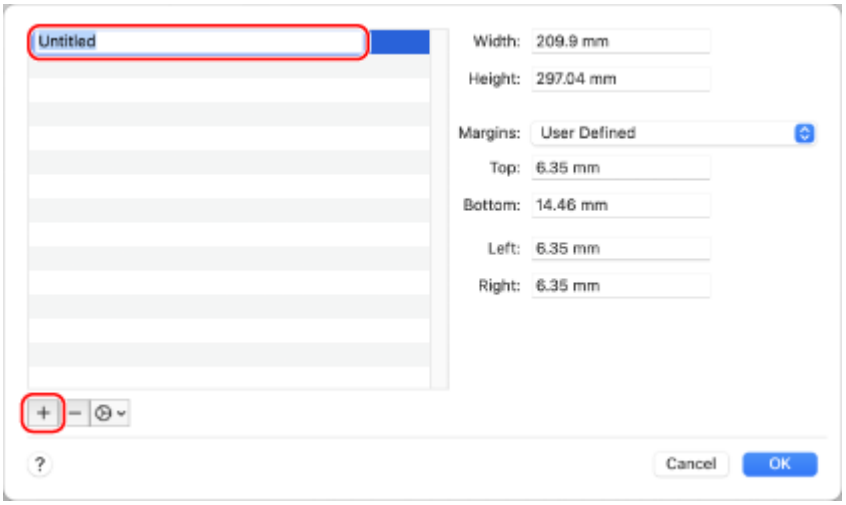
➔ The printing dialog box is displayed.

3 For [Printer], select the printer driver of the machine.

4 For [Paper Size], select [Manage Custom Sizes].



5 Click [+] at the bottom left, click [Untitled], and enter the custom size paper name.



6 Enter the paper size, and click [OK].

➔ The custom size paper is registered.

Previewing a Document on the Machine Before Printing (Hold) (For C7100 Series and C5100 Series)

AW63-069

Hold is a function to temporarily save the document (print data) sent from a computer to the machine in the memory of the machine, instead of printing it straight away.
The document on hold can be printed after reviewing the details of the document on the control panel or printing a sample to check the print result so that you can avoid unwanted printing.

If printing is not performed after a set period of time, the document data on hold is deleted automatically from the memory, and you can no longer print the data.

Step 1: Sending a Document from a Computer and Put It on Hold (P. 408)
Step 2: Reviewing and Printing a Document on Hold (P. 410)

NOTE

- You can change the storage period of a document on hold or prevent it from being deleted automatically. **[Time Until Hold Job Auto Delete] (P. 1392)**
- The storage space for the Hold function is shared with the Mail Box. For details on the storage capacity, see the specifications of the Mail Box. **Mail Box (P. 90)**
- You can also disable the Hold function. **[Use Hold Function] (P. 1392)**

Step 1: Sending a Document from a Computer and Put It on Hold

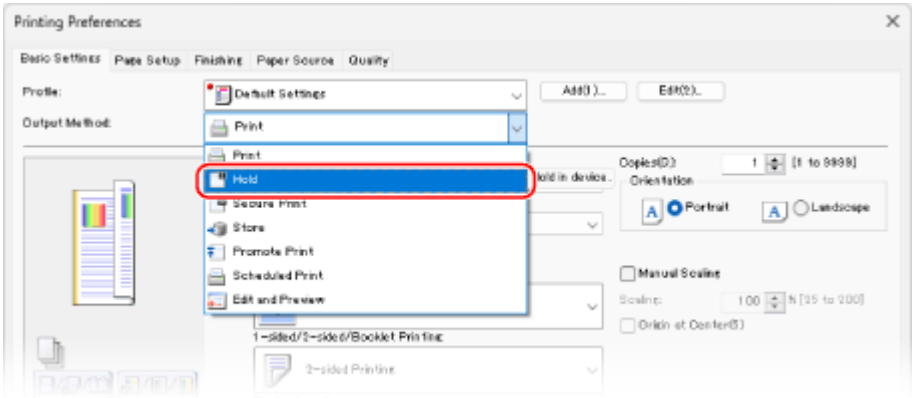
You can set the Hold function in the print settings of the driver and send a document to be put on hold to the machine.

When Using Windows (P. 408)
When Using macOS (P. 409)

When Using Windows

1 Display the [Printing preferences] screen of the printer driver. **Printing (P. 403)**

2 For [Output Method], select [Hold].

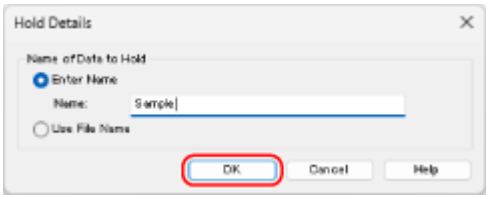


➔ The [Information] screen is displayed.

3 Click [Yes].

➔ The [Hold Details] screen is displayed.

4 Set the name of the document to be put on hold and click [OK].



➔ The [Printing Preferences] screen is displayed again.

- If you want to set the same name as the file name on the computer, select [Use File Name].
- If you want to a name different from the file name, select [Enter Name], and enter a new name.

5 Configure the other print settings, as needed.

You can adjust the image quality and configure 2-sided printing and other settings to suit your document and purpose. For details, click [Help] on the [Printing Preferences] screen to display help.

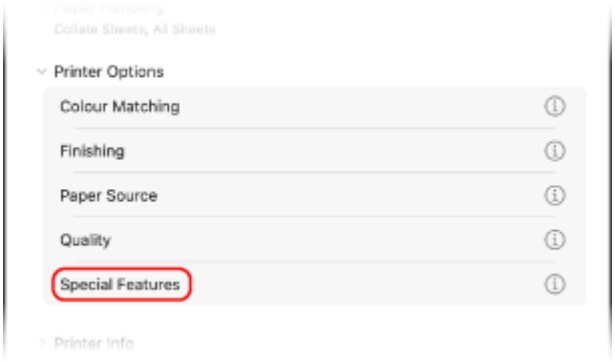
6 Click [OK], and click [Print] or [OK].

➔ The print data is sent as a document to be put on hold to the machine.
When sending is completed, proceed to Step 2. **Step 2: Reviewing and Printing a Document on Hold (P. 410)**

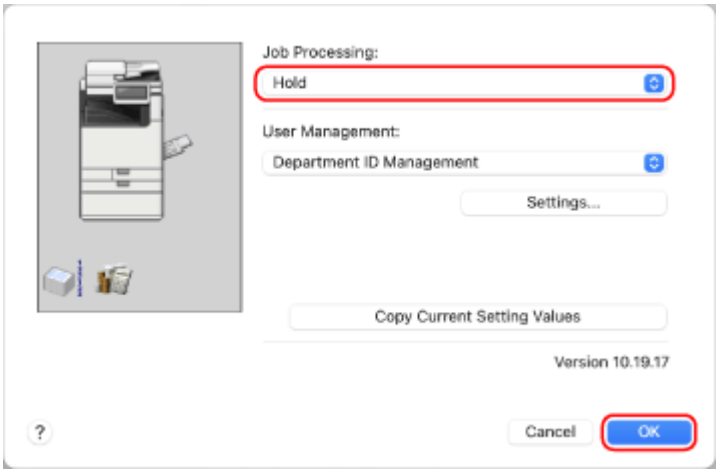
When Using macOS

1 Display the printing dialog box, and select the printer driver of the machine. **Printing (P. 403)**

2 Click [Printer Options] ▶ [Special Features].



3 For [Job Processing], select [Hold], and click [OK].



➔ The printing dialog box is displayed again.

4 Configure the other print settings, as needed.

You can adjust the image quality and configure 2-sided printing and other settings to suit your document and purpose. For more information, click [?] in the printing dialog box to display help.

5 Click [Print].

➔ The [Name Settings] screen is displayed.

6 Enter the name of the document to be put on hold and click [OK].

➔ The print data is sent as a document to be put on hold to the machine.
When sending is completed, proceed to Step 2. **Step 2: Reviewing and Printing a Document on Hold (P. 410)**

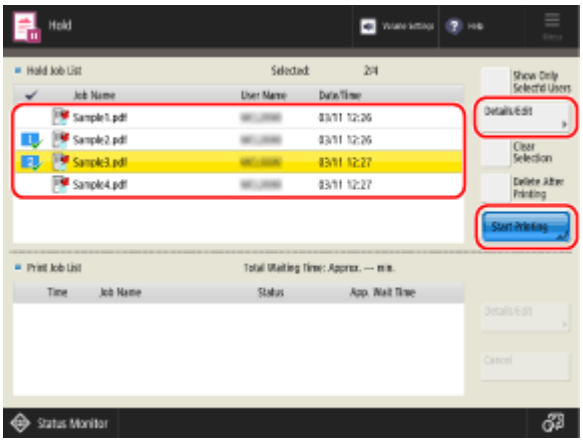
Step 2: Reviewing and Printing a Document on Hold

You can print a document on hold after reviewing the details of the document or printing a sample to check the print result. You can also delete a document on hold if you no longer need it.

1 On the control panel, press [Hold] in the [Home] screen. **[Home] Screen (P. 189)**

→ The Hold screen is displayed.

2 Check and print the document(s) on hold that you need. **Hold Screen (For C7100 Series and C5100 Series) (P. 413)**



When Checking the Details of a Document

1. Select the document to check and press [Details/Edit] ▶ [Preview].

   → A preview screen is displayed.

2. After you finish checking the details of the document, press [OK].

When Printing a Sample of a Document

1. Select the document to print a sample, and press [Details/Edit] ▶ [Print Sample].
2. Set the number of copies and the range of pages to print, as needed.
   Depending on the document, you cannot set the range of pages to print.
3. Press [Start Printing].

   → Sample printing starts and the [Print Job List] screen is displayed.

4. Press [Close].

When Printing Documents

1. Select the document(s) to print.
   You can select and print up to 100 documents at a time.
   * When multiple documents are selected, the documents are printed in the order they were selected (order of checkbox numbers).
2. Set whether to delete the documents after printing.
   To automatically delete the documents from the machine after they are printed, press [Delete After Printing] to select it.
3. Press [Start Printing].

   → Printing starts and the [Print Job List] screen is displayed.

   - To cancel printing, cancel it from the control panel. **When Canceling Printing Using the Control Panel (P. 444)** .

- Use [Status Monitor] to view the print job status and log. **Viewing the Print Job Status and Log (P. 446)**

  * You can also use the [Print Job List] screen to view the print job status.

4. Press [Close].

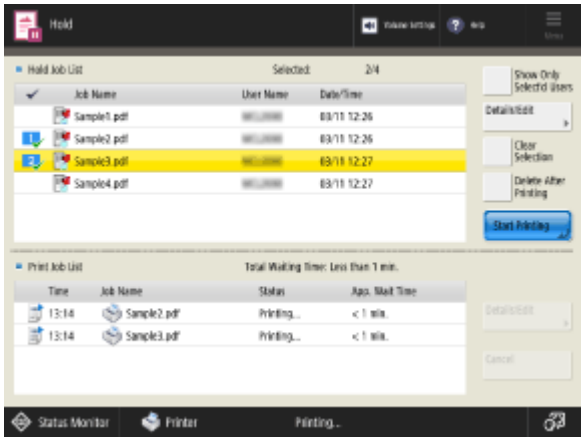
When Deleting Documents

Select the document(s) you want to delete, and press [Details/Edit] ▶ [Delete] ▶ [Yes].
* You can select and delete up to 100 documents at a time.

Hold Screen (For C7100 Series and C5100 Series)

AW63-06A

The Hold screen is displayed when you press [Hold] on the [Home] screen of the control panel.
In this screen, you can check and print the documents that are on hold. You can also move or copy any document on hold to the Mail Box, as well as edit or check the job ticket.



[Hold Job List]
A list of the documents on hold are displayed.
When you select a document, it is given a checkmark and a number. When you print multiple documents at the same time, the documents are printed in numerical order.
* You can select up to 100 documents at a time.

[Show Only Select'd Users] and [Display All Users]

- When you select a document and press [Show Only Select'd Users], only documents of the same user will be displayed in [Hold Job List].
- When only documents of the selected user are displayed in [Hold Job List], pressing [Display All Users] will display all users' documents.

[Details/Edit]
You can perform the following operations for the selected document:

- Check the details and content
- Print samples
- Delete
- Move and copy to a Mail Box
- Edit and check the job ticket*1

*1 The job ticket can be edited or checked only when a document with attribute information in JDF (Job Definition Format) is selected. The job ticket cannot be edited for a document sent using a printer driver.

[Select All (Max 100)] and [Clear Selection]

- When you press [Select All (Max 100)] with no documents selected, all of the documents displayed in [Hold Job List] are selected.
- When you press [Clear Selection] with one or more documents selected, all of their selection is cleared.

[Delete After Printing]
When this is selected by pressing the button, the document will be deleted automatically from the machine after printing.

* You can also set [Delete After Printing] as the default selection. **[Default Settings for Job Deletion After Printing] (P. 1393)**

[Start Printing]
Executes printing of the selected document(s).

[Print Job List]
A list of documents being printed or waiting to be printed is displayed.

[Details/Edit]
Allows printing of the selected documents on a priority basis and checking of the document details.

[Cancel]
Cancels printing of the selected document(s).

NOTE

- You can also move or copy files saved in the Mail Box to the storage space of the Hold function. **Operating and Editing Files in Mail Box (P. 766)**

Printing at a Specified Time (Scheduled Print)

AW63-06C

You can print the document (print data) sent from a computer to the machine at a specified time, instead of printing it straight away.
This is convenient, for example, for printing a large volume during the night-time when less people are using the machine.

You can set Scheduled Print in the print settings of the driver and send the print data to the machine.

Required Preparations

- Check that the time settings of the computer and the machine are the same.

  * Scheduled Print is executed according to the time setting of the machine.
  * If the time settings are different between the computer and the machine, the scheduled time may be recognized as 24 hours or more later. In this case, printing will be canceled.

IMPORTANT

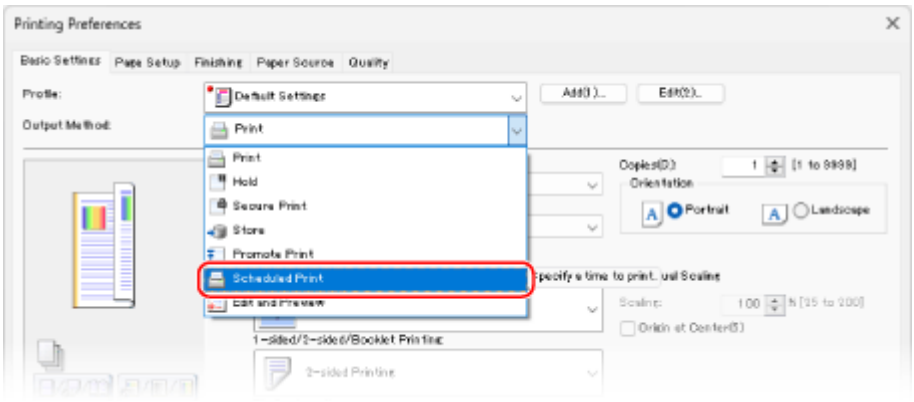
- You cannot use the Scheduled Print function when one of the following functions is enabled:
  - Forced Hold **Configuring the Forced Hold Settings (P. 1013)**
  - ACCESS MANAGEMENT SYSTEM **Using ACCESS MANAGEMENT SYSTEM (P. 927)**

When Using Windows (P. 415)
When Using macOS (P. 416)

When Using Windows

1 Display the [Printing preferences] screen of the printer driver. **Printing (P. 403)**

2 For [Output Method], select [Scheduled Print].



➔ The [Information] screen is displayed.

3 Click [Yes].

➔ The [Scheduled Print Details] screen is displayed.

4 Enter the time to print and click [OK].

➔ The [Printing Preferences] screen is displayed again.

Enter the time in 24-hour format.

5 Configure the other print settings, as needed.

You can adjust the image quality and configure 2-sided printing and other settings to suit your document and purpose. For details, click [Help] on the [Printing Preferences] screen to display help.

6 Click [OK], and click [Print] or [OK].

➔ Printing is scheduled.

NOTE

Checking and Canceling Scheduled Print

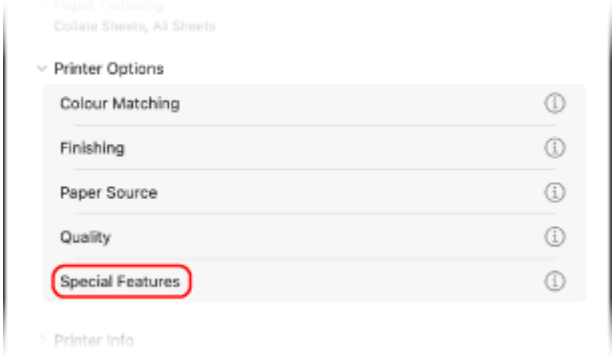
- By pressing [Scheduled Print] on the print screen of the control panel, you can check or delete the Scheduled Print data. **Print Screen (P. 440)**

  * The Scheduled Print data is deleted when it is printed. It is not displayed in [Jobs Printed] either.

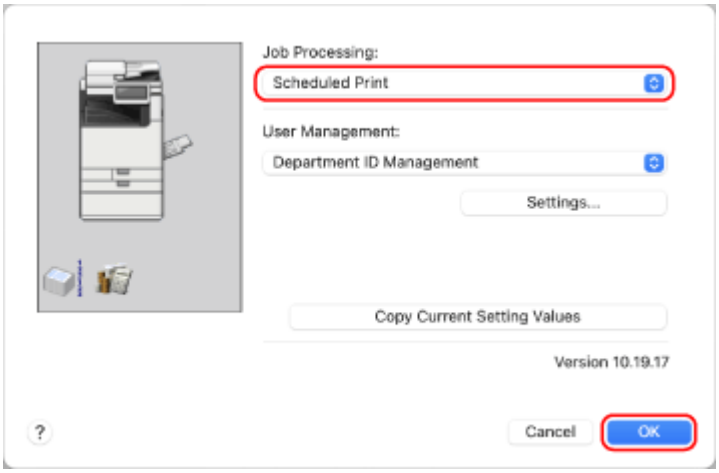
When Using macOS

1 Display the printing dialog box, and select the printer driver of the machine. **Printing (P. 403)**

2 Click [Printer Options] ▶ [Special Features].



3 In [Job Processing], select [Scheduled Print], and click [OK].



➔ The printing dialog box is displayed again.

4 Configure the other print settings, as needed.

You can adjust the image quality and configure 2-sided printing and other settings to suit your document and purpose. For more information, click [?] in the printing dialog box to display help.

5 Click [Print].

➔ The [Scheduled Print Settings] screen is displayed.

6 Enter the time to print and click [OK].

➔ Printing is scheduled.

Enter the time in 24-hour format.

NOTE

Checking and Canceling Scheduled Print

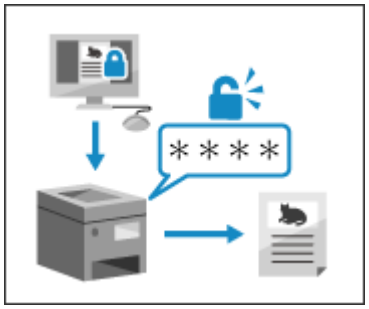
- By pressing [Scheduled Print] on the print screen of the control panel, you can check or delete the Scheduled Print data. **Print Screen (P. 440)**

  * The Scheduled Print data is deleted when it is printed. It is not displayed in [Jobs Printed] either.

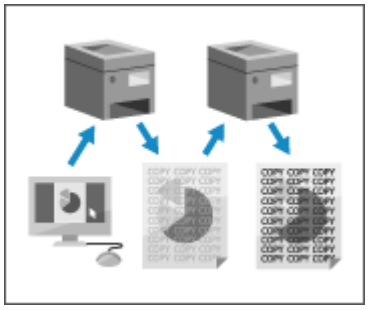
Enhancing Security in Printing

AW63-06E

In order to prevent printed documents from being left unattended, stolen, or copied without permission, you can set a PIN and send the data to the printer or embed invisible background text (Secure Watermark) such as "TOP SECRET" when printing.



Printing a Document with a PIN (Secure Print) (P. 419)



Embedding a Watermark When Printing (Secure Watermark) (P. 423)

Printing a Document with a PIN (Secure Print)

AW63-06F



With Secure Print, you can set a PIN to a document on the computer and send that document to the machine to be printed. Printing is performed after that PIN is entered on the machine.
Secure Print can prevent printed documents from being left unattended or stolen.

The print data sent with a PIN (secure data) is temporarily saved in the memory of the machine. If printing is not performed after a set period of time, the secure data is deleted automatically from the memory, and you can no longer print the data.

Step 1: Sending Secure Data from a Computer (P. 419)
Step 2: Printing Secure Data by Entering a PIN or Password (P. 421)

NOTE

- You can change the storage period for the secure data. **Changing the Storage Period for Held Documents (P. 1016)**

Step 1: Sending Secure Data from a Computer

You can set the Secure Print function in the print settings of the driver and send the secure data to the machine.

When Using Windows (P. 419)
When Using macOS (P. 420)

When Using Windows

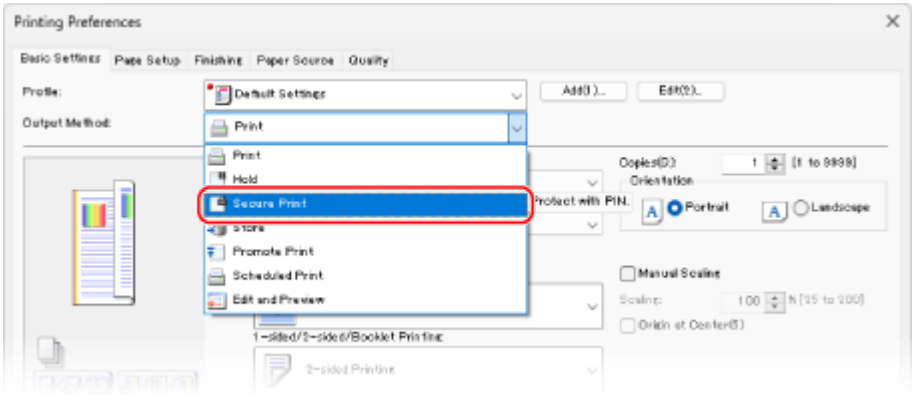
This section describes how to send regular secure data.
* When using Windows, you can also encrypt and send secure data (using Encrypted Secure Print). By encrypting secure data, you can reduce the risks of data eavesdropping and tampering during communication.

- Encrypted Secure Print data is encrypted with an alphanumeric password instead of a PIN.
- For details on sending secure data using the Encrypted Secure Print function, see the manual of the driver at the online manual site.

  https://oip.manual.canon/

1 Display the [Printing preferences] screen of the printer driver. **Printing (P. 403)**

2 For [Output Method], select [Secured Print].



➔ The [Information] screen is displayed.

3 Click [Yes].

➔ The [Secured Print Details] screen is displayed.

4 Enter the user name and PIN, and click [OK].

➔ The [Printing Preferences] screen is displayed again.

5 Configure the other print settings, as needed.

You can adjust the image quality and configure 2-sided printing and other settings to suit your document and purpose. For details, click [Help] on the [Printing Preferences] screen to display help.

6 Click [OK], and click [Print] or [OK].

➔ The secure data is sent to the machine.
When sending is completed, proceed to Step 2. **Step 2: Printing Secure Data by Entering a PIN or Password (P. 421)**

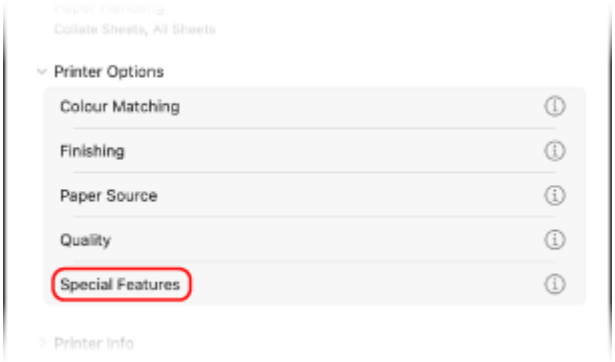
When Using macOS

Required Preparations

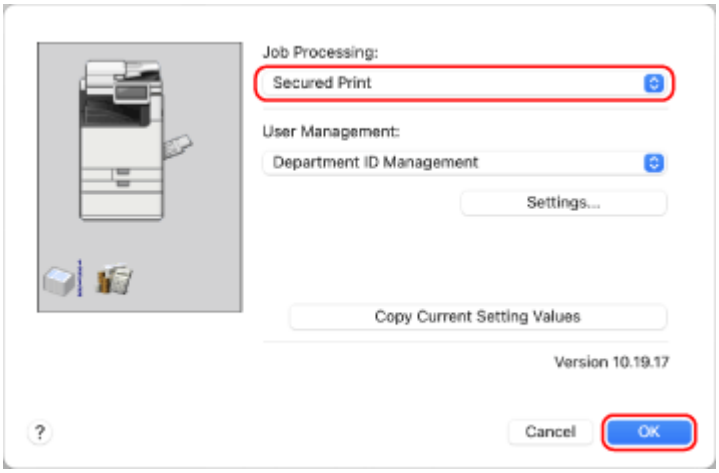
- Enable the security printing function on the printer driver. **Step 4: Enabling the Security Printing Function on the Printer Driver (P. 378)**

1 Display the printing dialog box, and select the printer driver of the machine. **Printing (P. 403)**

2 Click [Printer Options] ▶ [Special Features].



3 In [Job Processing], select [Secured Print], and click [OK].



➔ The printing dialog box is displayed again.

4 Configure the other print settings, as needed.

You can adjust the image quality and configure 2-sided printing and other settings to suit your document and purpose. For more information, click [?] in the printing dialog box to display help.

5 Click [Print].

➔ The [Secured Print] screen is displayed.

6 Enter the document name, user name, and PIN, and click [OK].

➔ The secure data is sent to the machine.
When sending is completed, proceed to Step 2. **Step 2: Printing Secure Data by Entering a PIN or Password (P. 421)**

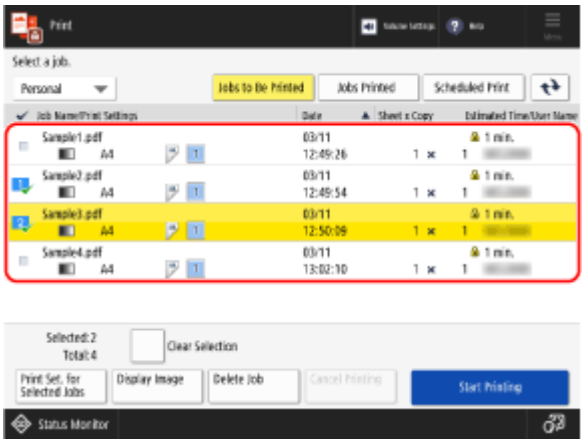
Step 2: Printing Secure Data by Entering a PIN or Password

Print the secure data sent to the machine. You can also check the secure data content or change the print settings when performing printing.

1 On the control panel, press [Print] in the [Home] screen. **[Home] Screen (P. 189)**

→ The print screen is displayed.

2 Select the secure data to print.



- You can select and print up to 100 secure data files with the same PIN or password at a time.

  * When multiple secure data files are selected, they are printed in the order they were selected (order of checkbox numbers).

- On the print screen, you can also check the secure data content or change the print settings when performing printing. **Print Screen (P. 440)**

3 Press [Start Printing].

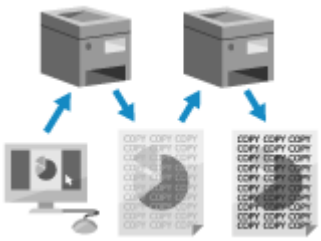
4 Enter the PIN or password, and press [OK].

→ Printing starts.

- When you selected multiple secure data files in Step 2 above, only those that match the entered PIN or password are printed.
- To cancel printing, cancel it from the control panel. **When Canceling Printing Using the Control Panel (P. 444)** .
- Use [Status Monitor] to view the print job status and log. **Viewing the Print Job Status and Log (P. 446)**

Embedding a Watermark When Printing (Secure Watermark)

AW63-06H



You can embed invisible background text (Secure Watermark) such as "TOP SECRET" or "CONFIDENTIAL" when printing.
When a document with an embedded watermark is copied, the watermark is visible across the entire surface of the paper to warn the user against unauthorized copying and information leakage.

* You can also set the machine to forcibly embed watermarks when printing. **Embedding Concealed Text (Forced Secure Watermark) (P. 1025)**

Required Preparations

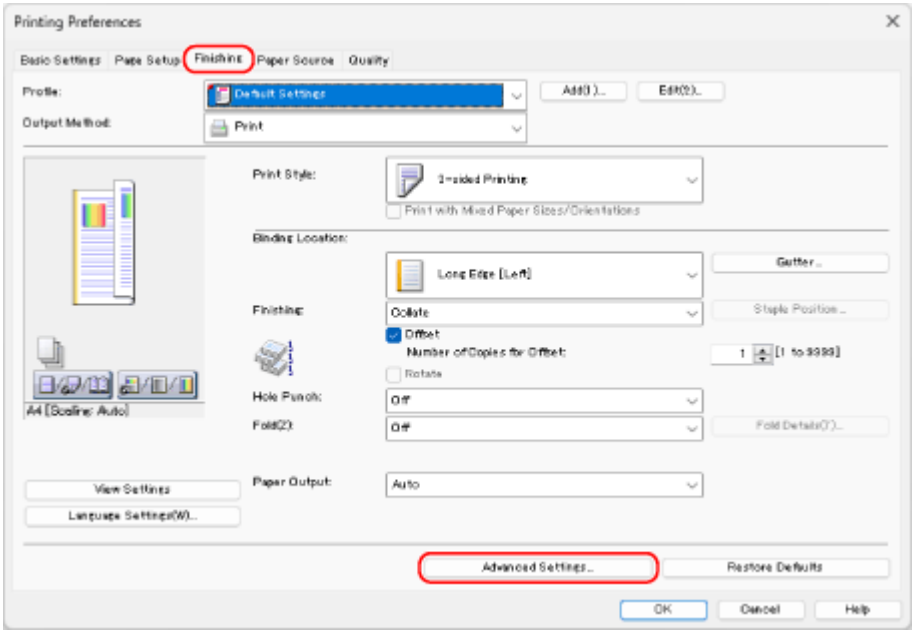
- Enable the security printing function on the printer driver. **Step 4: Enabling the Security Printing Function on the Printer Driver (P. 378)**

When Using Windows (P. 423)
When Using macOS (P. 425)

When Using Windows

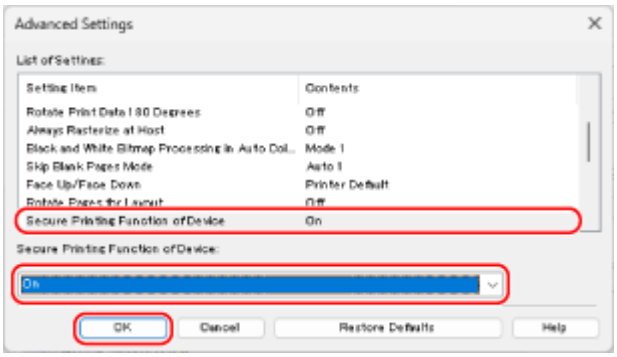
1 Display the [Printing preferences] screen of the printer driver. **Printing (P. 403)**

2 On the [Finishing] tab, click [Advanced Settings].



→ The [Advanced Settings] screen is displayed.

3 Click [Secure Printing Function of Device], select [On], and click [OK].



→ The [Printing Preferences] screen is displayed again.

4 Configure the other print settings, as needed.

You can adjust the image quality and configure 2-sided printing and other settings to suit your document and purpose. For details, click [Help] on the [Printing Preferences] screen to display help.

5 Click [OK], and click [Print] or [OK].

→ Printing with an embedded watermark 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. 443)**
- Use [Status Monitor] on the control panel to view the print job status and log. **Viewing the Print Job Status and Log (P. 446)**

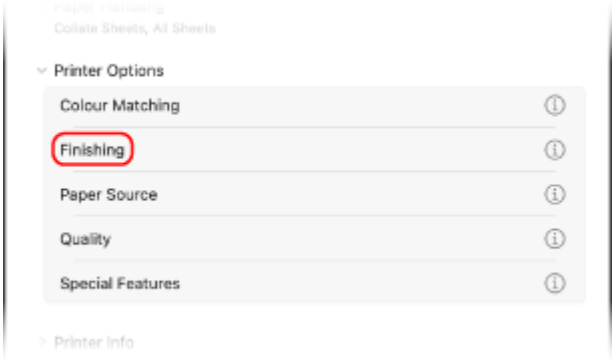
NOTE

- When the machine is configured not to print data sent from a computer straight away, you need to operate the machine to perform printing. **Printing Documents in Forced Hold State (P. 437)**

When Using macOS

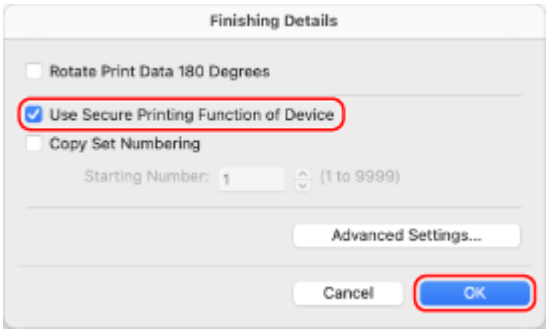
1 Display the printing dialog box, and select the printer driver of the machine. **Printing (P. 403)**

2 Click [Printer Options] ▶ [Finishing].



3 Click [Finishing Details].

4 Select the [Use Secure Printing Function of Device] checkbox, and click [OK].



5 Click [OK].

➔ The printing dialog box is displayed again.

6 Configure the other print settings, as needed.

You can adjust the image quality and configure 2-sided printing and other settings to suit your document and purpose. For more information, click [?] in the printing dialog box to display help.

7 Click [Print].

➔ Printing with an embedded watermark starts.

- You can cancel printing from the printer icon in the Dock. **Canceling Printing from a Computer (P. 443)**
- Use [Status Monitor] on the control panel to view the print job status and log. **Viewing the Print Job Status and Log (P. 446)**

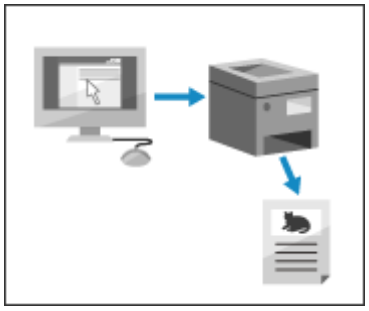
NOTE

- When the machine is configured not to print data sent from a computer straight away, you need to operate the machine to perform printing. **Printing Documents in Forced Hold State (P. 437)**

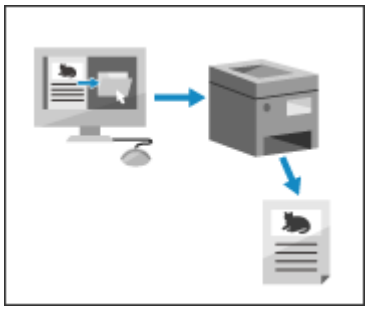
Various Print Methods

AW63-06J

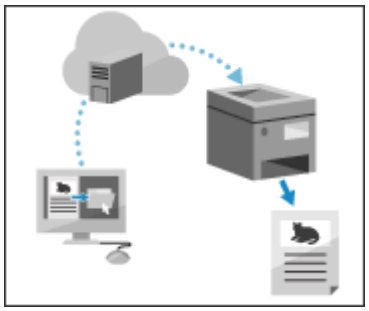
The machine has functions that allow you to print without installing a printer driver on the computer. You can quickly print documents using the machine, without installing a printer driver or opening the documents to be printed.



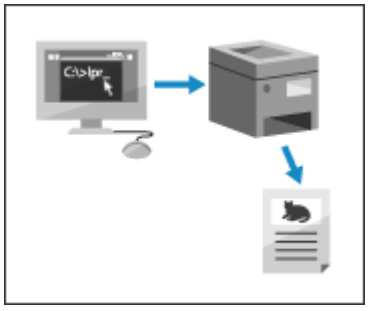
Using a Web Browser to Print (Direct Print) (P. 429)



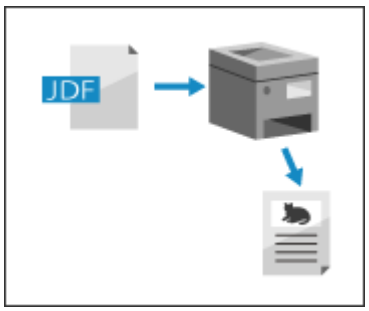
Printing a File by Copying It to a Folder (Hot Folder) (Windows Only) (P. 431)



Using Universal Print to Print Data (P. 433)



Using a Virtual Printer to Print Data (P. 435)



Printing Using Job Definition Format (JDF) (C7100 Series Only) (P. 436)

NOTE

- In macOS, you can use the AirPrint function, which is standard in the OS, to print data. **Using AirPrint to Print and Scan Data and Send Faxes (P. 841)**
- In Chrome OS, you can use a standard function in the OS for printing. **Printing and Scanning from a Chrome OS Device (P. 849)**

Using a Web Browser to Print (Direct Print)

AW63-06K

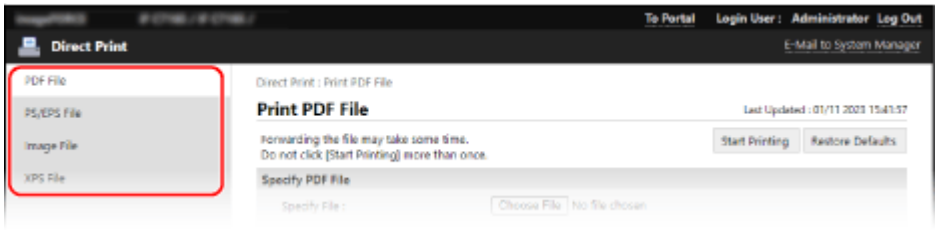


You can print files stored on a computer or network directly by specifying them from a web browser (Remote UI).

1 Log in to Remote UI. **Starting Remote UI (P. 1095)**

2 On the Portal page of Remote UI, click [Direct Print]. **Remote UI Portal Page (P. 1099)**

3 Select the file format.



→A print screen for the file format is displayed.

4 Click [Choose File] for [Specify File], and specify the file to be printed.

When Printing a PDF File with Security Settings Configured

For [File Access Rights], enter the password according to the setting of the PDF file.

When a Password for Opening the Document or an Authorization Password Is Set

Enter the password to open the document or the authorization password in [Document Password].

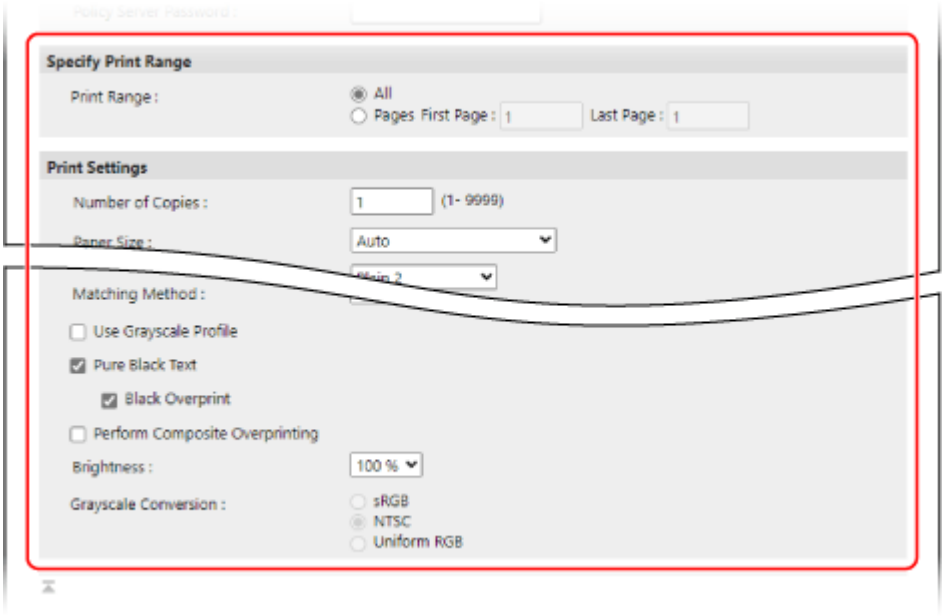
* Enter an authorization password in the following cases:

- When printing a PDF file that is prohibited from being printed
- When printing a PDF file that only allows low-resolution printing at high resolution

When Linking a Policy Server

Enter values for [Policy Server User Name] and [Policy Server Password].

5 Configure the print settings, as needed.



- You can adjust the image quality and configure 2-sided printing and other settings to suit your document and purpose.
- When printing a PDF or XPS file, printing may be canceled depending on the selected paper size.

6 Click [Start Printing].

→ The file is forwarded to the machine and printing starts.
* It may take some time for the file to be forwarded.
* Do not click [Start Printing] repeatedly while the file is being forwarded. Doing so may cause the forwarding process to fail.

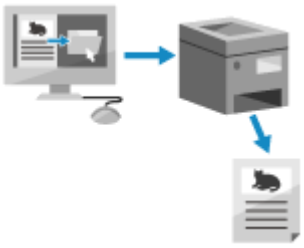
7 Log out from Remote UI.

NOTE

- Some files may not be printed properly using the Direct Print function. In that case, the files may be printed properly by using a printer driver. **Printing (P. 403)**

Printing a File by Copying It to a Folder (Hot Folder) (Windows Only)

AW63-06L



When a hot folder is added in Advanced Space on the machine, you can print data using the print settings configured in advance, by simply copying a PDF, JPEG, or TIFF file to the folder.

Required Preparations

- Add a hot folder to Advanced Space and keep the folder path at hand. **Adding a Hot Folder (P. 754)**

IMPORTANT

- You cannot use a hot folder in the following cases:
  - Operations from a computer that does not have authentication information set are restricted. **[Restrict Job from Remote Device without User Auth.] (P. 1410)**
  - ACCESS MANAGEMENT SYSTEM is enabled. **Using ACCESS MANAGEMENT SYSTEM (P. 927)**

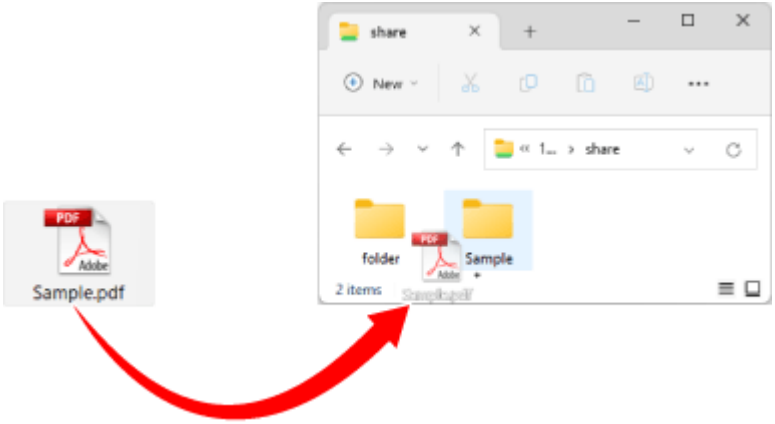
1 Access Advanced Space from a computer and display the hot folder.

- The method of accessing Advanced Space varies depending on the method used to make Advanced Space open to users.

  When Opening Advanced Space as an SMB Server (P. 784)
  When Opening Advanced Space as a WebDAV Server (P. 785)

- When accessing Advanced Space, entering the hot folder path in the path field will directly open the hot folder.

2 Copy the file to print to the hot folder.



➔ Printing starts.
The file copied to the hot folder is deleted after printing.

Using Universal Print to Print Data

AW63-06R



Universal Print is a service for printing documents via the Microsoft cloud. You can print data without having to install a printer driver. You can also print from a remote location when the machine is connected to the Internet.

* To use Universal Print, you must be a registered user of Microsoft 365 and use Microsoft Entra ID.

When Using Windows (P. 433)
When Using macOS (P. 433)

When Using Windows

Required Preparations

- Register the machine for Microsoft Entra ID, and set the members and groups that will use the machine. **Registering the Machine for the Cloud Service (P. 396)**
- On each computer that will use Universal Print, register the machine registered for Microsoft Entra ID. **Registering the Machine on the Computer (P. 399)**

For details about how to print using Universal Print and the supported operating systems, see the Microsoft website.
https://learn.microsoft.com/universal-print/

When Using macOS

You can use Universal Print to print data 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 Universal Print on a Mac with the following operating systems installed:

- Printing: Mac 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

- Register the machine for Microsoft Entra ID, and set the members and groups that will use the machine. **Registering the Machine for the Cloud Service (P. 396)**

- Register the machine registered for Microsoft Entra ID. **Registering the Machine on the Computer (P. 399)**
- Connect the machine to a Mac. **Setting Up the Network (P. 124)**
  When connecting via USB, directly connect the USB cable to the USB port for computer connection on the back right side of the machine. **Rear Side (P. 56)**
- Register print settings as presets, as needed. **Registering the IPP Print Settings (P. 845)**

1 Open the document you want to print 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.

4 Configure the print settings.

- The available settings and usable paper sizes vary depending on the application you are using.
- You can also call up and use registered print settings (presets).

5 Click [Print].

→ Printing starts.

Use [Status Monitor] on the control panel to check the print job status and log. **Viewing the Print Job Status and Log (P. 446)**

IMPORTANT

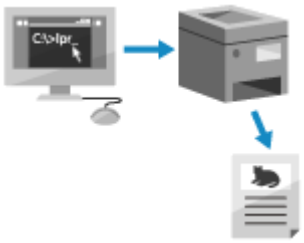
- Universal Print cannot be used in the following cases:
  - When imagePASS is connected to the machine (for C7100 Series and C5100 Series)
  - When using a sub line network

NOTE

- When the machine is configured not to print data sent from a computer straight away, the Universal Print data is also put on hold on the machine. In this case, you need to operate the machine to perform printing. **Printing Documents in Forced Hold State (P. 437)**

Using a Virtual Printer to Print Data

AW63-06S



When a virtual printer is registered on the machine, you can perform LPD printing or FTP printing using the print settings configured in advance, by simply executing a command specifying the virtual printer that suites your document as an argument.

* The page description language (PDL) supported for virtual printers is PS only, and the file format, PDF only.

Required Preparations

- Register a virtual printer. **Preparing to Use a Virtual Printer (P. 401)**

Execute the following commands when performing LPD printing and FTP printing:

LPD Printing

```
lpr -S <IP address of the machine> -P <virtual printer name> <name of the file to print>
```

Input example: When printing "sample.pdf" using virtual printer "canon01"
lpr -S 192.168.1.21 -P canon01 sample.pdf

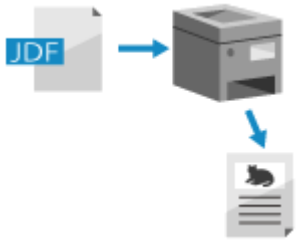
FTP Printing

```
put <name of the file to print> <virtual printer name>
```

Input example: When printing "sample.pdf" using virtual printer "canon01"
put sample.pdf canon01

Printing Using Job Definition Format (JDF) (C7100 Series Only)

AW63-06U



JDF allows for detailed print specifications. You can also use Job Messaging Format (JMF) to collect device information.

* For details on how to create JDF and JMF files and send them to the printer, see the JDF File Customization Manual.

Required Preparations

- Set the machine to enable use of JDF. **[Use JDF] (C7100 Series Only) (P. 1325)**
- To temporarily hold JDF print data in the machine without printing it immediately, set [Store JDF Jobs in Hold] to [On]. JDF print data can only be held when this setting is configured, even if [Forced Hold] is set to [On]. **[Use JDF] (C7100 Series Only) (P. 1325)**

IMPORTANT

- JDF is disabled and cannot be used in the following cases:
  - When using iR agent of imageWARE Secure Audit Manager
  - When HTTP is disabled **[Use HTTP] (P. 1234)**
  - When a security policy is applied with [Prohibit Guest Users to Use Device] enabled **Security Policy Items (P. 1061)**
- Printing using JDF is performed without the usage restrictions imposed by ACCESS MANAGEMENT SYSTEM.

NOTE

- For information on applications compatible with JDF, contact your dealer or service representative. For information on each application, see the manual of the respective application.

Printing Documents in Forced Hold State

AW63-06W

In order to prevent printed documents from being left unattended or stolen, the machine may be configured not to print data sent from a computer straight away. **Preventing Documents from Being Printed Immediately from a Computer (Forced Hold) (P. 1013)**
In this case, you need to operate the machine to perform printing. You can also check the document content or change the print settings when performing printing.

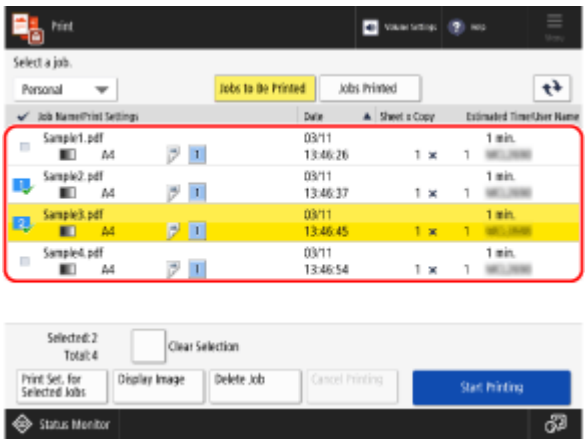
If printing is not performed after a set period of time, the document data on hold on the machine is deleted automatically, and you can no longer print the data.

* The documents on hold are retained when the machine is turned off.
* You can change the retention period of the documents on hold. **Changing the Storage Period for Held Documents (P. 1016)**

1 On the control panel, press [Print] in the [Home] screen. **[Home] Screen (P. 189)**

➔ The print screen is displayed.

2 Select the document(s) to print.



- You can select and print up to 100 documents at a time.

  * When multiple documents are selected, the documents are printed in the order they were selected (order of checkbox numbers).

- On the print screen, you can also check the document content or change the print settings when performing printing. **Print Screen (P. 440)**

3 Press [Start Printing].

➔ Printing starts.

- To cancel printing, cancel it from the control panel. **When Canceling Printing Using the Control Panel (P. 444)** .
- Use [Status Monitor] to view the print job status and log. **Viewing the Print Job Status and Log (P. 446)**

NOTE

Printing Automatically When Logging In

- When the Auto Print function is enabled, you can set the machine to automatically print your documents on hold when you log in to the machine. **Printing Documents on Hold Automatically When Logging In (P. 439)**

Printing Documents on Hold Automatically When Logging In

AW63-06X

When the Auto Print function is enabled, you can set the machine to automatically print your documents on hold when you log in to the machine.

* You can enable the Auto Print function in the detail settings when setting Forced Hold. **Configuring the Forced Hold Settings (P. 1013)**
* Whether to enable Auto Print is set by each login user.

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

1 Log in to the machine. **Logging In to the Machine (P. 225)**

2 On the control panel, press [Personal Settings] in the [Home] screen. **[Home] Screen (P. 189)**

→ The [Personal Settings] screen is displayed.

3 Press [Auto Print User Jobs When Logging In].

→ The [Auto Print User Jobs When Logging In] screen is displayed.

4 Press [On] ▶ [OK].

→ The [Personal Settings] screen is displayed again.

5 Press [Close].

→ The Auto Print function will be enabled when you log in the next time.

NOTE

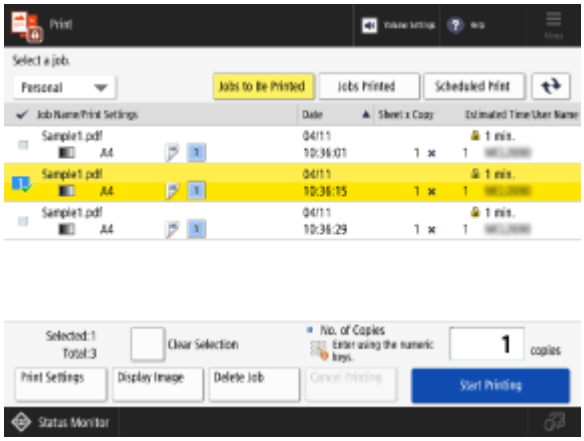
- Only the documents of the login user are printed automatically when the user logs in to the machine.
- The Auto Print function is not available for Secure Print[*1], Encrypted Secure Print, or encrypted PDF documents that require a PIN or password when printing.

  [*1] Only when [Require PIN for Printing/Displaying User Jobs] in [PIN Settings for Secure Print Jobs] is set to [On]. **[PIN Settings for Secure Print Jobs] (P. 1390)**
- When multiple documents of the login user are on hold, they are printed in the list order on the print screen. **Print Screen (P. 440)**
- A maximum of 100 documents can be printed automatically in one login process.

Print Screen

AW63-06Y

The print screen is displayed when you press [Print] on the [Home] screen of the control panel.
On this screen, you can print documents on Forced Hold, Secure Print documents, or Encrypted Secure Print documents. You can also check the content or change the print settings of those documents and Scheduled Print documents.



[Personal], [Shared], and [Group]
From the pulldown menu, select the type of documents to display in the list.

- [Personal]:
  Displays the documents of the login user.

- [Shared]:
  Displays the documents on hold based on certain conditions.

  * Documents displayed when [Shared] is selected can be viewed and printed by all users.

- [Group]:
  Displays the documents of the Department ID to which the login user belongs.

[Jobs to Be Printed], [Jobs Printed], and [Scheduled Print]
You can switch the document list by print status.

[ ]
Updates the document list.

Document List
The following documents are displayed in the list:

- Forced Hold
- Secure Print
- Encrypted Secure Print
- Scheduled Print

When you select a document, it is given a checkmark and a number. When you print multiple documents at the same time, the documents are printed in numerical order.

* You can select up to 100 documents at a time.
* By pressing [Date], you can sort the list order of the documents by date and time. If you are logged in to the machine, the list order will be retained when you log in the next time.
* Some documents may be given the following icons:

[🔒]: Secure Print, Encrypted Secure Print, or encrypted PDF document

[❗]: Forced Hold document to which the warning display is applicable **[Held Jobs Warning Settings] (P. 1390)**

[Select All (Max 100 jobs)] and [Clear Selection]

- When you press [Select All (Max 100 jobs)] with no documents selected, all of the documents displayed in the list are selected.
- When you press [Clear Selection] with one or more documents selected, all of their selection is cleared.

[No. of Copies]
Changes the number of print copies of the selected document.

[Print Settings] and [Print Set. for Selected Jobs]
You can check and/or change the print settings of the selected document.

* You can select multiple documents and change the print settings in batch. However, when any of the following documents are also selected, you cannot perform batch change:

- Forced Hold documents
- Secure Print documents
- Encrypted Secure Print documents
- Encrypted PDF documents

[Display Image]
You can display a preview screen of the selected document and check the content of the document.
You can also delete pages on the preview screen or print the document from the preview screen.

[Delete Job]
Deletes the selected document(s).

[Cancel Printing]
Cancels printing of the selected document(s).

[Start Printing]
Executes printing of the selected document(s).
* When printing a Forced Hold document to which the warning display is applicable, a warning screen is displayed. **[Held Jobs Warning Settings] (P. 1390)**

Changing the Print Settings and Displaying a Preview Screen

Depending on the driver type being used when printing or the file format when performing Direct Print, you cannot perform some operations such as changing the print settings or displaying a preview screen.

✔: Operation is possible —: Operation is not possible:

Operation	Driver type used when printing			File format when performing Direct Print			
	UFR II	PS*1	PCL*2	PDF	XPS	JPEG	TIFF
[Print Settings]	✔	✔	✔	✔	—	✔	—
[Number of Copies]	✔	✔	✔	✔	—	✔	—
[Print Range]*3	✔	✔	✔	✔	—	—	—
[Select Color]*4	✔	✔	✔	✔	—	✔	—
[2-Sided Printing]	✔	✔	✔	✔	—	✔	—
[Select Paper]*3*5	✔	—	✔	✔	—	✔	—

Operation	Driver type used when printing			File format when performing Direct Print			
	UFR II	PS*1	PCL*2	PDF	XPS	JPEG	TIFF
[N on 1]	✓	—	✓	✓	—	—	—
[Staple]*3*6	✓	—	✓	✓	—	✓	—
[Booklet]*3	✓	—	✓	✓	—	—	—
[Hole Punch]*3*6	✓	—	✓	✓	—	✓	—
[Toner Save]*3	✓	✓	✓	✓	—	✓	—
[Display Image]	✓	—	✓	✓	✓	✓	✓
[Delete Page]	✓	—	✓	—	—	—	—

*1 Operations are possible only when a Canon PS3 printer driver without PPD is used.
*2 Operations are possible only when a PCL6 (PCL XL) printer driver is used.
*3 The settings cannot be changed when multiple documents are selected.
*4 The settings cannot be changed for black and white data.
*5 The settings cannot be changed when a mix of different paper sizes are used.
*6 The settings can be changed only when the appropriate optional equipment is attached.

NOTE

If [Some jobs could not be stored after being received.] or [Some jobs have been deleted.] Appears

- These messages appear if an error occurs while the document is being received or the document is deleted after the retention period has passed. You can clear the message by pressing [ ].

Canceling Printing

AW63-070

When you have executed printing using a driver from a computer, you can cancel printing from the computer.
After the print data has been sent to the machine or when you have executed printing without using a driver, you can cancel printing using the control panel or Remote UI.

Canceling Printing from a Computer (P. 443)
Canceling Printing Using the Control Panel or Remote UI (P. 444)

Canceling Printing from a Computer

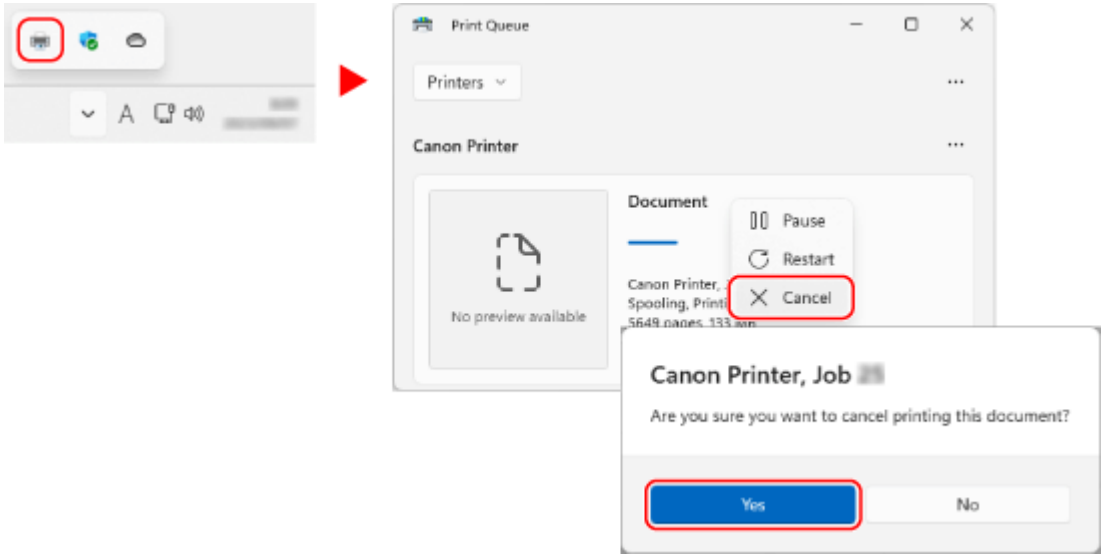
When Using Windows (P. 443)
When Using macOS (P. 444)

When Using Windows

If the printing screen is displayed, click [Cancel].



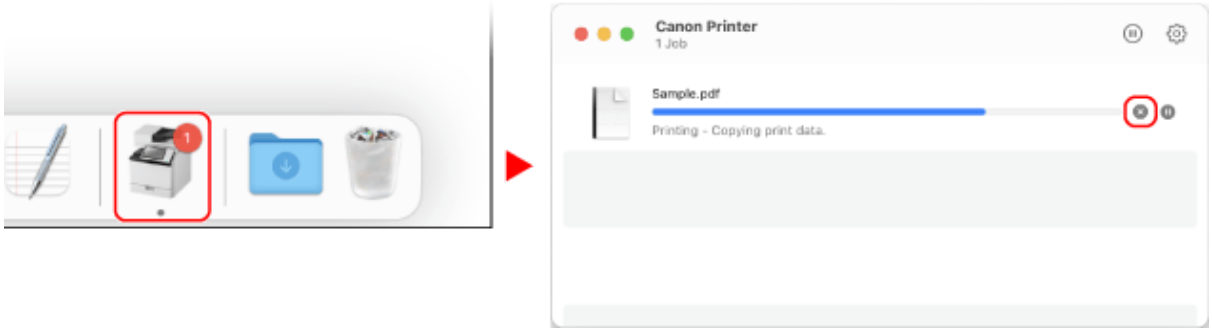
If the above screen is not displayed, double-click the printer icon in the Windows notification area, select the document to cancel, and right-click [Cancel] ▶ click [Yes].



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 Using the Control Panel or Remote UI (P. 444)**

When Using macOS

Click the printer icon in the Dock and click [ ] of the document to cancel printing.



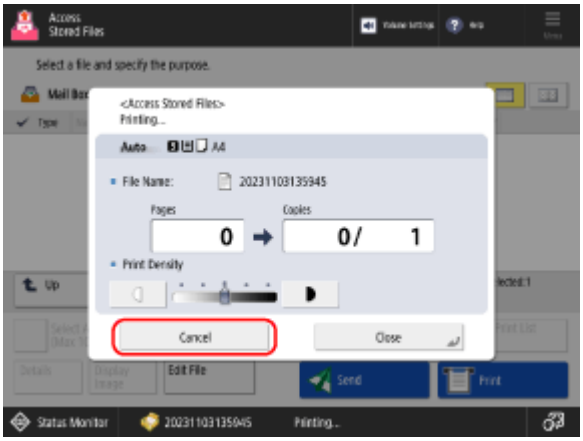
Canceling Printing Using the Control Panel or Remote UI

When Canceling Printing Using the Control Panel (P. 444)
Canceling Printing Using Remote UI (P. 445)

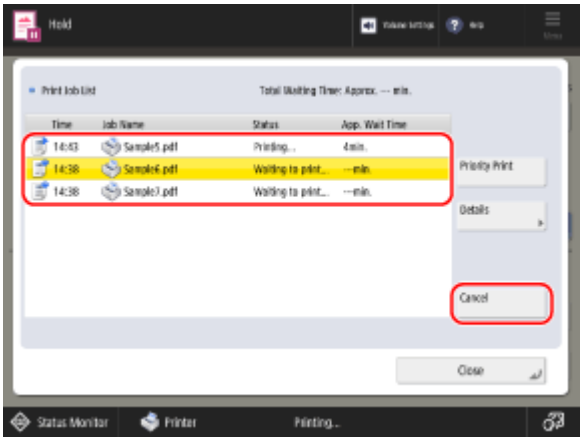
When Canceling Printing Using the Control Panel

Follow the instructions on screen to cancel printing.
* If the confirmation screen appears when you cancel printing, press [Yes].

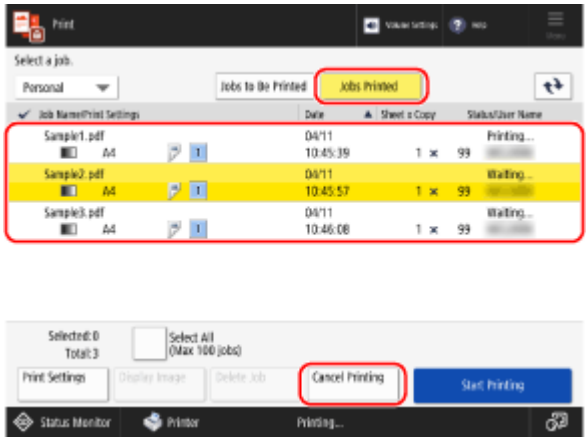
- If the printing screen is displayed, click [Cancel].



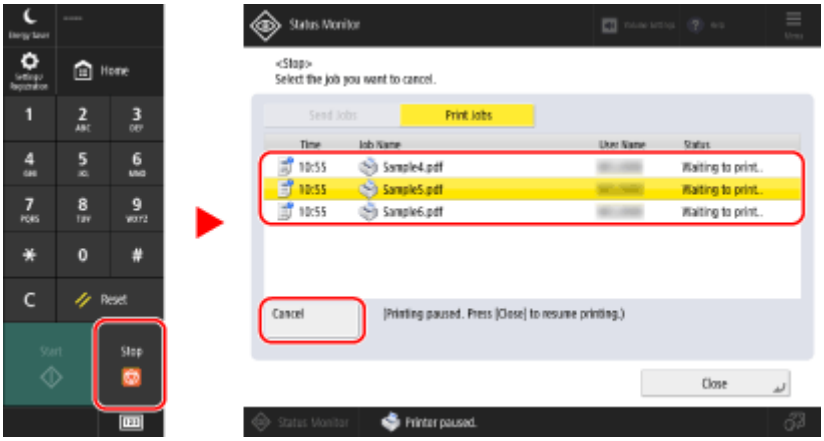
- If the [Print Job List] is displayed, select the job to cancel from the print job list and press [Cancel].



- If the print screen is displayed, press [Jobs Printed], select the job to cancel from the print job list, and press [Cancel Printing].



- If none of the above screens is displayed, press [Stop], select the job to cancel from the print job list, and press [Cancel].



Canceling Printing Using Remote UI

You can cancel printing on the Remote UI screen displayed by selecting [Status Monitor/Cancel] ▶ [Copy/Print] ▶ [Job Status]. **Checking the Usage and Logs Using Remote UI (P. 1102)**

Viewing the Print Job Status and Log

AW63-071

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 causes of errors present (if any).

* If the log is set to not be displayed, you can only check the print job status. **[Display Job Log] (P. 1420)**

Viewing the Print Job Status (P. 446)
Checking the Log (P. 447)

NOTE

- You can restrict other users from performing operations on the jobs of the login user. **[Restrict Access to Other User Jobs] (P. 1419)**

Viewing the Print Job Status

This section describes how to check the job status using the control panel.
You can also use Remote UI from a computer to check this information. **Checking the Usage and Logs Using Remote UI (P. 1102)**

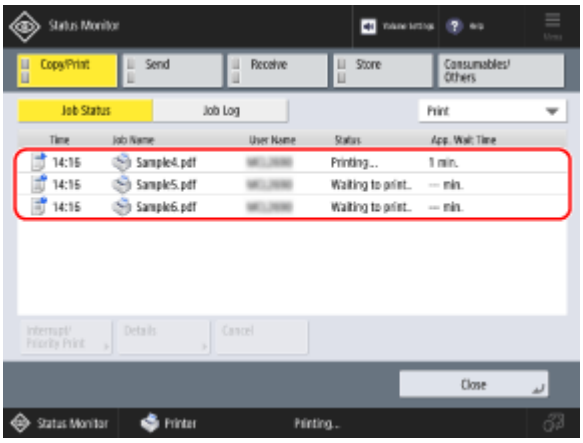
1 On the control panel, press [Status Monitor] in the [Home] screen or other screen. **[Home] Screen (P. 189)**

→ The [Status Monitor] screen is displayed.

2 Press [Copy/Print] ▶ [Job Status].

3 From the pulldown menu at the top right of the screen, select [Print].

4 Check the jobs being processed or waiting to be processed.



5 Select the job you want to check the details and press [Details].

→ The job details are displayed.

6 Check the file name, the number of printed pages, and other information.

- When you press [Paper Feed], you can force the machine to print the data remaining unprinted on the machine.
- When you press [Skip Error], you can continue to print by skipping the error that is present.

NOTE

Immediately Performing a Waiting Job

- In Step 4, select the job, press [Interrupt/Priority Print], and press [Interrupt and Print] or [Priority Print].
  - When you press [Interrupt and Print], the preceding job in progress is paused, and the selected job is immediately executed.

    * If the preceding job is an interrupting print job, the selected job will be executed after the preceding job is completed.
  - When you press [Priority Print], the selected job is placed at the top of the waiting queue. The selected job is executed after the preceding job in progress is completed.

Checking the Log

This section describes how to check the job status using the control panel.
You can also use Remote UI from a computer to check this information. **Checking the Usage and Logs Using Remote UI (P. 1102)**

1 On the control panel, press [Status Monitor] in the [Home] screen or other screen. **[Home] Screen (P. 189)**

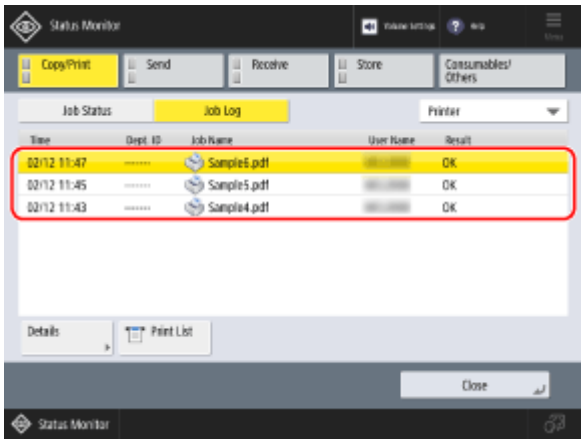
→ The [Status Monitor] screen is displayed.

2 Press [Copy/Print] ▶ [Job Log].

3 From the pulldown menu at the top right of the screen, select [Printer].

To check the log when a file in a storage space (e.g., Mail Box) was printed, select [Local Print].

4 Check the completed print jobs.



You can press [Print List] to print the print log list.

5 Select the job you want to check the details and press [Details].

→ The job details are displayed.

6 Check the file name, the number of printed pages, and other information.

If [NG] Is Displayed for [Result]

Printing was canceled, or an error occurred.
If a three-digit number starting with "#" is displayed in [Error Code], you can check the cause and solution using the error code. **An Error Code Is Displayed (#xxx) (P. 1826)**

Scanning

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Scanning

AW63-072

You can scan documents, photos, and other printed material ("originals") and convert them into data. This converted data ("scanned data") can then be sent and saved as an image or PDF file using the following methods.

Sending by E-mail or to a Shared Folder or File Server



Send the scanned data to the following destinations:

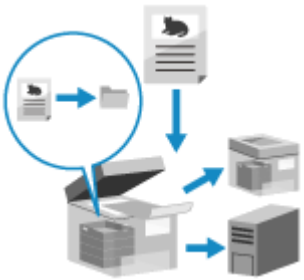
- E-mail
- Shared folder on a computer
- File server (FTP server, Windows server, etc.)

You can specify multiple types of destinations at the same time.

Preparing to Send and Save Scanned Data (P. 453)
Sending Scanned Data (P. 466)

* You can also send scanned data to Mail Box and Advanced Space.
* You can also send scanned data to a fax destination depending on the machine settings. **[Display Fax Function] (P. 1207)**

Saving to Mail Box, Advanced Space, and Windows Server



Save scanned data to following locations:

- Mail Box or Advanced Space on the machine
- Advanced Space on another machine
- Windows server

Preparing to Send and Save Scanned Data (P. 453)
Saving Scanned Data (P. 476)

* For details about Mail Box or Advanced Space, see the following:
Using Storage Space (P. 741)

Saving to a USB Memory Device



You can save scanned data to a USB memory device connected to the machine.
This is convenient when using scanned data on a computer without a network connection or when on the go.

Preparations for Using a USB Memory Device (P. 760)

Saving Scanned Data to a USB Memory Device (P. 481)

Saving to a Computer (Scanning from a Computer)



Save scanned data to a computer connected to the machine.

- Windows

  Preparing to Scan Data from a Computer (Windows) (P. 463)

  Scanning from a Computer (Windows Only) (P. 502)

- macOS

  Preparations for Using AirPrint (P. 828)

  Using AirPrint to Print and Scan Data and Send Faxes (P. 841)

- Chrome OS

  Preparing to Print and Scan from an Android or Chrome OS Device (P. 831)

  Printing and Scanning from a Chrome OS Device (P. 849)

See Also

Sending Scanned Data by Internet Fax (I-Fax)

You can send scanned data using the Internet Fax (I-Fax) system.
Scanned data is sent by e-mail as an attached TIFF file. This lets you send a fax without using a phone line to lower communication costs. The destination must support I-Fax technology.

Using Internet Fax (I-Fax) (P. 617)

Preparations for Scanning

AW63-073

You must set the scanned data sending and saving method before scanning.

Preparing to Send and Save Scanned Data (P. 453)
Preparing to Scan Data from a Computer (Windows) (P. 463)

Preparing to Send and Save Scanned Data

AW63-074

Prepare the following according to the scanned data sending destination and store location:

Preparations According to the Sending Destination and Store Location

E-mail

Configure the settings of the e-mail server to be used to send e-mail. You can also configure the POP authentication before sending, SMTP authentication, and encrypted communication settings according to the usage environment. **Configuring Information of the E-mail Server (P. 454)**

Shared folder

Prepare a shared folder that serves as the sending destination for the scanned data.
You can also create a new shared folder. **Creating a Shared Folder (P. 1909)**
* By registering the information of the shared folder to be used as the sending destination to the Address Book in advance, you can save the trouble of entering the information each time you send data. **Registering Shared Folder Information to an Address Book (P. 1755)**

FTP server

Configure PASV mode when there is a firewall between the FTP server and the machine. **Configuring FTP PASV Mode (P. 462)**

Windows server

- No preparations are needed when sending scanned data.
- When saving scanned data, set the Windows server information. **Preparations for Using Another Machine or Server on the Network (P. 757)**

Mail Box on the machine

Set the PIN and box name, as needed. **Mail Box Settings (P. 744)**

Advanced Space on the machine

- Configure the settings to open Advanced Space on the network. **Preparations for Using Advanced Space (P. 747)**
- Create a personal space, as needed. **Creating a Personal Space in Advanced Space (P. 788)**

Advanced Space on another machine

- No preparations are needed when sending scanned data.
- When saving scanned data, set the Advanced Space information. **Preparations for Using Another Machine or Server on the Network (P. 757)**

USB memory device

Configure the settings to enable saving of scanned data to a USB memory device. **Preparations for Using a USB Memory Device (P. 760)**

Registering Destinations

When you want to use Easy Scan and Send/Easy Scan and Send to send data, register the destinations to the Address Book in advance.
Although you can specify the destination when you configure detailed settings for sending, you can save the trouble of specifying the destination each time by registering destinations in advance. **Registering Destinations (Address Book) (P. 306)**

Configuring Information of the E-mail Server

AW63-075

Configure the information of the e-mail server to use for sending scanned data by e-mail and for sending and receiving scanned data by I-Fax. You can also configure the POP authentication before sending, SMTP authentication, and encrypted communication settings according to the usage environment.

This section describes how to configure the settings using Remote UI from a computer.
On the control panel, select [Settings/Registration] in the [Home] screen or other screen, and then select [Function Settings] to configure the settings. **[E-Mail/I-Fax Settings] (P. 1339)**
Administrator privileges are required.

Required Preparations

- Prepare the following information and keep it close by.
  - E-mail address of the machine
  - Setting information of the e-mail server (SMTP/POP3 server name, port number, 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.
- When encrypting communication with the e-mail server, specify the key and certificate to use for TLS encrypted communication. **Using TLS (P. 970)**
- When using SMTP authentication, specify the authentication method for SMTP server access. **[Information Used for SMTP Server Authentication] (P. 1315)**

1 Log in to Remote UI as an administrator. **Starting Remote UI (P. 1095)**

2 On the Portal page of Remote UI, click [Settings/Registration]. **Remote UI Portal Page (P. 1099)**

3 Click [Send] ▶ [Network Settings - E-Mail/I-Fax Settings].

➔ The [Network Settings - E-Mail/I-Fax Settings] screen is displayed.

4 Enter the basic information of the e-mail server.

[SMTP RX]
Select this checkbox to enable the machine to receive e-mail (communication error e-mail) and I-Faxes as an SMTP server.
* The host name of the machine must be registered to the DNS server to receive SMTP.

[POP RX]
Select this checkbox to enable the machine to receive e-mail (communication error e-mail) and I-Faxes using a POP3 server.

[SMTP Server]

Enter the SMTP server name (host name or IP address) for sending e-mail and I-Faxes, 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 receiving e-mail or I-Faxes using a POP3 server or when using POP authentication before sending (POP before SMTP), enter the POP3 server name (host name or IP address) using single-byte alphanumeric characters.
Input example: Host name
pop.example.com

[POP Login Name]
If you are using a POP3 server, enter the user name used for authenticating the POP3 server using single-byte alphanumeric characters.

[POP Password] / [Confirm]
If you are using a POP3 server, enter into both fields the password used for authenticating the POP3 server.

[POP Interval]
Enter the interval at which to connect automatically to the POP3 server to receive e-mail and I-Faxes.
To not receive e-mail and I-Faxes automatically, enter [0]. In this case, e-mail and I-Faxes must be manually received. **Receiving I-Faxes (P. 620)**

5 Change the SMTP and/or POP3 port number according to your usage environment.

If the e-mail server port number is other than [25] for SMTP or [110] for POP3, change the SMTP and/or the POP3 port number using [Specify Port Number for SMTP TX/POP RX].

6 Configure the authentication and encryption settings for sending and receiving e-mail and I-Faxes according to your usage environment.

When Configuring POP Authentication Before Sending (POP Before SMTP) and Encrypted Communication with a POP Server

[Allow TLS (POP)]
Select this checkbox to encrypt communication with the POP3 server.

[POP Authentication Method]
Select the authentication method of the POP3 server.

- To encrypt a password during authentication, select [APOP].
- To authenticate after exchanging the authentication protocol with the server, select [POP AUTH].

[Use POP Authentication Before Sending]
Select this checkbox when using POP authentication before sending (POP before SMTP).

[Confirm TLS Certificate for POP RX]
Select this checkbox to verify the server certificate when performing TLS encrypted communication with the POP3 server.
To add a Common Name (CN) to the verification items, select the [Add CN to Verification Items] checkbox.

When Configuring SMTP Authentication and Encrypted Communication with an SMTP Server

[Allow TLS (SMTP TX)]
Select this checkbox to encrypt communication with the SMTP server.

[Use SMTP Authentication (SMTP AUTH)]
Select this checkbox to use SMTP authentication.
Configure the settings as follows according to the authentication method when accessing the SMTP server:

- When using authentication information registered as the machine settings
  - [User Name]: Enter the user name to use for authentication.
  - [Password] / [Confirm]: Enter into both fields the password to use for authentication.
  - [Display Authentication Screen When Sending]: Clear the checkbox.
- When entering authentication information for server access (when sending)
  - [User Name]: Enter the user name to use for authentication, as needed.*1
  - [Password] / [Confirm]: Enter into both fields the password to use for authentication, as needed.*1
  - [Display Authentication Screen When Sending]: Select the checkbox.

  *1 Displays the authentication screen with the entered user name and password set.
- When using authentication information registered for each user

  Clear the [Display Authentication Screen When Sending] checkbox.

* When forwarding, the authentication information (user name and password set here) registered as the settings of the machine will be used regardless of the setting of the authentication method used to access the SMTP server.

[Confirm TLS Certificate for SMTP TX]
Select this checkbox to verify the server certificate when performing TLS encrypted communication with the SMTP server.
To add a Common Name (CN) to the verification items, select the [Add CN to Verification Items] checkbox.

[Allow TLS (SMTP RX)]
To encrypt communications when receiving e-mail and I-Faxes with the machine as the STMP server, select [Always TLS] or [On]. To receive only encrypted communications, select [Always TLS].

7 Click [OK].

➔ The settings are applied.

By clicking [Check SMTP Connection] or [Check POP Connection], you can check the connection with the SMTP or POP3 server using the current settings.

8 Log out from Remote UI.

Using a Cloud Mail Server with OAuth 2.0

AW63-076

Configure the settings to use Microsoft's cloud service, Microsoft Exchange Online, or Google's cloud service, Google Workspace, with the OAuth 2.0 authorization framework.

Configuring the OAuth 2.0 Authentication (Microsoft) Settings (P. 457)
Configuring the OAuth 2.0 Authentication (Google) Settings (P. 458)

Configuring the OAuth 2.0 Authentication (Microsoft) Settings

Configure this setting using Remote UI from a computer. You cannot use the control panel to configure the setting. Administrator or NetworkAdmin privileges are required.

Required Preparations

- Check that the date and time are set correctly on the machine. **Setting the Date and Time (P. 1078)**

  * If you change the date and time settings after configuring the OAuth 2.0 authentication settings, reconfigure the OAuth 2.0 authentication settings.

1 Log in to Remote UI as an administrator. **Starting Remote UI (P. 1095)**

2 On the Portal page of Remote UI, click [Settings/Registration]. **Remote UI Portal Page (P. 1099)**

3 Click [Send] ▶ [OAuth 2.0 (Microsoft) Settings].

→ The [OAuth 2.0 (Microsoft) Settings] screen is displayed.

4 In [Basic Settings], click [Edit].

→ The [Edit Basic Settings] screen is displayed.

5 Select the [Use OAuth 2.0 (Microsoft)] checkbox.

6 Select whether to verify the certificate when performing TLS encrypted communication with the server.

- To verify the certificate, select the [Verify Server Certificate] checkbox.
- To add a Common Name (CN) to the verification items, select the [Add CN to Verification Items] checkbox.

7 In [Microsoft Entra ID Authorization Server Endpoint], enter the following URL.

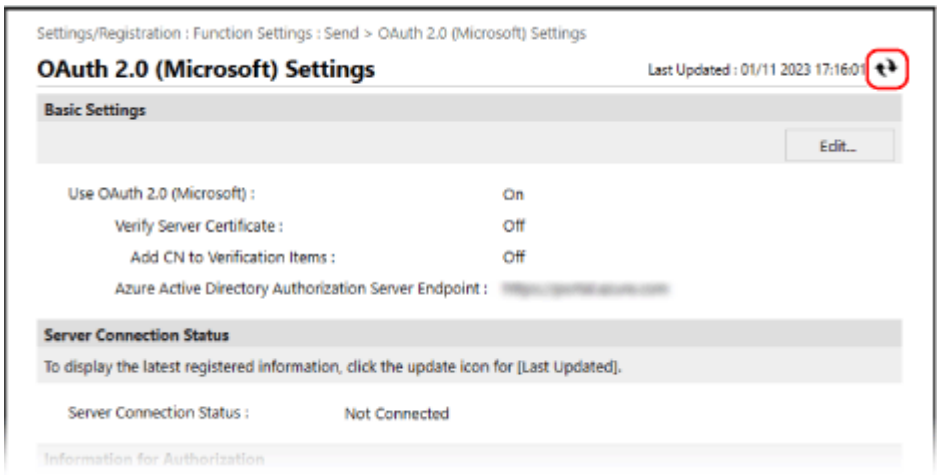
```
https://login.microsoftonline.com/<Tenant name>/oauth2/v2.0
```

Enter "common," consumers," or "organizations" for <Tenant name>, according to the usage environment of the machine.

8 Click [OK].

➔ The [OAuth 2.0 (Microsoft) Settings] screen is displayed again.

9 Wait for several seconds, and then click [↻].



10 Check that [Successfully Connected] is displayed for [Server Connection Status].

11 Click the link displayed next to [Microsoft Entra ID Authorization Server Endpoint], and authorize the server according to the instructions on the screen.

- Follow the instructions in [Message] and enter the user code displayed in [User Code].
- Authorization is performed within the time frame indicated in [User Code Expires In].

12 Wait for several minutes, and then click [↻].

13 Check that [Active] is displayed for [Token Status].

14 Log out from Remote UI.

NOTE

- If you change the settings to stop using OAuth 2.0, and then want to start using OAuth 2.0 again, reconfigure the OAuth 2.0 authentication settings from Step 1.

Configuring the OAuth 2.0 Authentication (Google) Settings

Step 1: Configuring the Authentication Client Settings in Google Workspace (P. 459)
Step 2: Configuring the OAuth 2.0 (Google) Settings on the Machine (P. 460)

Required Preparations

- Check that the date and time are set correctly on the machine. **Setting the Date and Time (P. 1078)**

* If you change the date and time settings after configuring the OAuth 2.0 authentication settings, reconfigure the OAuth 2.0 authentication settings.

Step 1: Configuring the Authentication Client Settings in Google Workspace

Follow the procedure below to configure the authentication client settings.
The setting method may be changed due to service updates or other reasons. For details, see the manual for Google Cloud.

1 Log in to Google Cloud with a Google Workspace administrator account, and create a new project.

For details on how to create a project, see the manual for Google Cloud.

2 Enable the Gmail API service.

1. Display the created project, and select [APIs & Services].

   → The [APIs & Services] screen is displayed.
2. Click [Enabled APIs & services] ▶ [Gmail API].

3 Configure the settings on the OAuth consent screen.

1. On the [APIs & Services] screen, click [OAuth consent screen].

   → The [OAuth consent screen] screen is displayed.
2. Select [Internal], and click [CREATE].

   → The [Edit app registration] screen is displayed.
3. Configure [App name], [User support email], and [Developer contact information].
   Enter a name in [App name] and the information in [User support email] and [Developer contact information].
4. Click [SAVE AND CONTINUE].
5. Click [ADD OR REMOVE SCOPES].
6. Select the checkbox for the Gmail API (https://mail.google.com/), and click [UPDATE].
7. Check the settings, and click [SAVE AND CONTINUE].

4 Configure the access authentication information.

1. On the [APIs & Services] screen, click [Credentials].

   → The [Credentials] screen is displayed.
2. In [CREATE CREDENTIALS], click [Oauth client ID].

   → The [Create OAuth client ID] screen is displayed.
3. Select [Desktop app] in [Application type], and enter a name for the OAuth 2.0 client in [Name].
4. Click [CREATE].

→ The [Client ID] and [Client secret] are generated.

Step 2: Configuring the OAuth 2.0 (Google) Settings on the Machine

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 as an administrator. **Starting Remote UI (P. 1095)**

2 On the Portal page of Remote UI, click [Settings/Registration]. **Remote UI Portal Page (P. 1099)**

3 Click [Send] ▶ [OAuth 2.0 (Google) Settings].

→ The [OAuth 2.0 (Google) Settings] screen is displayed.

4 In [Basic Settings], click [Edit].

→ The [Edit Basic Settings] screen is displayed.

5 Select the [Use OAuth 2.0 (Google)] checkbox.

6 Select whether to verify the certificate when performing TLS encrypted communication with the server.

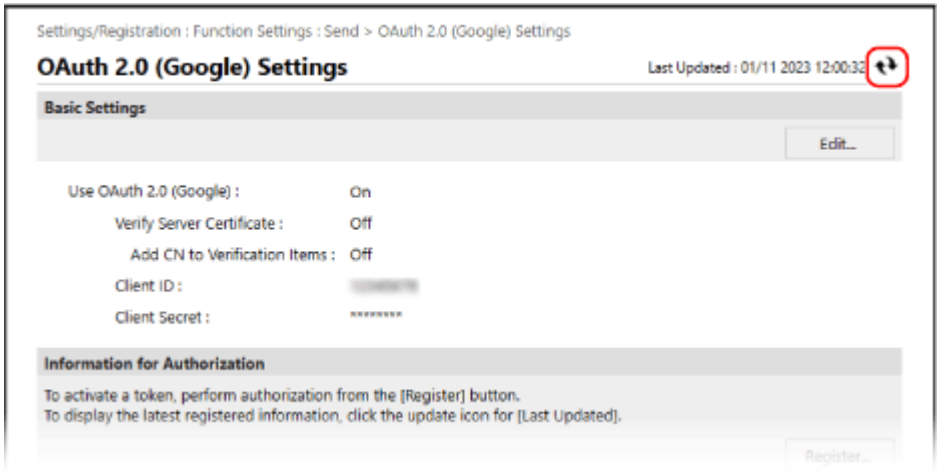
- To verify the certificate, select the [Verify Server Certificate] checkbox.
- To add a Common Name (CN) to the verification items, select the [Add CN to Verification Items] checkbox.

7 Enter [Client ID] and [Client Secret], and click [OK].

→ The [OAuth 2.0 (Google) Settings] screen is displayed again.

Enter the client ID and client secret obtained from Google Workspace. For details, see the Google Workspace website.

8 Wait for several seconds, and then click [↻].



9 In [Information for Authorization], click [Register].

➔ The [Register Information for Authorization] screen is displayed.

10 Click the link displayed next to [URL for Google Authorization Server], and authorize the server according to the instructions on the screen.

Enter the authorization code part of the URL displayed on the error screen at the time of authorization into [Authorization Code].

https://xxxxxxxxxx&code=<authorization code>&scope=xxxxxxxxxx

11 Click [OK].

➔ The [OAuth 2.0 (Google) Settings] screen is displayed again.

12 Wait for several minutes, and then click [↻].

13 Check that [Active] is displayed for [Token Status].

14 Log out from Remote UI.

NOTE

- If you change the settings to stop using OAuth 2.0, and then want to start using OAuth 2.0 again, reconfigure the settings in the "Step 2: Configuring the OAuth 2.0 (Google) Settings on the Machine" procedure. **Step 2: Configuring the OAuth 2.0 (Google) Settings on the Machine (P. 460)**

Configuring FTP PASV Mode

AW63-077

PASV mode is an FTP communication mode. You must configure PASV mode when there is a firewall between the FTP server and the machine.

This section describes how to configure the settings using Remote UI from a computer.
On the control panel, select [Settings/Registration] in the [Home] screen or other screen, and then select [Preferences] to configure the settings. **[Use FTP PASV Mode] (P. 1233)**
Administrator or NetworkAdmin privileges are required.

Required Preparations

- Check that PASV mode has been configured on the FTP server.

1 Log in to Remote UI as an administrator. **Starting Remote UI (P. 1095)**

2 On the Portal page of Remote UI, click [Settings/Registration]. **Remote UI Portal Page (P. 1099)**

3 Click [Network Settings] ▶ [FTP PASV Mode Settings].

→ The [FTP PASV Mode Settings] screen is displayed.

4 Select the [Use FTP PASV Mode] checkbox, and click [OK].

→ The settings are applied.

5 Log out from Remote UI.

Preparing to Scan Data from a Computer (Windows)

AW63-078

You can use the supplied "Color Network ScanGear 2" scanner driver to scan from image processing software, document creation software, or another application[*1] that supports TWAIN[*2] or WIA[*3].
Make the following preparations for each computer to which to save scanned data.

[*1] Check the manual of the application you are using to see if it supports TWAIN or WIA.
[*2] TWAIN is a standard for connecting a scanner or other image input device to a computer.
[*3] WIA is a function that comes standard in Windows.

Step 1: Installing the Driver to the Computer (P. 463)
Step 2: Registering the Machine with a Computer (P. 463)

NOTE

- You can also scan without installing a scanner driver. **Using Mopria® to Print and Scan (P. 840)**

Step 1: Installing the Driver to the Computer

Install Color Network ScanGear 2 on the computer where the scanned data will be saved. **Installing Software and Drivers to the Computer (P. 173)**

Step 2: Registering the Machine with a Computer

Register the machine with the computer to which the scanned data will be saved.

1 Click [ ] (Start) ▶ [All apps] ▶ [Color Network ScanGear 2] ▶ [Color Network ScanGear 2 Tool].

→ Color Network ScanGear 2 Tool starts, and the [Select Scanner] window is displayed.

2 Specify the machine.

When Specifying the Machine by Entering the IP Address or Host Name
Select [Specify Address], and enter the IP address or host name of the machine.

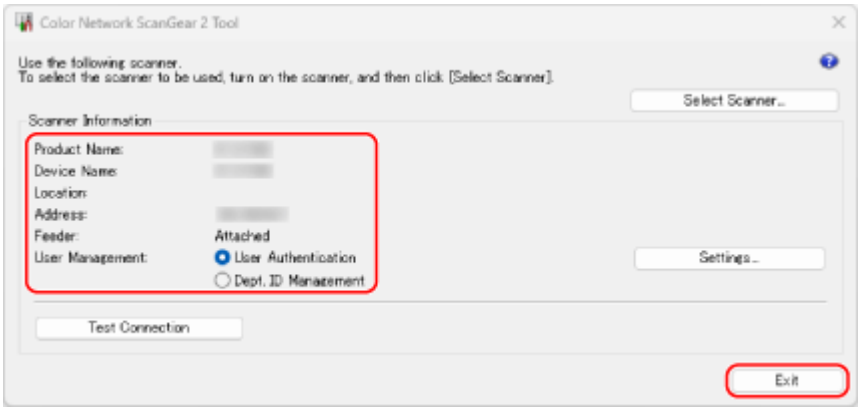
When Searching for and Specifying the Machine

1. Select [Search for Scanners on the Network].
2. In [Address Displayed in Search Result], select [IP Address] or [IP Address or Host Name], and click [Discover].
3. Select the machine in the [Search Results] list.

3 Click [OK].

➔ The [Color Network ScanGear 2 Tool] screen is displayed.

4 Check that the machine is selected, and then click [Exit].



- When user management functions are enabled, select [User Authentication] or [Dept. ID Management], and then click [Settings] to configure the user management information. **Configuring User Management Information on a Computer (P. 914)**
- You can click [Test Connection] to check the connection to the machine.

Registering the Machine to a Computer as a WSD Scanner

AW63-079

Register the machine as a WSD scanner for each computer to which the scanned data will be saved.

1. On the computer, click [ ] (Start) ▶ [ ] (Settings) ▶ [Bluetooth & devices] ▶ [Printers & scanners].

   → The [Printers & scanners] screen is displayed.

2. Click [Add device] for [Add a printer or scanner].

   → A list of printers is displayed.

3. Click [Add device] for the machine.

   → The machine is registered to the computer.

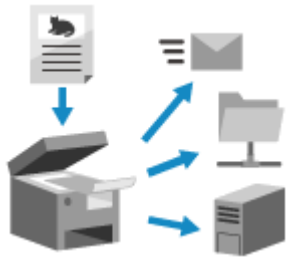
NOTE

If the Machine Is Not Displayed in the List of Printers

- There may be a problem with the network settings of the computer, such as the firewall settings. For details, contact the network administrator.

Sending Scanned Data

AW63-07A



Scan the original and send the scanned data to the following destinations:

- E-mail
- Shared folder on a computer
- File server (FTP server, Windows server, etc.)

You can specify multiple types of destinations at the same time.
For example, by sending scanned data to an e-mail address and shared folder simultaneously, you can back up data sent by e-mail by sending it to a shared folder at the same time.

To scan and send originals, you can either send with the Easy Scan and Send/Easy Scan function or configure the detailed settings when sending.
With Easy Scan and Send/Easy Scan, you can configure basic functions such as the specified destinations and color settings by performing simple button operations.

Sending with Easy Scan and Send/Easy Scan (P. 466)
Configuring the Detailed Settings When Sending (P. 472)

NOTE

- If you configure the detailed settings when sending, you can also send to the following destinations:
  - Mail Box or Advanced Space
  - Fax destination **[Display Fax Function] (P. 1207)**

Sending with Easy Scan and Send/Easy Scan

Required Preparations

- Make preparations according to the scanned data sending destination. **Preparing to Send and Save Scanned Data (P. 453)**

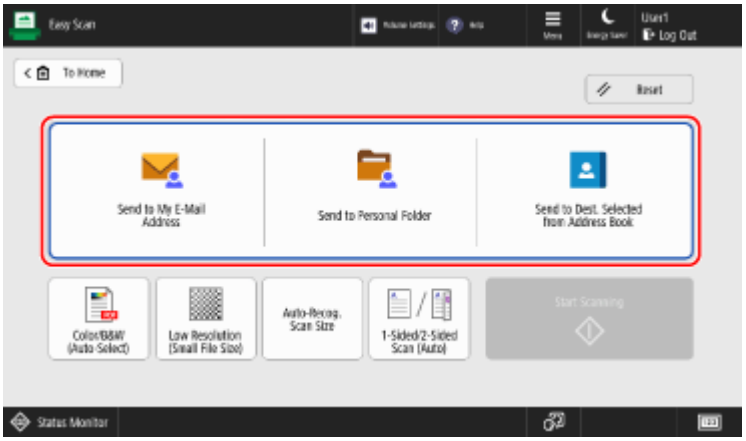
1 Place the original. **Placing Originals (P. 229)**

If the screen for selecting the thickness of the original appears, select the thickness of the placed original.

2 On the control panel, press [Easy Scan and Send]/[Easy Scan] in the [Home] screen. **[Home] Screen (P. 189)**

→ The Easy Scan and Send (Europe and Americas)/Easy Scan (Asia/Oceania) screen is displayed.

3 Specify the destination.

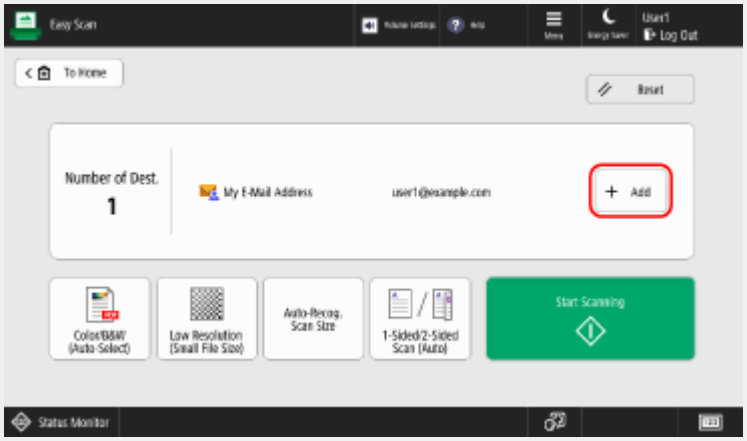


- To specify the login user's e-mail address as a destination, press [Send to My E-Mail Address].
- To specify a folder for a login user (Personal Folder) as a destination, press [Send to Personal Folder].

  * [Send to Personal Folder] is displayed only when [Personal Folder Specification Method] is set to [Home Folder] or [Use Login Server]. **[Personal Folder Specification Method] (P. 1336)**
  * If [Send to Personal Folder] is not displayed, use [Scan and Send] to specify the Personal Folder as the destination when sending. **Configuring the Detailed Settings When Sending (P. 472)**
- To specify a destination from the Address Book, press [Send to Dest. Selected from Address Book].

When Specifying Multiple Destinations

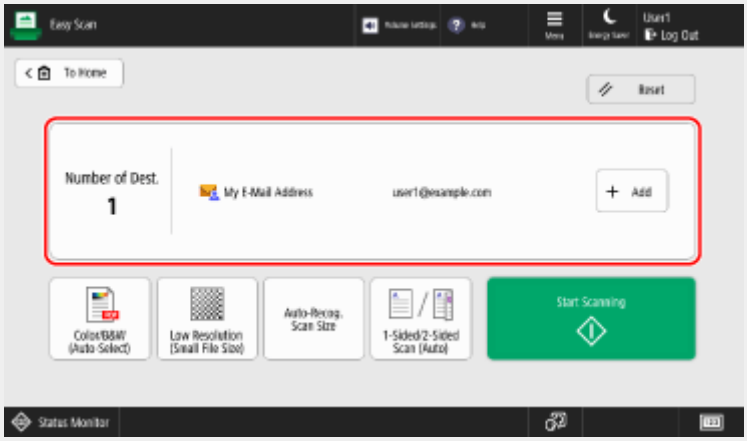
Press [Add] in the destination displaying area, and select the address to be added.



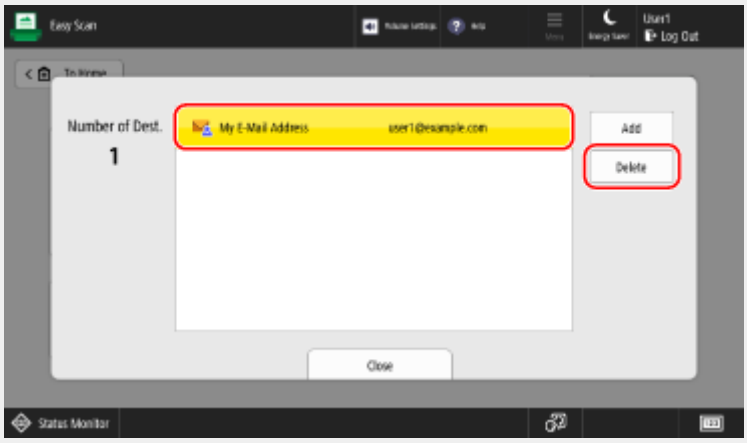
Up to 10 destinations can be specified at one time.

When Deleting the Specified Destination

1. Press the destination displaying area.

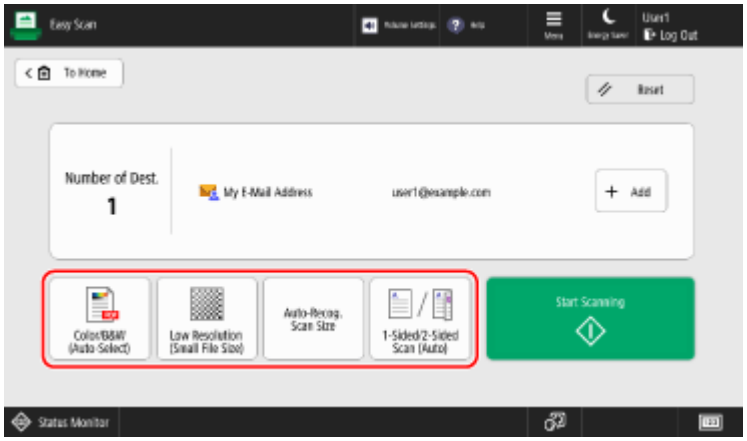


2. Select the address you want to delete, and press [Delete].



3. Press [Close].

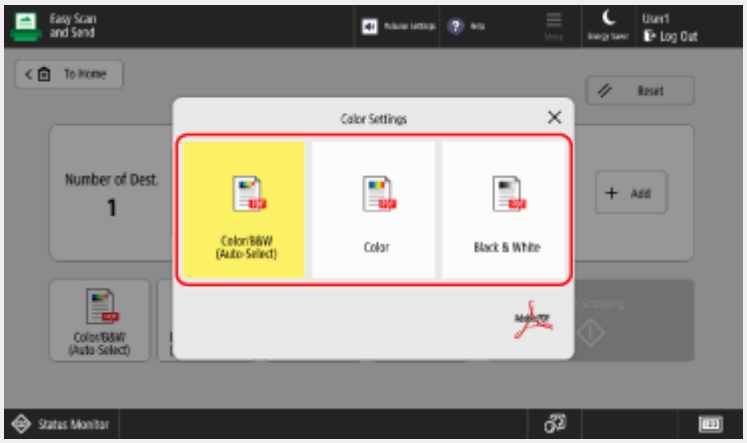
4 Configure the scan settings.



- To cancel changes to the settings and return to the default settings, press [Reset].

Selecting the Color When Scanning

Press the color setting button, and select a color.



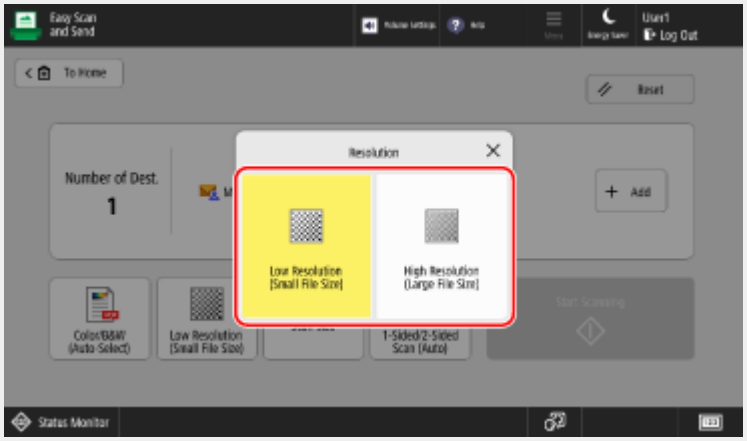
[Color/B&W (Auto-Select)]
Detects the color of the original automatically. Color originals are scanned in color, and black and white originals are scanned in grayscale.
* Color originals may be detected as black and white depending on the condition of the original, such as when only the edges of the original are in color. In this case, select [Color].

[Color]
Scans in color, regardless of the color of the original.
* When set to [Color], black and white originals also count as color scans.

[Black & White]
Scans in shades of gray from white to black, regardless of the color of the original.

Setting the Resolution

Press the resolution setting button, and select the resolution.



Increase the resolution when you want to scan originals more finely, and decrease the resolution for a smaller file size.

Setting the Scan Size

Press the scan size setting button, and select the scan size.
* You cannot specify the original size.



[Auto-Recog. Scan Size]
Select this when you want the machine to automatically recognize the size of the original.

[Free Size]
Select this when you scan a custom size original.
* When [Free Size] is selected, the original can only be placed in the feeder.

Scanning Both Sides of an Original

Press the 2-sided scan setting button, and select 1-sided or 2-sided.



[1-Sided/2-Sided Scan (Auto)]
Scans originals as follows:

- The machine automatically recognizes whether the original is 1-sided or 2-sided.
- The machine automatically deletes (skips) pages determined to be blank.
- The machine performs OCR processing when the original is scanned, and a text-searchable PDF file is created.
- The machine detects the orientation of the text in the original and creates a file with the same orientation.

[1-Sided Scan]
Scans 2-sided originals one side at a time.

[2-Sided Scan (Book Type)]
Select this if the top and bottom orientation of the front and back sides of the original are the same.

[2-Sided Scan (Calendar Type)]
Select this if the top and bottom orientation of the front and back sides of the original are opposite.

When Creating a File Name by Extracting the Characters at the Beginning of the Original

On the [Easy Scan and Send] screen, set [Menu] ▶ [Specify File Name from OCR (Text Searchable) Result] to [On].

- This setting is available only when [1-Sided/2-Sided Scan (Auto)] is configured in the 2-sided scan settings.
- You can change the characters extracted as a file name. **[OCR (Text Searchable) Settings] (P. 1310)**
- When [Specify File Name from OCR (Text Searchable) Result] is enabled, the file name is not applied to the following:
  - Send status displayed in the status display at the bottom of the screen **[Home] Screen (P. 189)**
  - TX report **Printing a TX Report (P. 541)**
  - TX log when a sending error occurs **Checking the Send or Save Status and Log of Scanned Data (P. 544)**

5 Click [Start Scanning].

→ Scanning of the original starts.

- To cancel scanning, press [Cancel] ▶ [Yes]. **Canceling Scanning (P. 542)**
- When scanning of the original is completed, the scanned data is sent. Use [Status Monitor] to view the send status and log. **Checking the Send or Save Status and Log of Scanned Data (P. 544)**

When [Scan Next Original] Is Displayed

When an original is placed on the platen glass and is scanned, the screen for scanning additional originals is displayed.

1. To continue scanning originals, place the next original, and press [Scan Next Original].

   → The next original is scanned, and the same screen is displayed.
   Repeat this process until scanning of all originals is completed.

2. Press [Start Sending].

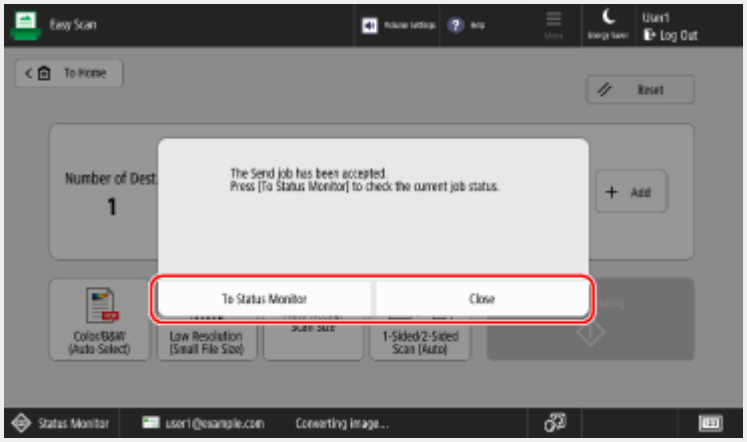
   → The scanned data is sent.

When the User Name and Password Input Screen and Confirmation Screen Are Displayed

Enter the user name and password and confirm these while following the instructions on the screen.

When [To Status Monitor] Is Displayed

To check the send status and log, press [To Status Monitor]. **Checking the Send or Save Status and Log of Scanned Data (P. 544)**
Press [Close] to return to the Easy Scan and Send/Easy Scan screen.



NOTE

When Multiple Originals Are Fed during Scanning and Operations Are Canceled (Detect Multiple Sheet Feed)

- A message is displayed on the screen. Remove the jammed original while following the instructions in the message. **Paper and Staple Jams (P. 1853)**
  When the jammed original is removed, the screen for resuming operations is displayed.
  If multi sheet feeding was detected incorrectly, press [Do Not Detect Multi. Sheet Feed] to resume scanning.
- Change the default settings to prevent detection of multi sheet feeding. **[Set Detection of Feeder Multi. Sheet Feed as Default] (P. 1307)**

* Depending on the model, the optional document feeder double feeding detection kit may be required in order to use the multiple sheet feed detection function. Europe Asia/Oceania

Configuring the Detailed Settings When Sending

Required Preparations

- Make preparations according to the scanned data sending destination. **Preparing to Send and Save Scanned Data (P. 453)**

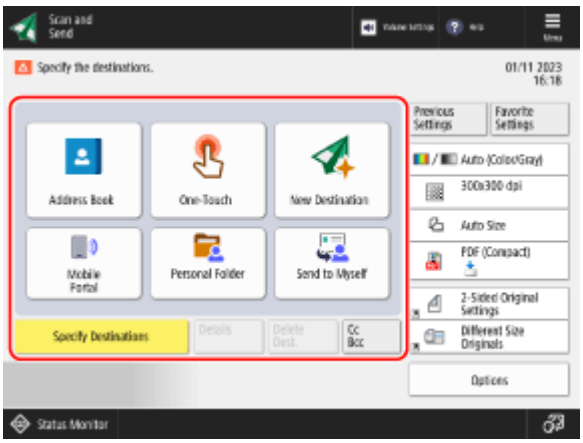
1 Place the original. **Placing Originals (P. 229)**

If the screen for selecting the thickness of the original appears, select the thickness of the placed original.

2 On the control panel, press [Scan and Send] in the [Home] screen. **[Home] Screen (P. 189)**

→ The scanning screen is displayed.

3 Specify the destination. **Specifying Destinations (P. 351)**



- To specify a folder for a login user (Personal Folder) as a destination, press [Personal Folder].
- To specify the e-mail address of a login user as a destination, press [Send to Myself].

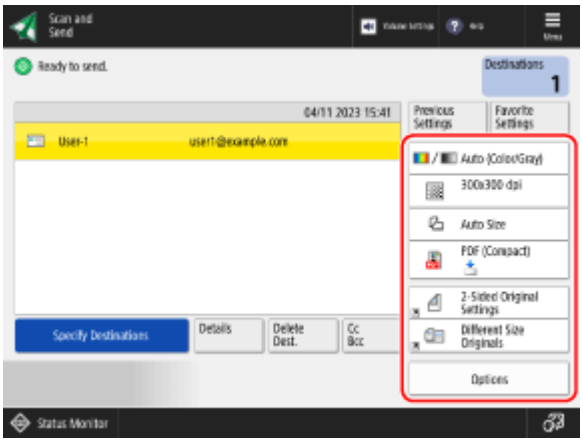
When Specifying an E-Mail Address as a Cc or Bcc Destination

1. Press [Cc Bcc].
2. Press [Cc] or [Bcc].
3. Press [Specify Destinations], and specify a destination. **Specifying Destinations (P. 351)**

To change the type (To, Cc, or Bcc) of specified destination, press [To/Bcc|Cc] or [To/Cc|Bcc], specify the destination to change in Cc or Bcc, and press [OK].

4. Press [OK].

4 Configure the scan settings. **Scan Settings (P. 506)**



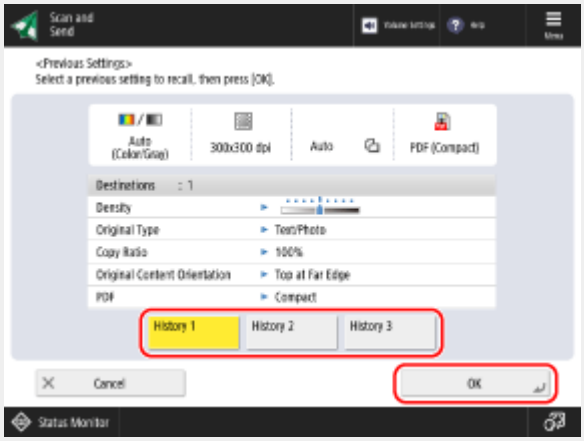
When "Favorite Settings" are registered, you can call them up by pressing [Favorite Settings]. **Registering and Recalling Favorite Settings (P. 215)**

When Recalling Previous Settings (Setting History)

You can press [Previous Settings] to call up the settings used to send scanned data in the past. You can also apply the destination used to send data together with the setting.
When you call up the setting history, the specified destinations and scan settings are overwritten.

* You cannot use the setting history when managing the destination with an access number. **Hiding Destinations (Access Number Management) (P. 1039)**

On the [Previous Settings] screen, select the history you want to recall, and press [OK].



- You can change the called up destination and scan settings, and send scanned data.
- Each login user can select from their own setting history.
  For users who are not logged in or guest users, you can select the setting history common to unauthorized users.
- When entry of new destinations is restricted, the setting history is cleared regardless of the type of restricted destination. **Sending Only to Registered Destinations (P. 1003)**

5 Click [Start].

➔ Scanning of the original starts.

- To cancel scanning, press [Cancel] ▶ [Yes]. **Canceling Scanning (P. 542)**
- When scanning of the original is completed, the scanned data is sent. Use [Status Monitor] to view the send status and log. **Checking the Send or Save Status and Log of Scanned Data (P. 544)**

When [Press the [Start] key to scan the next original.] Is Displayed

When an original is placed on the platen glass and is scanned or scanning is performed using Job Build, the screen for scanning additional originals is displayed.

1. To continue scanning originals, place the next original, and press [Start].

   ➔ The next original is scanned, and the same screen is displayed.
   Repeat this process until scanning of all originals is completed.

   When placing originals on the feeder to scan, remove the scanned original (original ejected to the original output tray) before placing the next original.

   #### When Changing the Scan Settings for Each Original

   On the screen with the displayed message, press [Change Settings]. You can change the following settings:

   - [Select Color]
   - [Scan Size]
   - [Copy Ratio]
   - [2-Sided Original]
   - [Density]
   - [Original Type]

   For example, when scanning a 2-sided original after scanning a 1-sided original, press [Change Settings], and set [2-Sided Original].

2. Press [Start Sending].

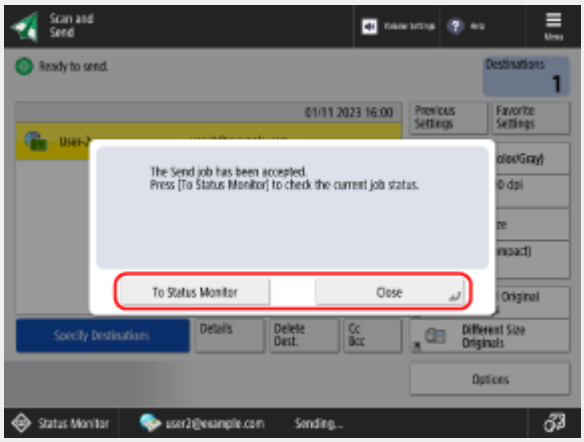
   ➔ The scanned data is sent.

When the User Name and Password Input Screen and Confirmation Screen Are Displayed

Enter the user name and password and confirm these while following the instructions on the screen.

When [To Status Monitor] Is Displayed

To check the send status and log, press [To Status Monitor]. **Checking the Send or Save Status and Log of Scanned Data (P. 544)**
Press [Close] to return to the scan screen.



NOTE

When Multiple Originals Are Fed during Scanning and Operations Are Canceled (Detect Multiple Sheet Feed)

- A message is displayed on the screen. Remove the jammed original while following the instructions in the message. **Paper and Staple Jams (P. 1853)**
  When the jammed original is removed, the screen for resuming operations is displayed.
  If multi sheet feeding was detected incorrectly, press [Do Not Detect Multi. Sheet Feed] to resume scanning.
- To prevent detection of multi sheet feeding, configure either of the following settings:
  - On the scan screen, press [Options] ▶ [Detect Feeder Multi Sheet Fd.] each time you scan, to cancel detection of multi sheet feeding.
  - Change the default settings to prevent detection of multi sheet feeding. **[Set Detection of Feeder Multi. Sheet Feed as Default] (P. 1307)**

* Depending on the model, the optional document feeder double feeding detection kit may be required in order to use the multiple sheet feed detection function.

Previewing Contents before Sending

- You can display a preview screen to check the content before sending scanned data. You can also change the page order and delete pages on the preview screen. **Checking the Scanned Data and Organizing Pages (Preview) (P. 487)**

Enhancing the Security of Scanned Data

- You can enhance the security of scanned data by encrypting the PDF file or adding a digital signature to the PDF or XPS file. **Enhancing the Security of Scanned Data (P. 497)**

Saving Scanned Data

AW63-07C



Scan the original and save the scanned data to the following locations:

- Mail Box or Advanced Space on the machine
- Advanced Space on another machine
- Windows server

The save destination is displayed on the control panel of the machine, so you can confirm the save destination and save scanned data.
When saving scanned data to Advanced Space or Windows server, you can also create a destination folder on the control panel of the machine and change the folder name before saving the data.

* For details about Mail Box or Advanced Space, see the following:
Using Storage Space (P. 741)

Required Preparations

- Make preparations according to the store location of the scanned data. **Preparing to Send and Save Scanned Data (P. 453)**

1 Place the original. **Placing Originals (P. 229)**

If the screen for selecting the thickness of the original appears, select the thickness of the placed original.

2 On the control panel, press [Scan and Store] in the [Home] screen. **[Home] Screen (P. 189)**

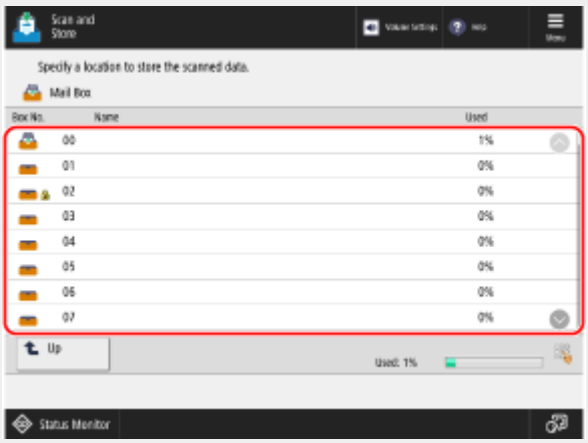
→ The screen for selecting the type of store location is displayed.

3 Display the store location.

When Saving to Mail Box on the Machine

1. Press [Mail Box].

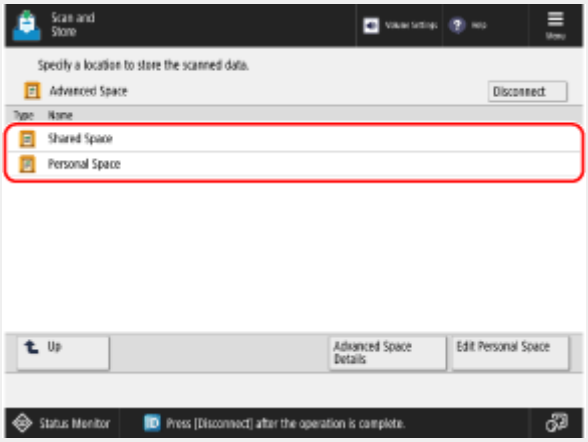
2. Select the Mail Box to be used as the store location.



- You can also directly specify the store location by using the numeric keys to enter a box number.
- If the PIN input screen appears, enter the PIN set for the Mail Box, and press [OK].
- You can check the icons for the status of each Mail Box.
  [ ]: File is saved.
  [ ]: File is not saved.
  [ ]: PIN is set. **Mail Box Settings (P. 744)**
- [Used] at the bottom right of the screen indicates the total usage of all Mail Boxes.

When Saving to Advanced Space on the Machine

1. Press [Advanced Space].
   If the Advanced Space login screen appears, enter the same user name and password used to log in to the machine, and press [OK].
   * If you select [Store Password], you can skip logging into Advanced Space the next time.
2. Select [Shared Space] or [Personal Space].

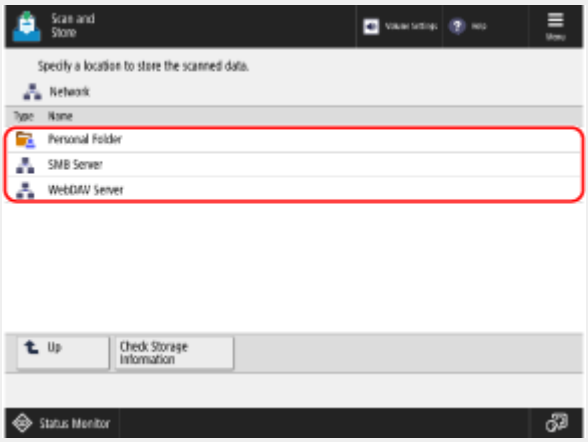


- You can press [Advanced Space Details] to check details such as the location (URL) and available capacity of the Advanced Space.
- You can press [Edit Personal Space] to create or delete a Personal Space or change the name of a public folder (folder on the network) in a Personal Space. **Creating a Personal Space in Advanced Space (P. 788)**

3. Display the destination folder.
   You can also create a destination folder and change the folder name. **[Advanced Space], [Network], and [Memory Media] File Selection Screen (P. 814)**

When Saving to Advanced Space on Another Machine or Windows Server

1. Press [Network].
2. Select another machine or server to be used as the store location.



- Select [Personal Folder] to directly access and store to your own login user folder (Personal Folder).
- You can press [Check Storage Information], select the connection destination, and then press [Details] to check the protocol and path of the connection destination.
- If a login screen appears, enter the same user name and password used to log in to the other machine or server, and press [OK].

3. Display the destination folder.
   You can also create a destination folder. **[Advanced Space], [Network], and [Memory Media] File Selection Screen (P. 814)**

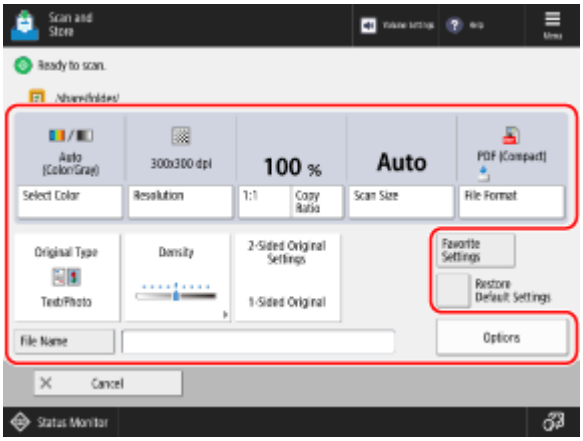
4 Press [Scan].





➔ The scanning screen is displayed.

5 Configure the scan settings. **Scan Settings (P. 506)**



* The items that appear on the screen vary depending on the model and options.

- The store location icon and hierarchy (box number and name in the case of Mail Box) are displayed at the top left of the screen.

  [ ]: Mail Box on the machine

  [ ]: Advanced Space on the machine

  [ ]: Advanced Space on another machine or Windows server

  To select a different store location, press [Cancel] at the bottom left of the screen.
- When Favorite Settings are registered, you can call these up by pressing [Favorite Settings]. **Registering and Recalling Favorite Settings (P. 215)**
- To cancel changes to the settings and return to the default settings, press [Restore Default Settings].

6 Press [Start].

→ Scanning of the original starts.

- To cancel scanning, press [Cancel] ▶ [Yes]. **Canceling Scanning (P. 542)**
- When scanning of the original is completed, the scanned data is saved. When saving to a location other than Mail Box, you can use [Status Monitor] to check the save status and log. **Checking the Send or Save Status and Log of Scanned Data (P. 544)**

When [Press the [Start] key to scan the next original.] Is Displayed

When an original is placed on the platen glass and is scanned or scanning is performed using Job Build, the screen for scanning additional originals is displayed.

1. To continue scanning originals, place the next original, and press [Start].

   → The next original is scanned, and the same screen is displayed.
   Repeat this process until scanning of all originals is completed.

   When placing originals on the feeder to scan, remove the scanned original (original ejected to the original output tray) before placing the next original.

   #### When Changing the Scan Settings for Each Original

   On the screen with the displayed message, press [Change Settings]. You can change the following settings:

   - [Select Color]*1
   - [Scan Size]*2
   - [2-Sided Original]

- [Density]*1
- [Original Type]

For example, when scanning a 2-sided original after scanning a 1-sided original, press [Change Settings], and set [2-Sided Original].

*1 This cannot be changed if N on 1 is set when saving to Mail Box.

*2 This cannot be changed when saving to Mail Box.

2. Press [Start Storing].

➔The scanned data is saved.

IMPORTANT

When Performing Operations while Logged in to Advanced Space or Windows server

- When you have completed operations, be sure to log out by pressing [Disconnect].

Save Period of Scanned Data Saved to Mail Box

- Scanned data saved to Mail Box will be deleted automatically after a fixed period has elapsed.

  * You can change the save period (time until the data is deleted) and prevent it from being deleted automatically, as needed. **Mail Box Settings (P. 744)**

NOTE

When Multiple Originals Are Fed during Scanning and Operations Are Canceled (Detect Multiple Sheet Feed)

- A message is displayed on the screen. Remove the jammed original while following the instructions in the message. **Paper and Staple Jams (P. 1853)**
  When the jammed original is removed, the screen for resuming operations is displayed.
  If multi sheet feeding was detected incorrectly, press [Do Not Detect Multi. Sheet Feed] to resume scanning.
- To prevent detection of multi sheet feeding, configure either of the following settings:
  - On the scan screen, press [Options] ▶ [Detect Feeder Multi Sheet Fd.] each time you scan, to cancel detection of multi sheet feeding.
  - Change the default settings to prevent detection of multi sheet feeding. **[Set Detection of Feeder Multi. Sheet Feed as Default] (P. 1307)**

* Depending on the model, the optional document feeder double feeding detection kit may be required in order to use the multiple sheet feed detection function. Europe Asia/Oceania

Checking and Editing Scanned Data before Saving

- You can display a preview screen to check the contents and organize the pages before saving scanned data. You can also edit pages in more detail when saving scanned data to Mail Box. **Checking and Editing Scanned Data before Sending or Saving (P. 485)**

Enhancing the Security of Scanned Data (Location Other than Mail Box)

- You can enhance the security of scanned data by encrypting the PDF file or adding a digital signature to the PDF or XPS file. **Enhancing the Security of Scanned Data (P. 497)**

Saving Scanned Data to a USB Memory Device

AW63-07E



You can scan an original and save the scanned data to a USB memory device connected to the machine.
This is convenient when using scanned data on a computer without a network connection or when on the go.

Required Preparations

- Configure the settings to enable saving of scanned data to a USB memory device. **Preparations for Using a USB Memory Device (P. 760)**

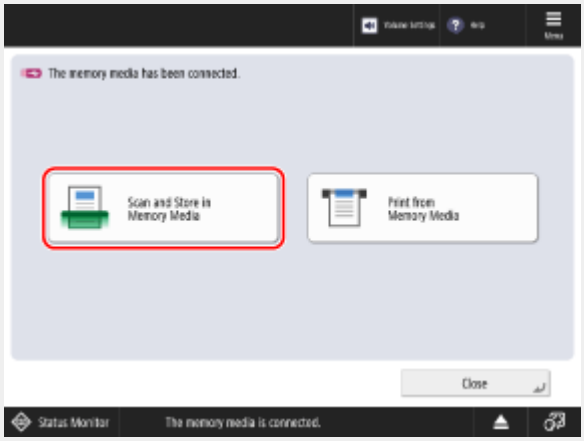
1 Place the original. **Placing Originals (P. 229)**

If the screen for selecting the thickness of the original appears, select the thickness of the placed original.

2 Insert a USB memory device into the USB port on the machine. **Inserting and Removing a USB Memory Device (P. 363)**

When the Shortcut Screen of Available Functions Is Displayed

Press [Scan and Store in Memory Media], and proceed to Step 5.



3 On the control panel, press [Scan and Store] in the [Home] screen. **[Home] Screen (P. 189)**

→ The screen for selecting the type of store location is displayed.

4 Press [Memory Media].

5 Select the USB memory device to use as the store location.





You can press [Check Media Information], select the USB memory device, and then press [Details] to check the serial number and available capacity of the USB memory device.

6 Display the destination folder.

You can also create a destination folder and change the folder name. **[Advanced Space], [Network], and [Memory Media] File Selection Screen (P. 814)**

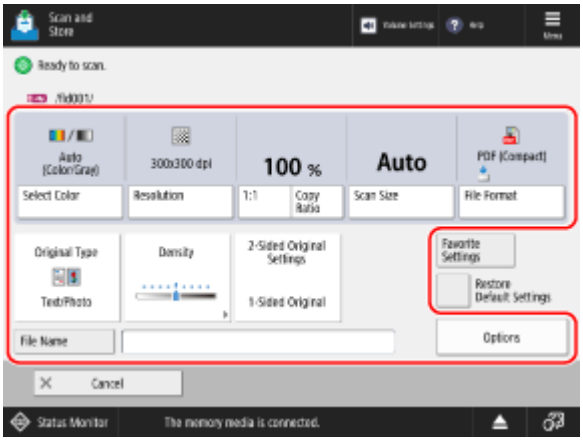
7 Press [Scan].





→ The scanning screen is displayed.

8 Configure the scan settings. **Scan Settings (P. 506)**



- The [ ] icon indicating the USB memory device and the hierarchy of the store location are displayed at the top left of the screen.
  To select a different store location, press [Cancel] at the bottom left of the screen.
- When Favorite Settings are registered, you can call these up by pressing [Favorite Settings]. **Registering and Recalling Favorite Settings (P. 215)**
- To cancel changes to the settings and return to the default settings, press [Restore Default Settings].

9 Press [Start].

→ Scanning of the original starts.

- To cancel scanning, press [Cancel] ▶ [Yes]. **Canceling Scanning (P. 542)**
- When scanning of the original is completed, the scanned data is saved. Press [Status Monitor] to check the save status and log. **Checking the Send or Save Status and Log of Scanned Data (P. 544)**

When [Press the [Start] key to scan the next original.] Is Displayed

When an original is placed on the platen glass and is scanned or scanning is performed using Job Build, the screen for scanning additional originals is displayed.

1. To continue scanning originals, place the next original, and press [Start].

   → The next original is scanned, and the same screen is displayed.
   Repeat this process until scanning of all originals is completed.

   When placing originals on the feeder to scan, remove the scanned original (original ejected to the original output tray) before placing the next original.

   #### When Changing the Scan Settings for Each Original

   On the screen with the displayed message, press [Change Settings]. You can change the following settings:

   - [Select Color]
   - [Scan Size]
   - [2-Sided Original]
   - [Density]
   - [Original Type]

   For example, when scanning a 2-sided original after scanning a 1-sided original, press [Change Settings], and set [2-Sided Original].
2. Press [Start Storing].

   → The scanned data is saved.

10 When scanning is completed, remove the USB memory device. **Removing the USB Memory Device (P. 364)**

NOTE

When Multiple Originals Are Fed during Scanning and Operations Are Canceled (Detect Multiple Sheet Feed)

- A message is displayed on the screen. Remove the jammed original while following the instructions in the message. **Paper and Staple Jams (P. 1853)**
  When the jammed original is removed, the screen for resuming operations is displayed.
  If multi sheet feeding was detected incorrectly, press [Do Not Detect Multi. Sheet Feed] to resume scanning.
- To prevent detection of multi sheet feeding, configure either of the following settings:

- On the scan screen, press [Options] ▶ [Detect Feeder Multi Sheet Fd.] each time you scan, to cancel detection of multi sheet feeding.
- Change the default settings to prevent detection of multi sheet feeding. **[Set Detection of Feeder Multi. Sheet Feed as Default] (P. 1307)**

* Depending on the model, the optional document feeder double feeding detection kit may be required in order to use the multiple sheet feed detection function. Europe Asia/Oceania

Previewing Contents before Saving

- You can display a preview screen to check the contents before saving scanned data. You can also change the page order and delete pages on the preview screen. **Checking the Scanned Data and Organizing Pages (Preview) (P. 487)**

Enhancing the Security of Scanned Data

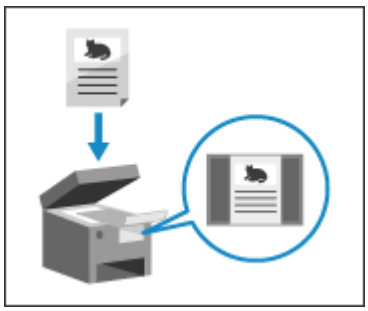
- You can enhance the security of scanned data by encrypting the PDF file or adding a digital signature to the PDF or XPS file. **Enhancing the Security of Scanned Data (P. 497)**

Checking and Editing Scanned Data before Sending or Saving

AW63-07F

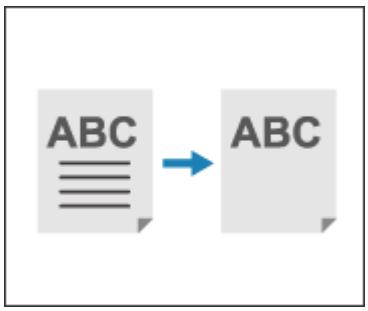
You can display a preview screen to check the contents and organize the pages before sending or saving scanned data. You can also edit pages in more detail when saving scanned data to Mail Box.

* You cannot check or edit scanned data when you use Easy Scan and Send/Easy Scan.

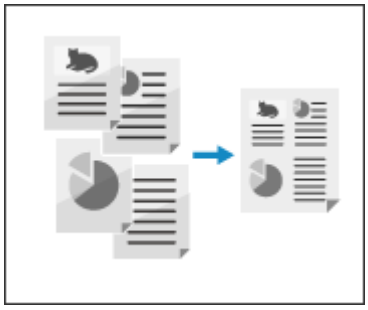


Checking the Scanned Data and Organizing Pages (Preview) (P. 487)

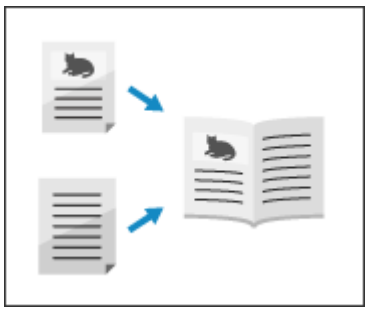
When Saving to Mail Box



Scanning Part of the Original (Area Designation) (P. 489)



Combining Multiple Originals onto One Page (N on 1) (P. 493)



Scanning to Create a Booklet (Booklet Scan) (P. 495)

Checking the Scanned Data and Organizing Pages (Preview)

AW63-07H



You can display a preview screen to check the contents before sending or saving scanned data. You can also change the page order and delete pages on the preview screen.

* You cannot display or operate the preview screen when saving scanned data to Mail Box.

Displaying the Preview Screen (P. 487)
Operating the Preview Screen (P. 488)

Displaying the Preview Screen

You can configure the settings to display a preview screen before sending or saving scanned data.

* For the basic scanning operations, see the following:
Sending Scanned Data (P. 466)
Saving Scanned Data (P. 476)
Saving Scanned Data to a USB Memory Device (P. 481)

1 Press [Options] ▶ [Preview] on the scan screen. **Scan Screen (P. 508)**

→ [W/Settings] is displayed at the bottom of the setting button.

2 Press [Close].

→ The scan screen is displayed again.

3 Press [Start].

→ Scanning of the original starts.
When scanning is completed, the preview screen is displayed.

When [Press the [Start] key to scan the next original.] Is Displayed

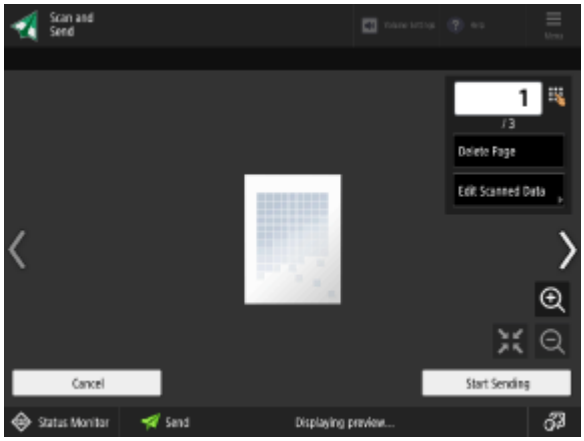
When an original is placed on the platen glass and is scanned or scanning is performed using Job Build, the screen for scanning additional originals is displayed.
When scanning of all originals is completed, press [Preview and Send] to display the preview screen.

Operating the Preview Screen

If the settings are configured to display a preview screen, the preview screen is displayed after scanning of the original is completed.

* When an original is placed on the platen glass and is scanned or scanning is performed using Job Build, you can press [Preview and Send] after scanning of all originals is completed to display the preview screen.

You can use the preview screen to check the contents of the scanned data and organize the pages.
Press [Start Sending] or [Start Storing] to send or save the scanned data.



Changing the Page to Display

Press [〈] or [〉] on the left or right side of the screen.

You can also directly specify the page to display by using the numeric keys to enter a page number.

Deleting a Page

Display the page you want to delete, and press [Delete Page] ▶ [Yes].

Moving a Page

Press [Edit Scanned Data] ▶ [Move Page Position], specify the page to move and the destination, and then press [OK].

Replacing a Page

Press [Edit Scanned Data] ▶ [Switch Page Position], specify the page to replace and the replacement page, and then press [OK].

Scanning Part of the Original (Area Designation)

AW63-07J



You can also extract and scan part of an original such as a cropped photo or newspaper clipping. You specify the area to be scanned while checking the preview screen, so the original does not need to be cropped.
You can also specify multiple areas and scan the area outside a specified area.

* You can specify an area only when saving scanned data to Mail Box.
* For the basic scanning operations, see the following:
Saving Scanned Data (P. 476)

1 Place the original on the platen glass. **Placing Originals (P. 229)**

To specify an area, place the original on the platen glass. You cannot specify an area for an original placed in the feeder.

2 On the scan screen, press [Options] ▶ [Area Designation]. **Scan Screen (P. 508)**

➔ The [Area Designation] screen is displayed.

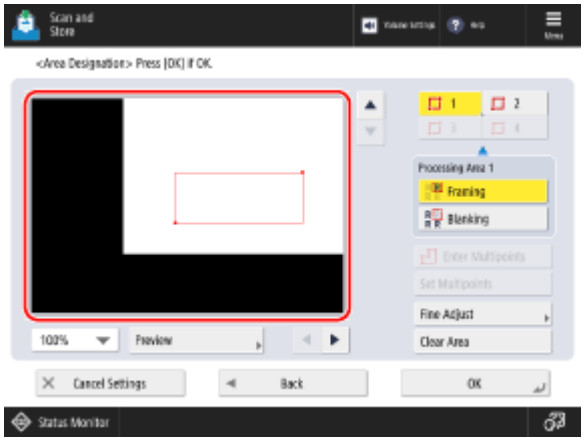
3 Press [Touch Entry].

➔ The [Area Designation: Touch Entry] screen is displayed.

4 Press [Start Scanning].

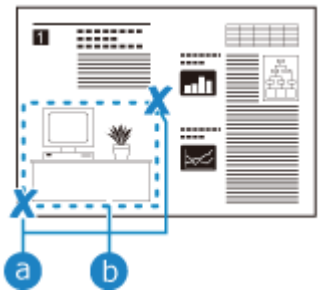
➔ The original is scanned, and a preview image is displayed.

5 Specify the area on the preview image.



* The items that appear on the screen vary depending on the model and options.

- When you press two points (a), a rectangle (b) is displayed with those two points as diagonals. Specify the area so that the area to be scanned or the area to be excluded fits within the rectangle.



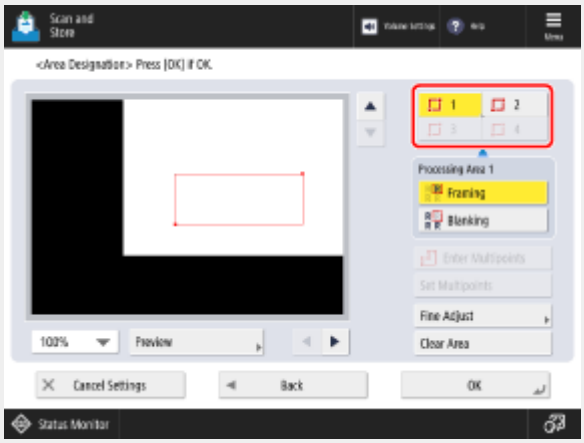
- To cancel a specified point while specifying the range, press [Delete Point]. To cancel a specified range, press [Clear Area].
- If the specified range to be scanned is too small, the machine will not be able to recognize the color information of the original correctly and will scan in black and white.

When the Range Is Difficult to Specify

- Press [100%], and change the display magnification of the preview image to [200%] or [400%].
- Press [◀], [▶], [▼], or [▲] to move the display position of the preview image.
- Press [Fine Adjust] to fine adjust the range. Use [Select Point] to select any of the four corner points, and then use [Move Point] to move the position of the point a little at a time.

When Specifying Multiple Ranges

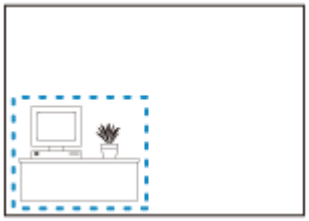
If the buttons for specifying multiple ranges are displayed, you can specify up to four ranges. After specifying the first range, press [2], [3], and [4] in that order to specify the remaining ranges.



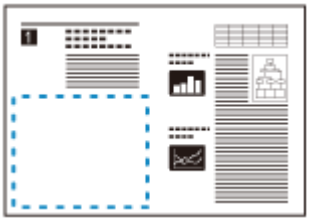
6 Select the method for processing the specified range(s), and press [Preview].

➔ A preview screen of the processed result is displayed.

[Framing]
The area inside the specified range is scanned.



[Blanking]
The area outside the specified range is scanned.



* When multiple ranges are specified, you can select the method for processing each specified range. If there are overlapping ranges and the processing methods for those ranges are different, the processing method for the later specified range has priority.

7 Check that the range is specified correctly, and press [OK].

➔ The [Area Designation: Touch Entry] screen is displayed again.

To respecify the range, press [Clear Area] on the [Area Designation: Touch Entry] screen, and repeat the operation from Step 5 .

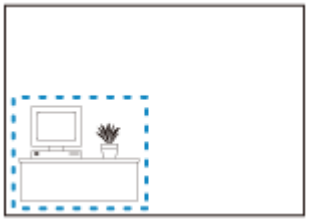
8 Press [Next], and select whether to center the specified range.

If you selected [Blanking] in Step 6 , you can skip this step. Proceed to Step 9 .

[Center Shift]
Saves the scanned data with the specified range centered on the paper.



[Do Not Center Shift]
Saves the scanned data in the same position as the original.



9 Press [OK] ▶ [Close].

➔ The scan screen is displayed again.

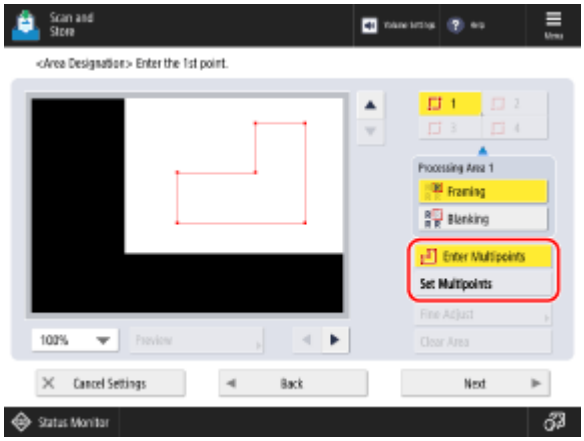
10 Press [Start].

➔ The area inside or outside the specified range is scanned, and the scanned data is saved.

NOTE

Specifying a Range with a Complex Shape

- You can also specify a range as shown below. In Step 5, press [Enter Multipoints], and press 4 to 10 points on the preview image to specify the range. After pressing the final point, press [Set Multipoints] to set the range.



* You cannot specify multiple ranges when using this method to specify a range.
* If [Enter Multipoints] is not displayed on the screen in Step 5, you cannot specify a range using this method.

Specifying a Range Using Numerical Values

- You can also enter numerical values to specify an exact range. In Step 3, press [Numeric Key Entry], and specify the range by using the numeric keys to enter the values for [X1] to [Y2] with the top right of the original as the reference point.



* The items that appear on the screen vary depending on the model and options.

Combining Multiple Originals onto One Page (N on 1)

AW63-07K



You can reduce the size of a multiple-page original and arrange the pages on one sheet of paper.
Since N on 1 enables you to print on fewer sheets of paper than the original, you can save paper when printing scanned data.

* You can use N on 1 to combine pages only when saving scanned data to Mail Box.
* For the basic scanning operations, see the following:
Saving Scanned Data (P. 476)

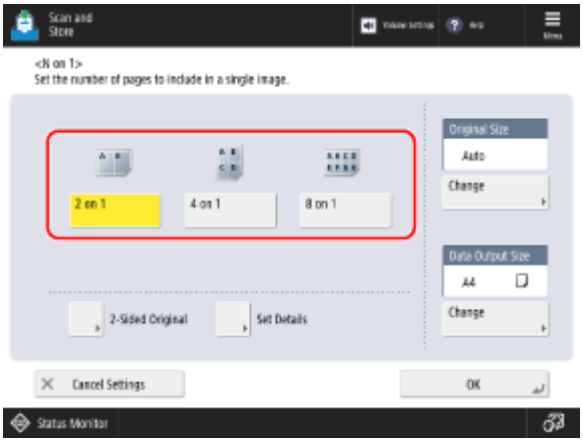
1 Place the original. **Placing Originals (P. 229)**

Place an original of the same size. You cannot use N on 1 to combine pages when scanning originals of different sizes.

2 On the scan screen, press [Options] ▶ [N on 1]. **Scan Screen (P. 508)**

➔ The [N on 1] screen is displayed.

3 Select the number of pages to be combined.



Select the number of pages to be combined on one side of the paper. For example, when you select [4 on 1], four pages are combined onto one side of the paper.

4 Configure the page order, size, and 2-sided original settings, as needed.

When Changing the Page Order (Layout When Combining Originals)

Press [Set Details], select the page order, and then press [OK].

When Changing the Original Size

Press [Change] under [Original Size], select the original size, and then press [OK].

When Changing the Data Output Size (Paper Size of Scanned Data)

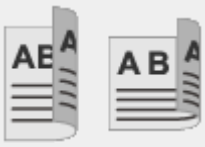
Press [Change] under [Data Output Size], select the data output size, and then press [OK].

When Combining 2-Sided Originals

Press [2-Sided Original], select how the original opens, and press [OK].

[Book Type]

Select this if the top and bottom orientation of the front and back sides of the original are the same.



[Calendar Type]

Select this if the top and bottom orientation of the front and back sides of the original are opposite.



5 Press [OK] ▶ [Close].

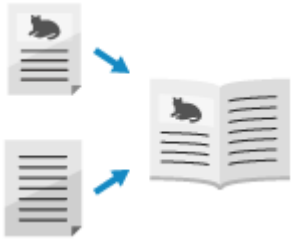
➔ The scan screen is displayed again.

NOTE

- When N on 1 is set, the copy ratio is set automatically according to the following. You can also change the copy ratio setting manually. **Setting the Ratio (P. 512)**
  - Number of pages to be combined
  - Original size
  - Data output size

Scanning to Create a Booklet (Booklet Scan)

AW63-07L



You can scan an original as a booklet when printing scanned data.

* You can use booklet scan only when saving scanned data to Mail Box.
* For the basic scanning operations, see the following:
Saving Scanned Data (P. 476)

1 Place the original. **Placing Originals (P. 229)**

- Place an original of the same size. You cannot use booklet scan when scanning originals of different sizes.
- Place a vertical original in portrait orientation.

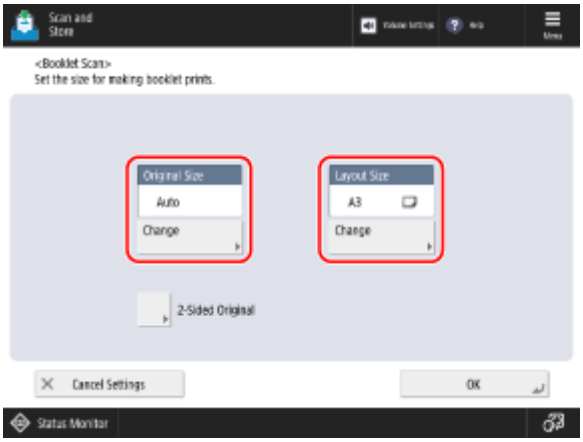


* Using booklet scan while placing a vertical original in landscape orientation will make even pages upside down.

2 On the scan screen, press [Options] ▶ [Booklet Scan]. **Scan Screen (P. 508)**

➔ The [Booklet Scan] screen is displayed.

3 Set the original size and paper size, as needed.



When Changing the Original Size

Press [Change] under [Original Size], select the original size, and then press [OK].

When Changing the Paper Size for Booklet Printing

Press [Change] under [Layout Size], select the paper size, and then press [OK].

- The data output size (paper size of scanned data) is set automatically according to the [Layout Size] setting.
- To perform booklet printing for an original at 100% magnification, use the paper size when the original is spread open.

Example: When the size of the original is A4

- The data output size is automatically set to A5 size when [Layout Size] is set to [A4R]. (The original is reduced automatically.)
- The data output size is automatically set to A4 size when [Layout Size] is set to [A3].

When Scanning a 2-sided Original

Press [2-Sided Original], select how the original opens, and press [OK].

[Book Type]

Select this if the top and bottom orientation of the front and back sides of the original are the same.



[Calendar Type]

Select this if the top and bottom orientation of the front and back sides of the original are opposite.



4 Press [OK] ▶ [Close].

➔ The scan screen is displayed again.

Enhancing the Security of Scanned Data

AW63-07R



When scanning important documents, you can encrypt the scanned data or add a digital signature to enhance the security of the scanned data.
You can only encrypt PDF files.
A digital signature can only be added to PDF files and XPS files.
You can both encrypt and add a digital signature to a PDF file.

* You cannot enhance the security of scanned data when you use Easy Scan and Send/Easy Scan.
* You cannot encrypt or add a digital signature when saving scanned data to Mail Box.

Encrypting Scanned Data and Creating a PDF File (P. 497)
Adding a Digital Signature to Scanned Data (P. 499)

NOTE

Enhancing the Security of an E-mail or I-Fax

- You can set S/MIME to encrypt or add a digital signature to an outgoing e-mail or I-Fax. **Encrypting E-mail with S/MIME (P. 1035)**

Encrypting Scanned Data and Creating a PDF File

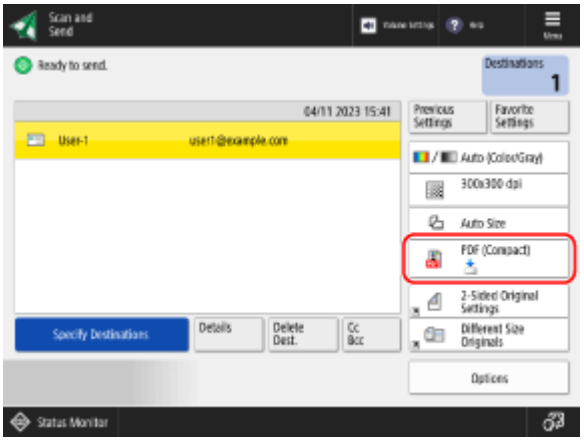
You can set a password to encrypt a PDF file to restrict viewing and editing. You must enter the set password to open and edit the PDF file.

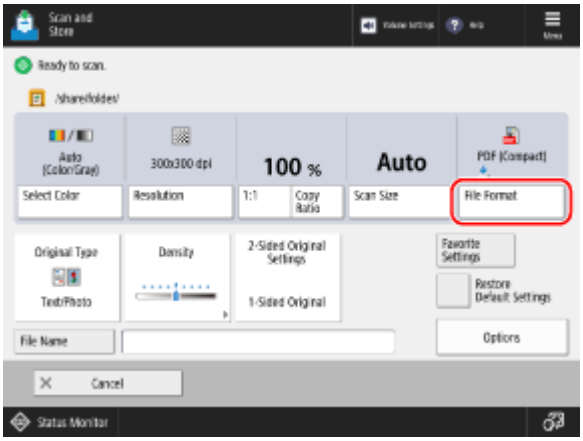
* A PDF file cannot be encrypted in the following cases:
  - When [Auto (OCR)] is selected in the file name setting **Setting the File Name (P. 528)**
  - When sending scanned data to a fax or I-Fax destination

* For the basic scanning operations, see the following:

Sending Scanned Data (P. 466)
Saving Scanned Data (P. 476)
Saving Scanned Data to a USB Memory Device (P. 481)

1 On the scan screen, press the file format setting button. **Scan Screen (P. 508)**





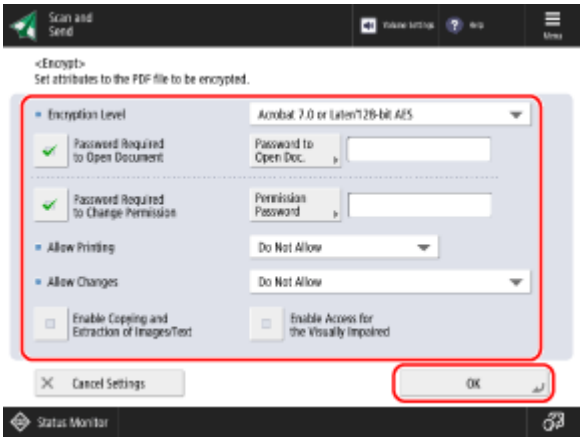
➔ The [File Format] screen is displayed.

2 Press [PDF].

3 Press [Encrypt].

If [Format to PDF/A] is selected, disable [Format to PDF/A], and then press [Encrypt].
* Additional functions other than [Format to PDF/A] can be set in combination with [Encrypt].

4 Set the operation to be restricted and the password, and press [OK].



[Encryption Level]
Select the encryption level.

- When using 256-bit AES, you can set whether to display [Acrobat 10.0 or Equivalent/256-bit AES] or [Acrobat 9.0 or Equivalent/256-bit AES]. **[256-bit AES Settings for Encrypted PDF] (P. 1313)**

[Password Required to Open Document]
The PDF file is restricted so that only users who know the password can open the file.
To set a password, select the checkbox, press [Password to Open Doc.], and enter the password.
* You cannot set the same password as [Permission Password].

[Password Required to Change Permission]
The PDF file is restricted so that only users who know the password can print or change the file.
To set a password, select the checkbox, press [Permission Password], and enter the password. Use the following items to set the restrictions:
* You cannot set the same password as [Password to Open Doc.].

[Allow Printing]
To restrict printing of the PDF file, select [Do Not Allow] or [Allow (Low Resolution Only)].
* If [Acrobat 3.0 or Later/40-bit RC4] is selected in [Encryption Level], [Allow (Low Resolution Only)] is not displayed.

[Allow Changes]
To restrict changes to the PDF file, select [Do Not Allow]. To allow changes, select the items that can be changed.
* When both encrypting and adding a digital signature to the file, select [Changes but Extract Pages].

[Enable Copying and Extraction of Images/Text]
To restrict copying and extracting of images and text of the PDF file, clear the checkbox.
* If [Acrobat 3.0 or Later/40-bit RC4] is selected in [Encryption Level], this option is not displayed.

[Enable Access for the Visually Impaired]
To restrict the text-to-speech function, clear the checkbox.
* If [Acrobat 3.0 or Later/40-bit RC4] is selected in [Encryption Level], this option is not displayed.

[Enable Accessibility, Copy, Extraction of Image/Text]
To restrict copying and extracting of images and text of the PDF file or the text-to-speech function, clear the checkbox.
* This option is only displayed when [Acrobat 3.0 or Later/40-bit RC4] is selected in [Encryption Level].

5 Press [OK].

➔ The scan screen is displayed again.

IMPORTANT

- Even if [Password Required to Change Permission] is set to restrict printing or changes to the PDF file, some restrictions may be ignored depending on the application to be used.

NOTE

Saving a Set Password

- When you log in to operate the machine, [Store Password] is displayed on the screen in Step 4. If you press [Store Password], the [Password to Open Doc.] and [Permission Password] settings are saved to the machine, and you do not have to enter the password the next time you configure the settings.
- Each login user can save only one password to each [Password to Open Doc.] and [Permission Password].
- To change the saved password, enter a new password into [Password to Open Doc.] and [Permission Password], and press [Store Password] to save the new password.
- To delete the saved password, clear the contents of [Password to Open Doc.] and [Permission Password], and press [Store Password] with the fields left blank.
- When a password is saved and you call up the settings of the encrypted PDF from "Favorite Settings," a message is displayed prompting you to select either the saved password or the password registered in "Favorite Settings."

Adding a Digital Signature to Scanned Data

Adding a digital signature to a PDF file or XPS file can guarantee the author of the file and prove that the document has not been tampered with.

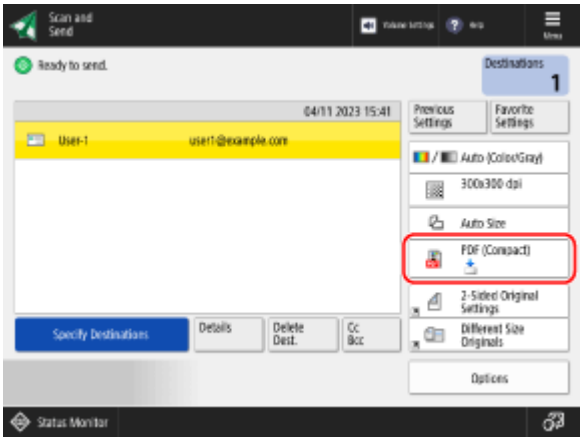
* For the basic scanning operations, see the following:
Sending Scanned Data (P. 466)
Saving Scanned Data (P. 476)

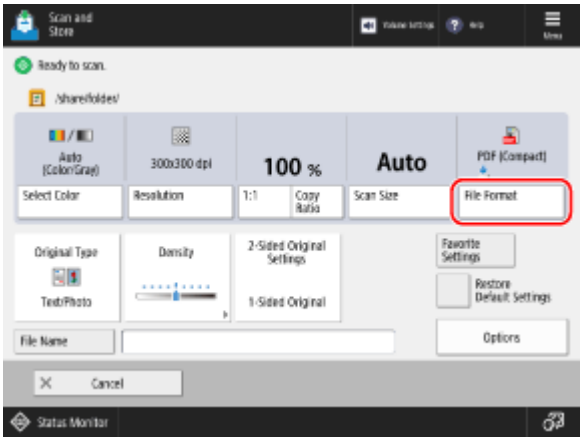
Saving Scanned Data to a USB Memory Device (P. 481)

Required Preparations

- Prepare the key and certificate for the digital signature. **Adding a Digital Signature to Scanned Data (P. 1031)**

1 On the scan screen, press the file format setting button. **Scan Screen (P. 508)**





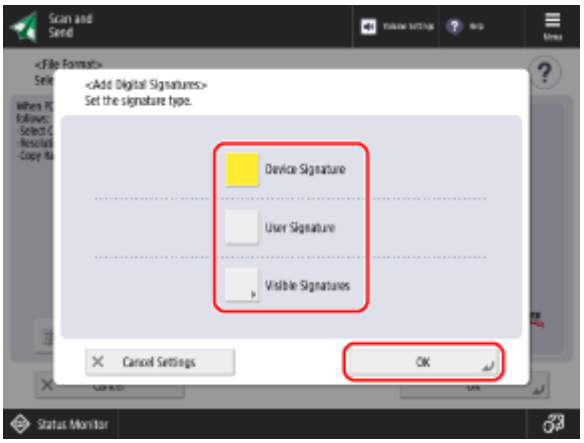
→ The [File Format] screen is displayed.

2 Press [PDF] or [XPS].

3 Press [Add Digital Signatures] or [Add Device Signature].

Additional functions such as [Compact] can be set in combination with adding a digital signature.

4 Specify the digital signature to add to the file, and press [OK].



If you are not logged into the machine and you selected [XPS] in Step 2, you can skip this step. Proceed to Step 5.

[Device Signature]
Adds the name of the machine as the signature. Use this to prove that the file was scanned using the machine.
To add a device signature, press the button to select it.

[User Signature]
Adds the login user name as the signature. Use this to prove that the file was scanned by the user.
To add a user signature, press the button to select it.

[Visible Signatures] (PDF files only)
Displays the signature information on the first page so that it is easy to see that a digital signature has been added to the file.
To add a visible signature, press the button and select the display position of the signature.

5 Press [OK].

➔ The scan screen is displayed again.

NOTE
Encrypting and Digitally Signing a PDF File

- To encrypt a PDF file, configure the following settings: **Encrypting Scanned Data and Creating a PDF File (P. 497)**
  - When setting [Password Required to Change Permission], select [Changes but Extract Pages] in [Allow Changes].

Scanning from a Computer (Windows Only)

AW63-07S



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.

You can scan using the supplied Color Network ScanGear 2 scanner driver or WSD, which comes standard with Windows.

Using the Scanner Driver

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 the Scanner Driver (P. 502)

*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 WSD

WSD is a protocol that enables automatic detection of network-connected printers and scanners in a Windows environment. By using WSD, you can scan without installing a scanner driver.
Check the manual of the application you are using to see if it supports WSD.
Scanning Using WSD (P. 503)

Scanning Using the Scanner Driver

After placing an original on the machine, start Color Network ScanGear 2 from a TWAIN- or WIA-supported application. 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 (Color Network ScanGear 2) to a computer, and register the machine. **Preparing to Scan Data from a Computer (Windows) (P. 463)**

1 Place the original on the machine. **Placing Originals (P. 229)**

2 On the control panel, press [Scanner] in the [Home] screen. **[Home] Screen (P. 189)**

➔ The [Scanner] screen is displayed.

3 Press [Online].

→ The machine turns online (scan standby mode).

- If the settings are configured to turn the machine online by simply pressing [Scanner], you can skip this step. Proceed to Step 4. **[Auto Online] (P. 1308)**
- When the machine turns online, you can no longer use the copy and other functions.

4 On the computer, start the application used to import the scanned data.

5 In the application, select the command to start the scanning operation.

6 Select the scanner driver (Color Network ScanGear 2) of the machine.

→ Color Network ScanGear 2 starts.

7 Configure the scan settings on the Color Network ScanGear 2 screen.

For more information, click [Help] ▶ [Color Network ScanGear 2 Help] on the Color Network ScanGear 2 screen to display help.

8 Click [Scan].

→ Scanning of the original starts.
When scanning is completed, the scanned data is imported to the application.

9 When scanning of all originals is complete, on the control panel, press [Offline] in the [Scanner] screen.

NOTE

- You can configure the machine to go offline automatically after a certain period of time has elapsed online. **[Auto Offline] (P. 1308)**

Scanning Using WSD

After placing an original on the machine, scan using a WSD-supported application.
This section describes the Windows Fax and Scan procedure as an example. Check the manual of the application you are using for detailed operations on how to use it.

Required Preparations

- Set the machine to enable scanning using WSD. **Using LPD, RAW, and WSD (P. 1043)**
- Register the machine to a computer. **Registering the Machine to a Computer as a WSD Scanner (P. 465)**

IMPORTANT

- In the following cases, you cannot use WSD to scan:
  - When ACCESS MANAGEMENT SYSTEM is enabled **Using ACCESS MANAGEMENT SYSTEM (P. 927)**

- When using DepartmentID Authentication for the login service of user authentication **Changing the Login Service for User Authentication (P. 1181)**

- You can use WSD to scan originals up to A4 or LTR size. Scanning is performed at A4 or LTR size even when an original larger than A4 or LTR size is placed.

1 Place the original on the machine. **Placing Originals (P. 229)**

2 On the control panel, press [WSD Scan] in the [Home] screen. **[Home] Screen (P. 189)**

→ The [WSD Scan] screen is displayed.

3 Press [Allow Remote Scan].

→ Scanning can be performed from a computer using WSD.

4 On a computer, click [ ] (Start) ▶ [Settings] ▶ [System] ▶ [Optional features] ▶ [View features] for [Add an optional feature].

5 Select the [Windows Fax and Scan] checkbox, and click [Next].

6 Click [Add].

7 On a computer, click [ ] (Start) ▶ [All apps] ▶ [Windows Tools] ▶ double-click [Windows Fax and Scan].

→ The [Windows Fax and Scan] screen is displayed.

8 Click [New Scan].

→ The [New Scan] screen is displayed.

If the [Select Device] screen is displayed, select the machine, and then click [OK].

9 In [Source], select the location where the original was placed.

- If the original was placed on the platen glass, select [Flatbed].
- If the original was placed in the feeder, select [Feeder (Scan one side)].

10 Configure other scan settings, as needed.

- When adjusting the image quality, select the original type from [Profile].
  - When scanning an original with large volumes of text, select [Document].
  - When scanning a photo, select [Photo (Default)].
- Select the scanned data file format with [File type].
- To see a preview image of the scanned data, click [Preview].

11 Click [Scan].

➔ Scanning of the original starts.
When scanning is completed, the scanned data is saved to the [Scanned Documents] folder in [Documents] and displayed in the list of files in the [Windows Fax and Scan] screen.

NOTE

Registering Frequently Used Settings

- You can use the following procedure to register frequently used scan settings as profiles, and then call up these settings as needed when scanning.

  On the [New Scan] screen, select [Add profile] in [Profile] ▶ set the details to be registered ▶ enter a name in [Profile name] ▶ click [Save Profile].

Scanning Only with the Machine

- You can also save scanned data to a WSD-supported computer connected to the machine by simply following the procedure below.

  On the control panel, press [WSD Scan] in the [Home] screen ▶ select the computer to be used as the save location from the list*1 ▶ press [Start].

  When scanning is completed, the [Windows Fax and Scan] screen and folder are opened on the computer used as the save location, and the scanned data is displayed.

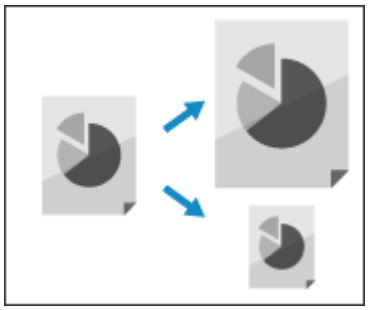
*1 Up to 40 computers can be displayed in the list.

Scan Settings

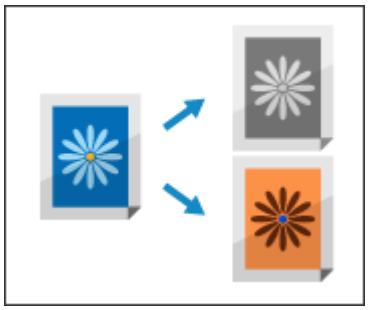
AW63-07U

When you perform scanning with the machine, you can use the setting buttons on the scan screen to configure the settings for scanning the original and sending or storing the scanned data. **Scan Screen (P. 508)**
If the scanned data does not appear as expected, you can change the settings and scan again.

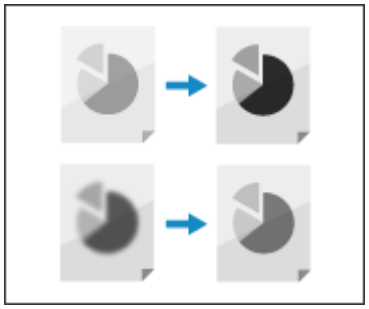
* When you use Easy Scan and Send/Easy Scan, the settings that can be configured are different. **Sending with Easy Scan and Send/Easy Scan (P. 466)**
* When scanning from a computer, set when performing scanning on the computer.



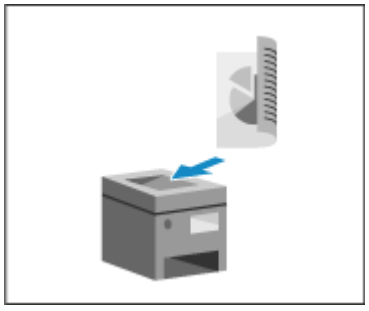
Size, Ratio, and Orientation Settings (P. 510)



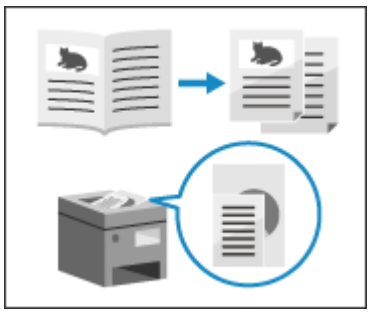
Color Setting (P. 514)



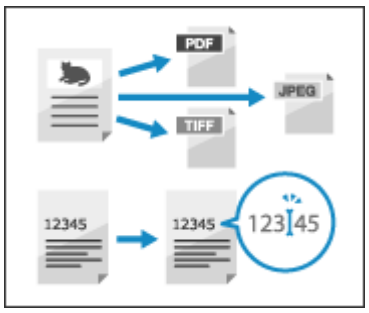
Adjusting the Image Quality (P. 516)



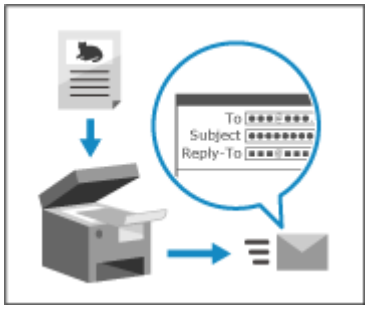
2-Sided Scan Settings (P. 521)



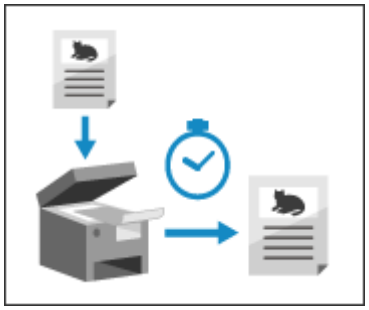
Settings According to the Original (P. 522)



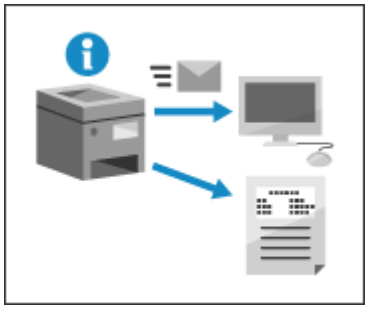
File and Division Settings (P. 526)



E-mail and I-Fax Settings (P. 536)



Delayed Send Settings (P. 539)



TX Result Notice Settings (P. 540)

NOTE

- Some functions cannot be set together at the same time. The setting buttons are grayed out for functions that cannot be set.

Scan Screen

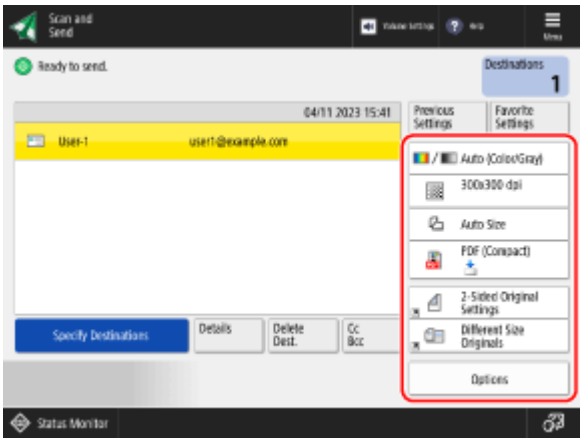
AW63-07W

When you press [Scan and Send] or [Scan and Store] on the [Home] screen of the control panel, the scan screens below are displayed for each.
You can use the setting buttons on these screens to configure the settings for scanning the original and sending or storing the scanned data. The current setting status, such as the resolution and file format, is displayed on some setting buttons.

* When you use Easy Scan and Send/Easy Scan, the settings that can be configured are different. **Sending with Easy Scan and Send/Easy Scan (P. 466)**

Screen when Scanning from [Scan and Send]

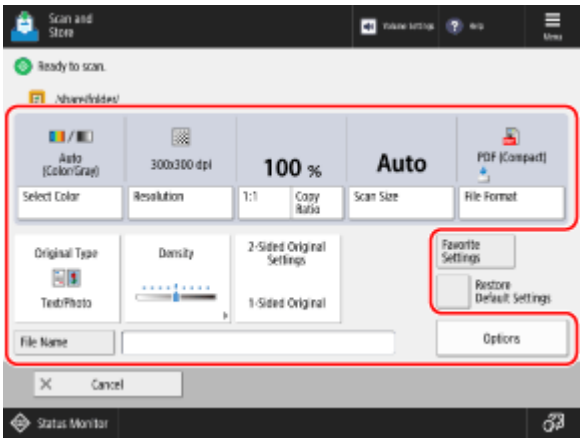
When you press [Scan and Send] in the [Home] screen, the scan screen is displayed.



* You can replace some setting buttons with other buttons included in [Options], or you can hide them. **Customizing the Scan, Fax, and Copy Screens (P. 212)**

Screen when Scanning from [Scan and Store]

When you press [Scan and Store] in the [Home] screen to display the store location, and then press [Scan], the scan screen is displayed.



NOTE

Registering Frequently Used Settings from [Menu]

- You can register frequently used scan settings as "Favorite Settings" to easily call them up from the scan screen, as needed. **Registering and Recalling Favorite Settings (P. 215)**
- By registering scan settings as buttons on the [Home] screen, you can call up these settings from the [Home] screen with a single press of a button. **Adding Buttons to the [Home] Screen (Personal and Shared Buttons) (P. 208)**
- You can also register settings as default scan settings. **Changing the Default Settings (P. 220)**

Recalling Previous Settings (Setting History)

- You can press [Previous Settings] to call up the settings used to send scanned data in the past. **Sending Scanned Data (P. 466)**

  * You cannot call up setting history when scanning from [Scan and Store].

When the Number of Pages That Can Be Scanned during Department ID Management Is Restricted

- When you scan from [Scan and Store], the number of pages that can be scanned by the logged-in Department ID is displayed at the top of the screen.



Size, Ratio, and Orientation Settings

AW63-07X



Set the size, ratio, and original orientation according to the placed original.

Setting the Original Size (P. 510)
Setting the Ratio (P. 512)
Setting the Original Orientation (P. 513)

Setting the Original Size

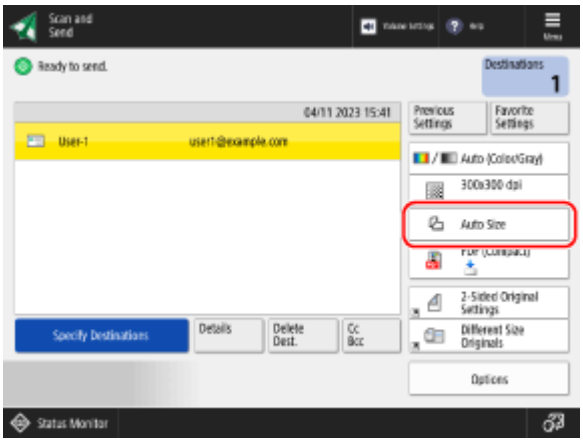
When a standard size original is placed, the size of the original is detected automatically by default.

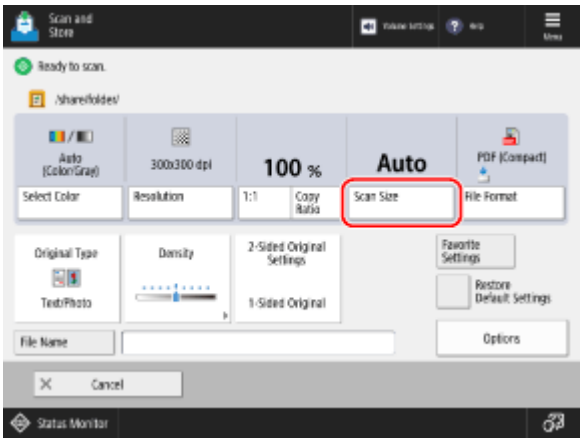
* For details on the sizes of the original that can be detected automatically, see the following:
Basic Specifications (P. 78)
2-Sided Single Pass Feeder Specifications (P. 81)

Manually set the size of the placed original in the following cases:

- When the size of the placed original cannot be detected automatically
- When a size different from the placed original is detected
- When part of the image on the edge of the original is missing after being scanned

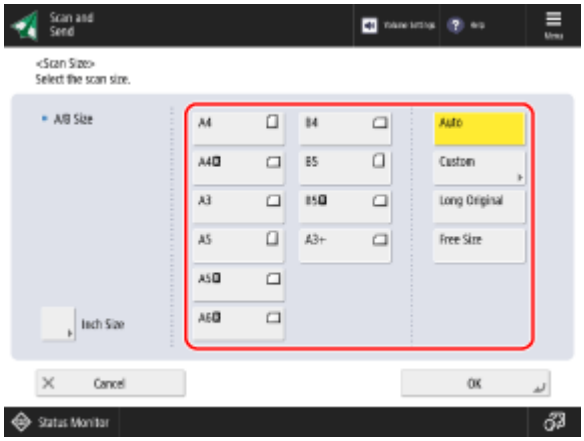
1 On the scan screen, press the setting button for the original size. **Scan Screen (P. 508)**





➔ The [Scan Size] screen is displayed.

2 Select the size of the placed original.



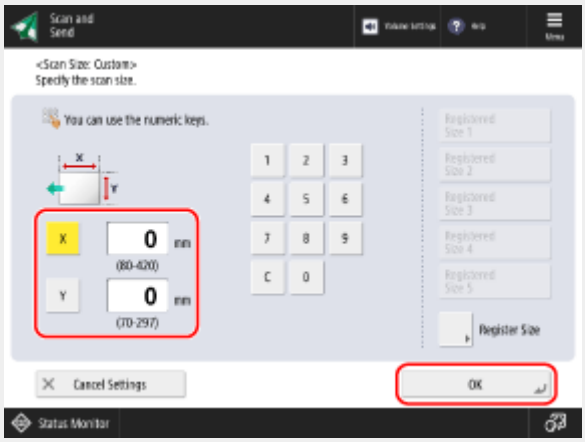
Depending on the setting, the location where to place the original may be restricted to the platen glass or feeder. If the original is placed in a different location, place it in the listed location. **Placing Originals (P. 229)**

When Placing a Custom Size Original

Enter the size (length of sides) of the original to set.

* You cannot set the size when saving scanned data to a Mail Box.

1. Press [Custom].
   If you do not know the size (length of the sides) of the placed original, press [Free Size]. In this case, you do not need to perform Step 2 (entering the length of sides).
   * If this is set to [Free Size], the original can only be placed in the feeder. In addition, the ratio is fixed at 1:1 (100%).
2. Enter the length of the sides for [X] and [Y], and press [OK].



- Press [X] and [Y] to select them, and enter the values.
- When frequently used original sizes are registered, you can call them up by pressing [Registered Size 1] to [Registered Size 5].

Registering the Size of an Original

Follow the procedure below to register sizes when you frequently use specific non-standard size originals. You can call up the size on the size input screen, saving you the trouble of entering the size each time.
You can register up to five sizes for an original.

Press [Register Size] ▶ select the button to which you want to register the size ▶ press [Register/Edit] ▶ enter lengths for the [X] side and [Y] side ▶ press [OK] ▶ [Close]

* On the size registration screen, you can select a button and press [Rename] to rename the button.

When Placing a Long Original

Select [Long Original].

* If this is set to [Long Original], the original can only be placed in the feeder. In addition, the ratio is fixed at 1:1 (100%).
* For details on the size of long originals that can be placed in the feeder, see the specifications for the feeder of the machine. **2-Sided Single Pass Feeder Specifications (P. 81)**
* You cannot use this setting when scanning from [Scan and Store].

To Prevent Losing Part of the Image of an A3 or 11" x 17" Size Original

Select [A3+] or [11x17+].

* If this is set to [A3+] or [11x17+], the original can only be placed on the platen glass.
* [A3+] or [11x17+] may not be displayed depending on the country, region, or model.

When Scanning Originals of a Special Size Such As OFICIO Asia/Oceania Latin America

Press [Other Size], and select the paper size.

3 Press [OK].

→ The scan screen is displayed again.

Setting the Ratio

Set the ratio to enlarge or reduce the original.

1 On the scan screen, press [Copy Ratio] or [Options] ▶ [Copy Ratio]. **Scan Screen (P. 508)**

→ The [Copy Ratio] screen is displayed.

2 Set the ratio.

When Setting the Ratio According to the Data Output Size

Press [Auto], and select the data output size (paper size of the scanned data).

* If [Auto] is set, the resolution is restricted to [300x300 dpi] or [600x600 dpi].

When Manually Setting the Ratio

Select a fixed ratio from the list or enter a custom ratio.
Enter the ratio from 50% to 200% in 1% increments.



* You can set the ratio from 25% to 400% when saving scanned data to a Mail Box.

When Setting the Ratio by Specifying the Length (Only When Saving to Mail Box)

Press [Set by Length]. Select [XY Same Ratio] or [XY Independent], specify the original size and data output size (paper size of scanned data) in 1-mm (1/16") increments, and press [OK].

[XY Same Ratio]

The document is enlarged or reduced with the same vertical and horizontal ratio.
Enter either the vertical or horizontal length in [Original Size] and [Data Output Size]. For example, when entering the vertical length in [Original Size], enter the vertical length in [Data Output Size].

[XY Independent]

The document is enlarged or reduced using a separate vertical and horizontal ratio.

When Enlarging or Reducing by Specifying the Vertical and Horizontal Ratio (Only When Saving to Mail Box)

Press [XY Ratio]. Enter the ratio of [X] and [Y] from 25% to 400% in 1% increments, and press [OK].

3 Press [OK] or [OK] ▶ [Close].

➔ The scan screen is displayed again.

Setting the Original Orientation

Set the orientation of the placed original so that the top and bottom of the scanned data are displayed correctly.

* You cannot set the orientation when saving scanned data to Mail Box.

1 Press [Options] ▶ [Orig. Content Orientation]. **Scan Screen (P. 508)**

➔ The [Orig. Content Orientation] screen is displayed.

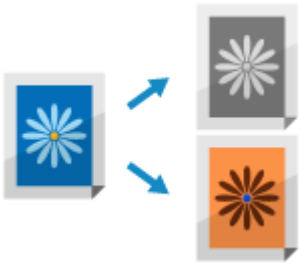
2 Select [Top at Far Edge] or [Top at Side Edge] according to the placed original.

3 Press [OK] ▶ [Close].

➔ The scan screen is displayed again.

Color Setting

AW63-07Y



Set a color when scanning.
When saving scanned data to Mail Box, you can also configure the settings to invert the color and gradation of the entire original.

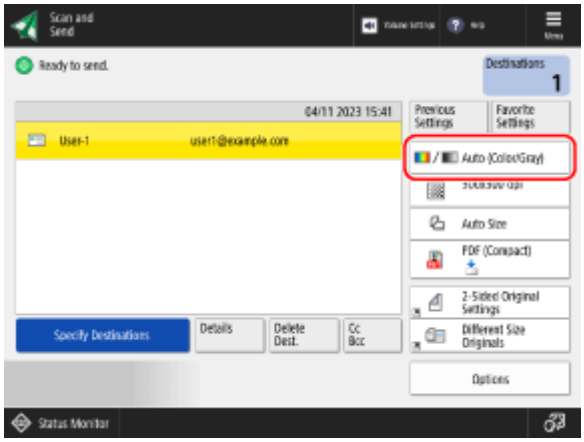
Selecting a Color (P. 514)
Inverting the Color (Nega/Posi) (P. 515)

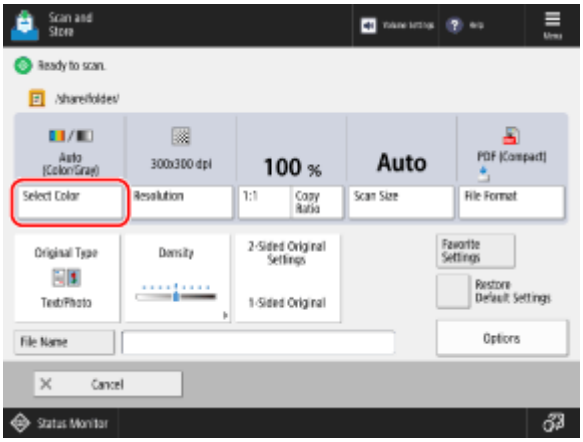
Selecting a Color

Select a color when scanning.

* The color that can be selected is restricted based on the file format setting.
  - TIFF files are restricted to [Black & White].
  - JPEG and OOXML files are restricted to [Auto (Color/Gray)], [Full Color], and [Grayscale].

1 On the scan screen, press the setting button to select the color. **Scan Screen (P. 508)**





➔ The [Select Color] screen is displayed.

2 Select a color when scanning.

You cannot select [Auto (Color/Gray)] or [Grayscale] when saving scanned data to Mail Box.

[Auto (Color/Gray)]
Detects the color of the original automatically. Color originals are scanned in color, and black and white originals are scanned in grayscale.
* When text is faded or the original has large volumes of text, select [Auto (Color/Black & White)].

* Color originals may be detected as black and white depending on the condition of the original, such as when only the edges of the original are in color. In this case, select [Full Color].

[Auto (Color/Black & White)]
Detects the color of the original automatically. Color originals are scanned in color, and black and white originals are scanned in black and white.
* Color originals may be detected as black and white depending on the condition of the original and the size, such as when only the edges of the original are in color. In this case, select [Full Color].

[Full Color]
Scans in full color, regardless of the color of the original.
* When set to [Full Color], black and white originals also count as color scans.

[Black & White]
Scans in black and white, regardless of the color of the original.

[Grayscale]
Scans in grayscale from white to black, regardless of the color of the original.
Because this uses different levels of gray, such as white, light gray, gray, dark gray, and black, it looks more natural and smoother than the Black & White setting.
* When text is faded or the original has large volumes of text, select [Black & White].

3 Press [OK].

➔ The scan screen is displayed again.

Inverting the Color (Nega/Posi)

You can configure the settings to invert the color and gradation of the entire original. This is convenient when scanning an original that is difficult to see.

* You can configure this setting only when saving scanned data to Mail Box.

1 On the scan screen, press [Options] ▶ [Nega/Posi]. **Scan Screen (P. 508)**

➔ [W/Settings] is displayed at the bottom of the setting button.

2 Press [Close].

➔ The scan screen is displayed again.

Adjusting the Image Quality

AW63-080



You can adjust the image quality, such as when the scanned data 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.

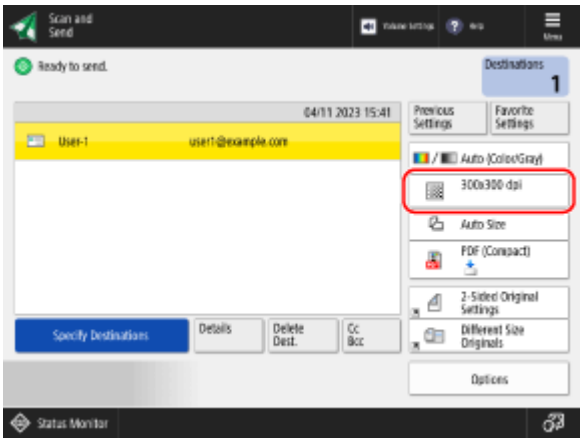
- **Setting the Resolution (P. 516)**
- **Selecting the Original Type (P. 517)**
- **Adjusting the Density (P. 517)**
- **Adjusting the Sharpness (P. 518)**
- **Erasing Original Frame, Shadows, and Punch Holes (Erase Frame) (P. 519)**

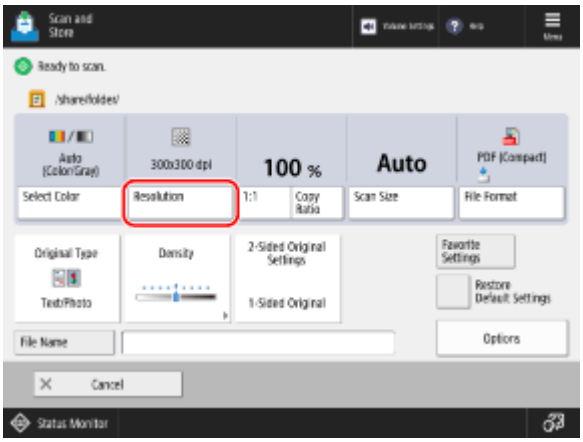
Setting the Resolution

Increase the resolution when you want to scan originals more finely, and decrease the resolution for a smaller file size.

* You cannot set the resolution when saving scanned data to a Mail Box. (The resolution is fixed to [600x600 dpi].)

1 On the scan screen, press the resolution setting button. **Scan Screen (P. 508)**





➔ The [Resolution] screen is displayed.

2 Select the resolution.

The resolution that can be selected varies depending on the file format setting.

3 Press [OK].

➔ The scan screen is displayed again.

Selecting the Original Type

Select the original type so that scanning is performed using the image quality that suits the content of the original.

1 On the scan screen, press [Original Type] or [Options] ▶ [Original Type]. **Scan Screen (P. 508)**

→ The [Original Type] screen is displayed.

2 Select the original type.

- For details on the original types, refer to the help screen displayed when you press [?] at the top right of the screen.
- When [Text/Photo] or [Map][*1] is selected, press [Adjust Level] to adjust whether to give priority to text or photos.

[*1] This is displayed only when saving scanned data to a Mail Box.

When [Thickness of Feeder Originals] Is Displayed
You can press [Thickness of Feeder Originals] to select the thickness of the original when you scan using the feeder.

When [BleedReduce] Is Displayed
You can press [BleedReduce] to select it, so as to prevent the back side of the page to be scanned or the next page from being visible.

3 Press [OK] or [OK] ▶ [Close].

→ The scan screen is displayed again.

NOTE

- To create a clean scan of an original with a colored background or a newspaper, adjust the density of the background. **Adjusting the Density (P. 517)**
- If a phenomenon called moiré (vertical pattern noise) occurs when you scan after selecting the original type, adjust the sharpness. **Adjusting the Sharpness (P. 518)**

Adjusting the Density

You can adjust the density to suit the original.
If text or images in the original are too faint or dark, adjust the density of the entire original.
To create a clean scan of an original with a colored background or a newspaper, adjust the density of the background.

1 On the scan screen, press [Density] or [Options] ▶ [Density]. **Scan Screen (P. 508)**

→ The [Density] screen is displayed.

2 Adjust the density.

When Adjusting the Density of the Entire Original

Move the slider to the left or right to adjust the density.
To decrease the density, adjust it to [ ], and to increase the density, adjust it to [ ].

When Adjusting the Density of the Background

The background density can be adjusted by decreasing it automatically or by adjusting it manually.
If [BleedReduce] is displayed, you can press [BleedReduce] to select it so as to prevent the back side of the page to be scanned or the next page from being visible.

To Automatically Decrease the Density of the Background

In [Background Density], press [Auto] to select it.

To Manually Adjust the Density of the Background

Press [Adjust] in [Background Density], adjust the density, and press [OK].

- Move the slider to the left or right to adjust the density. To decrease the density, adjust it to [-], and to increase the density, adjust it to [+].
- On the screen for adjusting the density, you can press [Adjust Each Color] to adjust the density of the background by color (red, green, and blue).

* When you adjust the background density, parts other than the background may also be affected depending on the color of the original.

3 Press [OK] or [OK] ▶ [Close].

➔ The scan screen is displayed again.

Adjusting the Sharpness

By adjusting the sharpness, you can emphasize the contours and lines to make them clearer, or weaken them to make them softer.

1 On the scan screen, press [Options] ▶ [Sharpness]. **Scan Screen (P. 508)**

➔ The [Sharpness] screen is displayed.

2 Move the slider to the left and right to adjust the sharpness.

Adjustment example:

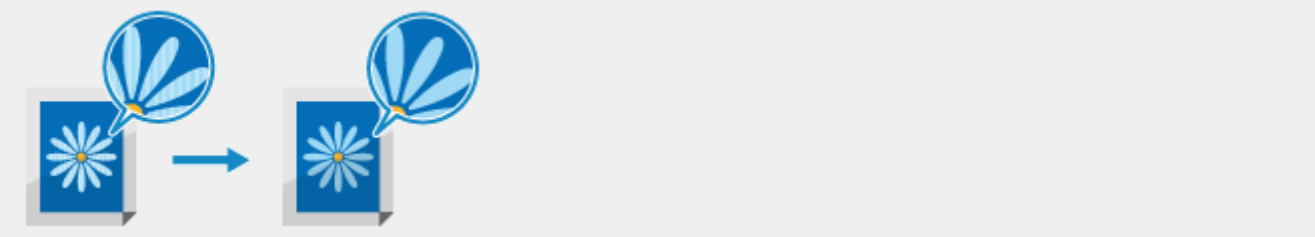
- To make blurry text clearer

Set to [High].
* When the target for adjustment is divided into [Text] and [Photo/Image], set [Text] to [High].



- To reduce moiré (vertical pattern noise) in photos

Set to [Low].
* When the target for adjustment is divided into [Text] and [Photo/Image], set [Photo/Image] to [Low].



3 Press [OK] ▶ [Close].

➔ The scan screen is displayed again.

Erasing Original Frame, Shadows, and Punch Holes (Erase Frame)

When you set the original size to a size larger than the actual original, or when you scan pages of a thick book, dark borders and shadows may appear around the edges of the original. You can configure the settings to erase the borders or shadows when scanning. You can also erase punch holes on the original.

IMPORTANT

When Placing an Original with Punch Holes

- Place the original on the platen glass. Placing it in the feeder can result in a paper jam. **Placing Originals (P. 229)**

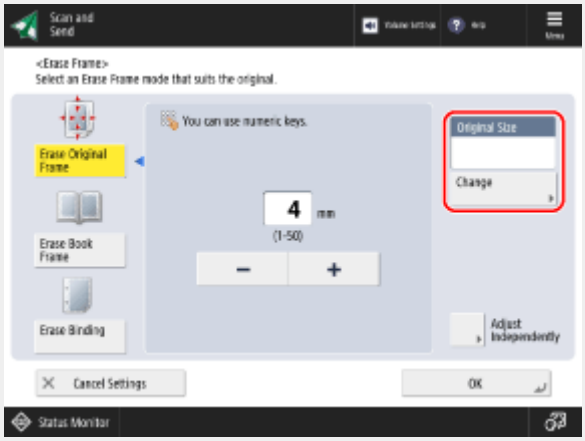
1 On the scan screen, press [Options] ▶ [Erase Frame]. **Scan Screen (P. 508)**

➔ The [Erase Frame] screen is displayed.

2 Set the type and width of the frame to erase.

When Erasing the Frame of an Original

1. Press [Erase Original Frame].
2. Set the size of the original.



Press [Change], select the size of the original, and press [OK].

* You can erase the frame only when scanning the sizes displayed on the screen for selecting the original size.

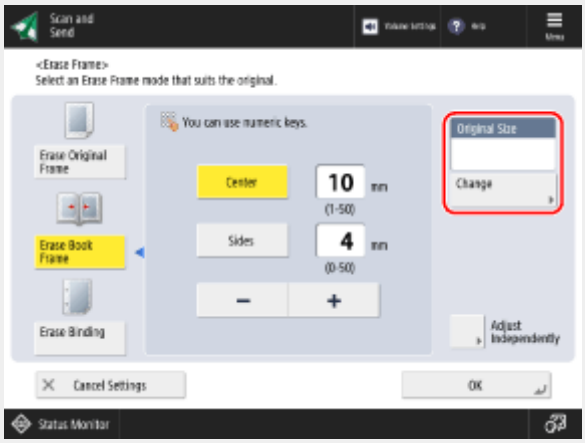
3. Enter the erase width.

When entering the individual erase widths for the top, bottom, left, and right, press [Adjust Independently], and enter the erase widths.

When Erasing Shadows from a Book

You can erase the center shadow that forms when a book is spread open and shadows that form around the edges of a book.

1. Press [Erase Book Frame].
2. Set the size of the original.



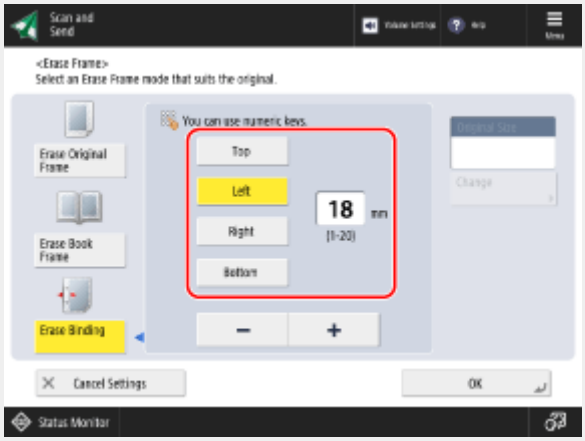
Press [Change], select the size of the original, and press [OK].

* You can erase shadows from a book only when scanning the sizes displayed on the screen for selecting the original size.

3. Enter the erase width.
   - In [Center], enter the erase width of the center shadow that forms when a book is spread open.
   - In [Sides], enter the erase width of the shadow that forms around the edges of the book.
   - When entering the individual erase widths for the top, bottom, left, and right, press [Adjust Independently], and enter the erase widths.

When Erasing Punch Holes on an Original

1. Press [Erase Binding].
2. Select the punch hole position, and enter the erase width.



* If [Erase Binding] is set, the three edges other than the edge with the punch holes are always erased with a 4 mm (1/8") frame.

3 Press [OK] ▶ [Close].

➔ The scan screen is displayed again.

2-Sided Scan Settings

AW63-081



When scanning both sides of an original placed in the feeder, set 2-sided scanning.

Placing Originals When Performing 2-Sided Scanning

Place the original so that the top and bottom of the original are correctly positioned from your viewpoint.



1 On the scan screen, press [2-Sided Original Settings] or [Options] ▶ [2-Sided Original Settings]. **Scan Screen (P. 508)**

➔ The [2-Sided Original] screen is displayed.

2 Select how the original opens.

[Book Type]
Select this if the top and bottom orientation of the front and back sides of the original are the same.



[Calendar Type]
Select this if the top and bottom orientation of the front and back sides of the original are opposite.



3 Press [OK] or [OK] ▶ [Close].

➔ The scan screen is displayed again.

Settings According to the Original

AW63-082



Configure the settings to efficiently scan according to the original.
You can also prevent scanning of blank pages.

Dividing an Original That Spreads Open into Two Pages (P. 522)
Scanning Originals of Different Sizes (Different Size Originals) (P. 522)
Scanning Large Numbers of Originals (Job Build) (P. 523)
Preventing Scanning of Blank Pages (Skip Blank Originals) (P. 524)

Dividing an Original That Spreads Open into Two Pages

When scanning an original that spreads open, such as a book or magazine, you can configure the settings to scan the left and right pages as separate pages.

Placing an Original That Spreads Open

To scan an original that spreads open, place the original on the platen glass. Place the original on the platen glass while aligning the top of the original with the top left corner and top of the platen glass.



1 On the scan screen, press [Options] ▶ [Book ▶ 2 Pages]. **Scan Screen (P. 508)**

➔ [W/Settings] is displayed at the bottom of the setting button.

2 Press [Close].

➔ The scan screen is displayed again.

Scanning Originals of Different Sizes (Different Size Originals)

When scanning originals of different sizes, configure the settings to scan them after placing them together in the feeder.
This eliminates the need to place the originals for each size.

Placing Originals of Different Sizes

When you place originals with the same vertical width, line up the sides that have the same vertical width. Asia/Oceania Americas



When you place originals with different vertical widths, line up the top left corners as seen from your viewpoint. Asia/Oceania Americas



Precautions when placing originals of different sizes

- There are restrictions to the combinations of original sizes that can be placed together. **2-Sided Single Pass Feeder Specifications (P. 81)**
  Placing an inappropriate combination of original sizes can result in damage to the originals or a paper jam.
- Do not place originals of different paper thicknesses or paper quality together. This can result in a paper jam.
- If you place originals of different vertical widths in the feeder, the originals with a smaller vertical width will not be secured by the slide guides and may be scanned at an angle. Asia/Oceania Americas

1 On the scan screen, press [Options] ▶ [Different Size Originals]. **Scan Screen (P. 508)**

2 On the [Different Size Originals] screen, select whether the placed originals have the same vertical width.
If the [Different Size Originals] screen is not displayed, you can skip this step. Press [Close] to return to the fax screen. The steps thereafter are not required.

3 Press [OK] ▶ [Close].

→ The scan screen is displayed again.

Scanning Large Numbers of Originals (Job Build)

When there are too many originals to place in the feeder at once, configure the settings so that the originals scanned in multiple batches can be sent or saved together.
You can send or save originals scanned using the feeder and originals scanned using the platen glass together.

1 On the scan screen, press [Options] ▶ [Job Build]. **Scan Screen (P. 508)**

→ [W/Settings] is displayed at the bottom of the setting button.

2 Press [Close].

→ The scan screen is displayed again.

NOTE

- When placing multiple originals of various sizes in the feeder, you need to configure the settings for different size originals. **Scanning Originals of Different Sizes (Different Size Originals) (P. 522)**

Preventing Scanning of Blank Pages (Skip Blank Originals)

Automatically deletes (skips) pages that have been determined to be blank when scanning.
For example, when both 1-sided and 2-sided originals are placed in the feeder for 2-sided scanning, the back side (blank page) of a 1-sided original is also scanned. In this case, when the settings are configured to skip blank pages, pages determined to be blank while scanning are skipped automatically, eliminating the need to delete blank pages after scanning.

* Blank originals cannot be skipped when sending scanned data to the following destinations:

- Fax
- I-Fax
- Mail Box

1 On the scan screen, press [Options] ▶ [Skip Blank Originals]. **Scan Screen (P. 508)**

→ The [Skip Blank Originals] screen is displayed.

2 Select the color of paper to skip.

[All Colors]
You can skip all blank pages of an original regardless of the paper color.

[White Only]
Skips only blank pages on white paper.
* If you select a setting other than [Auto (Color/Gray)] or [Auto (Color/Black & White)] as the color when scanning, the machine operates according to the [All Colors] setting even when [White Only] is set. **Selecting a Color (P. 514)**

When Checking Scanned Data before Sending or Saving
Press [Preview] to select the checkbox.
You can display a preview screen to check the contents before sending or saving scanned data. **Operating the Preview Screen (P. 488)**

* You cannot configure this setting when saving scanned data to Mail Box.

3 Adjust the accuracy for detecting blank pages, as needed.

1. Press [Adjust Recog. Level].

   → The [Adjust Recog. Level] screen is displayed.

2. Move the slider to the left or right to adjust the accuracy.
   Selecting [+] increases the sensitivity level for detecting blank pages.
3. Press [OK].

➔ The [Skip Blank Originals] screen is displayed again.

4 Press [OK] ▶ [Close].

➔ The scan screen is displayed again.

IMPORTANT

- If the size of the original is set to a size larger than the actual original, blank pages may not be skipped correctly.

NOTE

- If all pages of the scanned original are determined to be blank, scanning is canceled.

File and Division Settings

AW63-083



Set the file format and division settings of the scanned data and the scanned data file name.
This extracts text information from the original and creates a text-searchable file.

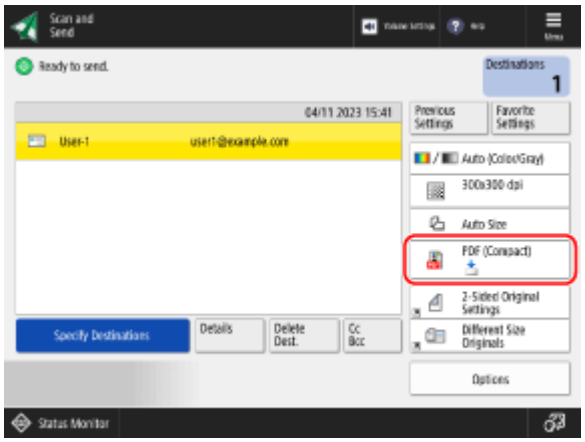
Configuring the File Format and Division Settings (P. 526)
Setting the File Name (P. 528)
Creating a Text-Searchable File (OCR Processing) (P. 531)

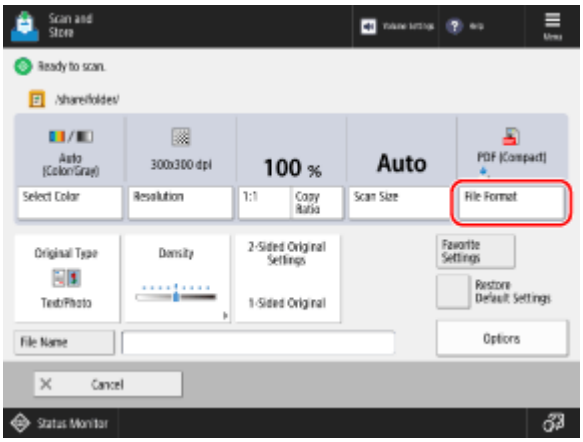
Configuring the File Format and Division Settings

Select the scanned data format from JPEG, TIFF, PDF, XPS, or OOXML according to your purpose and environment. You can compress data and outline text and line drawings. You can also combine originals with multiple pages into one file or create separate files for each page.

* You cannot configure this setting when saving scanned data to Mail Box.

1 On the scan screen, press the file format setting button. **Scan Screen (P. 508)**





➔ The [File Format] screen is displayed.

2 Select the file format.

[JPEG]
This file format is suitable for originals with photos. You can divide an original with multiple pages into separate files for each page.

[TIFF]
This file format is suitable for originals with images. Originals are scanned in black and white.

[TIFF/JPEG (Auto)]
The setting is set to TIFF or JPEG automatically depending on the color setting when scanning. **Selecting a Color (P. 514)**

- When the color setting is [Black & White]: TIFF
- When the color setting is other than [Black & White]: JPEG

In the case of TIFF and JPEG, you can divide an original with multiple pages into separate files for each page.

[PDF]
This file format is suitable for documents. You can display the document in the same way on any computer regardless of the operating system.

[XPS]
A file format used since Windows Vista. You can display the document in the same way on any computer operating Windows.

[OOXML]
The file format (Office Open XML) of Microsoft Office documents standardized by the International Organization for Standardization. This file format can be edited with Word or PowerPoint. Select whether to use Word or PowerPoint format.

3 Configure additional PDF, XPS, or OOXML features, as needed.

You can configure additional features when PDF, XPS, or OOXML is selected in Step 2.

When Configuring Additional PDF Features

Reducing the Data Size
Press [Compact] to select it.
If there are few colors used in the original, press [Limited Color] to select it.

Enabling Recognition of Text in an Original
Press [OCR (Prioritize Speed)], [OCR (Text Searchable)], or [OCR (Prioritize Precision)] to select one.
For details, see the following:
Creating a Text-Searchable File (OCR Processing) (P. 531)

Enhancing Security
Press [Encrypt], [Add Digital Signatures], or [Add Device Signature] to select one.
For details, see the following:
Enhancing the Security of Scanned Data (P. 497)

Outlining Text and Line Drawings
Press [Trace & Smooth] to select it.
Creates a PDF file with sharp text and line drawings. You can also process outline data on a PDF file using Adobe Illustrator.

Creating a PDF File for Long-term Storage
Press [Format to PDF/A] to select it.
Creates a PDF file that conforms to PDF/A-b1 to guarantee that the PDF display does not change depending on the device or browsing software to ensure long-term storage.

When Configuring Additional XPS Features

Reducing the Data Size
Press [Compact] to select it.

Enabling Recognition of Text in an Original Europe Asia/Oceania

Press [OCR (Text Searchable)] to select it.
For details, see the following:
Creating a Text-Searchable File (OCR Processing) (P. 531)

Enhancing Security

Press [Add Digital Signatures] or [Add Device Signature] to select one.
For details, see the following:
Enhancing the Security of Scanned Data (P. 497)

When Configuring Additional OOXML Features

To enable searching of characters in an original as text, press [OCR (Text Searchable)] to select it.
For details, see the following:
Creating a Text-Searchable File (OCR Processing) (P. 531)

4 Configure the division setting, as needed.

To divide an original with multiple pages into separate files for each page instead of having them as one file, press [Divide into Pages] to select it.
To scan from [Scan and Send], specify how many pages to divide the original into, and press [OK].

5 Press [OK].

→ The scan screen is displayed again.

NOTE

The Effect of the File Format on Select Color, Resolution, and Ratio

- When PDF (compact or outline), XPS (compact), or OOXML is selected, the following setting restrictions apply:
  - Color selection: other than [Black & White]
  - Resolution: [300x300 dpi]
    * When selecting OOXML in PowerPoint format, you can also set this to [600x600 dpi].
  - Ratio: [100%] or [Auto]

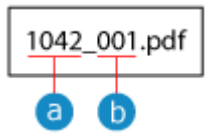
When Creating an Outlined PDF File

- You cannot configure this setting when the original size is set to [Long Original].
- Depending on the original, characters and line drawings may not be correctly identified.
- Depending on your version of Adobe Illustrator, the text and background may appear misaligned or text and line drawings may not be displayed when opening an outlined PDF file.

Setting the File Name

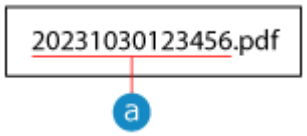
By default, scanned data is sent and saved with the following file name:

- When sending an e-mail



a Job No.
b Page No.

- When sending scanned data to a destination other than an e-mail address or when saving scanned data



a Send/save date and time (in this example, "10/30/2023, 12:34:56 PM")

* When the file format setting is set to [Divide into Pages]

This page number is added to the end of the file name. (When sending, a five-digit number is used, and when storing, a three-digit number is used.)
Example:
20231030123456_00001.pdf
20231030123456_001.pdf

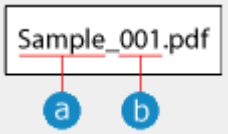
You can specify a custom file name indicating the contents, or configure the settings to create a file name by extracting the characters at the beginning of the original.

1 On the scan screen, press [File Name] or [Options] ▶ [File Name]. **Scan Screen (P. 508)**

→ The [File Name] screen is displayed.

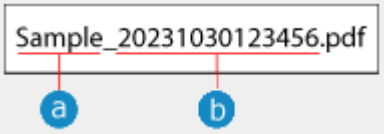
2 Set the file name.

- To scan from [Scan and Send], press [File Name], enter a custom file name, and press [OK].
- Scanned data is sent or saved with the following file name:
  - When sending an e-mail



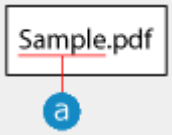
a Set file name
b Page number

  - When sending to a destination other than an e-mail address



a Set file name
b Send/save date and time (in this example, "10/30/2023, 12:34:56 PM")

  - When saving scanned data



a Set file name

* If a file with the same name exists in the save location when saving scanned data to a location other than Mail Box, a number ("(1)" to "(9)") is added to the end of the file name.
Example:
Sample(1).pdf

- If the total number of characters used for the set file name and used to indicate the file location (path) exceeds 256 single-byte characters, the file may not be sent or saved with the set file name.

- If you enter characters not allowed by the operating system of the sending destination, such as "\," "/," ":," "*," "?," "<," ">," or "|," when sending the file to a file server, etc., the file may not be sent.
- You cannot use the characters "\," "/," ":," "*," "?," "<," ">," or "|" in the file name when saving scanned data. In addition, you cannot use a period or space at the beginning or end of a file name.

When Creating a File Name by Extracting the Characters at the Beginning of the Original (Only When Sending Scanned Data)

Press [Auto (OCR)] to select the checkbox.

- This setting is applied only when you use a text-searchable file format for the scanned data. **Creating a Text-Searchable File (OCR Processing) (P. 531)**
- You cannot configure this setting and send a file when PDF file encryption is set at the same time.
- You can change the number of characters extracted as a file name. **[OCR (Text Searchable) Settings] (P. 1310)**
- If you entered characters in [File Name], the characters extracted from the original are added to the end of those characters.

  * Characters in the file name that exceed the character limit will be deleted.
- The file name when [Auto (OCR)] is enabled is not applied to the following:
  - Send status displayed in the status display at the bottom of the screen **[Home] Screen (P. 189)**
  - TX report **Printing a TX Report (P. 541)**
  - TX log when a sending error occurs **Checking the Send or Save Status and Log of Scanned Data (P. 544)**

To Prevent the Date/Time and Page Number from Being Automatically Added (Only When Sending Scanned Data)

Press [Remove Date/Job No. from File Name] to select the checkbox.
To overwrite a file when a file with the same name exists in the send destination, press [Overwrite File with Same Name] to select the checkbox.

* If a file with the same name exists in the send destination and the [Overwrite File with Same Name] checkbox is cleared, a four-digit number is added to the end of the file name.

Example:
Sample(0001).pdf

3 Press [OK] or [OK] ▶ [Close].

➔ The scan screen is displayed again.

NOTE

Editing a File Name Registered in "Favorite Settings" in [Scan and Send]

- When "Favorite Settings" are registered with a file name set, you can use the following procedure to edit only the file name setting registered in "Favorite Settings."

  Log in to Remote UI ▶ [Settings/Registration] ▶ [Send] ▶ [Favorite Settings] ▶ [Edit] ▶ edit the file name ▶ [OK].

* You cannot use the control panel to edit only the file name setting. To change the file name setting, register "Favorite Settings" again. **Registering and Recalling Favorite Settings (P. 215)**

Creating a Text-Searchable File (OCR Processing)

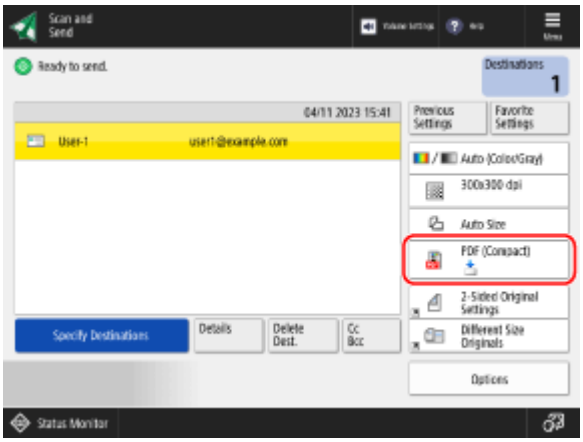
Optical Character Recognition (OCR) is a technology that recognizes characters in the original and extracts text information.
Configure the settings to perform OCR processing when scanning the original to create a text-searchable file.

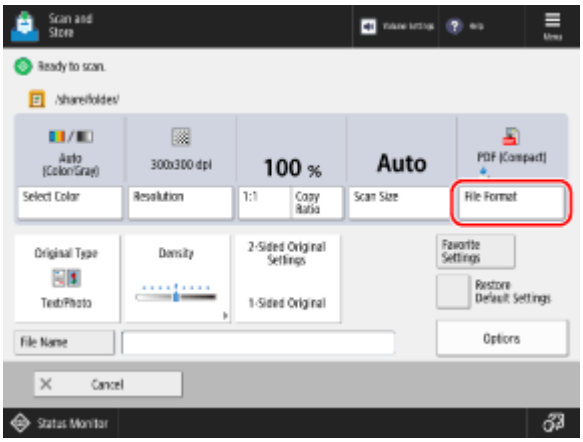
Text-searchable file formats:

- PDF (searchable PDF)
- OOXML
- XPS Europe Asia/Oceania

* You cannot configure this setting when saving scanned data to Mail Box.

1 On the scan screen, press the file format setting button. **Scan Screen (P. 508)**





→ The [File Format] screen is displayed.

2 Select the file format.

- To create a PDF file, press [PDF].
- To create a Word-format OOXML file, press [OOXML] ▶ [Word].
- To create a PowerPoint-format OOXML file, press [OOXML] ▶ [PowerPoint].
- To create a XPS file, press [XPS]. Europe Asia/Oceania

3 Press [OCR (Prioritize Speed)], [OCR (Text Searchable)] or [OCR (Prioritize Precision)].

If you selected [PDF] or [XPS] in Step 2, this can be set in combination with [Compact] or other additional functions.

* [Trace & Smooth] and [Limited Color] cannot be set in combination with [OCR (Prioritize Precision)].
* The image quality level setting is disabled when [OCR (Prioritize Precision)] is used in combination with [Compact]. **[Image Quality Level for Limited Color/Compact] (P. 1310)**
The image quality may be different from PDF files created using [OCR (Prioritize Speed)] in combination with [Compact].

4 Selecting the OCR processing language according to the language of the original.

- If you selected [PDF] or [XPS] in Step 2, select the language from the [OCR Language] pull-down menu.
- When [OOXML] ▶ [Word] is selected in Step 2, press [Change], select the language, and press [OK].

- When [OOXML] ▶ [PowerPoint] is selected in Step 2, select the language, and press [OK].

5 Press [OK].

→ The scan screen is displayed again.

NOTE

The Effect of OCR Processing on Original Size and Ratio

- When OCR processing is set, the following setting restrictions apply:
  - Original size: other than [Long Original]
  - Ratio: [100%] or [Auto]

Auto Detection of Original Orientation

- By default, the orientation of the original is detected automatically according to the orientation of text detected when the file is created. **[OCR (Text Searchable) Settings] (P. 1310)**

Deleting the Background Image (Only for Word-format OOXML Files)

- You can configure the setting to delete the image recognized as the background when creating a file. Deleting unneeded images makes it easier to edit Word files. **[Include Background Images in Word File] (P. 1312)**

When OCR Processing Is Not Performed Correctly

- Check whether the language settings in Step 4 match the language used in the original.
- Check whether the original being used is suitable for OCR processing. **Text Is Not OCR Processed Correctly (P. 533)**

Text Is Not OCR Processed Correctly

AW63-084

Text may not be OCR processed correctly when creating a text-searchable file. In this case, check whether the language setting for OCR processing and the original being used are appropriate.
You can change the language setting according to the original and improve the processing accuracy by using an original with a character type and font recognizable by the machine and using an original suitable for OCR processing.

Settings and Languages Standard for OCR Processing (P. 533)
Recognizable Character Types and Fonts (Asian Languages) (P. 534)
Recognizable Character Types and Fonts (European Languages) (P. 534)
Originals Suitable for OCR Processing (P. 535)

IMPORTANT

When OCR Processing Is Not Performed Correctly Even with an Appropriate Language Setting and Original

- The processing accuracy may not be able to be improved for originals with a large volume of text per page.
- Note the following when creating a Word-format OOXML file:
  - The text may be replaced with unintended characters or characters may be missing depending on the background color, font, font size, italicization, and other factors.
  - Paragraphs, line breaks, and tables are not reproduced.
  - Some images such as diagrams, photos, and seals may be recognized as text and replaced with text.

Settings and Languages Standard for OCR Processing

Standard language settings for character recognition	The languages selected when setting OCR processing are the basis for character recognition. **Creating a Text-Searchable File (OCR Processing) (P. 531)**
Recognizable Asian Languages	Japanese, Chinese (Simplified), Chinese (Traditional), Korean * For the character types and fonts, see the following: **Recognizable Character Types and Fonts (Asian Languages) (P. 534)**
Recognizable European Languages and Language Groups	Languages English, French, Italian, German, Spanish, Dutch, Portuguese, Albanian, Catalan, Danish, Finnish, Icelandic, Norwegian, Swedish, Croatian, Czech, Hungarian, Polish, Slovak, Estonian, Latvian, Lithuanian, Russian, Greek, Turkish, Slovenian*1, Romanian*1, Bulgarian*1, Hebrew*1 Language Groups Western European (ISO)*2, Central European (ISO)*3, Baltic (ISO)*4 * For the character types and fonts, see the following: **Recognizable Character Types and Fonts (European Languages) (P. 534)**

*1 Can only be selected with [OCR (Prioritize Precision)].
*2 Includes English, French, Italian, German, Spanish, Dutch, Portuguese, Albanian, Catalan, Danish, Finnish, Icelandic, Norwegian, and Swedish.
*3 Includes English, Croatian, Czech, Hungarian, Polish, and Slovak.
*4 Includes English, Estonian, Latvian, and Lithuanian.

Recognizable Character Types and Fonts (Asian Languages)

Recognizable character types	Japanese Alphabet, numbers, kanji*1, symbols, hiragana, and katakana Chinese (Simplified) GB2312-80 (alphabet, numbers, kanji, and symbols) Chinese (Traditional) Big5 (alphabet, numbers, kanji, and symbols) Korean KSC5601 (alphabet, numbers, kanji, symbols, and Hangul)
Recognizable fonts	Multi-font support (Recommended: Mincho) * Italicized characters cannot be recognized.
Recognizable font sizes	8 pt. to 48 pt.
Fonts used after OCR processing*2	Japanese • Asian characters: MS Mincho • European characters: Century Chinese (Simplified) • Asian characters: SimSun • European characters: Calibri Chinese (Traditional) • Asian characters: PMingLiU • European characters: Calibri Korean • Asian characters: Malgun Gothic • European characters: Calibri

*1 All JIS 1 standard kanji and some JIS 2 standard kanji
*2 Only when creating a Word-format OOXML file

Recognizable Character Types and Fonts (European Languages)

Recognizable character types	Alphabet, characters unique to the recognition language*1, numbers, symbols
Recognizable fonts	Multi-font support (Recommended: Times, Century, Arial)*2 * Italicized characters can be recognized.
Recognizable font sizes	6 pt. to 72 pt.
Fonts used after OCR processing*3	Calibri * Italics cannot be reproduced.

*1 Depending on the language, some unique characters may not be recognized.
*2 Arial, Times New Roman, and Courier New fonts can be recognized with [OCR (Prioritize Precision)].
*3 Only when creating a Word-format OOXML file

Originals Suitable for OCR Processing

You can improve the OCR processing accuracy by using an original suitable for OCR processing.

File format of original	● Printed documents and word processing documents ● Originals composed of text, diagrams, photos, and/or tables and are not slanted
Text format	● Horizontal or vertical writing (Documents with both horizontal and vertical writing can also be recognized)*1 ● Documents with one to three columns and without complex intricacies
Font size	8 pt. to 40 pt.
Table format*2	Tables that meet the following conditions: ● Rectangular format consisting of solid border lines ● 32 columns or less ● 32 rows or less

*1 Only horizontal writing is recognizable for European languages and Korean.
*2 Only when creating a Word-format OOXML file

E-mail and I-Fax Settings

AW63-085



You can configure the e-mail information when sending scanned data by e-mail or I-Fax.

* You cannot use this setting when scanning from [Scan and Store].

Setting the Subject and Message (P. 536)
Setting the Reply-to Destination (P. 537)
Setting the Priority (P. 538)

Setting the Subject and Message

Set the subject and the message of the e-mail.
By default, the subject set in the [Settings/Registration] menu is added automatically. **[Default Subject] (P. 1342)**
You can set the [Name] of a destination registered in the Address Book as the subject of the e-mail. **[Use Destination Name for Subject] (P. 1342)**

1 On the scan screen, press [Options] ▶ [Subject/Message]. **Scan Screen (P. 508)**

→ The [Subject/Message] screen is displayed.

2 Enter the subject and message.

Press [Subject] and [Message], enter the subject and message, and press [OK].

3 Press [OK] ▶ [Close].

→ The scan screen is displayed again.

NOTE

Sending the Subject and Message from a Mobile Device to the Machine

- You can send a subject and message entered on a mobile device to the machine. **Specifying Destinations (Address Book on a Mobile Device) (P. 360)**
- You can edit a subject and message received from a mobile device using the procedure above.
  However, if the characters exceed the maximum number of characters that can be entered into the machine, the characters displayed in the input screen in Step 2 (exceeded characters) will be deleted when editing on the machine.

  * If you press [Cancel] on the input screen in Step 2 (when not editing on the machine), the exceeded characters are not deleted.

Setting the Reply-to Destination

Set the e-mail address (Reply-To) that will be notified to the recipient as the e-mail reply-to destination.
You can set a destination registered in the Address Book (excluding destinations in a personal address list or user group address list) as the reply-to destination.
By default, the e-mail address that will be notified as the e-mail sender (From) becomes the reply-to destination.

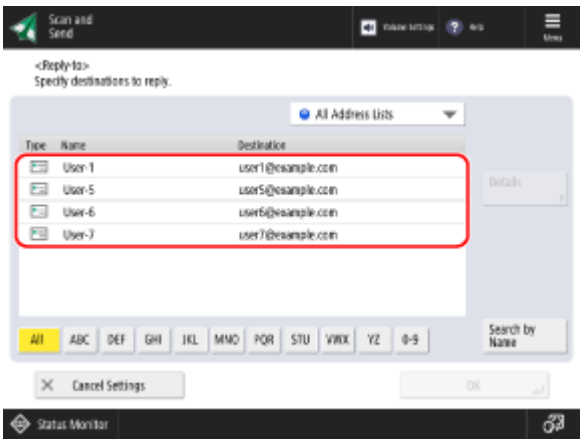
Required Preparations

- Register the e-mail address to be used as the reply-to destination to the Address Book of the machine. **Registering Destinations (Address Book) (P. 306)**

1 On the scan screen, press [Options] ▶ [Reply-to]. **Scan Screen (P. 508)**

→ The [Reply-to] screen (Address Book screen) is displayed.

2 Select the destination (e-mail address) to be set as the reply-to destination.



- You can filter the destinations displayed in the list by selecting the index at the bottom of the screen, [Search by Name], or an address list in the address list pulldown menu. **Address Book Screen (P. 307)**
- To display destinations with a set access number, press [Access No.], and enter the access number.

3 Press [OK] ▶ [Close].

→ The scan screen is displayed again.

NOTE

E-mail Sender

- The e-mail address that will be notified to the destination as the e-mail sender (From) becomes the following e-mail address regardless of the reply-to destination setting.

When Logged in to the Machine

By default, it is the e-mail address of the login user. **[Specify Authentication User as Sender for E-Mail] (P. 1343)**
* If you configured the settings not to notify the destination of the e-mail address of the login user as the sender, you can also configure the settings to notify the destination of the e-mail address as the reply-to destination. **[Specify Authentication User for Reply-To] (P. 1343)**

When Not Logged in to the Machine

It is the e-mail address of the machine.

When Sending an I-Fax in Full Mode

- Depending on the destination machine, a Message Delivery Notification (MDN) may also be sent to the e-mail address set as the reply-to destination.

Setting the Priority

Set the priority level of the e-mail.

1 On the scan screen, press [Options] ▶ [E-Mail Priority]. **Scan Screen (P. 508)**

→ The [E-Mail Priority] screen is displayed.

2 Select the priority level.

3 Press [OK] ▶ [Close].

→ The scan screen is displayed again.

Delayed Send Settings

AW63-086



Configure the settings to send scanned data automatically at a specified time instead of sending it immediately.

* You cannot use this setting when scanning from [Scan and Store].

1 On the scan screen, press [Options] ▶ [Delayed Send]. **Scan Screen (P. 508)**

→ The [Delayed Send] screen is displayed.

2 Enter the time for Delayed Send.

Enter the time using 24-hour format regardless of the time display format setting.

3 Press [OK] ▶ [Close].

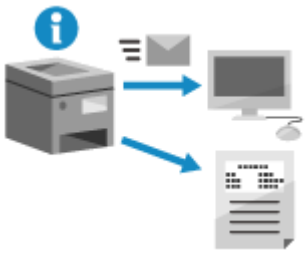
→ The scan screen is displayed again.

NOTE

- You can check whether the scanned data was sent on the [Status Monitor] screen. **Checking the Send or Save Status and Log of Scanned Data (P. 544)**
- You can specify up to 64 jobs for Delayed Send.
  However, the actual number of jobs that can be set may be less in the following cases:
  - When sending multiple scanned data jobs at the same time
  - When sending large volumes of scanned data
  - When using a large amount of memory in a Mail Box or Fax/I-Fax Inbox

TX Result Notice Settings

AW63-087



You can configure the settings to send a TX result by e-mail and print a TX report.

* You cannot use this setting when scanning from [Scan and Store].

Sending the TX Result by E-mail (P. 540)
Printing a TX Report (P. 541)

Sending the TX Result by E-mail

Configure the settings to send the TX result by e-mail when sending is complete.
Even if you are away from the machine when data is waiting to be sent, you can view the TX result from a computer or mobile device. You can also configure the settings to send the notice only when an error occurs.
You can set a destination registered in the Address Book (excluding destinations in a personal address list or user group address list) or an e-mail address of a login user as the notice destination.

Required Preparations

- Register the e-mail address to be set as the notice destination in the Address Book of the machine or the user information.

Registering Destinations (Address Book) (P. 306)
Registering User Information to a Local Device (P. 859)

1 On the scan screen, press [Options] ▶ [Job Done Notice]. **Scan Screen (P. 508)**

➔ The [Job Done Notice] screen is displayed.

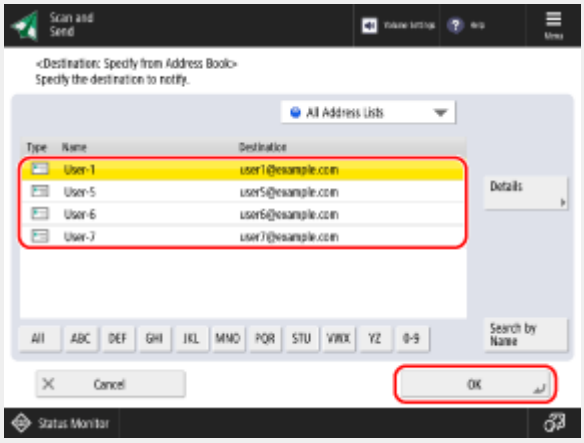
2 Set the notice condition and notice destination.



To attach the first page of the sent original as a PDF file to the e-mail notice, select the [Attach TX Image] checkbox.

When Selecting a Destination from the Address Book

Press [Specify from Address Book] to display the Address Book screen.
On the Address Book screen, select the destination (e-mail address) to be set as the notice destination, and press [OK]



- You can filter the destinations displayed in the list by selecting the index at the bottom of the screen, [Search by Name], or an address list in the address list pulldown menu. **Address Book Screen (P. 307)**
- To display destinations with a set access number, press [Access No.] and enter the access number.

3 Press [OK] ▶ [Close].

➔ The scan screen is displayed again.

Printing a TX Report

By default, a TX report is printed automatically when an error occurs.
You can configure the settings to print a TX report when sending is complete regardless of the TX result.

* Depending on the machine settings, you cannot configure a TX report from the scan screen. **[TX Report] (P. 1330)**

1 On the scan screen, press [Options] ▶ [TX Report]. **Scan Screen (P. 508)**

➔ [W/Settings] is displayed at the bottom of the setting button.

2 Press [Close].

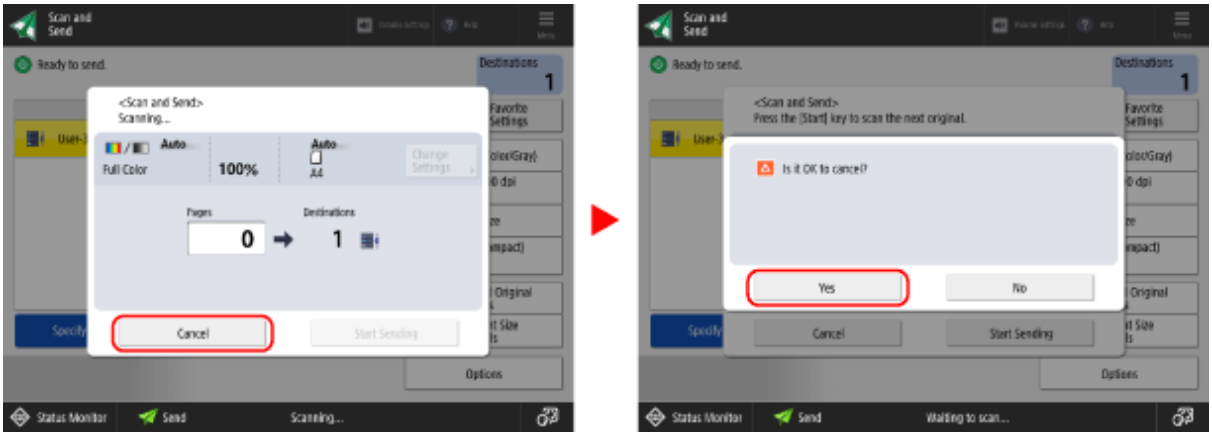
➔ The scan screen is displayed again.

Canceling Scanning

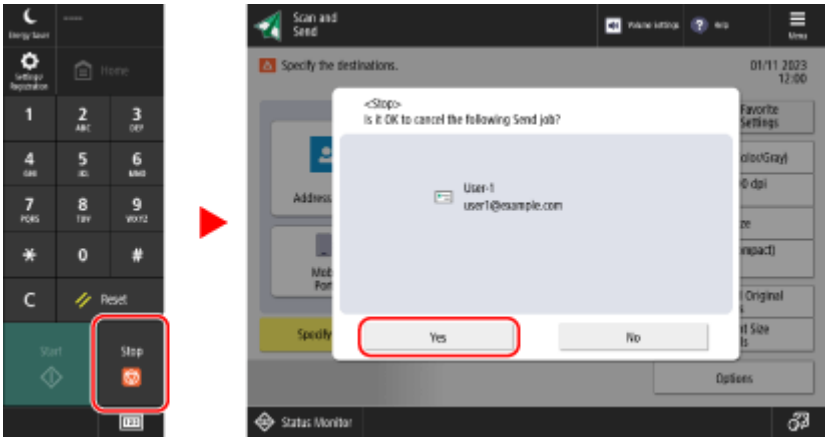
AW63-088

To cancel scanning with this machine, follow the instructions on screen.

- Press [Cancel] ▶ [Yes].



- If the above screen is not displayed, press [Stop] ▶ [Yes].



If [Stop] Is Pressed When There Are Multiple Sending Jobs

- By default, the last executed job is displayed as the job to be canceled. **[Job to Cancel When Stop is Pressed] (P. 1337)**

- To cancel another job, press [Check Other Jobs], select the job to cancel from the Send Job list, and press [Cancel].



Checking the Send or Save Status and Log of Scanned Data

AW63-089

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 job was sent or saved correctly and the cause of errors that occurred.
Depending on the machine settings, you can also resend a job that had a sending error.

* You cannot check the save status and log when saving to Mail Box on the machine. Check that the scanned data is saved to Mail Box. **Using the Temporary Storage Space of the Machine (Mail Box) (P. 761)**
* If the log is set not to be displayed, you can only check the send and save status. **[Display Job Log] (P. 1420)**

Checking the Sending and Saving Status (P. 544)
Checking the Log (P. 545)

NOTE

- You can restrict other users from performing operations on the jobs of the login users. **[Restrict Access to Other User Jobs] (P. 1419)**

Checking the Sending and Saving Status

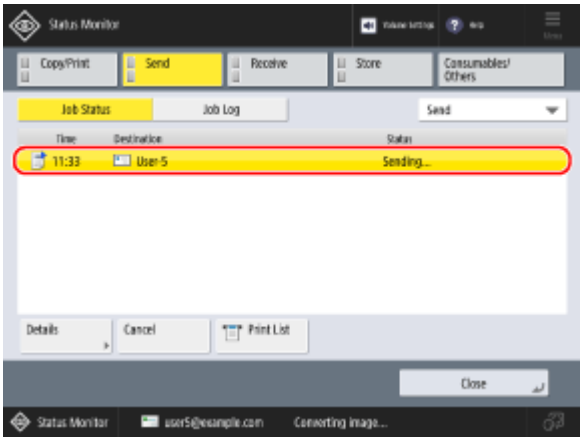
This section describes how to check the status using the control panel.
You can also use Remote UI from a computer to check the status. **Checking the Usage and Logs Using Remote UI (P. 1102)**

1 On the control panel, press [Status Monitor] in the [Home] screen or other screen. **[Home] Screen (P. 189)**

➔ The [Status Monitor] screen is displayed.

2 Press [Send] or [Store], and then press [Job Status].

3 Check the job being processed or waiting to be processed.



When sending statuses are displayed, you can press [Print List] to print the sending status list.

4 Select a job with the details that you want to check, and press [Details].

→ The job details are displayed.

5 Check the number of pages and file name.

When Resending a Job That Had a Sending Error

* By default, a job that had a sending error is set to be deleted automatically and cannot be resent. **[Delete Failed TX Jobs] (P. 1332)**

Press [Resend].

- If multiple destinations of the same type are set, press [Broadcast List], select a destination, and press [Resend].
- To resend to a different destination, press [Change Destination], change the destination, and press [Resend].

NOTE

Changing the Destination of a Job with Delayed Send Set

- While the machine is waiting to send (until the specified time), you can press [Change Destination] in Step 5 to change the destination.
  However, the destination cannot be changed in the following cases:
  - When multiple destinations are specified
  - When the destinations that can be specified during sending are restricted to registered destinations only **Sending Only to Registered Destinations (P. 1003)**

Checking the Log

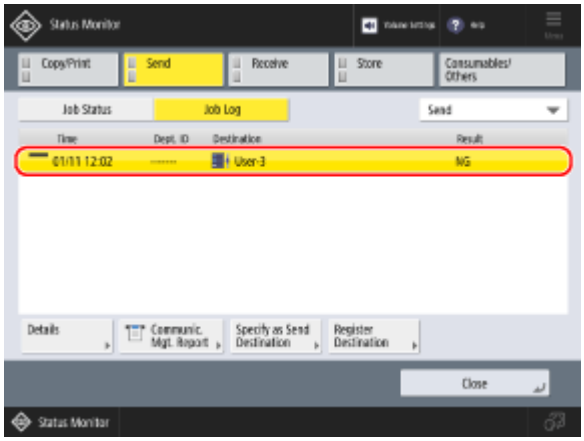
This section describes how to check the log using the control panel.
You can also use Remote UI from a computer to check the log. **Checking the Usage and Logs Using Remote UI (P. 1102)**

1 On the control panel, press [Status Monitor] in the [Home] screen or other screen. **[Home] Screen (P. 189)**

→ The [Status Monitor] screen is displayed.

2 Press [Send] or [Store], and then press [Job Log].

3 Check the jobs that were sent or saved.



- When the TX log is displayed, press [Communication Management Report] to print the TX log list.
- When the store log is displayed, press [Print List] to print the store log list.

4 Select a job to view its details, and press [Details].

➔ The job details are displayed.

5 Check the number of pages and file name.

If [NG] is displayed for [Result]
Sending or saving was canceled, or an error occurred.
If a three-digit number starting with "#" is displayed in [Error Code], you can check the cause and solution using the error code. **An Error Code Is Displayed (#xxx) (P. 1826)**

NOTE

Number of Pages in Jobs Set to Skip Blank Originals

- [Original Pages] displayed in the job details shows the number of pages including blank pages.
- You can check the number of pages after skipping blank pages in [Send Pages] or [Stored Pages] displayed in the job details.

Specifying and Registering Destinations from the TX Log

- You can select a job in Step 3 and press [Specify as Send Destination] or [Register Destinations] to specify the same destination as the TX log or register a destination to the Address Book.

Specifying Destinations (TX Log) (P. 361)
Registering Destinations to the Address Book (Control Panel) (P. 313)

Faxing

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Changing the Print Settings for Received Faxes 605
Checking, Printing, and Forwarding Faxes Stored with Memory Lock 608
Checking and Printing Received Confidential Faxes 610
Canceling Fax Sending 612
Checking the Status and Log for Sent and Received Faxes 614
Using Internet Fax (I-Fax) 617
Using Remote Faxes 623
Using a Fax Server [North America] 625

Faxing

AW63-08A

Faxing is the sending and receiving of documents and photos as black and white images over a telephone line. You can also send and receive faxes via the Internet without using a telephone line.

Sending Faxes

The following two methods are available.

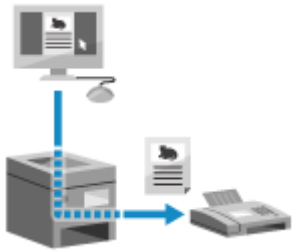
Sending a Fax from the Machine



You can scan a document, photo, or other printed material (original) with the machine, convert it to a black and white image, and send it.
Sending Faxes (P. 565)

You can also automatically forward or store sent faxes to a specific destination.
Automatically Forwarding and Backing Up Sent Faxes (P. 557)

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.
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. 554)
Sending Faxes from a Computer (PC Faxing) (P. 578)

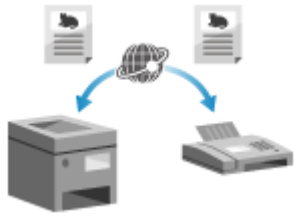
* In macOS, you can use the AirPrint function that is standard in the OS to send data from a computer without having to install a fax driver. **Using AirPrint to Print and Scan Data and Send Faxes (P. 841)**

Receiving Faxes

The machine receives incoming faxes automatically without ringing.
Receiving Faxes (P. 603)

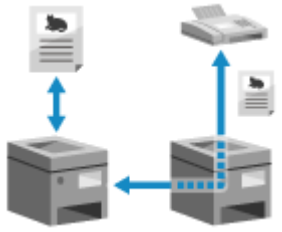
You can also forward or store received faxes to a specific destination.
Automatically Forwarding and Backing Up Received Faxes (P. 560)

Sending and Receiving Internet Faxes



Internet Fax (I-Fax) is a function for sending and receiving faxes via the Internet.
Since faxes are sent without using a telephone line, you can lower your communication costs. When you receive an I-Fax, the received data is printed automatically.
The machines for sending and receiving I-Faxes must support I-Fax technology.
Using Internet Fax (I-Fax) (P. 617)

Sending and Receiving Faxes via a Canon Multifunction Machine (Remote Fax)



You can send and receive faxes with a Canon multifunction machine that does not have a fax function, by using the line of a different Canon multifunction machine with a fax function on the same network.
Since you can share the fax function and telephone line between devices, you can reduce the cost of installing the function and line, and use faxes more efficiently.
Using Remote Faxes (P. 623)

* You can use Remote Fax when both multifunction machines are imageFORCE or imageRUNNER ADVANCE series models.

Sending Faxes Using a Fax Server North America



You can send faxes using a fax server.
Using a Fax Server [North America] (P. 625)

See Also

Restricting Printing of Received Faxes
You can temporarily store received faxes in the memory of the machine without printing them.
Preventing Immediate Printing of Received Faxes (P. 1018)

Using IP Fax

You can use IP Fax if the IP FAX Expansion Kit is installed.
IP Fax is a function to send and receive faxes over a TCP/IP network such as an office LAN.
Since faxes are sent and received between devices within the same network, you can reduce communication costs and achieve a faster communication speed than that of normal faxes.
For details, see the IP FAX Expansion Kit manual at the online manual site.
https://oip.manual.canon/

Preparing to Send Faxes

AW63-08C

To send faxes with the machine, you need to configure the initial fax settings, such as the fax number of the machine and the type of telephone line.
If you configured the fax settings on the screen that appeared when you started the machine for the first time (Setup Guide), you do not need to configure the initial fax settings. **Configuring the Default Settings (Setup Guide) (P. 115)**

When Initial Fax Settings Have Not Been Configured or You Want to Change the Settings

If you did not configure the fax settings with the Setup Guide, configure the initial fax settings in the [Settings/Registration] menu.
You can also change the settings configured with the Setup Guide individually.
Preparing to Send Faxes with the Machine (P. 552)

When Sending Faxes from a Computer

You need to make preparations on each computer used to send faxes.
Preparing to Send Faxes from a Computer (P. 554)

NOTE

- Sender information, such as the send date and time and the fax number of the machine, is printed together with the fax content at the destination. You can change the print position and the mark added to the fax number, or choose not to print the sender information. **[TX Terminal ID] (P. 1332)**
- To automatically forward or store sent and received faxes, you need to configure separate settings. **Configuring the Fax Forwarding and Backup Settings (P. 556)**

Preparing to Send Faxes with the Machine

AW63-08E

To send faxes with the machine, you need to configure the initial fax settings, such as the fax number of the machine and the type of telephone line.
If you configured the fax settings on the screen that appeared when you started the machine for the first time (Setup Guide), you do not need to configure the initial fax settings. **Configuring the Default Settings (Setup Guide) (P. 115)**

If you did not configure the fax settings with the Setup Guide, configure the initial fax settings in the [Settings/Registration] menu.
You can also change the settings configured with the Setup Guide individually.

Initial TX Settings

Configure settings such as the fax number of the machine, unit name, and line type.

* When you use the machine as a Remote Fax client machine, only the fax number setting is required.

This section describes how to configure the settings using the control panel.
You can also configure the settings by using Remote UI from a computer. However, you cannot use Remote UI to configure some of the settings. **Managing the Machine from a Computer (Remote UI) (P. 1094)**
Administrator or DeviceAdmin privileges are required.

IMPORTANT

- Faxes cannot be sent if the line type setting is not configured correctly. If you do not know the type of telephone line, contact your telephone company.

1 Log in to the machine as an administrator. **Logging In to the Machine (P. 225)**

2 On the control panel, press [Settings/Registration] in the [Home] screen or other screen. **[Home] Screen (P. 189)**

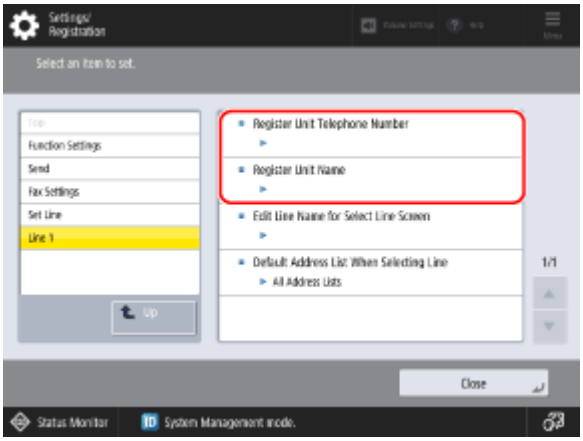
→ The [Settings/Registration] screen is displayed.

3 Press [Function Settings] ▶ [Send] ▶ [Fax Settings] ▶ [Set Line].

4 Press the line to be configured ([Line 1] to [Line n]).

The number of lines displayed varies depending on the options that are installed.

5 Set the fax number and unit name.



- Set the fax number in [Register Unit Telephone Number].
- Set a name or company name for the unit name. By default, the unit name is printed as the sender name at the destination.

6 Set the line name and the address list to display when you select the line, as needed.

[Edit Line Name for Select Line Screen]*1
Set the line name.
The line name that you set is displayed in the line selection list on the fax screen.

[Default Address List When Selecting Line]*1
Set the address list to display as the default setting when you select a line.
The set address list is displayed as the default setting when you specify a destination from the Address Book while a line is selected on the fax screen.

*1 Depending on the model, this item may not appear on the Settings/Registration screen.

7 Press [Close].

➔ The settings are applied.

NOTE

Registering Sender Names

- Register sender names if you want to be able to select a sender name other than the unit name, such as a department name or an individual's name, when you send a fax. **[Register Sender Name (TTI)] (P. 1350)**

Preparing to Send Faxes from a Computer

AW63-08F

Make the following preparations for each computer used to send faxes.

Step 1: Installing the Driver to the Computer (P. 554)
Step 2: Using a Driver to Set the User Management Information (P. 554)
Step 3: Enhancing Security for Sending Faxes (P. 554)
Step 4: Sending a Test Fax (P. 555)

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. 173)**

Step 2: Using a Driver to Set the User Management Information

Use the fax driver to set the user management information in the following cases: **Configuring User Management Information on a Computer (P. 914)**

- When user authentication is applied to sending faxes from a computer
- When Department ID Management is enabled on the machine

* You can skip this step if neither case applies. Proceed to Step 3.
* If you do not know whether these cases apply to your machine, contact the administrator.

Step 3: Enhancing Security for Sending Faxes

Although sending faxes from a computer can be convenient, there are risks such as the possibility of sending them to incorrect numbers. To reduce such risks, it is recommended that you configure the following settings using the fax driver.

When Using Windows (P. 554)
When Using macOS (P. 555)

When Using Windows

1 Click [ ] (Start) ▶ [ ] (Settings) ▶ [Bluetooth & devices] ▶ [Printers & scanners].

→ The [Printers & scanners] screen is displayed.

2 Click the fax driver of the machine ▶ [Printing preferences].

→ The [Printing preferences] screen of the fax driver is displayed.

3 Configuring the settings for secure sending.

- Enable confirmation of the fax number.

- Set the outside dialing prefix.
- Keep a TX log.

For details, 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 the fax number.
- Set the outside dialing prefix.

For details, click [?] in the printing dialog box to display help.

Step 4: Sending a Test Fax

When installation and setup are complete, check whether faxes are sent correctly. **Sending Faxes from a Computer (PC Faxing) (P. 578)**

Configuring the Fax Forwarding and Backup Settings

AW63-08H

You can configure the settings to automatically forward or store faxes to a specific destination when they are sent and received.
This is convenient when you want to check the content of received faxes from a remote location, or back up faxes you sent or received.

Automatically Forwarding and Backing Up Sent Faxes (P. 557)
Automatically Forwarding and Backing Up Received Faxes (P. 560)

Automatically Forwarding and Backing Up Sent Faxes

AW63-08J

You can configure the settings to automatically forward or store sent faxes to a destination specified in advance.

* Faxes are forwarded or stored even if a sending error occurs.

Destinations that can be specified

- You can specify the following destinations registered in the Address Book as forwarding destinations and store locations (excluding destinations in the personal address list and user group address list):
  - Fax number
  - E-mail address (e-mail and I-Fax)
  - File store location (shared folder, file server, and Advanced Space)
  - Group
- You can specify only one destination. However, if you specify a group, faxes are forwarded or stored to all destinations registered in the group.
  If you specify a group containing a Mail Box, faxes are not forwarded or stored to the Mail Box.
- If you specify an e-mail address or file store location, faxes are forwarded or stored as TIFF or PDF files. In addition, if you specify an e-mail address, faxes are forwarded as files attached to an e-mail with no message.

This section describes how to configure the settings using the control panel.
You can also configure the settings by using Remote UI from a computer. **Managing the Machine from a Computer (Remote UI) (P. 1094)**
Administrator or DeviceAdmin privileges are required.

Required Preparations

- When you specify a destination other than a fax number as the forwarding destination or store location, prepare the fax to be forwarded or stored to that destination.
  - When specifying an e-mail address **Configuring Information of the E-mail Server (P. 454)**
  - When specifying a file store location

Shared folder
Create a shared folder that serves as the forwarding destination or store location, as needed. **Creating a Shared Folder (P. 1909)**

FTP server
Configure PASV mode when there is a firewall between the FTP server and the machine. **Configuring FTP PASV Mode (P. 462)**

Advanced Space on the machine

- Open the Advanced Space on the network. **Preparations for Using Advanced Space (P. 747)**
- Create a Personal Space, as needed. **Creating a Personal Space in Advanced Space (P. 788)**

Advanced Space on another machine, or Windows server
No preparations are needed for forwarding or storing data.

- To specify destinations, first register them in the Address Book of the machine. **Registering Destinations (Address Book) (P. 306)**

IMPORTANT

- Direct Send and manual sending are not available if you configure the settings to automatically forward or store sent faxes.

1 Log in to the machine as an administrator. **Logging In to the Machine (P. 225)**

2 On the control panel, press [Settings/Registration] in the [Home] screen or other screen. **[Home] Screen (P. 189)**

→ The [Settings/Registration] screen is displayed.

3 Press [Function Settings] ▶ [Send] ▶ [Common Settings] ▶ [Archive TX Document].

→ The [Archive TX Document] screen is displayed.

4 Set [Use TX Document Archiving] to [On].

5 Press [Backup Location].

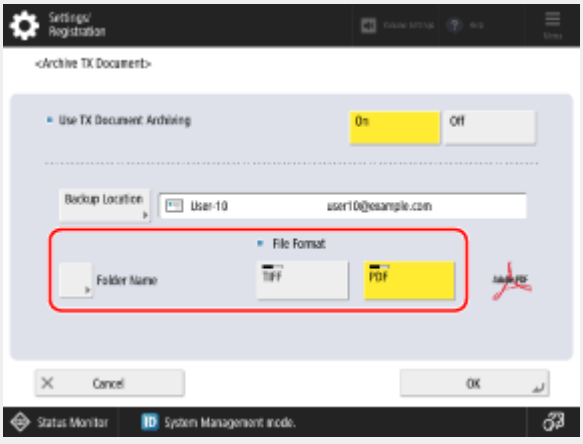
→ The Address Book screen is displayed.

6 Specify the forwarding destination or store location, and press [OK]. **Specifying Destinations (Address Book) (P. 353)**

→ The [Archive TX Document] is displayed again.

7 Set the folder name and file format, as needed.

Configure these settings if you specify an e-mail address or file store location as the destination.



[Folder Name]
If the send protocol of the destination is SMB or FTP, set whether to create a folder and store faxes.

- If you want to create folders and store faxes, select [Sender Information] or [Date]. The corresponding information is used for the folder name when a fax is sent.

- If you do not want to create folders, select [Off].

* If the destination is contained in a group, the [Folder Name] setting is disabled. Faxes are stored without creating a folder, even if you configure the settings to create folders.

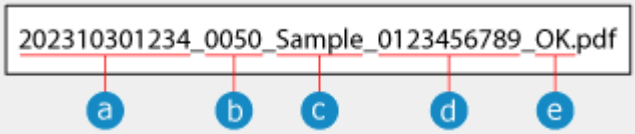
[File Format]
Select the file format for when faxes are forwarded or stored.

8 Press [OK].

→ The settings are applied.

File Name When Forwarding and Storing

If you specify an e-mail address or file store location as the destination, faxes are forwarded or stored with the following file name:



a Date and time sent (in this example, "2023/10/30, 12:34")
b Job number
c Sender information*1
d Destination information*2
e TX result

*1 This consists of the information below for when the fax was sent. The appropriate item is used, starting from the top. If none of the information below is registered, "----" is used.

- Sender name
- Login user name
- Unit name
- Unit telephone number

*2 This is the name of the destination when the fax was sent. If the destination name is not registered, the fax number of the destination is used.
When a fax is sent to multiple destinations, the information of the first destination to which the fax was sent correctly is used.

NOTE

When Settings for Forwarding and Storing are Automatically Disabled

- [Use TX Document Archiving] is automatically set to [Off] in the following cases. Configure the settings for forwarding and storing again, as needed.
  - When the specified destination is deleted from the Address Book
  - When the Address Book is imported **Importing and Exporting the Address Book and Settings (P. 1137)**
  - When the Address Book is received by the device information distribution **Using the Same Settings Among Multiple Canon Multifunction Machines (Device Information Distribution) (P. 1123)**

Forwarding and Backing Up Faxes Only When Necessary

- You can also forward and back up faxes by specifying the fax number and the forwarding destination or store location as the destination in [Scan and Send] on the [Home] screen. **Sending Scanned Data (P. 466)**
- To send to a fax destination from [Scan and Send], you first need to configure the settings that enable you to specify a fax destination in [Scan and Send]. **[Display Fax Function] (P. 1207)**

Automatically Forwarding and Backing Up Received Faxes

- The settings described above are for forwarding and storing faxes that are sent. To automatically forward or store faxes that are received, you need to configure separate settings. **Automatically Forwarding and Backing Up Received Faxes (P. 560)**

Automatically Forwarding and Backing Up Received Faxes

AW63-08K

You can configure the settings so that when you receive a fax that meets forwarding conditions set in advance, the fax is automatically forwarded or stored to a specified destination. For example, you can configure the settings so that all faxes from a particular company are stored to a file server.
You can also configure the settings to forward or store all received faxes, or you can specify days or time periods for forwarding or storing faxes so that, for example, faxes received on holidays are forwarded by e-mail.
You can specify up to 1,000 forwarding conditions. If a received fax meets multiple forwarding conditions, the fax is forwarded or stored to the destination specified for each applicable forwarding condition.

Destinations that can be specified

- You can specify the following destinations registered in the Address Book as forwarding destinations and store locations (excluding destinations in the personal address list and user group address list). You can also specify destinations in a Remote Address Book. **Usable Address Books (P. 311)**
  - Fax number
  - E-mail address (e-mail and I-Fax)
  - File store location (shared folder, file server, and Advanced Space)
  - Group

  * You can also forward or store faxes to the Confidential Fax Inbox, so that received faxes remain private. **Configuring Settings for Receiving Confidential Faxes (P. 1020)**
  * You cannot specify a WebDAV server as a forwarding destination or store location for received I-Faxes.
- You can specify only one destination for each forwarding condition. However, if you specify a group, faxes are forwarded or stored to all destinations registered in the group.
  If you specify a group containing a Mail Box, faxes are not forwarded or stored to the Mail Box.
- If you specify an e-mail address or file store location as the destination, faxes are forwarded or stored as TIFF, PDF, or XPS files.
  In addition, if you specify an e-mail address, faxes are forwarded as files attached to an e-mail with no message.

This section describes how to configure the settings using the control panel. You can also configure the settings on the [Home] screen of the control panel by selecting [Dest./Fwd. Settings] ▶ [Forwarding Settings].
You can also configure the settings by using Remote UI from a computer. **Managing the Machine from a Computer (Remote UI) (P. 1094)**
Administrator or DeviceAdmin privileges are required.

Required Preparations

- When you specify a destination other than a fax number as the forwarding destination or store location, prepare the fax to be forwarded or stored to that destination.
  - When specifying an e-mail address **Configuring Information of the E-mail Server (P. 454)**
  - When specifying a file store location

  Shared folder
  Create a shared folder that serves as the forwarding destination or store location, as needed. **Creating a Shared Folder (P. 1909)**

  FTP server

Configure PASV mode when there is a firewall between the FTP server and the machine. **Configuring FTP PASV Mode (P. 462)**

Advanced Space on the machine

- Open the Advanced Space on the network. **Preparations for Using Advanced Space (P. 747)**
- Create a Personal Space, as needed. **Creating a Personal Space in Advanced Space (P. 788)**

Advanced Space on another machine, or Windows server
No preparations are needed for forwarding or storing data.

- When specifying the Confidential Fax Inbox **Setting Confidential Fax Inbox (P. 1021)**

- To specify destinations, first register them in the Address Book of the machine. **Registering Destinations (Address Book) (P. 306)**

1 Log in to the machine as an administrator. **Logging In to the Machine (P. 225)**

2 On the control panel, press [Settings/Registration] in the [Home] screen or other screen. **[Home] Screen (P. 189)**

→ The [Settings/Registration] screen is displayed.

3 Press [Function Settings] ▶ [Receive/Forward] ▶ [Common Settings] ▶ [Forwarding Settings].

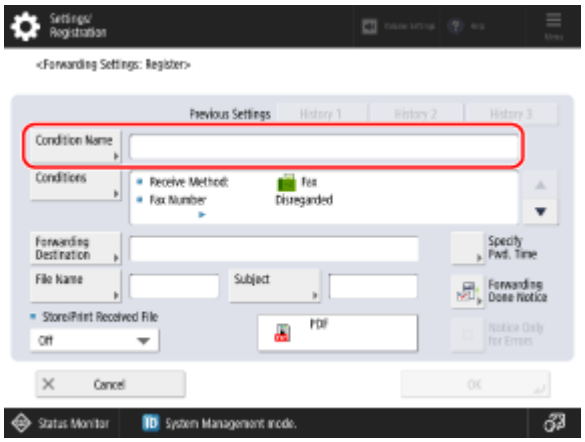
→ The [Forwarding Settings] screen is displayed.

4 Press [Register].

→ The screen for registering the forwarding conditions is displayed.

To forward or store all received faxes (including those that do not meet forwarding conditions), press [Forward without Conditions], select the appropriate fax receive method, and proceed to Step 7.

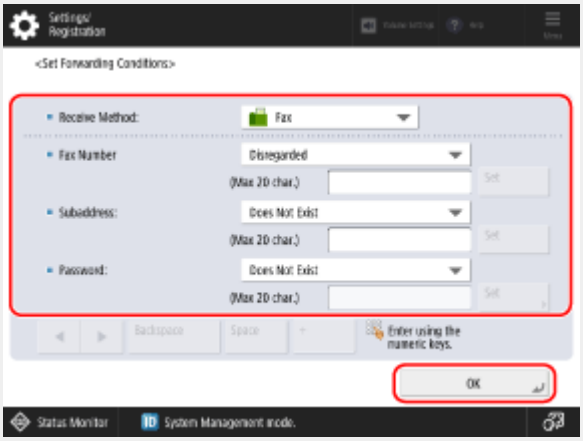
5 Enter the condition name.



- Press [Condition Name], enter a name for the forwarding condition, and press [OK].
- You can press the [Previous Settings] buttons to call up the three most recently registered forwarding conditions.

6 Set the forwarding and store conditions.

1. Press [Conditions].
2. Set the forwarding or store conditions, and press [OK].



Select the appropriate fax receive method from the [Receive Method] pulldown menu.
Set the fax conditions to apply to the selected receive method.

When Fax Is Selected for the Receive Method

You can set the fax number (sender's fax number), subaddress, and password as conditions.
Select a condition from the pulldown menu for each item, press [Set], and enter the value using the numeric keys.
If you do not want to set an item as a condition, select [Disregarded] or [Does Not Exist].
When the sender's fax number is unknown or when [TSI] is selected, the machine checks the fax number by using the number that is set on the sender's fax machine.

When I-Fax Is Selected for the Receive Method

You can set the destination, sender, and subject as conditions.
Select a condition from the pulldown menu for each item, press [Set], and enter the value.
If you do not want to set an item as a condition, select [Disregarded].

7 Specify the forwarding destination or store location.

When Specifying a Destination Registered in the Address Book

1. Press [Forwarded To] ▶ [Address Book].

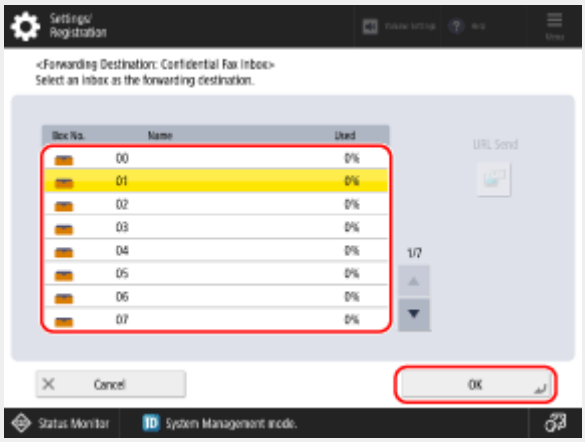
   → The Address Book screen is displayed.

2. Specify the forwarding destination or store location, and press [OK].
   Specifying Destinations (Address Book) (P. 353)
   If you specify a fax destination as the forwarding destination or store location, the subaddress and password set for the destination will be disabled.

When Specifying the Confidential Fax Inbox (to Keep Received Faxes Private)

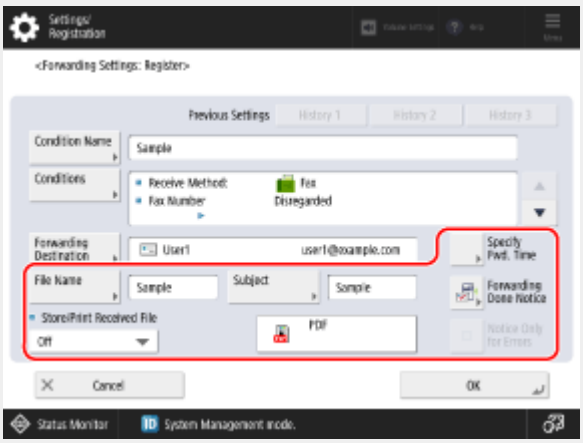
1. Select [Forwarded To] ▶ [Confidential Fax Inbox].

2. Select the Confidential Fax Inbox to be used as the forwarding destination or store location, and press [OK].



If you select a Confidential Fax Inbox with an e-mail address that has been set, you can select [URL Send] to send an e-mail notice of the Confidential Fax Inbox URL when faxes are forwarded or stored.

8 Configure the settings for forwarding and storing, as needed.



* If you specify the Confidential Fax Inbox for forwarding or storing, you can only configure the [Specify Fwd. Time] setting.

[File Name]
Set the file name for when forwarding or storing faxes.

[Subject]
Set the subject for when forwarding or storing faxes.

[Store/Print Received File]
Set whether to print received faxes or store them in the Memory RX Inbox when they are forwarded or stored.

* If you select [On], faxes are printed or stored according to the Memory Lock settings. **Setting Memory Lock (P. 1018)**

- If Memory Lock is not set, the received faxes are printed.
- If Memory Lock is set, the received faxes are stored in the Memory RX Inbox.

File Format Setting Button
Select the file format for when faxes are forwarded or stored.
If you select PDF or XPS, you can also configure additional features and the division settings. **Configuring the File Format and Division Settings (P. 526)**

[Specify Fwd. Time]
Specify the day and time to forward or store the received faxes.

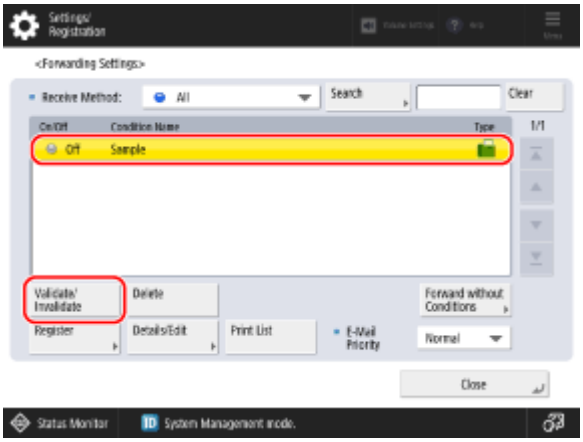
[Forwarding Done Notice]
Configure the settings to send the forwarding or storing results by e-mail when forwarding or storing is complete. You can set a destination registered in the Address Book as the notice destination.

[Notice Only for Errors]
If [Forwarding Done Notice] is set, you can select the checkbox to send the notice only when an error occurs.

9 Press [OK].

➔ The forwarding conditions are registered, and the [Forwarding Settings] screen is displayed again.

10 Select a forwarding condition that is registered, and press [Validate/Invalidate].



➔ The selected forwarding condition is enabled.

- You can press [Print List] to print a list of the forwarding conditions.
- You can use [E-Mail Priority] to select the priority level of the e-mail for when forwarding by e-mail or I-Fax.

11 Press [Close].

NOTE

Changing the Receive Method for a Forwarding Condition

- You cannot change the receive method after a forwarding condition is registered. To change the receive method for a forwarding condition, delete the forwarding condition and then register it again.

When a Forwarding Condition Is Automatically Disabled

- If you delete the specified destination from the Address Book, the forwarding condition is automatically disabled. Specify the forwarding destination or store location again, and then enable the forwarding condition again.

When Forwarding Fails

- Failures are handled according to the set method. **[Handle Files with Forwarding Errors] (P. 1367)**

Automatically Forwarding and Backing Up Sent Faxes

- The settings described above are for forwarding and storing faxes that are received. To automatically forward or store faxes that are sent, you need to configure separate settings. **Automatically Forwarding and Backing Up Sent Faxes (P. 557)**

Sending Faxes

AW63-08L



You can scan a document, photo, or other printed material (original) with the machine, convert it to a black and white image, and send it.

* You can also send a fax after checking the connection to the recipient, or you can send it manually.
  - **Checking the Connection to the Recipient Before Sending (Direct Send) (P. 572)**
  - **Sending Faxes Manually (Manual Sending) (P. 575)**

1 Place the original. **Placing Originals (P. 229)**

If the screen for selecting the thickness of the original appears, select the thickness of the placed original.

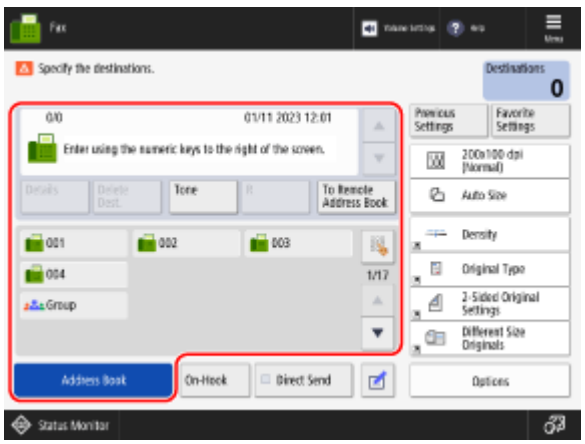
2 On the control panel, press [Fax] in the [Home] screen. **[Home] Screen (P. 189)**

→ The fax screen is displayed.

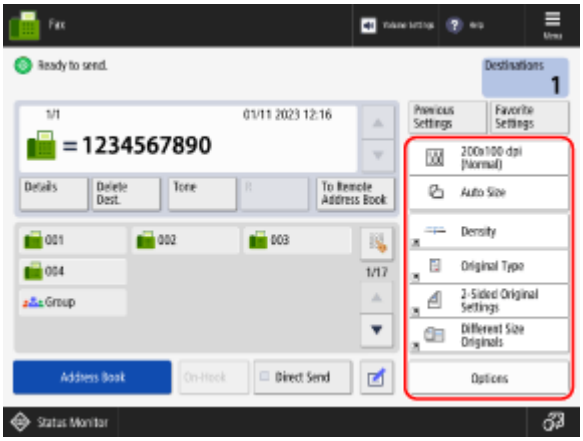
3 Press [Reset].

The fax may be sent to an incorrect destination if the destination setting for the previously sent fax remains. Reset the setting before performing the operation.

4 Specify the destination. **Specifying Destinations (P. 351)**



5 Configure the fax TX settings. **Fax TX Settings (P. 582)**



When "Favorite Settings" are registered, you can call them up by pressing [Favorite Settings]. **Registering and Recalling Favorite Settings (P. 215)**

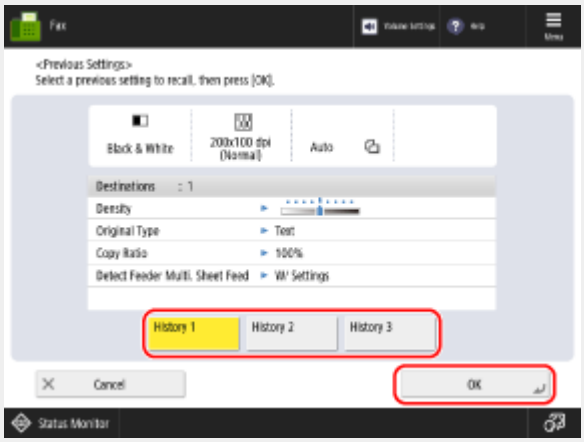
When Recalling Previous Settings (Setting History)

You can press [Previous Settings] to call up the settings used to send faxes in the past. The sending destination is also applied together with the settings that are called up.
When you call up the setting history, the specified destination and TX settings are overwritten.

* You cannot use the setting history in the following cases:

- When destinations are managed with access numbers **Hiding Destinations (Access Number Management) (P. 1039)**
- When using a push-button telephone service

On the [Previous Settings] screen, select the history you want to recall, and press [OK].



- You can change the called up destination and TX settings, and send the fax.
- Each login user can select from their own setting history.
  Guest users or users who are not logged in can select from the setting history common to unauthorized users.
- When entry of new destinations is restricted, the setting history is cleared regardless of the type of restricted destination. **Sending Only to Registered Destinations (P. 1003)**

6 Press [Start].

→ The machine starts scanning the original.

- To cancel sending the fax, press [Cancel] ▶ [Yes]. **Canceling Fax Sending (P. 612)**

- When scanning is completed, the fax is sent. You can use [Status Monitor] to check the sending status and log. **Checking the Status and Log for Sent and Received Faxes (P. 614)**

If the [Confirm Destinations] Screen Appears

Check that the destination is correct, and then press [Yes].

When [Press the [Start] key to scan the next original.] Is Displayed

When an original is placed on the platen glass and scanned, or when scanning is performed using Job Build, the screen for scanning additional originals is displayed.

1. To continue scanning originals, place the next original, and press [Start].

   → The next original is scanned, and the same screen is displayed.
   Repeat this process until scanning of all originals is completed.

   When you place originals in the feeder to scan, remove the scanned original (original ejected to the original output tray) before placing the next original.

   #### When Changing the Scan Settings for Each Original

   On the screen with the displayed message, press [Change Settings]. You can change the following settings:

   - [Scan Size]
   - [2-Sided Original]
   - [Density]
   - [Original Type]

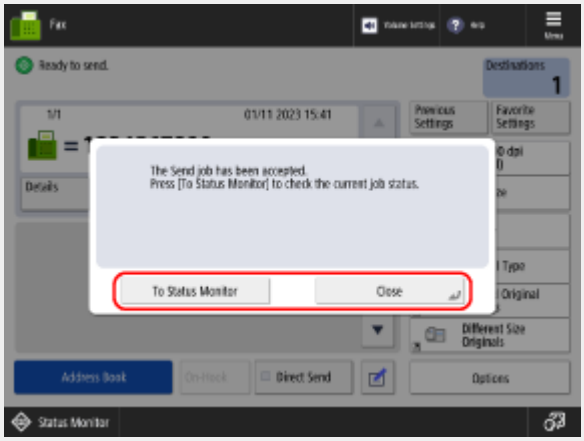
   For example, when scanning a 2-sided original after scanning a 1-sided original, press [Change Settings], and set [2-Sided Original].

2. Press [Start Sending].

   → The fax is sent.

When [To Status Monitor] Is Displayed

To check the sending status and log, press [To Status Monitor]. **Checking the Status and Log for Sent and Received Faxes (P. 614)**
Press [Close] to return to the fax screen.



NOTE

When Multiple Originals Are Fed during Scanning and Operations Are Canceled (Detect Multiple Sheet Feed)

- A message appears on the screen. Remove the jammed original while following the instructions in the message. **Paper and Staple Jams (P. 1853)**
  When the jammed original is removed, the screen for resuming operations is displayed.
  If multi sheet feeding was detected incorrectly, press [Do Not Detect Multi. Sheet Feed] to resume scanning.

- To prevent detection of multi sheet feeding, configure either of the following settings:
  - On the fax screen, press [Options] ▶ [Detect Feeder Multi Sheet Fd.] each time you scan, to cancel detection of multi sheet feeding.
  - Change the default settings to prevent detection of multi sheet feeding. **[Set Detection of Feeder Multi. Sheet Feed as Default] (P. 1307)**

* Depending on the model, the optional document feeder double feeding detection kit may be required in order to use the multiple sheet feed detection function. Europe Asia/Oceania

Previewing Content Before Sending

- You can display a preview screen to check the content before sending a fax. You can also change the page order and delete pages on the preview screen. **Checking the Content of Scanned Originals and Organizing Pages (Preview) (P. 570)**

Improving the Quality of the Sent Image

- If the sent images are too dark or the light colors in the background of the originals cannot be removed, you may be able to improve the quality by configuring the following settings before sending:
  - Set the resolution to [200x400 dpi] or [400x400 dpi]. **Setting the Resolution (P. 588)**
  - Set the original type to [Text]. **Selecting the Original Type (P. 589)**
  - Set the background density to [Auto]. **Adjusting the Density (P. 589)**

  * In the [Settings/Registration] menu, if [Fax/I-Fax Send Jobs] in [Speed/Image Quality Priority for B&W Scan] is set to [Speed Priority], change the setting to [Quality Priority]. **[Speed/Image Quality Priority for B&W Scan] (P. 1307)**
  ([Quality Priority] is set by default.)

If Fax Cannot Be Sent Because Recipient's Line Is Busy or Other Reason

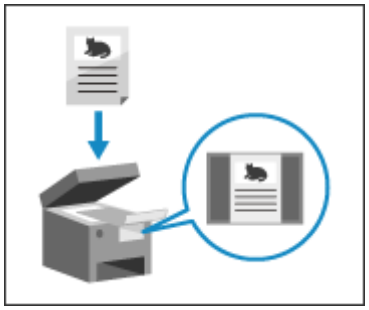
- The number is redialed automatically after a certain period of time.

  * If necessary, you can change the number of redials, the interval between redials, and the page to be sent when redialing is performed due to a sending error. You can also disable automatic redialing. **[Auto Redial] (P. 1352)**

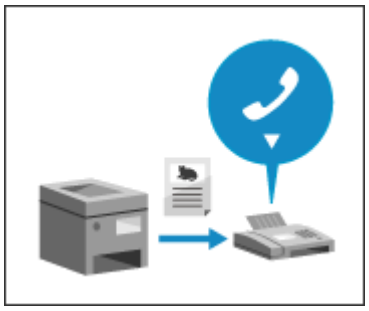
Checking the Content and Recipient Before Sending Faxes

AW63-08R

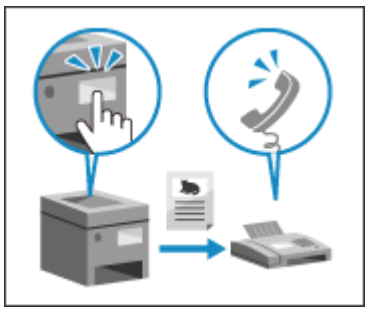
You can display a preview screen to check the content and organize the pages before sending a fax.
You can also send a fax after checking the connection to the recipient, or you can send it manually.



Checking the Content of Scanned Originals and Organizing Pages (Preview) (P. 570)



Checking the Connection to the Recipient Before Sending (Direct Send) (P. 572)



Sending Faxes Manually (Manual Sending) (P. 575)

NOTE

Checking the Fax TX Results by E-mail or Report

- You can configure the fax TX settings to send the TX result by e-mail and print a TX report. **TX Result Notice Settings (P. 601)**

Checking the Content of Scanned Originals and Organizing Pages (Preview)

AW63-08S



You can display a preview screen to check the content before sending a fax. You can also change the page order and delete pages on the preview screen.

* You cannot display or operate the preview screen when you use Direct Send or manual sending, even if preview is set.

Displaying the Preview Screen (P. 570)
Operating the Preview Screen (P. 571)

Displaying the Preview Screen

You can configure the setting to display a preview screen before sending a fax.

* For the basic fax sending operations, see the following:
Sending Faxes (P. 565)

1 On the fax screen, press [Options] ▶ [Preview]. **Fax Screen (P. 584)**

→ [W/Settings] is displayed at the bottom of the setting button.

2 Press [Close].

→ The fax screen is displayed again.

3 Press [Start].

→ The machine starts scanning the original. When scanning is completed, the preview screen is displayed.

When [Press the [Start] key to scan the next original.] Is Displayed

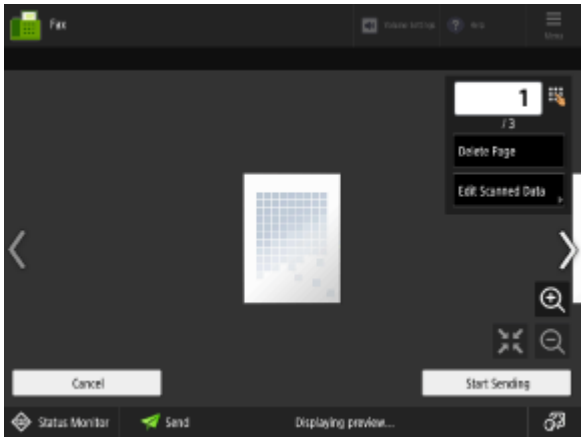
When an original is placed on the platen glass and scanned, or when scanning is performed using Job Build, the screen for scanning additional originals is displayed.
After you finish scanning all of the originals, press [Preview and Send] to display the preview screen.

Operating the Preview Screen

If the setting is configured to display the preview screen, the preview screen is displayed after scanning of the original is completed.

* When an original is placed on the platen glass and scanned, or when scanning is performed using Job Build, you can press [Preview and Send] after scanning of all originals is completed to display the preview screen.

You can use the preview screen to check the content of the scanned original and organize the pages.
Press [Start Sending] to send the fax.



Changing the Page to Display

Press [〈] or [〉] on the left or right side of the screen.

You can also directly specify the page to display by using the numeric keys to enter a page number.

Deleting a Page

Display the page you want to delete, and press [Delete Page] ▶ [Yes].

Moving a Page

Press [Edit Scanned Data] ▶ [Move Page Position], specify the number of the page to move and the destination, and then press [OK].

Switching Pages

Press [Edit Scanned Data] ▶ [Switch Page Position], specify the target pages to be switched, and then press [OK].

Checking the Connection to the Recipient Before Sending (Direct Send)

AW63-08U



To successfully send a fax to the destination you intend, you can check that the destination fax machine is able to communicate before sending the fax.
Since the machine sends the scanned data directly without storing it in the memory, you can send faxes even if no memory is available.

* You can specify only one destination with Direct Send.

IMPORTANT

Restrictions When Using Direct Send

- When you place an original on the platen glass, only one page of the placed original can be sent.
- You cannot manually specify the size for an original placed in the feeder. To manually specify the size, place the original on the platen glass.
- The following TX settings cannot be used with Direct Send:
  - [Erase Frame]
  - [2-Sided Original Settings]
  - [Different Size Originals]
  - [Job Build]
  - [Delayed Send]

Direct Send Is Not Available in the Following Cases:

- When you use DepartmentID Authentication for the login service of user authentication, and [Limit Functions] is set to [Off] for any function **Enabling Department ID Management (P. 910)**
- When settings are configured to automatically forward or back up sent faxes **Automatically Forwarding and Backing Up Sent Faxes (P. 557)**

1 Place the original. **Placing Originals (P. 229)**

If the screen for selecting the thickness of the original appears, select the thickness of the placed original.

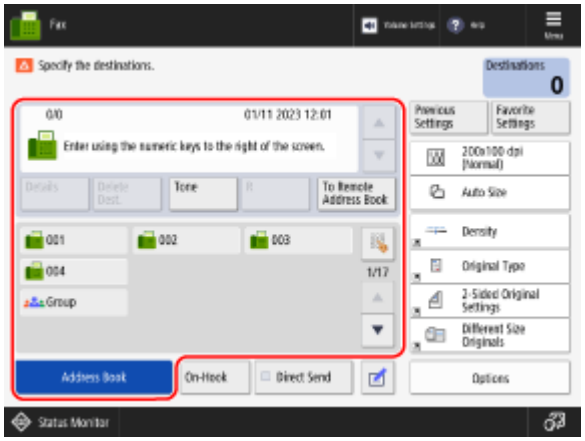
2 On the control panel, press [Fax] in the [Home] screen. **[Home] Screen (P. 189)**

→ The fax screen is displayed.

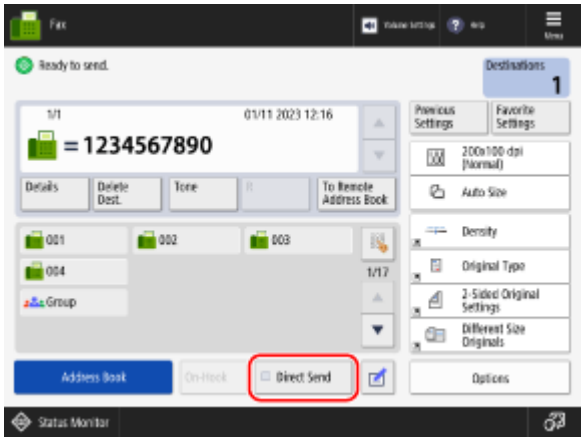
3 Press [Reset].

The fax may be sent to an incorrect destination if the destination setting for the previously sent fax remains. Reset the setting before performing the operation.

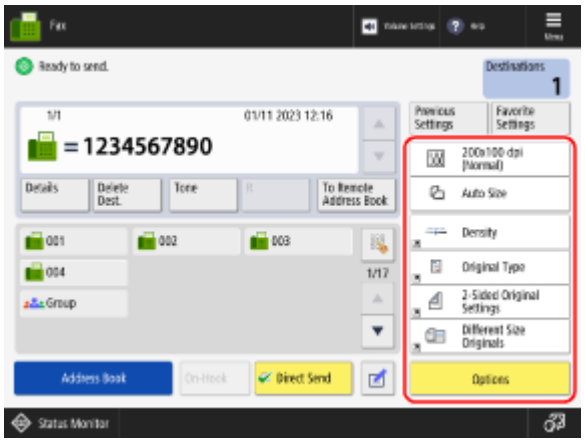
4 Specify the destination. **Specifying Destinations (P. 351)**



5 Select the [Direct Send] checkbox.



6 Configure the other TX settings, as needed. **Fax TX Settings (P. 582)**



7 Press [Start].

➔ The machine dials the recipient's number.

- To cancel sending the fax, press [Cancel].

- When the connection with the recipient is established, the machine starts scanning the original and sends the fax.
- The machine does not send the fax when the recipient's line is busy.

If the [Confirm Destinations] Screen Appears

Check that the destination is correct, and then press [Yes].

Sending Faxes Manually (Manual Sending)

AW63-08W



You can send faxes manually after establishing the connection with the recipient.

* You can only use the standard line (Line 1) for manual sending.

IMPORTANT

Restrictions for Manual Sending

- When you place an original on the platen glass, only one page of the placed original can be sent.
- You cannot manually specify the size for an original placed in the feeder. To manually specify the size, place the original on the platen glass.
- The following TX settings cannot be used with manual sending:
  - [Erase Frame]
  - [2-Sided Original Settings]
  - [Different Size Originals]
  - [Job Build]
  - [Delayed Send]

Manual Sending Is Not Available in the Following Cases:

- When you use DepartmentID Authentication for the login service of user authentication, and [Limit Functions] is set to [Off] for any function **Enabling Department ID Management (P. 910)**
- When settings are configured to automatically forward or back up sent faxes **Automatically Forwarding and Backing Up Sent Faxes (P. 557)**

1 Place the original. **Placing Originals (P. 229)**

If the screen for selecting the thickness of the original appears, select the thickness of the placed original.

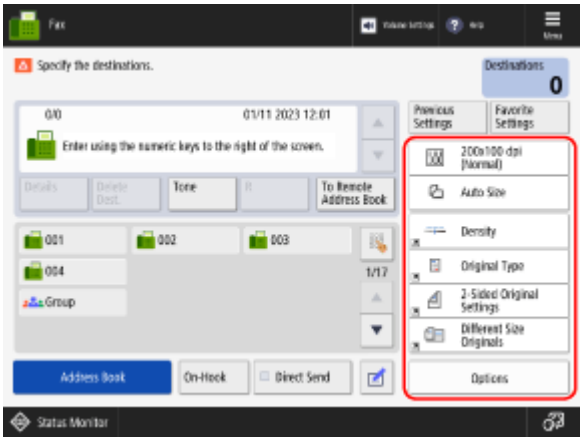
2 On the control panel, press [Fax] in the [Home] screen. **[Home] Screen (P. 189)**

→ The fax screen is displayed.

3 Press [Reset].

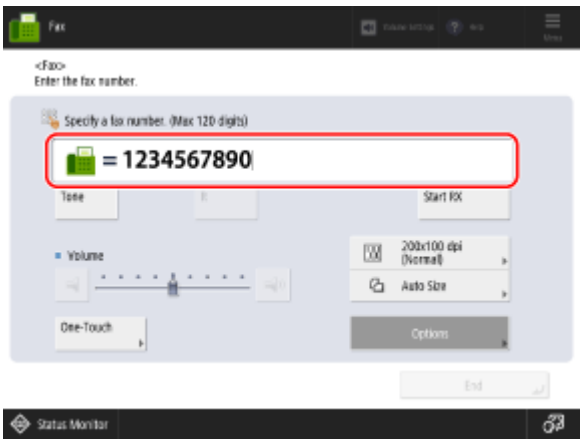
The fax may be sent to an incorrect destination if the destination setting for the previously sent fax remains. Reset the setting before performing the operation.

4 Configure the fax TX settings. **Fax TX Settings (P. 582)**



5 On the basic operation screen for sending faxes, press [On-Hook].

6 Enter the fax number using the numeric keys.



➔ The machine calls the recipient.

- If an external line number is required, add it before the fax number.
- When you send a fax to an international destination, enter the international access number first, followed by the country code, and then the fax number.
- When you enter the fax number, you can use settings such as [Tone] and [Pause] according to the sending destination and the service that you use. **Fax Destination Settings (P. 349)**
- You can also press [One-Touch] to specify a destination registered to a one-touch button. **Specifying Destinations with One-Touch Buttons (P. 354)**

7 Make sure that the recipient picks up the phone or that you hear a high-pitched tone.

8 Press [Start].

➔ The machine starts scanning the original.

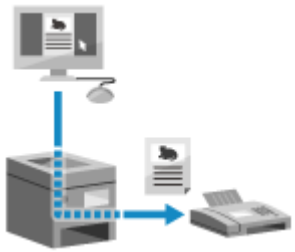
- To cancel sending the fax, press [Cancel].
- When scanning is completed, the fax is sent.

NOTE

- When you use ACCESS MANAGEMENT SYSTEM, you may not be able to manually send faxes with the [On-Hook] button.

Sending Faxes from a Computer (PC Faxing)

AW63-08X



You can send documents as faxes from a computer by using a fax driver.
Since it is easy to send a document, carefully check the content before sending. **Securely Sending PC Faxes (P. 581)**

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 on the computer, and configure the settings according to your usage environment and purpose. **Preparing to Send Faxes from a Computer (P. 554)**

When Using Windows (P. 578)
When Using macOS (P. 579)

When Using Windows

1 On your computer, open the document to be sent.

2 From the menu in the application used to open the document, select the print command.

3 Select the fax driver of the machine, and click [Print].

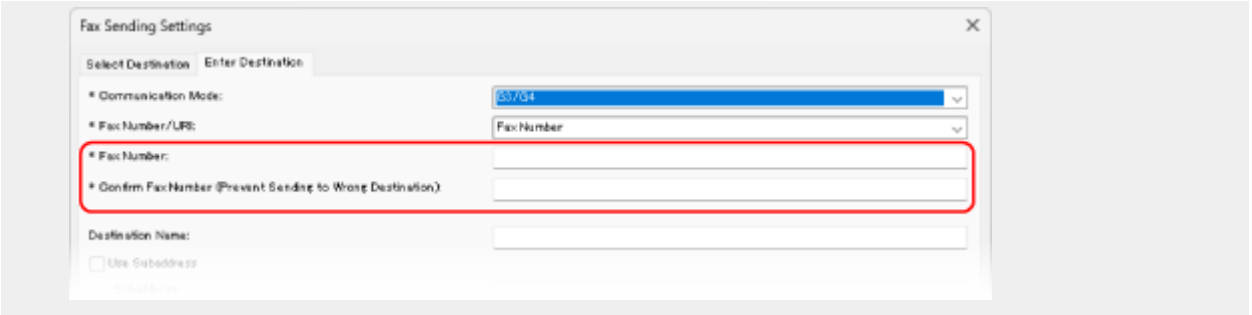
→ The [Fax Sending Settings] screen of the fax driver is displayed.

4 Specify the destination.

- This section describes how to enter a fax number as an example. You can specify a destination registered in the Address Book from the [Select Destination] tab.
- If an external line number is required, add it before the fax number. If the outside dialing prefix has been set in advance, you do not need to enter it here. **Step 3: Enhancing Security for Sending Faxes (P. 554)**

When Entering One Fax Number

Enter the fax number on the [Enter Destination] tab. Enter the same fax number in [Confirm Fax Number] if a value can be entered.



When Entering Multiple Fax Numbers

1. On the [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].
   Enter the same fax number in [Confirm Fax Number] if a value can be entered.
3. Repeat Step 2 until you enter all destinations, and then click [OK].

5 Configure the cover sheet, TX log storage settings, and other fax settings, as needed.

- Click [Cover Sheet] and configure the cover sheet details.
- To save the TX log to the computer, select the [Store Sent Fax Information and Image] checkbox.
- For details on the other fax settings, click [Help] on the [Fax Sending Settings] screen to display help.

6 Click [Send].

→ A screen for confirming the send destination is displayed.

7 Check that the destination is correct, and click [OK].

→ The fax is sent via the machine.

- You can cancel sending the fax in the same way that you cancel printing, by using the printing screen or the printer icon in the Windows notification area. **Canceling Printing from a Computer (P. 443)**
- You can use [Status Monitor] on the control panel to check the sending status and log. **Checking the Status and Log for Sent and Received Faxes (P. 614)**
- When you send a fax with the [Store Sent Fax Information and Image] checkbox selected, you can also check the log from the [Sent Fax Information and Image] tab of the fax driver.

If the [Confirm User Name/Password] Screen Appears
Check that the user name and password are correct, and click [OK].

If the [Confirm Department ID/PIN] Screen Appears
Check that the Department ID and PIN are correct, and click [OK].

When Using macOS

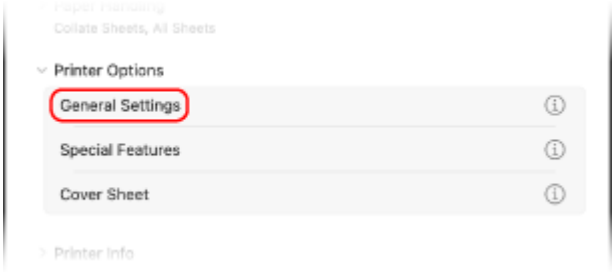
1 On your computer, open the document to be sent.

2 From the menu in the application used to open the document, click [Print].

→ The printing dialog box is displayed.

3 In [Printer], select the fax driver of the machine.

4 Click [Printer Options] ▶ [General Settings].



5 Click [Add Destination], enter the fax number, click [Add], and click [OK].

- To specify multiple destinations, repeat this step. You can specify a destination registered in the Address Book from [Address Book].
- If an external line number is required, add it before the fax number.

6 Configure the cover sheet and other fax settings, as needed.

- To configure the cover sheet details, select [Printer Options] ▶ [Cover Sheet].
- For details on the other fax settings, click [?] in the printing dialog box to display help.

7 Click [Print].

→ The fax is sent via the machine.

- You can cancel sending the fax from the printer icon in the Dock, in the same way that you cancel printing. **Canceling Printing from a Computer (P. 443)**
- You can use [Status Monitor] on the control panel to check the sending status and log. **Checking the Status and Log for Sent and Received Faxes (P. 614)**

Securely Sending PC Faxes

AW63-08Y

While sending faxes from a computer can be convenient, there are risks such as the possibility of sending them to incorrect numbers. To reduce such risks, it is recommended that you check the following when sending faxes.

Checking the Content to Be Sent (P. 581)
Confirming the Destination (P. 581)
Checking the TX Log After Sending (Windows Only) (P. 581)

Checking the Content to Be Sent

Unlike when you scan and send an original, 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 content that extends beyond the paper may be divided and sent as a separate part.

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. If you cannot preview the document with the print function of the application, or if you want to send only certain pages of the document, you can convert the document into a PDF and check the content before sending.

Confirming the Destination

You can require users to enter the fax number twice when specifying a destination, or you can require users to confirm the destination before sending, to reduce the risk of sending a fax to an incorrect destination. For details on the settings to confirm the destination, see the procedures for preparing to send PC faxes. **Step 3: Enhancing Security for Sending Faxes (P. 554)**

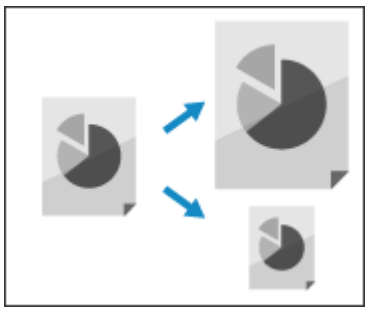
Checking the TX Log After Sending (Windows Only)

When the machine is set to save a TX Log, you can view the log to check whether the intended content was sent correctly. For details on the settings for checking the TX Log after sending PC faxes, see the procedures for preparing to send PC faxes. **Step 3: Enhancing Security for Sending Faxes (P. 554)**

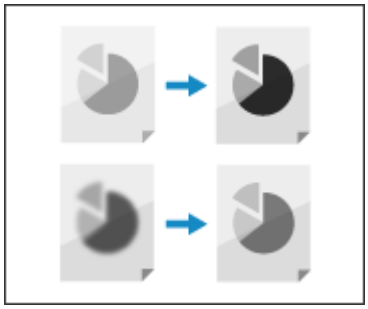
Fax TX Settings

AW63-090

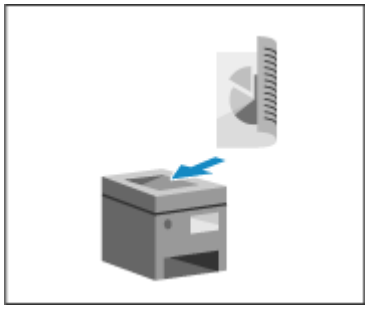
When you send a fax with the machine, you can use the setting buttons on the fax screen to configure the settings for scanning the original and sending the fax. **Fax Screen (P. 584)**
If the sent fax does not appear as expected due to an issue such as text that is unreadable at the destination, you can change the settings and send the fax again.



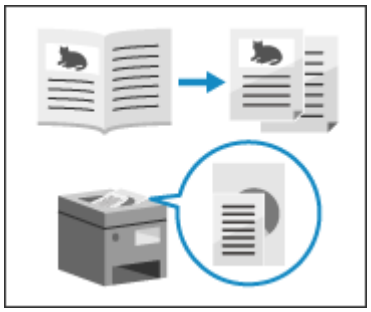
Original Size and Ratio Settings (P. 585)



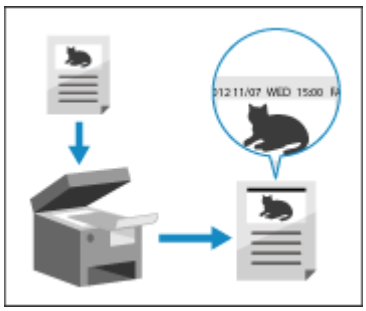
Adjusting Image Quality (P. 588)



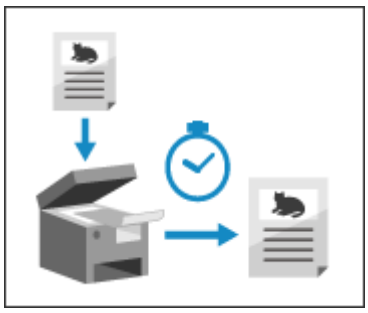
2-Sided Scan Settings (P. 594)



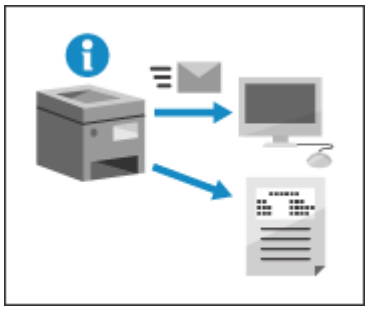
Settings According to the Original (P. 595)



Sender Settings (P. 598)



Delayed Send Settings (P. 600)



TX Result Notice Settings (P. 601)

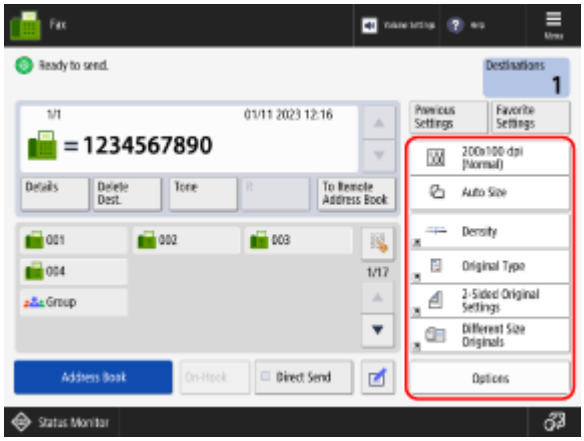
NOTE

- Some functions cannot be set together at the same time. The setting buttons are grayed out for functions that cannot be set.

Fax Screen

AW63-091

The fax screen is displayed when you press [Fax] on the [Home] screen of the control panel.
You can use the setting buttons on this screen to configure the settings for scanning the original and sending the fax.
The current setting status is displayed on the resolution setting button and setting button for the original size.



* You can replace some setting buttons with other buttons included in [Options], or you can hide them. **Customizing the Scan, Fax, and Copy Screens (P. 212)**

NOTE

Registering Frequently Used Settings from [Menu]

- You can register frequently used fax TX settings as "Favorite Settings" and easily call them up from the fax screen, as needed. **Registering and Recalling Favorite Settings (P. 215)**
- By registering fax TX settings as buttons on the [Home] screen, you can call up these settings from the [Home] screen with a single press of a button. **Adding Buttons to the [Home] Screen (Personal and Shared Buttons) (P. 208)**
- You can also register settings as default fax settings. **Changing the Default Settings (P. 220)**

Recalling Previous Settings (Setting History)

- You can press [Previous Settings] to call up the settings used to send faxes in the past. **Sending Faxes (P. 565)**

Original Size and Ratio Settings

AW63-092



Set the size and ratio according to the placed original.

Setting the Original Size (P. 585)
Setting the Ratio (P. 587)

Setting the Original Size

When a standard size original is placed, the size of the original is detected automatically by default.

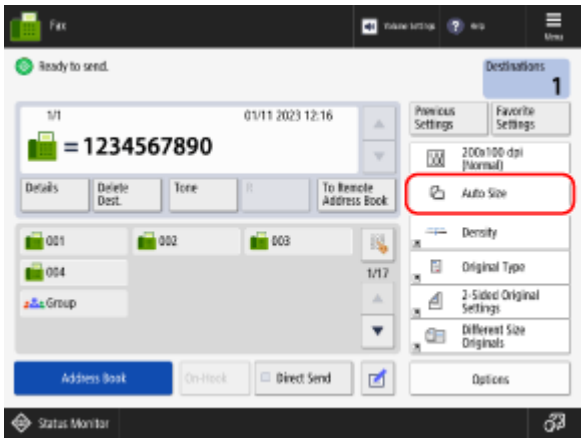
* For details on the sizes of the original that can be detected automatically, see the following:
Basic Specifications (P. 78)
2-Sided Single Pass Feeder Specifications (P. 81)

Manually set the size of the placed original in the following cases:

- When the size of the placed original cannot be detected automatically
- When a size different from the placed original is detected
- When part of the image on the edge of the original is missing after being scanned

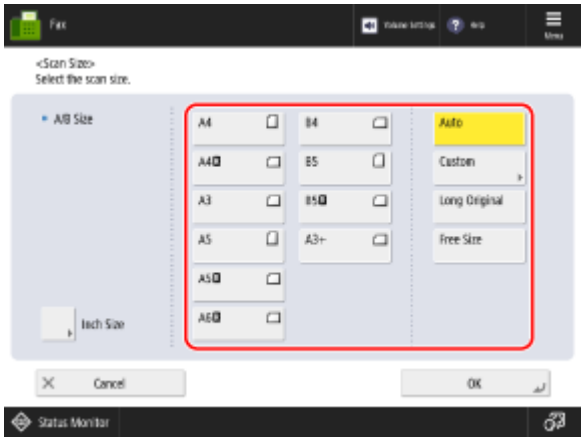
* If the paper size set on the receiving side is smaller than the size of the scanned original, the size may be reduced to match the paper size on the receiving side, or the data may be divided and sent.

1 On the fax screen, press the setting button for the original size. **Fax Screen (P. 584)**



➔ The [Scan Size] screen is displayed.

2 Select the size of the placed original.

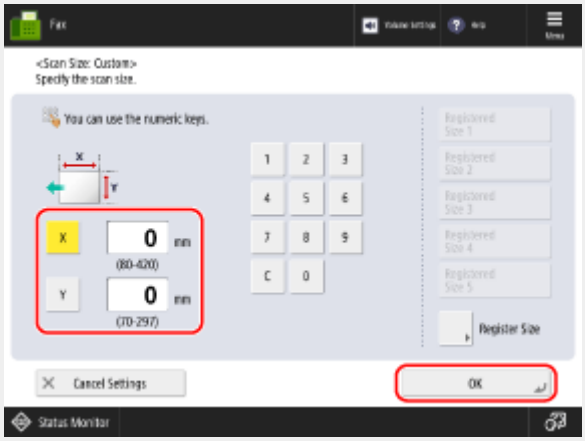


Depending on the setting, the location where to place the original may be restricted to the platen glass or feeder. If the original is placed in a different location, place it in the listed location. **Placing Originals (P. 229)**

When Placing a Custom Size Original

Enter the size (length of sides) of the original to set.

1. Press [Custom].
   If you do not know the size (length of sides) of the placed original, press [Free Size]. In this case, you do not need to perform Step 2 (enter the length of sides).
   * If you select [Free Size], the original can only be placed in the feeder. In addition, the ratio is fixed at 1:1 (100%).
2. Enter the length of the sides for [X] and [Y], and press [OK].



- Press [X] and [Y] to select them, and enter the values.
- When frequently used original sizes are registered, you can call them up by pressing [Registered Size 1] to [Registered Size 5].

Registering the Size of an Original

Follow the procedure below to register sizes when you frequently use specific non-standard size originals. You can call up the size on the size input screen, saving you the trouble of entering the size each time.
You can register up to five sizes for originals.

Press [Register Size] ▶ select the button to which you want to register the size ▶ press [Register/Edit] ▶ enter lengths for the [X] side and [Y] side ▶ press [OK] ▶ [Close]

* On the size registration screen, you can select a button and press [Rename] to rename the button.

When Placing a Long Original
Select [Long Original].

* If this is set to [Long Original], the original can only be placed in the feeder. In addition, the ratio is fixed at 1:1 (100%).
* For details on the size of long originals that can be placed in the feeder, see the specifications for the feeder of the machine. **2-Sided Single Pass Feeder Specifications (P. 81)**

To Prevent Losing Part of the Image of an A3 or 11" x 17" Size Original
Select [A3+] or [11x17+].

* If this is set to [A3+] or [11x17+], the original can only be placed on the platen glass.
* [A3+] or [11x17+] may not be displayed depending on the country, region, or model.

When Scanning Originals of a Special Size Such As OFICIO Asia/Oceania Latin America
Press [Other Size], and select the paper size.

3 Press [OK].

➔ The fax screen is displayed again.

Setting the Ratio

Set the ratio to enlarge or reduce the original.

1 On the fax screen, press [Options] ▶ [Copy Ratio]. **Fax Screen (P. 584)**

➔ The [Copy Ratio] screen is displayed.

2 Set the ratio.



Select a fixed ratio from the list or enter a custom ratio.
You can specify a value from 50% to 200% in 1% increments.

3 Press [OK] ▶ [Close].

➔ The fax screen is displayed again.

Adjusting Image Quality

AW63-093



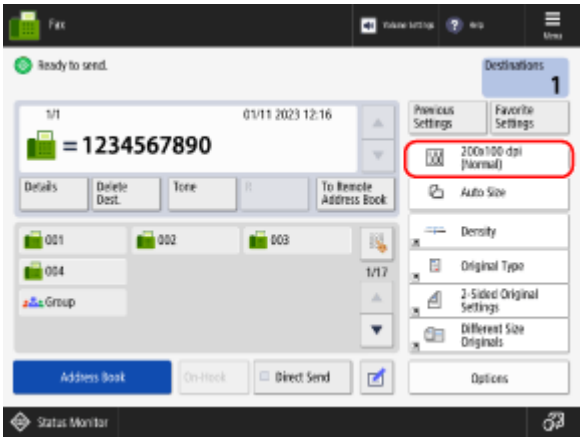
You can adjust the image quality, such as when the fax image is not clear or the text is difficult to read.
You can also erase dark borders and shadows that appear around the edges of the original.

- **Setting the Resolution (P. 588)**
- **Selecting the Original Type (P. 589)**
- **Adjusting the Density (P. 589)**
- **Adjusting the Sharpness (P. 590)**
- **Erasing Original Frame, Shadows, and Punch Holes (Erase Frame) (P. 591)**

Setting the Resolution

Increase the resolution when you want to scan originals more finely, and decrease the resolution when you want to reduce the time it takes to send a fax.

1 On the fax screen, press the resolution setting button. **Fax Screen (P. 584)**



* The items that appear on the screen vary depending on the model and options.

➔ The [Resolution] screen is displayed.

2 Select the resolution.

A lower resolution is suitable for originals containing text only, while a higher resolution is suitable for originals containing photographs.

3 Press [OK].

➔ The fax screen is displayed again.

Selecting the Original Type

Select the original type so that scanning is performed using the image quality that suits the content of the original.

1 On the fax screen, press [Options] ▶ [Original Type]. **Fax Screen (P. 584)**

➔ The [Original Type] screen is displayed.

2 Select the original type.

- For details on the original types, refer to the help screen displayed when you press [ ] at the top right of the screen.
- When [Text/Photo] is selected, press [Adjust Level] to adjust whether to give priority to text or photos.

When [Thickness of Feeder Originals] Is Displayed
You can press [Thickness of Feeder Originals] to select the thickness of the original when you scan using the feeder.

3 Press [OK] ▶ [Close].

➔ The fax screen is displayed again.

NOTE

- To create a clean scan of an original with a colored background or a newspaper, adjust the density of the background. **Adjusting the Density (P. 517)**
- If a phenomenon called moiré (vertical pattern noise) occurs when you scan after selecting the original type, adjust the sharpness. **Adjusting the Sharpness (P. 590)**

Adjusting the Density

You can adjust the density to suit the original.
If text or images in the original are too faint or dark, adjust the density of the entire original.
To create a clean scan of an original with a colored background or a newspaper, adjust the density of the background.

1 On the fax screen, press [Options] ▶ [Density]. **Fax Screen (P. 584)**

➔ The [Density] screen is displayed.

2 Adjust the density.

When Adjusting the Density of the Entire Original
Move the slider to the left or right to adjust the density.
To decrease the density, adjust it to [ ], and to increase the density, adjust it to [ ].

When Adjusting the Density of the Background

You can adjust the background density by decreasing it automatically or by adjusting it manually.

To Automatically Decrease the Density of the Background

In [Background Density], press [Auto] to select it.

To Manually Adjust the Density of the Background

Press [Adjust] in [Background Density], adjust the density, and press [OK].
Move the slider to the left or right to adjust the density. To decrease the density, adjust it to [-], and to increase the density, adjust it to [+].

* When both of the following cases apply, you cannot adjust the background density manually. (The background density is decreased automatically.)

- When the original type is set to [Text] **Selecting the Original Type (P. 589)**
- When [Fax/I-Fax Send Jobs] in [Speed/Image Quality Priority for B&W Scan] in the [Settings/Registration] menu is set to [Quality Priority] **[Speed/Image Quality Priority for B&W Scan] (P. 1307)**
  (By default, [Quality Priority] is set.)

* When you adjust the background density, parts other than the background may also be affected depending on the color of the original.

3 Press [OK] ▶ [Close].

→ The fax screen is displayed again.

Adjusting the Sharpness

By adjusting the sharpness, you can emphasize the contours and lines to make them clearer, or weaken them to make them softer.

1 On the fax screen, press [Options] ▶ [Sharpness]. **Fax Screen (P. 584)**

→ The [Sharpness] screen is displayed.

2 Move the slider to the left or right to adjust the sharpness.

Adjustment example:

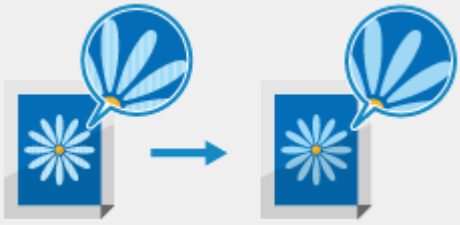
- To make blurry text clearer

Press [High].



- To reduce moiré (vertical pattern noise) in photos

Press [Low].



3 Press [OK] ▶ [Close].

➔ The fax screen is displayed again.

NOTE

- Sharpness adjustment is disabled when both of the following cases apply:
  - When the resolution is set to [200x100 dpi] **Setting the Resolution (P. 588)**
  - When the original type is set to [Text] **Selecting the Original Type (P. 589)**

  * The sharpness adjustment is applied to the image displayed on the preview screen, but it is not applied to the actual image to be sent. **Checking the Content of Scanned Originals and Organizing Pages (Preview) (P. 570)**

Erasing Original Frame, Shadows, and Punch Holes (Erase Frame)

When you set the original size to a size larger than the actual original, or when you scan pages of a thick book, dark borders and shadows may appear around the edges of the original. You can configure the settings to erase the borders or shadows when scanning. You can also erase punch holes on the original.

* You cannot set Erase Frame for scanning when you use Direct Send or manual sending.

IMPORTANT

When You Scan an Original with Punch Holes

- Place the original on the platen glass. Placing it in the feeder can result in a paper jam. **Placing Originals (P. 229)**

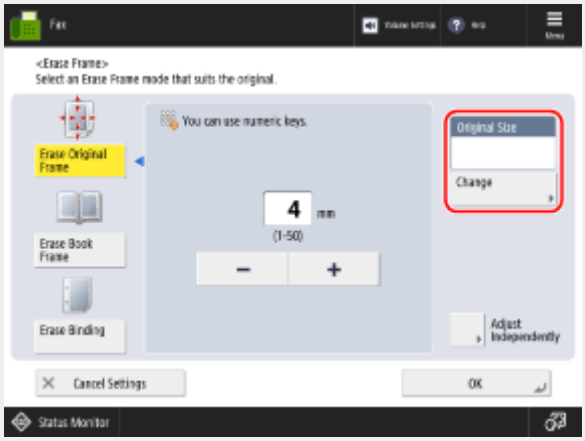
1 On the fax screen, press [Options] ▶ [Erase Frame]. **Fax Screen (P. 584)**

➔ The [Erase Frame] screen is displayed.

2 Set the type and width of the frame to erase.

When Erasing the Frame of an Original

1. Press [Erase Original Frame].
2. Set the size of the original.



Press [Change], select the size of the original, and press [OK].

* You can erase the frame only when scanning the sizes displayed on the screen for selecting the original size.

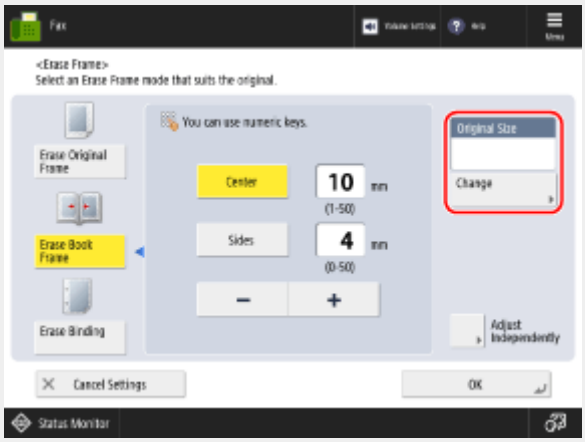
3. Enter the erase width.

   When entering the individual erase widths for the top, bottom, left, and right, press [Adjust Independently], and enter the erase widths.

When Erasing Shadows from a Book

You can erase the center shadow that forms when a book is spread open and shadows that form around the edges of a book.

1. Press [Erase Book Frame].
2. Set the size of the original.



   Press [Change], select the size of the original, and press [OK].

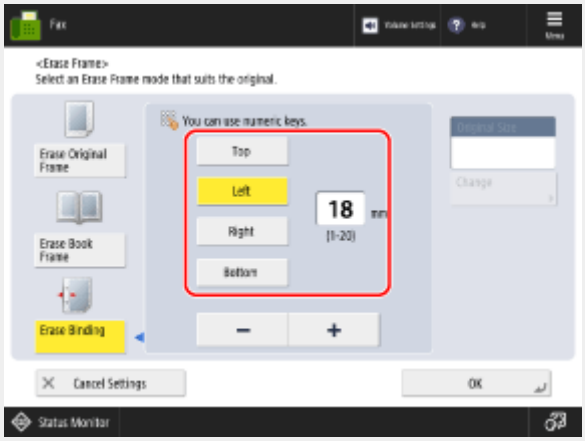
   * You can erase shadows from a book only when scanning the sizes displayed on the screen for selecting the original size.

3. Enter the erase width.

   - In [Center], enter the erase width of the center shadow that forms when a book is spread open.
   - In [Sides], enter the erase width of the shadow that forms around the edges of the book.
   - When entering the individual erase widths for the top, bottom, left, and right, press [Adjust Independently], and enter the erase widths.

When Erasing Punch Holes on an Original

1. Press [Erase Binding].
2. Select the punch hole position, and enter the erase width.



* If [Erase Binding] is set, the three edges other than the edge with the punch holes are always erased with a 4 mm (1/8") frame.

3 Press [OK] ▶ [Close].

→ The fax screen is displayed again.

2-Sided Scan Settings

AW63-094



When scanning both sides of an original placed in the feeder, set 2-sided scanning.

* You cannot perform 2-sided scanning when you use Direct Send or manual sending.

Placing Originals When Performing 2-Sided Scanning

Place the original so that the top and bottom of the original are correctly positioned from your viewpoint.



1 On the fax screen, press [2-Sided Original Settings] or [Options] ▶ [2-Sided Original Settings]. **Fax Screen (P. 584)**

➔ The [2-Sided Original] screen is displayed.

2 Select how the original opens.

[Book Type]
Select this if the top and bottom orientation of the front and back sides of the original are the same.



[Calendar Type]
Select this if the top and bottom orientation of the front and back sides of the original are opposite.



3 Press [OK] ▶ [Close].

➔ The fax screen is displayed again.

Settings According to the Original

AW63-095



Configure the settings to efficiently scan according to the original.

Dividing an Original That Spreads Open into Two Pages (P. 595)
Scanning Originals of Different Sizes (Different Size Originals) (P. 595)
Scanning Large Numbers of Originals (Job Build) (P. 596)

Dividing an Original That Spreads Open into Two Pages

When scanning an original that spreads open, such as a book or magazine, you can configure the settings to scan the left and right pages as separate pages.

Placing an Original That Spreads Open

To scan an original that spreads open, place the original on the platen glass. Place the original on the platen glass while aligning the top of the original with the top left corner and top of the platen glass.



1 On the fax screen, press [Options] ▶ [Book ▶ 2 Pages]. **Fax Screen (P. 584)**

→ [W/Settings] is displayed at the bottom of the setting button.

2 Press [Close].

→ The fax screen is displayed again.

Scanning Originals of Different Sizes (Different Size Originals)

When scanning originals of different sizes, configure the settings to scan them after placing them together in the feeder.
This eliminates the need to place the originals for each size.

* You cannot scan originals of different sizes together when you use Direct Send or manual sending.

Placing Originals of Different Sizes

When you place originals with the same vertical width, line up the sides that have the same vertical width.
Asia/Oceania Americas



When you place originals with different vertical widths, line up the top left corners as seen from your viewpoint. Asia/Oceania Americas



Precautions when placing originals of different sizes

- There are restrictions to the combinations of original sizes that can be placed together. **2-Sided Single Pass Feeder Specifications (P. 81)**
  Placing an inappropriate combination of original sizes can result in damage to the originals or a paper jam.
- Do not place originals of different paper thicknesses or paper quality together. This can result in a paper jam.
- If you place originals of different vertical widths in the feeder, the originals with a smaller vertical width will not be secured by the slide guides and may be scanned at an angle. Asia/Oceania Americas

1 On the fax screen, press [Options] ▶ [Different Size Originals]. **Fax Screen (P. 584)**

2 On the [Different Size Originals] screen, select whether the placed originals have the same vertical width.
If the [Different Size Originals] screen is not displayed, you can skip this step. Press [Close] to return to the fax screen. The steps thereafter are not required.

3 Press [OK] ▶ [Close].

→ The fax screen is displayed again.

Scanning Large Numbers of Originals (Job Build)

When there are too many originals to place in the feeder at once, configure the settings so that originals scanned in multiple batches can be sent together.
You can send originals scanned using the feeder and originals scanned using the platen glass together.

* Job Build is not available with Direct Send or manual sending.

1 On the fax screen, press [Options] ▶ [Job Build]. **Fax Screen (P. 584)**

→ [W/Settings] is displayed at the bottom of the setting button.

2 Press [Close].

→ The fax screen is displayed again.

NOTE

- When placing multiple originals of various sizes in the feeder, you need to configure the settings for different size originals. **Scanning Originals of Different Sizes (Different Size Originals) (P. 595)**

Sender Settings

AW63-096



You can select the name to be printed as the sender name at the destination.
If multiple fax lines are available, you can also select the line to be used for sending.

Selecting the Sender Name (P. 598)
Selecting the Line to Use for Sending (P. 599)

Selecting the Sender Name

By default, the unit name configured in the line settings of the machine is printed as the sender name at the destination.
You can select the name of a previously registered sender as the sender name, instead of the unit name. When you are logged in to the machine, you can also select the login user name.

Required Preparations

- Register the sender name. **[Register Sender Name (TTI)] (P. 1350)**

1 On the fax screen, press [Options] ▶ [Sender Name (TTI)]. **Fax Screen (P. 584)**

→ The [Sender Name (TTI)] screen is displayed.

2 Select the name to use as the sender name.

- You can also directly specify the name by using the numeric keys to enter the number of the name.
- To use the login user name, select name number "100."

3 Press [OK] ▶ [Close].

→ The fax screen is displayed again.

NOTE

- You can configure the setting to use the login user name as the sender name by default. **[Use Authentication User Name as Sender Name] (P. 1351)**

Selecting the Line to Use for Sending

If multiple fax lines are available, you can select the line to use for sending. The fax number set for the selected line is printed as the sender's fax number at the destination.

1 On the fax screen, press [Options] ▶ [Select Line]. **Fax Screen (P. 584)**

→ The [Select Line] screen is displayed.

2 Select the line to use for sending.

3 Press [OK] ▶ [Close].

→ The fax screen is displayed again.

Delayed Send Settings

AW63-097



Configure the settings to send scanned data automatically at a specified time instead of sending it immediately.

* Delayed Send is not available with Direct Send or manual sending.

1 On the fax screen, press [Options] ▶ [Delayed Send]. **Fax Screen (P. 584)**

→ The [Delayed Send] screen is displayed.

2 Enter the time for Delayed Send.

Enter the time using 24-hour format regardless of the time display format setting.

3 Press [OK] ▶ [Close].

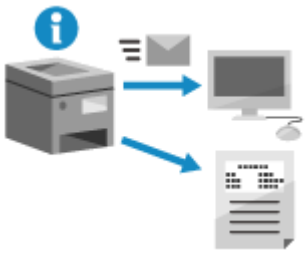
→ The fax screen is displayed again.

NOTE

- You can check whether sending is completed on the [Status Monitor] screen. **Checking the Status and Log for Sent and Received Faxes (P. 614)**
- You can specify up to 64 jobs for Delayed Send.
  However, the actual number of jobs that can be set may be less in the following cases:
  - When sending multiple scanned data jobs at the same time
  - When sending large volumes of scanned data
  - When using a large amount of memory in a Mail Box or Fax/I-Fax Inbox

TX Result Notice Settings

AW63-098



You can configure the settings to send the TX result by e-mail and print a TX report.

Sending the TX Result by E-mail (P. 601)
Printing a TX Report (P. 602)

Sending the TX Result by E-mail

Configure the settings to send the TX result by e-mail when sending is complete.
Even if you are away from the machine when data is waiting to be sent, you can check the TX result from a computer or mobile device. You can also configure the settings to send the notice only when an error occurs.
You can set a destination registered in the Address Book (excluding destinations in a personal address list or user group address list) or an e-mail address of a login user as the notice destination.

Required Preparations

- Register the e-mail address to be set as the notice destination in the Address Book of the machine or in the user information.

Registering Destinations (Address Book) (P. 306)
Registering User Information to a Local Device (P. 859)

1 On the fax screen, press [Options] ▶ [Job Done Notice]. **Fax Screen (P. 584)**

➔ The [Job Done Notice] screen is displayed.

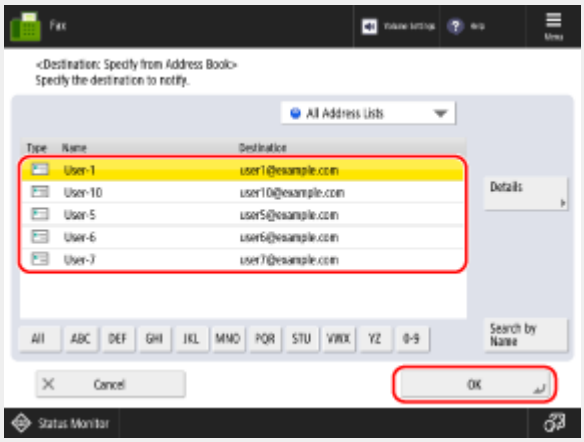
2 Set the notice condition and notice destination.



To attach the first page of the sent original as a PDF file to the e-mail notice, select the [Attach TX Image] checkbox.

When Selecting a Destination from the Address Book

Press [Specify from Address Book] to display the Address Book screen.
On the Address Book screen, select the destination (e-mail address) to be set as the notice destination, and press [OK].



- You can filter the destinations displayed in the list by selecting the index at the bottom of the screen, [Search by Name], or an address list in the address list pulldown menu. **Address Book Screen (P. 307)**
- To display destinations with a set access number, press [Access No.] and enter the access number.

3 Press [OK] ▶ [Close].

➔ The fax screen is displayed again.

Printing a TX Report

By default, a TX report is printed automatically when an error occurs.
You can configure the settings to print a TX report when sending is complete, regardless of the TX result.

* Depending on the machine settings, you may not be able to configure a TX report from the fax screen. **[TX Report] (P. 1330)**

1 On the fax screen, press [Options] ▶ [TX Report]. **Fax Screen (P. 584)**

➔ [W/Settings] is displayed at the bottom of the setting button.

2 Press [Close].

➔ The fax screen is displayed again.

Receiving Faxes

AW63-099

The machine receives incoming faxes automatically without ringing, so you do not need to perform operations to receive them.
When a fax is received, the Processing/Data indicator on the control panel blinks green, and the machine automatically prints the fax on the same size of paper as the received data. If the same size of paper is not loaded, the received fax is printed on another size of paper.
You can also change the print settings, such as 2-sided printing and the rules for printing on another size of paper. **Changing the Print Settings for Received Faxes (P. 605)**

When Receiving Faxes with a Set Subaddress and Password

The subaddress and password need to be set in advance.
If you set an RX password, you can prevent the reception of unwanted faxes by ensuring that only faxes with the matching password are received.
Receiving Faxes with a Set Subaddress and Password (P. 603)

When Using a Fax Information Service

To use the service, you need to manually perform operations to receive faxes.
Using a Fax Information Service (P. 604)

NOTE

When a Fax Is Not Received or Printed

- Check the status of the machine. **Cannot Receive a Fax (P. 1764)**
- When an error or other problem occurs with the machine and the received fax cannot be printed, you can forward the received fax to the Memory RX Inbox. **[Forward Temporarily Stored File to Memory RX Inbox] (P. 1371)**

When the Processing/Data Indicator on the Control Panel Is Lit Green

- Received faxes are stored in the memory of the machine. You can check the content of faxes on the control panel or Remote UI before printing them.

Checking, Printing, and Forwarding Faxes Stored with Memory Lock (P. 608)
Checking and Printing Received Confidential Faxes (P. 610)

Preventing Automatic Printing of Received Faxes

- Configure the settings to store received faxes in the memory of the machine, or forward or save them to a specified destination.

Preventing Immediate Printing of Received Faxes (P. 1018)
Automatically Forwarding and Backing Up Received Faxes (P. 560)

Receiving Faxes with a Set Subaddress and Password

The machine supports the use of ITU-T (International Telecommunication Union-Telecommunication Standardization Sector) standard subaddresses and passwords.

- To receive faxes with a configured subaddress, set the subaddress as a condition for automatic forwarding. **Automatically Forwarding and Backing Up Received Faxes (P. 560)**
- To receive faxes with a configured password, set an RX password. **[RX Password] (P. 1373)**

  * When you set an RX password, the password is checked if a subaddress is not configured for a received fax sent from another party using the ITU-T standard.

If the password of the fax does not match the set password, or if no password has been configured for the fax, the fax is not received.

Using a Fax Information Service

1 Call the service provider.

2 Follow the recorded message to enter the service number.

3 On the control panel, press [Start RX].

→ The machine starts receiving the fax. When receiving is completed, the machine prints the fax automatically.

NOTE

- For details on the service and the numbers to enter, contact the service provider.

Changing the Print Settings for Received Faxes

AW63-09A

By default, received faxes and I-Faxes are printed with the image on only one side of the paper. You can change the settings to print on both sides of the paper, and add the reception date and time, page number, and other information when printing.

This section describes how to configure the settings using Remote UI from a computer.
On the [Home] screen or other screen of the control panel, select [Settings/Registration] ▶ [Function Settings], and configure the settings. **[Common Settings] (P. 1364)**

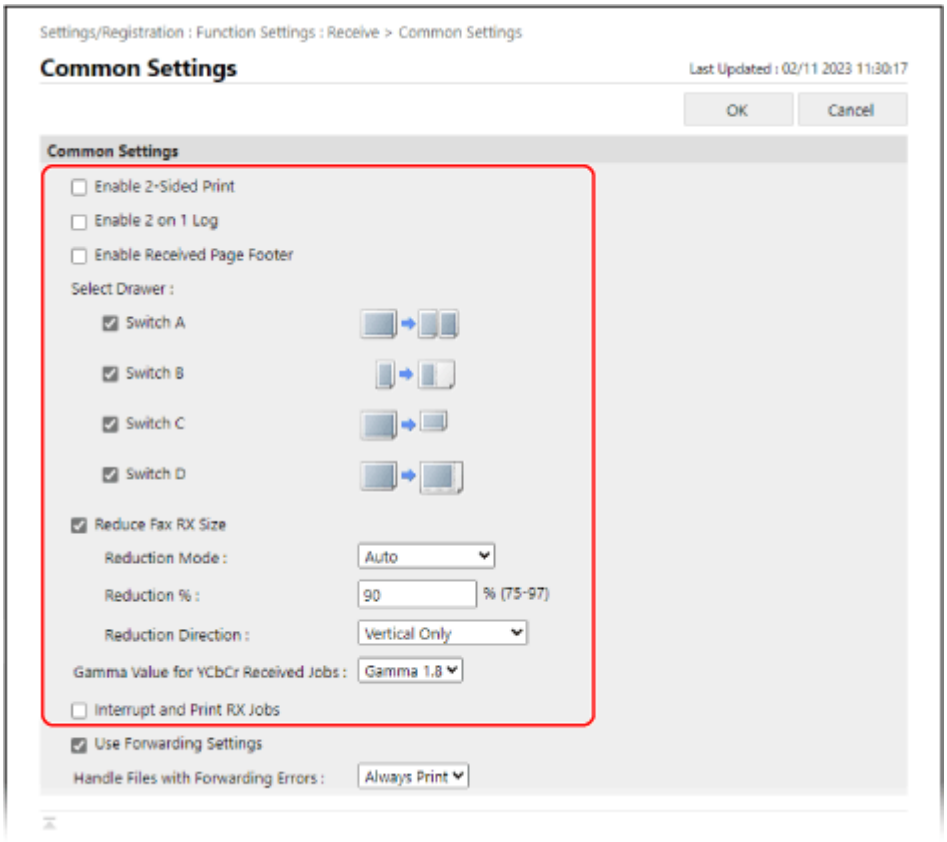
1 Log in to Remote UI. **Starting Remote UI (P. 1095)**

2 On the Portal page of Remote UI, click [Settings/Registration]. **Remote UI Portal Page (P. 1099)**

3 Click [Receive/Forward] ▶ [Common Settings].

→ The [Common Settings] screen is displayed.

4 Configure the print settings.



Printing Faxes on Both Sides of the Page, at Reduced Size, or at Original Size

Configure the items described below.

> Setting example: When reducing A3 faxes to print on A4 paper
> - Exclude paper sources loaded with paper other than A4 and A4R from automatic selection when printing faxes. **Using the Appropriate Paper Source for Each Function (P. 301)**
> - In [Select Drawer], clear the [Switch A] checkbox.

[Enable 2-Sided Print]
Select this checkbox to print received faxes on both sides of the paper.

[Enable 2 on 1 Log]
Select this checkbox to reduce the size of a two-page fax and arrange both pages on the same side of a sheet of paper when printing.



[Select Drawer]
Set the rules for printing on another size of paper when paper of the same size as the received fax is not loaded.
The printing method is determined based on these settings and the size of the loaded paper. Clear the checkbox for any printing methods that you do not want to use.

- [Switch A]:
  If a smaller size of paper is loaded, the received fax is divided and printed.
- [Switch B] and [Switch D]:
  If a larger size of paper is loaded, the received fax is printed at the same size as the original, with blank margins.
  For [Switch B] and [Switch D], the printed paper and margin layout are different.

  [Switch B]

  [Switch D]

- [Switch C]:
  If a smaller size of paper is loaded, the received fax is reduced and printed.

* Depending on the size of the loaded paper, the received fax may not be printed even if a suitable print method is enabled.
* The received fax is printed on paper in a paper source that is set for automatic selection. Exclude any paper sources that you do not want to use from automatic selection. **Using the Appropriate Paper Source for Each Function (P. 301)**

[Reduce Fax RX Size]
Select this checkbox to reduce and print the received fax so that it fits on the paper. You can also set the reduction ratio and whether to maintain the aspect ratio.
If you clear the checkbox, received faxes that do not fit on the paper are divided and printed on separate pages.

- In [Reduction Mode], select whether the reduction ratio is adjusted automatically or fixed. If you select automatic adjustment, the size is reduced by a reduction ratio ranging from the specified value to 100%.
- To maintain the aspect ratio, set [Reduction Direction] to [Vertical & Horizontal].

When Adding Information Such As the Reception Date and Time and Page Number When Printing

Select the [Enable Received Page Footer] checkbox. Information such as the reception date and time and the page number is printed at the bottom of the page.

When Printing I-Faxes That Are Faithful to the Original (For C7100 Series and C5100 Series)

Set [YCbCr RX Gamma Value]. By setting the gamma value to match that of the sending side, you can reproduce images that are faithful to the original.

When Giving Priority to Printing Faxes

Select the [Interrupt and Print RX Jobs] checkbox. The machine interrupts other jobs to print faxes or I-Faxes when they are received.

5 Click [OK].

→ The settings are applied.

6 Log out from Remote UI.

Checking, Printing, and Forwarding Faxes Stored with Memory Lock

AW63-09C

When a received fax is stored in the Memory RX Inbox, the Processing/Data indicator on the control panel lights up green.
You can check the content of faxes stored in the Memory RX Inbox on the control panel or Remote UI before printing them. You can also forward faxes to specified destinations.

This section describes how to check, print, and forward faxes using the control panel.
To check, print, or forward a fax using Remote UI from a computer, perform the operations from [Access Received/Stored Files] on the Portal page. **Managing the Machine from a Computer (Remote UI) (P. 1094)**

Required Preparations

- Configure the settings to store received faxes in the Memory RX Inbox. **Setting Memory Lock (P. 1018)**

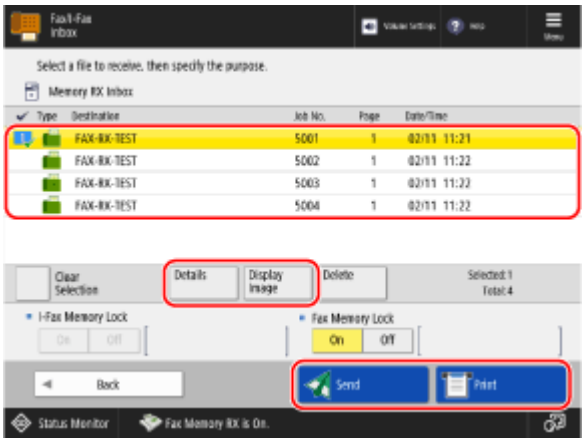
1 On the control panel, press [Fax/I-Fax Inbox] in the [Home] screen. **[Home] Screen (P. 189)**

→ The screen for selecting the store location of the received fax is displayed.

2 Press [Memory RX Inbox] ▶ [Memory RX Inbox].

If the PIN input screen appears, enter the PIN set for the Memory RX Inbox, and press [OK].

3 Check, print, or forward the fax.



To delete fax data, select a fax and press [Delete] ▶ [Yes].
* You cannot select and delete multiple faxes at the same time.

When Checking the Fax Information and Content

- Select a received fax and press [Details] to check details such as the size of the fax.
- Select a fax and press [Display Image] to display a preview screen and check the content of the fax. You can also delete pages on the preview screen or print from the preview screen.

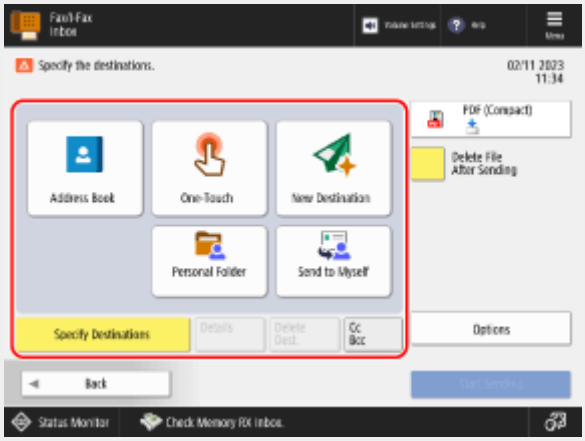
When Printing a Fax

Select the fax to be printed, and press [Print] ▶ [Start Printing].

* The data of the printed fax is automatically deleted from the Memory RX Inbox.
* You cannot select and print multiple faxes at the same time.

When Forwarding a Fax

1. Select the fax to be forwarded, and press [Send].
   - You can select and forward up to 32 faxes at a time.
   - To select all displayed faxes, press [Select All (Max 32 Files)] while no faxes are selected.
2. Specify the forwarding destination. **Specifying Destinations (P. 351)**



   - To specify a folder for a login user (Personal Folder) as the destination, press [Personal Folder].
   - To specify the e-mail address of a login user as the destination, press [Send to Myself].
   - To specify an e-mail address as a Cc or Bcc destination, press [Cc Bcc].
   - When you forward a fax stored with Memory Lock, you cannot specify a destination using the address book on a mobile device or the TX log of the machine.
3. Configure the forwarding settings, as needed.
   You can configure the same settings as when sending files from the Mail Box, such as the file format and file name. **[Mail Box] TX Settings Screen (P. 812)**
4. Press [Start Sending].

   → The fax is forwarded to the specified destination.

NOTE

Number of Faxes That Can Be Stored

- The storage area of the Memory RX Inbox is shared with the Mail Box. For the number of faxes that can be stored, see the capacity of the Mail Box. **Mail Box (P. 90)**

Registering a Shortcut to the Store Location

- By registering the store location for received faxes as a button on the [Home] screen, you can call up the location from the [Home] screen with a single press of a button. **Adding Buttons to the [Home] Screen (Personal and Shared Buttons) (P. 208)**

Checking and Printing Received Confidential Faxes

AW63-09E

When a received fax is stored in the Confidential Fax Inbox, the Processing/Data indicator on the control panel lights up green.
You can check the content of faxes stored in the Confidential Fax Inbox on the control panel or Remote UI before printing them.

This section describes how to check and print faxes using the control panel.
To check or print a fax using Remote UI from a computer, perform the operations from [Access Received/Stored Files] on the Portal page. **Managing the Machine from a Computer (Remote UI) (P. 1094)**

Required Preparations

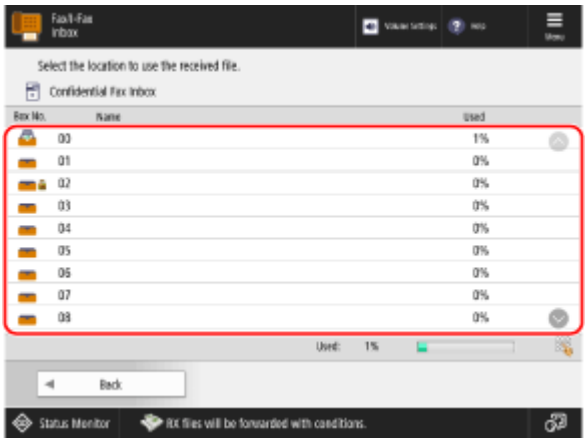
- Configure the settings to store received faxes in the Confidential Fax Inbox. **Configuring Settings for Receiving Confidential Faxes (P. 1020)**

1 On the control panel, press [Fax/I-Fax Inbox] in the [Home] screen. **[Home] Screen (P. 189)**

→ The screen for selecting the store location of the received fax is displayed.

2 Press [Confidential Fax Inbox].

3 Select the Confidential Fax Inbox where the received fax is stored.



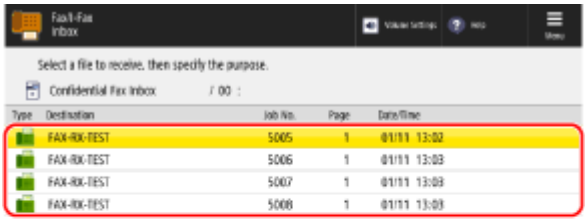
- You can also directly specify the Confidential Fax Inbox by using the numeric keys to enter the box number.
- If the PIN input screen appears, enter the PIN set for the Confidential Fax Inbox, and press [OK].
- You can check the icons for the status of each Confidential Fax Inbox.

  [ ]: Faxes are stored.

  [ ]: Faxes are not stored.

  [ ]: PIN is set. **Setting Confidential Fax Inbox (P. 1021)**

4 Check or print the fax.





To delete fax data, select a fax and press [Delete] ▶ [Yes].
* You cannot select and delete multiple faxes at the same time.

When Checking the Fax Information and Content

- Select a received fax and press [Details] to check details such as the size of the fax.
- Select a fax and press [Display Image] to display a preview screen and check the content of the fax. You can also delete or print pages from the preview screen.

When Printing a Fax

Select the fax to be printed, and press [Print] ▶ [Start Printing].

* To automatically delete the data of the printed fax from the Confidential Fax Inbox, select [Delete File After Printing] and press [Start Printing].
* You cannot select and print multiple faxes at the same time.

NOTE

Checking Faxes from the E-Mail Notice Sent When Faxes Are Stored

- If the Confidential Fax Inbox settings are configured to send an e-mail notice of the store location URL when faxes are stored, you can use a web browser on your computer to open the URL in the notice, and check the content of the fax on the Remote UI screen. **Setting Confidential Fax Inbox (P. 1021)**

Registering a Shortcut to the Store Location

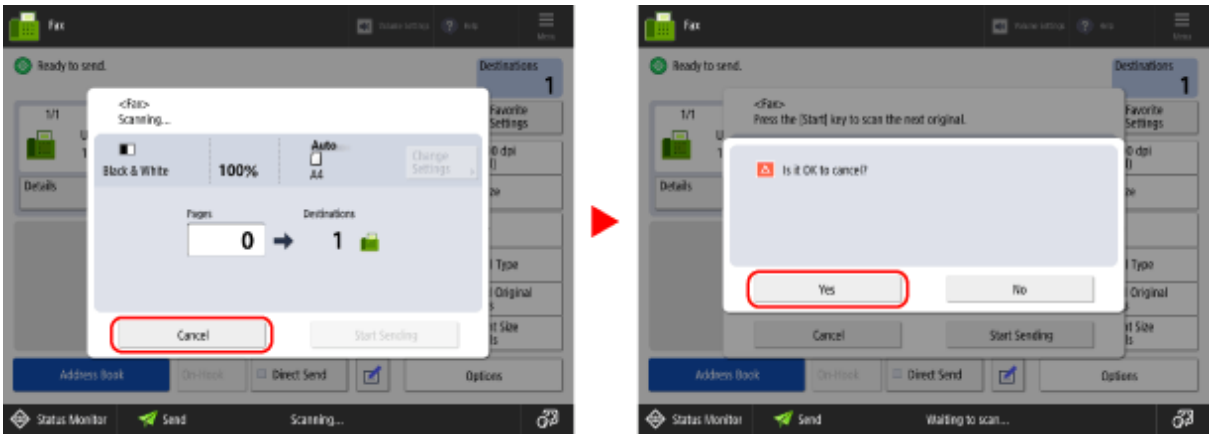
- By registering the store location for received faxes as a button on the [Home] screen, you can call up the location from the [Home] screen with a single press of a button. **Adding Buttons to the [Home] Screen (Personal and Shared Buttons) (P. 208)**

Canceling Fax Sending

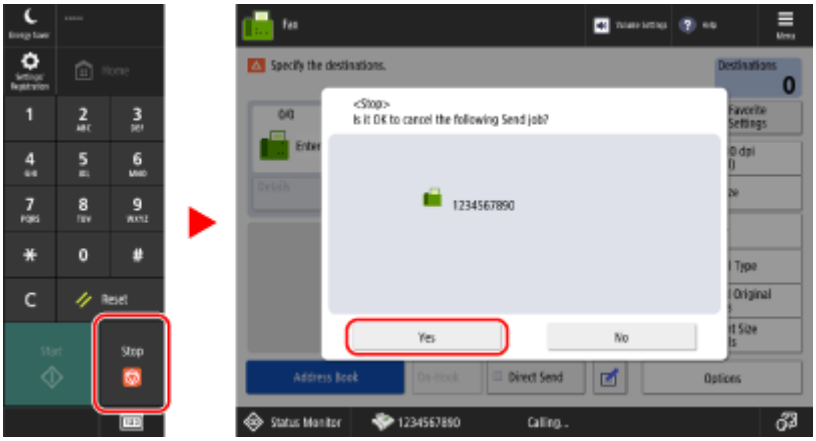
AW63-09F

When you send a fax with the machine, you can cancel the fax sending operation by following the on-screen instructions.

- Press [Cancel] ▶ [Yes].



- If the above screen is not displayed, press [Stop] ▶ [Yes].



If [Stop] Is Pressed When There Are Multiple Send Jobs

- By default, the last executed job is displayed as the job to be canceled. **[Job to Cancel When Stop is Pressed] (P. 1337)**

- To cancel another job, press [Check Other Jobs], select the job to cancel from the Send Jobs list, and press [Cancel].



Checking the Status and Log for Sent and Received Faxes

AW63-09H

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.
Depending on the machine settings, you can also resend a job that had a sending error.

* If the log is set not to be displayed, you can only check the sending and receiving status. **[Display Job Log] (P. 1420)**

Checking the Sending and Receiving Status (P. 614)
Checking the Log (P. 615)

NOTE

- You can restrict other users from performing operations on the jobs of the login user. **[Restrict Access to Other User Jobs] (P. 1419)**

Checking the Sending and Receiving Status

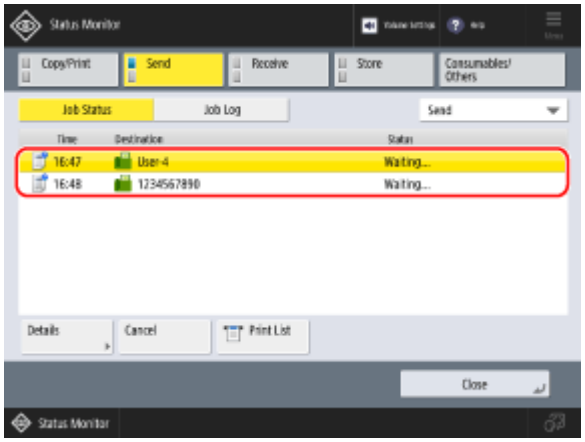
This section describes how to check the status using the control panel.
You can also use Remote UI from a computer to check the status. **Checking the Usage and Logs Using Remote UI (P. 1102)**

1 On the control panel, press [Status Monitor] in the [Home] screen or other screen. **[Home] Screen (P. 189)**

→ The [Status Monitor] screen is displayed.

2 Press [Send] or [Receive], and press [Job Status].

3 Check the jobs being processed or waiting to be processed.



- By selecting [Fax] in the pulldown menu at the top right of the screen, you can filter the list so that only fax jobs are displayed.

- When sending statuses are displayed, you can press [Print List] to print the sending status list.

4 Select a job with the details that you want to check, and press [Details].

→ The job details are displayed.

5 Check the number of pages and other details.

When Resending a Job That Had a Sending Error

* By default, jobs that had a sending error are set to be deleted automatically and cannot be resent. **[Delete Failed TX Jobs] (P. 1332)**
* You cannot resend jobs sent with Direct Send, manual sending, or PC fax.

Press [Resend].

- If multiple destinations of the same type are set, press [Broadcast List], select a destination, and press [Resend].
- To resend to a different destination, press [Change Destination], change the destination, and press [Resend].

NOTE

Changing the Destination of a Job with Delayed Send Set

- While the machine is waiting to send the fax (until the specified time), you can press [Change Destination] in Step 5 to change the destination.
  However, you cannot change the destination in the following cases:
  - When multiple destinations are specified
  - When the destinations that can be specified during sending are restricted to registered destinations only **Sending Only to Registered Destinations (P. 1003)**

Checking the Log

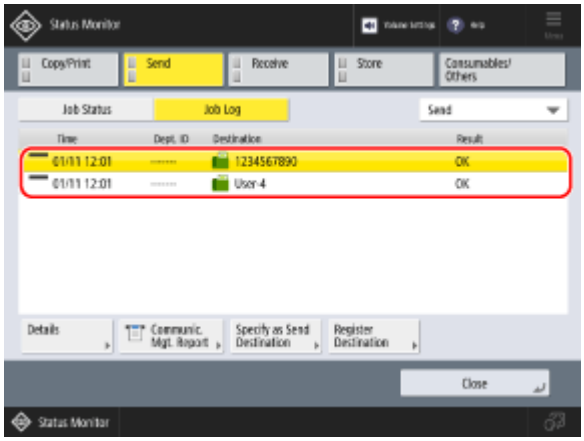
This section describes how to check the log using the control panel.
You can also use Remote UI from a computer to check the log. **Checking the Usage and Logs Using Remote UI (P. 1102)**

1 On the control panel, press [Status Monitor] in the [Home] screen or other screen. **[Home] Screen (P. 189)**

→ The [Status Monitor] screen is displayed.

2 Press [Send] or [Receive], and press [Job Log].

3 Check the jobs that were sent or received.



- By selecting [Fax] in the pulldown menu at the top right of the screen, you can filter the list so that only fax jobs are displayed.
- You can press [Communication Management Report] or [Fax Activity Report] to print the TX log or RX log list.

4 Select a job with the details that you want to check, and press [Details].

➔ The job details are displayed.

5 Check the number of pages and other details.

If [NG] Appears for [Result]
Sending or receiving was canceled, or an error occurred.
If a three-digit number preceded by "#" is displayed for [Error Code], you can check the cause and solution using the error code. **An Error Code Is Displayed (#xxx) (P. 1826)**

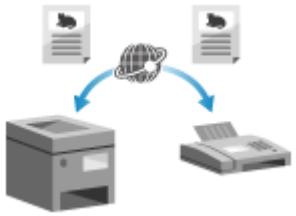
NOTE
Specifying and Registering Destinations from the TX Log

- You can select a job in Step 3 and press [Specify as Send Destination] or [Register Destinations] to specify the same destination as in the TX log or register the destination in the Address Book.

Specifying Destinations (TX Log) (P. 361)
Registering Destinations to the Address Book (Control Panel) (P. 313)

Using Internet Fax (I-Fax)

AW63-09J



Internet Fax (I-Fax) is a function for sending and receiving faxes via the Internet.
Since faxes are sent without using a telephone line, you can lower your communication costs. When you receive an I-Fax, the received data is printed automatically.
The machines for sending and receiving I-Faxes must support I-Fax technology.

Sending I-Faxes (P. 617)
Receiving I-Faxes (P. 620)

NOTE

- Standards for I-Fax are defined by ITU-T (International Telecommunication Union - Telecommunication Standardization Sector). You can send and receive I-Faxes to and from the machine of another manufacturer, as long as that machine is ITU-T compliant.
  The imageFORCE series is compliant with Recommendation T.37 (Procedures for the transfer of facsimile data via store-and-forward on the Internet).

Sending I-Faxes

You can scan an original and send the scanned data by I-Fax.
Scanned data is sent by e-mail as an attached TIFF file. Just like when you send 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 I-Faxes. **Configuring Information of the E-mail Server (P. 454)**

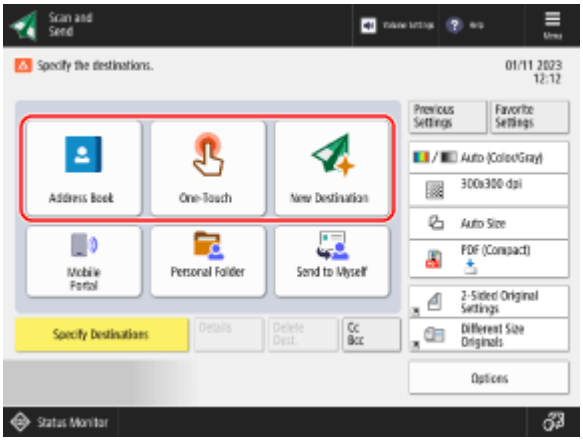
1 Place the original. **Placing Originals (P. 229)**

If the screen for selecting the thickness of the original appears, select the thickness of the placed original.

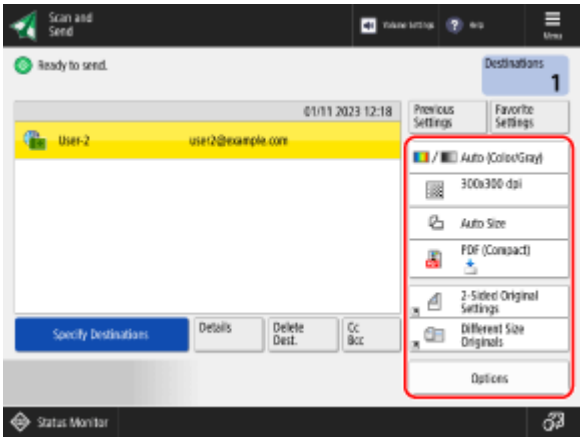
2 On the control panel, press [Scan and Send] in the [Home] screen. **[Home] Screen (P. 189)**

➔ The scan screen is displayed.

3 Specify the destination. **Specifying Destinations (P. 351)**



4 Configure the scan settings. **Scan Settings (P. 506)**



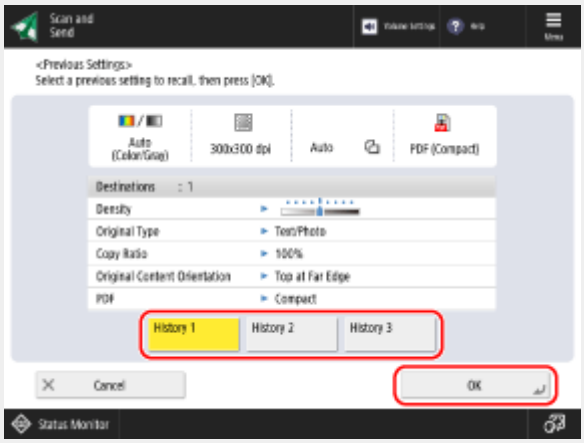
When "Favorite Settings" are registered, you can call them up by pressing [Favorite Settings]. **Registering and Recalling Favorite Settings (P. 215)**

When Recalling Previous Settings (Setting History)

You can press [Previous Settings] to recall the settings used to send scanned data in the past. The sending destination is also applied together with the settings that are called up.
When you call up the setting history, the specified destination and scan settings are overwritten.

* You cannot use the setting history when destinations are managed with access numbers. **Hiding Destinations (Access Number Management) (P. 1039)**

On the [Previous Settings] screen, select the history you want to recall, and press [OK].



- You can change the called up destination and scan settings before sending.

- Each login user can select from their own setting history.
  Guest users or users who are not logged in can select from the setting history common to unauthorized users.
- When entry of new destinations is restricted, the setting history is cleared regardless of the type of restricted destination. **Sending Only to Registered Destinations (P. 1003)**

5 Press [Start].

→ The machine starts scanning the original.

- To cancel scanning, press [Cancel] ▶ [Yes]. **Canceling Scanning (P. 542)**
- When scanning of the original is completed, the scanned data is sent. You can use [Status Monitor] to check the sending status and log. **Checking the Send or Save Status and Log of Scanned Data (P. 544)**

When [Press the [Start] key to scan the next original.] Is Displayed

When an original is placed on the platen glass and scanned, or when scanning is performed using Job Build, the screen for scanning additional originals is displayed.

1. To continue scanning originals, place the next original, and press [Start].

   → The next original is scanned, and the same screen is displayed.
   Repeat this process until scanning of all originals is completed.

   When placing originals in the feeder to scan, remove the scanned original (original ejected to the original output tray) before placing the next original.

   #### When Changing the Scan Settings for Each Original

   On the screen with the displayed message, press [Change Settings]. You can change the following settings:

   - [Select Color]
   - [Scan Size]
   - [Copy Ratio]
   - [2-Sided Original]
   - [Density]
   - [Original Type]

   For example, when scanning a 2-sided original after scanning a 1-sided original, press [Change Settings], and set [2-Sided Original].

2. Press [Start Sending].

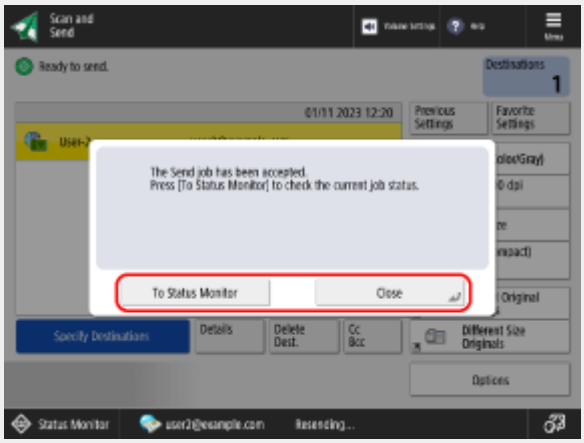
   → The scanned data is sent.

When the Screen for Entering and Confirming the User Name and Password Is Displayed

Enter and confirm the user name and password while following the instructions on the screen.

When [To Status Monitor] Is Displayed

To check the sending status and log, press [To Status Monitor]. **Checking the Send or Save Status and Log of Scanned Data (P. 544)**
Press [Close] to return to the scan screen.



NOTE

When Multiple Originals Are Fed during Scanning and Operations Are Canceled (Detect Multiple Sheet Feed)

- A message appears on the screen. Remove the jammed original while following the instructions in the message. **Paper and Staple Jams (P. 1853)**
  When the jammed original is removed, the screen for resuming operations is displayed.
  If multi sheet feeding was detected incorrectly, press [Do Not Detect Multi. Sheet Feed] to resume scanning.
- To prevent detection of multi sheet feeding, configure either of the following settings:
  - On the scan screen, press [Options] ▶ [Detect Feeder Multi Sheet Fd.] each time you scan, to cancel detection of multi sheet feeding.
  - Change the default settings to prevent detection of multi sheet feeding. **[Set Detection of Feeder Multi. Sheet Feed as Default] (P. 1307)**

* Depending on the model, the optional document feeder double feeding detection kit may be required in order to use the multiple sheet feed detection function. Europe Asia/Oceania

Previewing Content Before Sending

- You can display a preview screen to check the content before sending scanned data. You can also change the page order and delete pages on the preview screen. **Checking the Scanned Data and Organizing Pages (Preview) (P. 487)**

Improving the Quality of the Sent Image

- If the sent images are too dark or the light colors in the background of the originals cannot be removed, you may be able to improve the quality by configuring the following settings before sending:
  - Set [Black & White] as the color for scanning. **Selecting a Color (P. 514)**
  - Set the resolution to [200x400 dpi], [300x300 dpi], [400x400 dpi], or [600x600 dpi]. **Setting the Resolution (P. 516)**
  - Set the original type to [Text]. **Selecting the Original Type (P. 517)**
  - Set the background density to [Auto]. **Adjusting the Density (P. 517)**

  * In the [Settings/Registration] menu, if [Fax/I-Fax Send Jobs] in [Speed/Image Quality Priority for B&W Scan] is set to [Speed Priority], change the setting to [Quality Priority]. **[Speed/Image Quality Priority for B&W Scan] (P. 1307)**
  ([Quality Priority] is set by default.)

Receiving I-Faxes

The machine automatically receives I-Faxes from the configured e-mail server, so you do not need to perform operations to receive them.
When an I-Fax is received, the Processing/Data indicator on the control panel blinks green, and the machine automatically prints the I-Fax on the same size of paper as the received data. If the same size of paper is not loaded, the received I-Fax is printed on another size of paper.

You can also change the print settings, such as 2-sided printing and the rules for printing on another size of paper. **Changing the Print Settings for Received Faxes (P. 605)**

Required Preparations

- On the machine, configure the settings of the e-mail server to be used to receive I-Faxes. **Configuring Information of the E-mail Server (P. 454)**

Manually Receiving I-Faxes

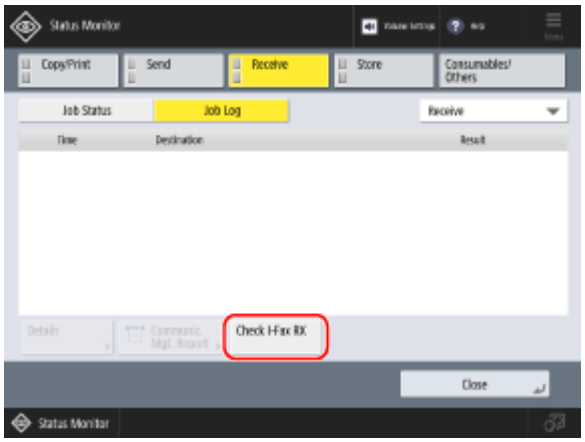
If you want to connect to the server before receiving I-Faxes automatically, or if the machine is set to not receive I-Faxes automatically, you can receive I-Faxes manually.

1 On the control panel, press [Status Monitor] in the [Home] screen or other screen. **[Home] Screen (P. 189)**

→ The [Status Monitor] screen is displayed.

2 Press [Receive] ▶ [Job Log].

3 Press [Check I-Fax RX].



→ The machine connects to the server. When you receive an I-Fax, printing starts automatically.

If [Check I-Fax RX] is not displayed, select [Receive] in the pulldown menu at the top right of the screen.

NOTE

When an I-Fax Is Not Received or Printed

- Check the status of the machine. **Cannot Receive a Fax (P. 1764)**
- When an error or other problem occurs with the machine and the received I-Fax cannot be printed, you can forward the received I-Fax to the Memory RX Inbox. **[Forward Temporarily Stored File to Memory RX Inbox] (P. 1371)**

Checking Received I-Faxes with Divided Data

- You can check the status of received I-Faxes that were divided into multiple parts when they were sent.

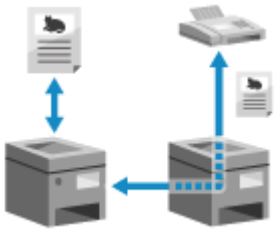
  Press [Fax/I-Fax Inbox] on the [Home] screen ▶ [Memory RX Inbox] ▶ [Divided Data RX Inbox]

  - You can select an I-Fax and press [Divided Data List] to check the list of divided data for the I-Fax.
  - To delete I-Fax data (the divided data for an I-Fax), select an I-Fax and press [Delete] ▶ [Yes]. When [Print When Deleted] is set, the machine prints the divided data when you delete it.

- For cases in which the divided I-Fax data is only partially received, you can set the amount of time to wait until the reception of the remaining divided data is canceled. **[Divided Data RX Timeout] (P. 1371)**

Using Remote Faxes

AW63-09K



You can send and receive faxes with a Canon multifunction machine that does not have a fax function, by using the line of a different Canon multifunction machine with a fax function on the same network.
Since you can share the fax function and telephone line between devices, you can reduce the cost of installing the function and line, and use faxes more efficiently.

* You can use Remote Fax when both multifunction machines are imageFORCE or imageRUNNER ADVANCE series models.

Models with a Fax Function

To use the machine as a client machine, contact your dealer or service representative.

Models with an Optional Fax Function

To use the Remote Fax function, you need to install the following options. **System Options (P. 47)**

- When using the machine as a server machine: Super G3 FAX Board
- When using the machine as a client machine: Remote Fax Kit

Preparing to Use Remote Faxes (P. 623)
Sending and Receiving Faxes with the Client Machine (P. 623)

Preparing to Use Remote Faxes

Configure the Remote Fax server functions and client functions.
In addition, configure the forwarding and I-Fax RX settings so that faxes received by the server machine are converted into I-Faxes and forwarded to the client machine.

When Using the Machine As a Server Machine

- Configure the Remote Fax server functions. **[Remote Fax Settings] (P. 1361)**
- Configure the settings to forward the faxes received by the server machine to the I-Fax address of the client machine. **Automatically Forwarding and Backing Up Received Faxes (P. 560)**

When Using the Machine As a Client Machine

- Configure the Remote Fax client functions. **[Remote Fax TX Settings] (P. 1359)**
- Configure the settings of the e-mail server to be used to receive I-Faxes. **Configuring Information of the E-mail Server (P. 454)**

Sending and Receiving Faxes with the Client Machine

- When sending faxes, use the normal sending method. **Sending Faxes (P. 565)**

* If the Department ID and PIN input screen appears, enter the Department ID and PIN set for the server machine.

- When receiving faxes, use the same method as when receiving I-Faxes. **Receiving I-Faxes (P. 620)**

NOTE

- The settings of the server machine determine whether sender information is added to faxes sent from the client machine. **[TX Terminal ID] (P. 1332)**

Using a Fax Server North America

AW63-09L



You can send faxes using a fax server.

* Depending on the region, this function may not be available.

Preparing to Send Faxes Using a Fax Server (P. 625)
Sending Faxes Using a Fax Server (P. 625)

Preparing to Send Faxes Using a Fax Server

After connecting the machine to the fax server, configure the following settings:

- Register the domain name of the fax server in [Auto Add Specified Domain to Dest. Without Domain], and set [When Sending I-Fax] to [On]. **[Auto Add Specified Domain to Dest. Without Domain] (P. 1346)**
- Enable the use of the fax server. **[Use Fax Server] [North America] (P. 1346)**

IMPORTANT

- To enable the use of the fax server, restart the machine twice.
- When you enable this function, the fax line cannot be used for sending.
- For details on the fax servers that can be used, contact your dealer or service representative.

Sending Faxes Using a Fax Server

On the [Home] screen of the control panel, press [Fax Server] and set the fax destination on the [Fax Server] screen, in the same way as when you send normal faxes. **Sending Faxes (P. 565)**

NOTE

- Specify the destination as a fax number, in the same way as when you send normal faxes.
- You may need to enter the country code before the fax number, depending on the service of the fax server you are using.

  Example: When sending to "(323) 555 1234" in the United States (country code: 1)
  13235551234

Copying

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Checking the Copy Status and Log 737

Copying

AW63-09R

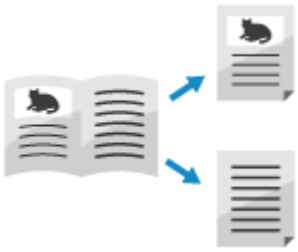
You can easily copy documents, photos, and other printed materials ("originals") using the copy function of the machine. In addition to basic copy settings, the machine also has settings for copying according to your original and purpose. Configure these settings when copying for more efficient operations and to save paper.

Basic Copy Operations

This section describes basic copy operations. You can also interrupt other copy or print operations that are being processed or waiting to be processed, or check the finished result of a sample before copying.

Copy Operations (P. 630)

Copy Settings



You can configure basic settings such as enlarging, reducing, and 2-sided copying, as well as settings for copying efficiently according the original.

Basic Copy Settings (P. 642)

Copy Settings According to the Original (P. 678)

Finishing and Booklet Settings



Configure settings for copying with finishing functions and booklet functions, such as collating and finishing with the stapler, or adding a cover.

Finishing and Booklet Settings (P. 690)

Useful Copy Functions



You can copy using convenient functions, such as extracting and copying only part of an original, or combining originals scanned with different settings when copying. You can also embed a watermark such as "CONFIDENTIAL" to increase the security of copied documents.

Useful Copy Functions (P. 707)

See Also

If Results Are Not As Expected

If the color is not reproduced properly or the size of the copied image differs from the original, adjust the image quality and print size according to the symptoms that occur.

Adjusting the Image Quality (P. 1639)
Adjusting the Print Size of the Copied Image (P. 1705)

Copy Operations

AW63-09S

This section describes the basic copy operations when copying documents, photos, and other printed materials ("originals").

* You can also interrupt other copy or print operations that are being processed or waiting to be processed, and perform copying. **Copying Immediately (Interrupt) (P. 634)**
* When making a large number of copies, you can make a copy sample to check the finished result, or you can copy the original one page at a time to check the appearance before copying all of the pages together. **Checking the Finished Result Before Copying (P. 636)**

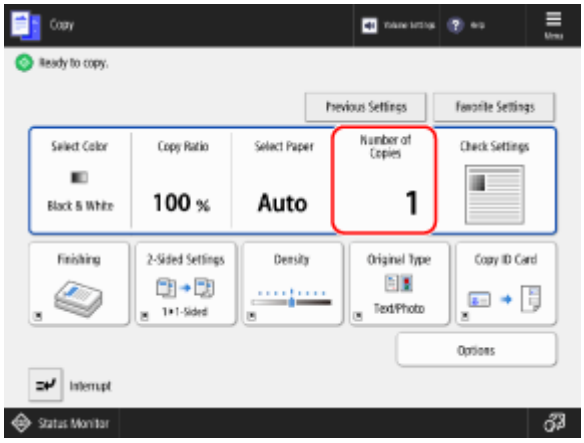
1 Place the original. **Placing Originals (P. 229)**

- By default, the settings are automatically configured to collate the copies when you place originals in the feeder. **[Auto Collate] (P. 1319)**
- If the screen for selecting the thickness of the original appears, select the thickness of the placed original.

2 On the control panel, press [Copy] in the [Home] screen. **[Home] Screen (P. 189)**

→ The copy screen is displayed.

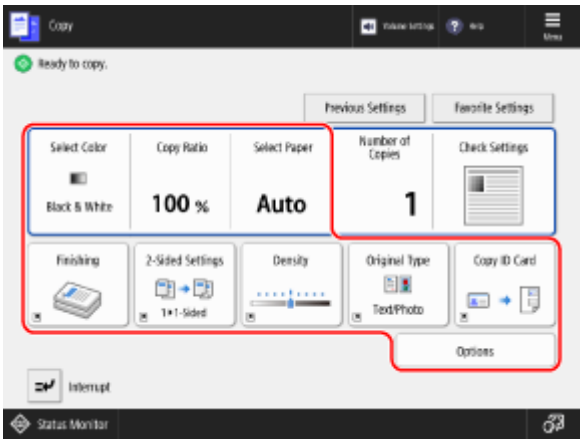
3 Enter the number of copies using the numeric keys.



4 Configure the copy settings.

Basic Copy Settings (P. 642)
Copy Settings According to the Original (P. 678)

Finishing and Booklet Settings (P. 690)

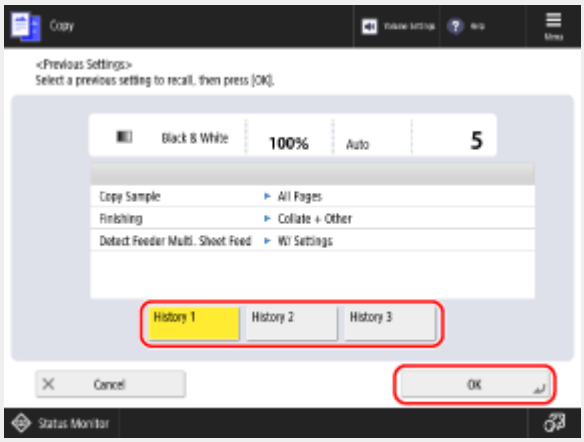


When "Favorite Settings" are registered, you can call them up by pressing [Favorite Settings]. **Registering and Recalling Favorite Settings (P. 215)**

When Recalling Previous Settings (Setting History)

You can press [Previous Settings] to call up the settings used for copying in the past.
When you call up the setting history, the specified copy settings are overwritten.

On the [Previous Settings] screen, select the history you want to recall, and press [OK].



- You can change the called up settings before copying.
- Each login user can select from their own setting history.
  Guest users or users who are not logged in can select from the setting history common to unauthorized users.
- The settings when copying with Merge Job Blocks are not saved in the history. **Combining Originals Scanned with Different Settings When Copying (Merge Job Blocks) (P. 729)**

5 Press [Start].

→ Copying starts.

- To cancel copying, press [Cancel] ▶ [Yes]. **Canceling Copy Operations (P. 736)**
- You can use [Status Monitor] to view the copy status and log. **Checking the Copy Status and Log (P. 737)**

If the [Original Size] Screen Appears

Select the size of the placed original or a size close to that of the original.

* Normally, the machine automatically recognizes the original size when copying. However, since the machine cannot identify the size of some types of originals, manually select the size when placing the following:

- Highly transparent originals
- Originals with an extremely dark background color
- Small-size originals

When [Press the [Start] key to scan the next original.] Is Displayed

The screen for scanning additional originals is displayed in the following cases:

- When an original is placed on the platen glass and scanning is performed using copy settings for multiple-page originals, such as 2-sided copying or N on 1 copying
- When scanning is performed using Job Build

1. To continue scanning originals, place the next original, and press [Start].

   ➔The next original is scanned, and the same screen is displayed.
   Repeat this process until scanning of all originals is completed.

   When placing originals in the feeder to scan, remove the scanned original (original ejected to the original output tray) before placing the next original.

   When Changing the Copy Settings for Each Original

   On the screen with the displayed message, press [Change Settings]. You can change the following settings:

   - [Select Color]
   - [Copy Ratio]
   - [2-Sided Original]
   - [Density]
   - [Original Type]

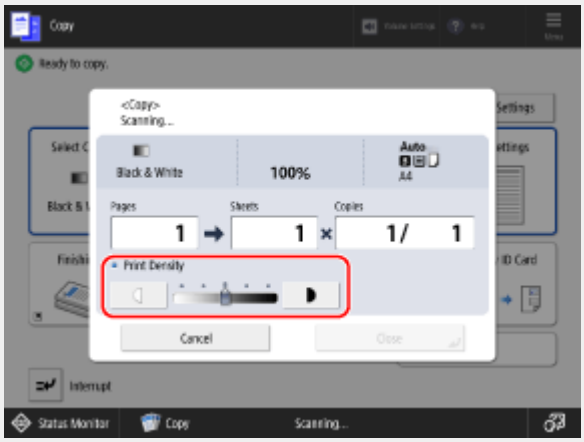
   For example, when scanning a 2-sided original after scanning a 1-sided original, press [Change Settings], and set [2-Sided Original].

2. Press [Start Copying].

   ➔The scanned originals are printed.

When You Want to Change the Density Settings While Copying

You can move the slider to the left or right to change the density setting.



- To decrease the density, adjust it to [ ], and to increase the density, adjust it to [ ].

- You cannot change the density if the Secure Watermark settings are configured.

IMPORTANT

Configuring the Paper Type Settings Correctly

- To prevent poor image quality, a dirty fixing assembly, and paper jams, make sure to configure the correct paper type to be used.

  Selecting the Paper to Use for Copying (P. 648)
  Inserting Sheets and Chapter Pages (P. 649)

When Part of the Image on the Edge of the Original Is Missing After Being Copied

- When you copy an original with an image extending to the edges without margins, part of the image at the edge of the original may be missing in the copy.

  * For the margin size of the image, see the basic specifications. **Basic Specifications (P. 78)**

- If you set the copy ratio to [Fit to Page] when copying, you can fit the image on the page. **Enlarge and Reduce Settings (P. 655)**

If the Color of the Original Is Not Detected Correctly When Copying with [Auto (Color/B&W)]

- Set the color to [Full Color] or [Black & White] when copying. **Selecting Color Copying or Black & White Copying (P. 657)**

NOTE

When Multiple Originals Are Fed during Scanning and Operations Are Canceled (Detect Multiple Sheet Feed)

- A message appears on the screen. Remove the jammed original while following the instructions in the message. **Paper and Staple Jams (P. 1853)**
  When the jammed original is removed, the screen for resuming operations is displayed.
  If multi sheet feeding was detected incorrectly, press [Do Not Detect Multi. Sheet Feed] to resume scanning.
- To prevent detection of multi sheet feeding, configure either of the following settings:
  - On the copy screen, press [Options] ▶ [Detect Feeder Multi Sheet Fd.] each time you scan, to cancel detection of multi sheet feeding.
  - Change the default settings to prevent detection of multi sheet feeding. **[Set Detection of Feeder Multi. Sheet Feed as Default] (P. 1307)**

* Depending on the model, the optional document feeder double feeding detection kit may be required in order to use the multiple sheet feed detection function. Europe Asia/Oceania

Useful Copy Functions

- You can copy using convenient functions, such as extracting and copying only part of an original, or combining originals scanned with different settings when copying. You can also embed a watermark such as "CONFIDENTIAL" to increase the security of copied documents. **Useful Copy Functions (P. 707)**

Reserving Copying

- While other copy or print operations are being processed or waiting to be processed, you can reserve a copy job by performing the same operations as normal copying and pressing [Start] to scan the original.

  The reserved copying starts automatically when the other copy or print operations are completed.
- When the printing or waiting screen is displayed, press [Close] before you perform reserved copying.
- You can reserve up to 50 copy jobs including the job being copied (excluding interrupt jobs).

Copying Immediately (Interrupt)

AW63-09U

You can interrupt other copy or print operations that are being processed or waiting to be processed, and perform copying. You can also perform normal copy operations to create a reserved copy job, and then interrupt other operations with it later.
This is convenient in cases such as when you urgently want to copy only a few pages, but another user's print operation will not finish soon.

Copying by Interrupting Other Jobs (P. 634)
Interrupting with a Reserved Copy Job (P. 635)

Copying by Interrupting Other Jobs

You can pause the copy or print operations that are being processed, and immediately copy another original.

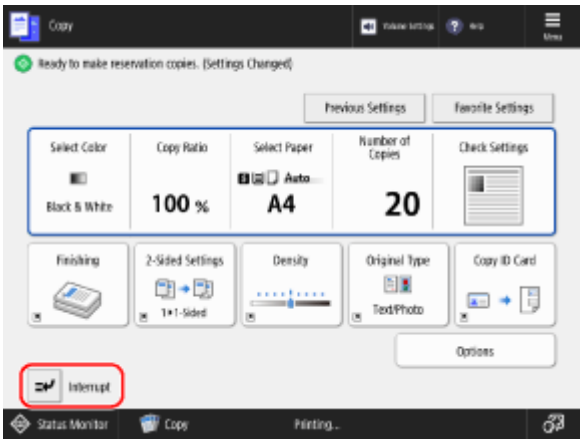
* For the basic copy operations, see the following:
Copy Operations (P. 630)
* You cannot perform an interrupt job while another interrupt job is being processed. Perform the next interrupt job after the current interrupt job is completed.

1 On the control panel, press [Copy] in the [Home] screen. **[Home] Screen (P. 189)**

➔ The copy screen is displayed.

When the printing or waiting screen is displayed, press [Close].

2 Press [Interrupt].



➔ The [Interrupt] button is selected.

3 Press [Start].

➔ The copy or print operation being processed is paused, and the interrupt job starts.
When the interrupt job is completed, the paused copy or print operation resumes.

Interrupting with a Reserved Copy Job

When copying is reserved, you can pause the copy or print operation that is currently being processed, and interrupt it with the reserved copy job. You can also give priority to the reserved copy job so that it is performed next, before the other copy and print operations that are waiting to be processed.

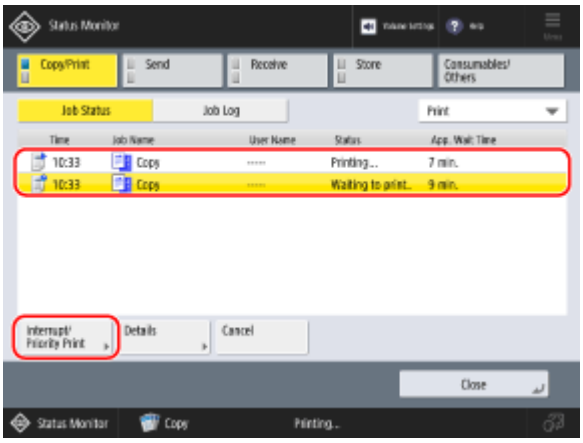
* While other copy or print operations are being processed or waiting to be processed, you can reserve a copy job by performing the same operations as normal copying and pressing [Start] to scan the original. **Copy Operations (P. 630)**

1 On the control panel, press [Status Monitor] in the [Home] screen or other screen. **[Home] Screen (P. 189)**

→ The [Status Monitor] screen is displayed.

2 Press [Copy/Print] ▶ [Job Status].

3 Select the reserved copy job that you want to set as the interrupt job, and press [Interrupt/Priority Print].



If [Interrupt/Priority Print] is not displayed, select [Print] from the pulldown menu at the top right of the screen.

4 Press [Interrupt and Print] or [Priority Print].

[Interrupt and Print]
Pauses the copy or print operation being processed, and immediately starts the selected reserved copy job.
* If the current copy or print operation is an interrupt job, the selected reserved copy job starts after the current interrupt job is completed.

[Priority Print]
Gives priority to the selected reserved copy job. The selected reserved copy job starts after the current copy or print operation is completed.

Checking the Finished Result Before Copying

AW63-09W

Before making a large number of copies, you can check the finished result of a copy sample to reduce printing mistakes and save time and paper.

Making a Copy Sample (P. 636)
Checking Scanned Images Page by Page (Print & Check) (P. 639)

Making a Copy Sample

When making multiple copies of an original placed in the feeder, you can make a copy sample of the original to check the finished result before copying. You can also make a copy sample for specific pages of the original.

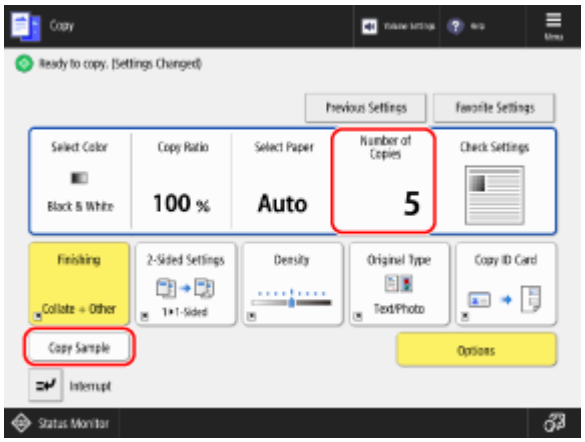
You can make a copy sample when any of the following settings are configured:

- [Collate (Page Order)]
- [Offset]
- [Rotate 90 Degrees]
- [Staple + Collate]
- [Booklet]
- [Add Cover]
- [Insert Sheets]
- [Transparency Cover Sheets]

* For the basic copy operations, see the following:
Copy Operations (P. 630)

1 Place the original in the feeder. **Placing Originals (P. 229)**

2 On the copy screen, enter the number of copies, and press [Copy Sample]. **Copy Screen (P. 644)**



→ The [Copy Sample] screen is displayed.

3 Specify the pages to be included in the copy sample.

When Making a Copy Sample for All Pages

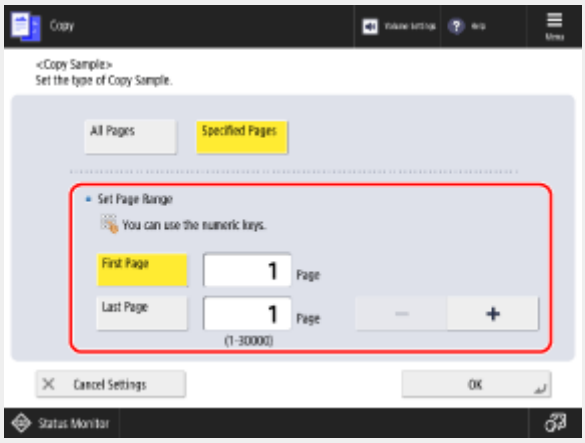
Select [All Pages], and press [OK].

* The machine counts the copy sample as one of the copies.

When Making a Copy Sample for Specified Pages

* When you make a copy sample for specified pages, the machine does not perform the processing for functions such as finishing and booklet.

1. Select [Specified Pages].
2. Specify the pages to be included in the copy sample.



- Enter the page numbers of the first page and last page, based on the number of pages in the finished copy.
- Press [First Page] and [Last Page] to select them, and enter the values.

Example: If the original has 10 pages and you copy with the [2 on 1] setting,
the finished copy has 5 pages.
In this case, to make a copy sample for pages 7 to 10 of the original, enter "4" for the first page and "5" for the last page.

3. Press [OK].

4 Press [Start].

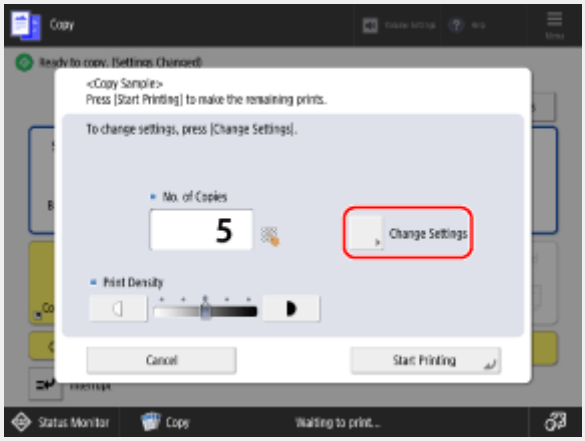
➔ The machine starts printing the copy sample.

5 Check the copy results.

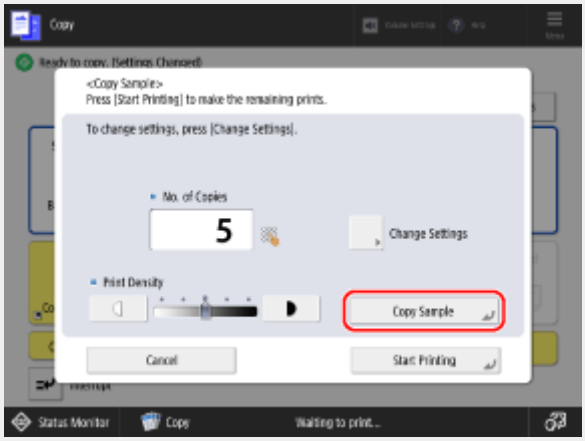
If there is no problem with the copy results, proceed to Step 6 .

When You Want to Change the Copy Settings

1. Press [Change Settings].

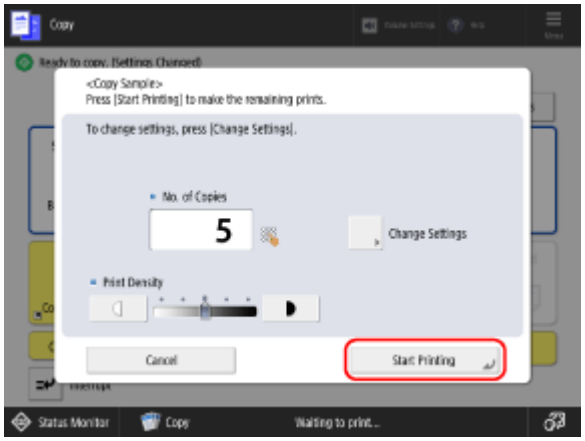


2. Change the copy settings, and press [OK].
3. Press [Copy Sample].



➔ The machine prints the copy sample with the changed settings.
Repeat Step 1 to Step 3 until there are no more problems with the copy results.

6 After you finish checking the results, press [Start Printing].



➔ Copying starts.

- When you make a copy sample for all pages, one copy is subtracted from the number of copies that you entered in Step 2, and the remaining copies are printed.
- When you make a copy sample for specified pages, the number of copies that you entered in Step 2 is printed.

When You Want to Change the Number of Copies

Before you press [Start Printing], re-enter the number of copies using the numeric keys.

Checking Scanned Images Page by Page (Print & Check)

You can copy an original placed on the platen glass one page at a time, and check the finished result in a check print. After you finish checking all pages, you can make multiple copies of the whole original.

* The check print is output as a 1-sided copy, even when you are making 2-sided copies.
* For the basic copy operations, see the following:
  Copy Operations (P. 630)

1 Place the first original on the platen glass. **Placing Originals (P. 229)**

2 On the copy screen, press [Options] ▶ [Print & Check]. **Copy Screen (P. 644)**

→ [W/Settings] is displayed at the bottom of the setting button.

3 Press [Close].

→ The copy screen is displayed again.

4 Press [Start].

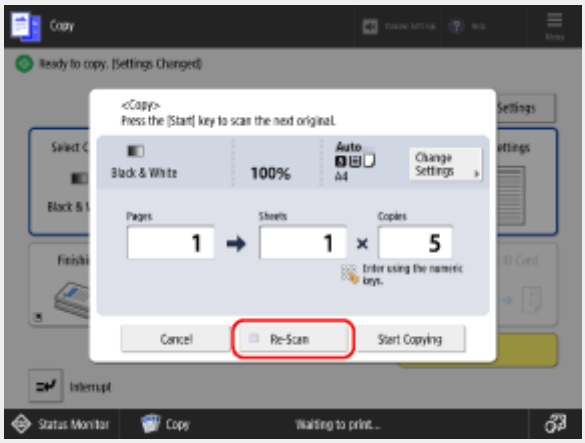
→ The check print is output.

5 Check the check print.

If there is no problem with the check print, proceed to Step 6.

When You Want to Scan the Original Again

1. Place the original on the platen glass again.
2. Select the [Re-Scan] checkbox.

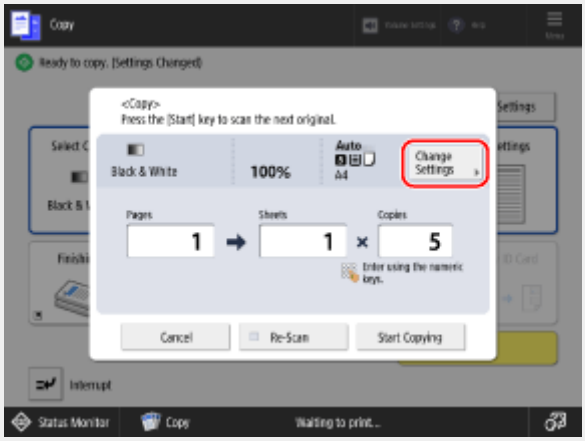


3. Press [Start].

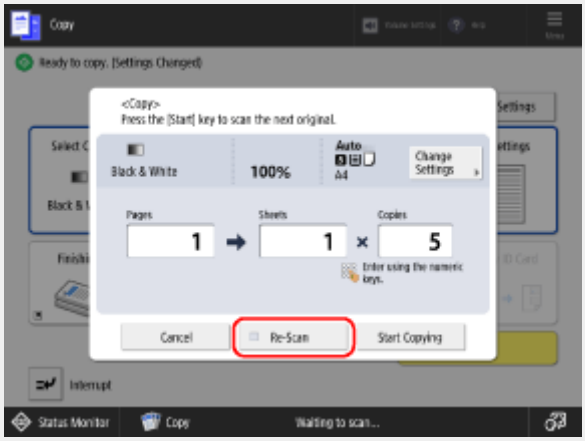
→ The check print is output.
Repeat Step 1 to Step 3 until there are no more problems with the check print.

When You Want to Change the Copy Settings

1. Press [Change Settings].



2. Change the copy settings, and press [OK].
3. Select the [Re-Scan] checkbox.



4. Press [Start].

➔ The check print is output with the changed settings.
Repeat Step 1 to Step 4 until there are no more problems with the check print.

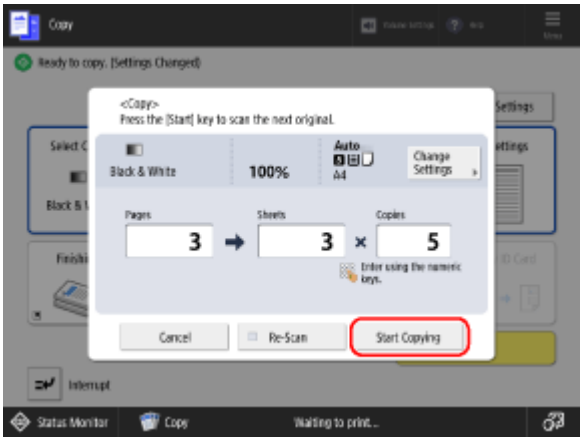
6 Place the next original on the platen glass, and press [Start].

➔ The check print for the next original is output.

7 Check the check print.

Repeat Step 6 and Step 7 until you have checked the check print for all originals.

8 After you finish checking all originals, press [Start Copying].



➔ Copying starts.

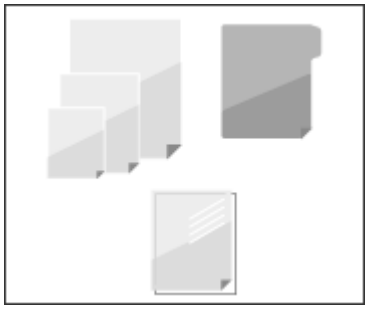
When You Want to Change the Number of Copies

Before you press [Start Copying], re-enter the number of copies using the numeric keys.

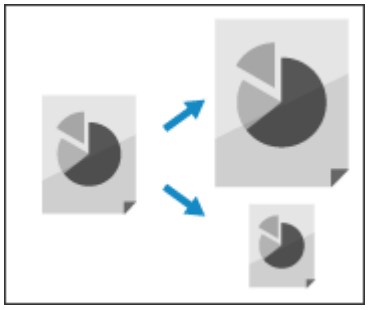
Basic Copy Settings

AW63-09X

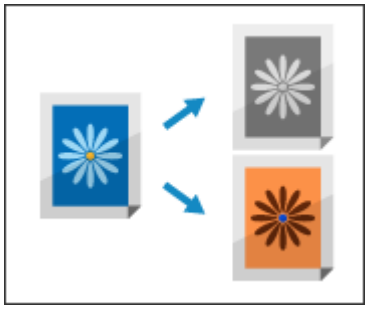
You can use the setting buttons on the copy screen to configure basic settings when copying, such as enlarging, reducing, and 2-sided copying. **Copy Screen (P. 644)**
If the copy results do not appear as expected, you can change the settings and copy again.



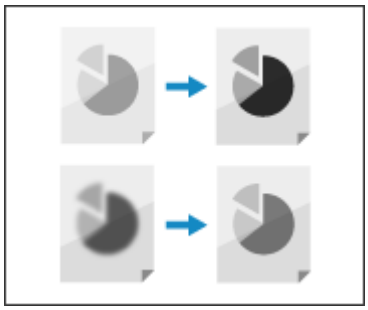
Paper Settings (P. 648)



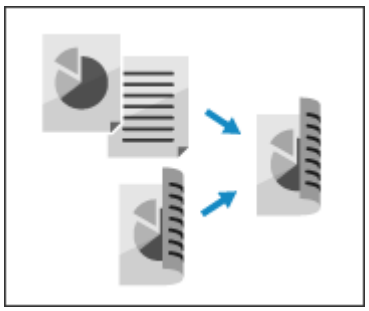
Enlarge and Reduce Settings (P. 655)



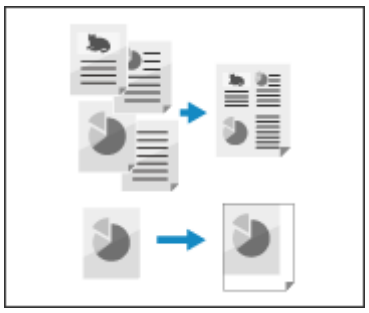
Color Setting (P. 657)



Adjusting Image Quality (P. 664)



2-Sided Copy Settings (P. 669)



Layout Settings (P. 672)

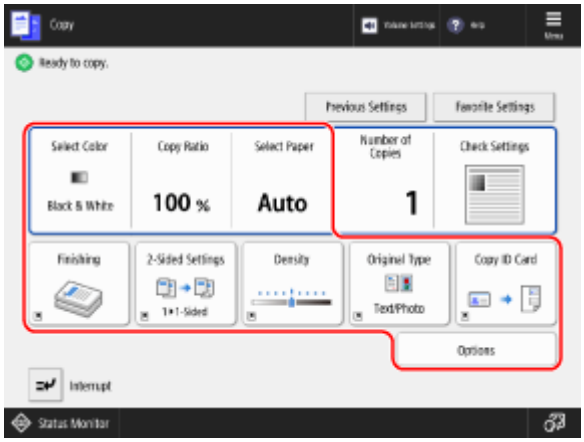
NOTE

- Some functions cannot be set together at the same time with other functions. The setting buttons are grayed out for functions that cannot be set.

Copy Screen

AW63-09Y

The copy screen is displayed when you press [Copy] on the [Home] screen of the control panel.
You can use the setting buttons on this screen to configure settings when copying.



- You can replace some setting buttons with other buttons included in [Options], or you can hide them. **Customizing the Scan, Fax, and Copy Screens (P. 212)**
- You can also switch the copy screen to the "Express Copy screen" to quickly set up basic functions such as enlarging, reducing, and 2-sided copying. **Switching the Copy Screen (Regular Copy Screen and Express Copy Screen) (P. 646)**

NOTE

Registering Frequently Used Settings from [Menu]

- You can register frequently used copy settings as "Favorite Settings" to easily call up these settings from the copy screen, as needed. **Registering and Recalling Favorite Settings (P. 215)**
- By registering copy settings as buttons on the [Home] screen, you can call up these settings from the [Home] screen with a single press of a button. **Adding Buttons to the [Home] Screen (Personal and Shared Buttons) (P. 208)**
- You can also register settings as default copy settings. **Changing the Default Settings (P. 220)**

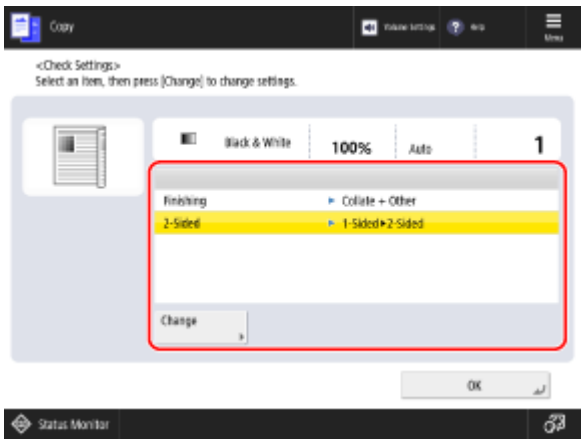
Recalling Previous Settings (Setting History)

- You can press [Previous Settings] to call up the settings used for copying in the past. **Copy Operations (P. 630)**

Checking the Configured Settings

- You can press [Check Settings] to display the configured settings in a list and check them together.

You can also change settings by selecting a function from the list and pressing [Change].



When the Number of Pages That Can Be Copied during Department ID Management Is Restricted

- The number of pages that can be copied by the logged-in Department ID is displayed at the top of the screen.

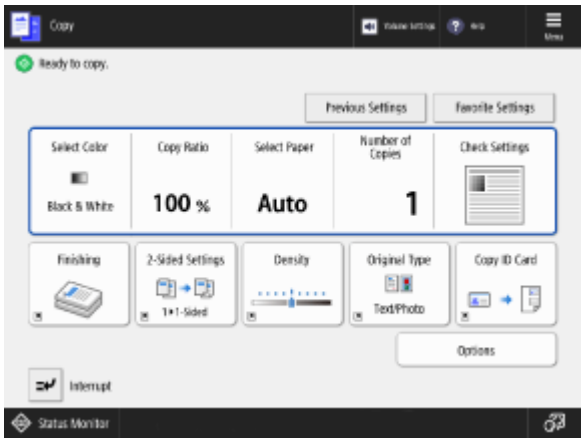


Switching the Copy Screen (Regular Copy Screen and Express Copy Screen)

AW63-0A0

The two types of copy screens are the "Regular Copy screen" and the "Express Copy screen."
The Regular Copy screen, which presents all of the functions in an easy-to-understand hierarchical structure, is displayed by default.
When you switch to the Express Copy screen, the setting statuses of basic functions such as enlarging, reducing, and 2-sided copying are displayed as buttons. Since you can set these functions simply by pressing the buttons for the displayed setting values, there are fewer steps than when using the Regular Copy screen.

Regular Copy screen



Express Copy screen



Follow the procedure below to switch the copy screen.
Use the control panel to switch the screen. You cannot switch the screen by using Remote UI from a computer.
After switching the screen, you will be required to restart the machine to apply the setting.

1 On the control panel, press [Settings/Registration] in the [Home] screen or other screen.

[Home] Screen (P. 189)

→ The [Settings/Registration] screen is displayed.

2 Press [Preferences] ▶ [Display Settings] ▶ [Copy Screen Display Settings].

→ The [Copy Screen Display Settings] screen is displayed.

3 Select [Regular Copy] or [Express Copy], and press [OK].

4 Press [Settings/Registration] ▶ [Yes].

→ The machine restarts, and the setting is applied.

Paper Settings

AW63-0A1



You can configure the paper settings when copying.
You can also configure the settings to insert sheets or tab paper into the copy, and copy onto the tab part of the tab paper.

Selecting the Paper to Use for Copying (P. 648)
Inserting Sheets and Chapter Pages (P. 649)
Inserting Tab Paper (For C7100 Series and C5100 Series) (P. 650)
Copying onto the Tab Part of Tab Paper (For C7100 Series and C5100 Series) (P. 653)
Inserting Paper Between Transparencies (P. 654)

Selecting the Paper to Use for Copying

By default, the machine automatically selects the paper to use for copying according to the size of the placed original and the enlarge or reduce setting.

* The machine automatically recognizes the original size when copying.

Manually select the paper to be used for copying when you want to copy onto paper loaded in the multi-purpose tray or when the paper you want to use is not automatically selected.

1 On the copy screen, press [Select Paper]. **Copy Screen (P. 644)**

→ The [Select Paper] screen is displayed.

2 Select the paper to be used, and press [OK].

→ The copy screen is displayed again.

- You can press [ ] to check the details of the selected paper.
- When the use of a paper source is restricted, you cannot select the paper loaded in that paper source. **[Restrict Paper Source] (C7100 Series Only) (P. 1203)**

IMPORTANT

- Be sure to configure the paper type settings correctly. **Specifying the Paper Size and Type (P. 281)**

  * The image may become corrupted if the settings are not configured properly. In addition, the fixing assembly may become dirty or a paper jam may occur, and repair by your service representative may be required.

Inserting Sheets and Chapter Pages

You can insert pages, called "sheets," into the copies. For example, when you copy an original consisting of multiple chapters, you can insert colored paper between chapters to help you check where each chapter ends.
You can also copy the content of the original onto the sheets and insert them as chapter pages. In the normal original, include the sheet original to be copied onto the inserted sheets.

* When making multiple copies, you can also insert a job separator between a specified number of copies or between each set of grouped pages. For example, when you make a large number of copies, you can insert a colored job separator between a specified number of copies or between each set of grouped pages to help you check the number of copies or the end of each page group.

[Job Separator Between Copies] (P. 1295)
[Job Separator Between Groups] (P. 1320)

1 On the copy screen, press [Options] ▶ [Insert Sheets]. **Copy Screen (P. 644)**

➔ The [Insert Sheets] screen is displayed.

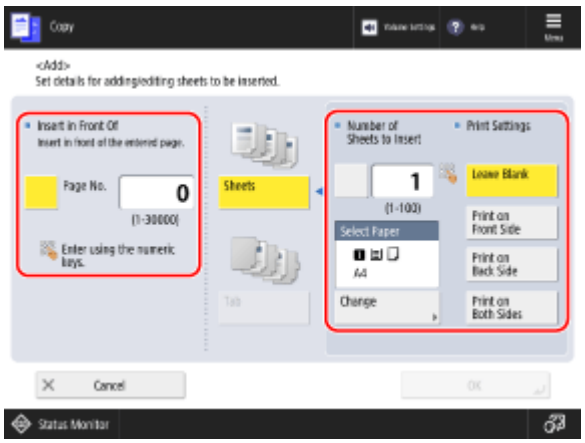
2 Select [Sheets] or [Chapter Pages].

- To copy the original only onto the front side of each inserted page, select [Chapter Pages].
- In all other cases, select [Sheets]. For each sheet of paper to be inserted, you can set whether to copy the original and whether to perform 1-sided or 2-sided copying.

3 Press [Add].

➔ The [Add] screen is displayed.

4 Configure the settings for the sheets and chapter pages.



[Insert in Front Of] or [Insert To]
Specify the page number where the sheet is to be inserted.
Press the [Page No.] button to select it, and specify the page number where the paper is to be inserted, using the numeric keys.
* When you copy onto the inserted paper, the specified page number of the original is copied.

Example: When you enter "5" for the page number

- If you configure the settings not to copy onto the inserted paper, the paper is inserted between pages 4 and 5.

- If you configure the settings to copy onto the inserted paper, the paper is inserted as page 5, and page 5 of the original is copied onto the inserted paper.

[Number of Sheets to Insert]
To insert two or more sheets at the same page, press the button to select it, and specify the number of sheets to be inserted, using the numeric keys.

[Print Settings]
Set whether to copy onto the sheets.

[Select Paper]
Select the paper to be inserted.
Press [Change], select the paper to be inserted, and press [OK].

- On the screen for selecting the paper, you can press [ ] to check the details of the selected paper.
- When the use of a paper source is restricted, you cannot select the paper loaded in that paper source. **[Restrict Paper Source] (C7100 Series Only) (P. 1203)**

5 Press [OK].

→ The [Insert Sheets] screen is displayed again, and the settings for the sheets and chapter pages are added to the list.
To insert a sheet or chapter page at another location, repeat Step 2 to Step 5.

6 Press [OK] ▶ [Close].

→ The copy screen is displayed again.

IMPORTANT

- Be sure to configure the paper type settings correctly. **Specifying the Paper Size and Type (P. 281)**

  * The image may become corrupted if the settings are not configured properly. In addition, the fixing assembly may become dirty or a paper jam may occur, and repair by your service representative may be required.

NOTE

Counting Inserted Pages As Copied Pages

- If you do not copy onto inserted pages, they are not counted in the number of pages copied.
- If you copy onto inserted pages, they are counted in the number of pages copied.

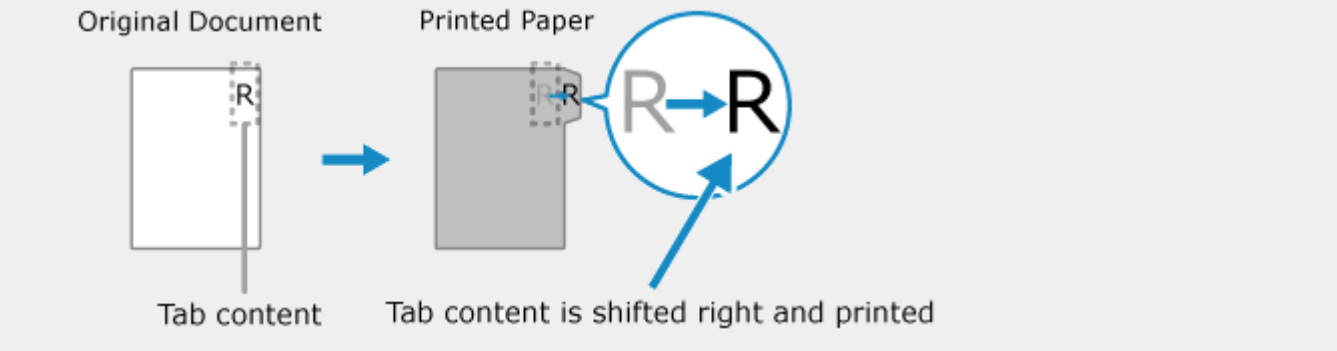
Inserting Tab Paper (For C7100 Series and C5100 Series)

You can insert tab paper into copies.
You can also copy the original onto the tab part of the inserted tab paper. Include the tab original in the normal original when you want to copy onto the tab part.

* You can also insert paper other than tab paper, such as heavy paper or color paper. **Inserting Sheets and Chapter Pages (P. 649)**
* You can also make copies in which only the tab part of the tab paper is copied. **Copying onto the Tab Part of Tab Paper (For C7100 Series and C5100 Series) (P. 653)**

Tab original

To copy onto the tab part, place the original as shown below. Make sure that no unnecessary text or images are included in the content of the original to be copied onto the tab part.

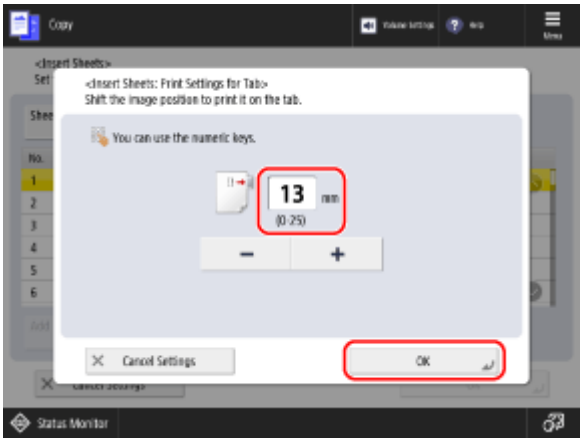


1 On the copy screen, press [Options] ▶ [Insert Sheets]. **Copy Screen (P. 644)**

➔ The [Insert Sheets] screen is displayed.

2 Press [Tab].

3 Set the tab print position, and press [OK].



➔ The [Insert Sheets] screen is displayed again.

- When copying onto the tab part, set the print position of the tab part by entering the adjustment width to apply to the tab original.
- The print position setting is not required if you do not copy onto the tab part. Press [OK] without configuring this setting, and proceed to Step 4.

4 Press [Add].

➔ The [Add] screen is displayed.

5 Configure the tab paper settings.



[Insert in Front Of] or [Insert To]
Specify the page number where the tab paper is to be inserted.
Press the [Page No.] button to select it, and specify the page number where the tab paper is to be inserted, using the numeric keys.
* When you configure the settings to copy onto the tab part, the specified page number of the original is copied.

Example: When you enter "5" for the page number

- If you configure the settings not to copy onto the tab part, the tab paper is inserted between pages 4 and 5.
- If you configure the settings to copy onto the tab part, the tab paper is inserted as page 5, and page 5 of the original is copied onto the tab part.

[Tab Settings]
To insert two or more sheets of tab paper at the same page, press the button to select it, and specify the number of sheets to be inserted, using the numeric keys.

[Print Settings]
Set whether to copy onto the tab part.

[Select Paper]
Select the tab paper to be inserted.
Press [Change], select the tab paper to be inserted, and press [OK].

- On the screen for selecting the paper, you can press [ ] to check the details of the selected paper.
- When the use of a paper source is restricted, you cannot select the paper loaded in that paper source. **[Restrict Paper Source] (C7100 Series Only) (P. 1203)**

6 Press [OK].

→ The [Insert Sheets] screen is displayed again, and the tab paper settings are added to the list.
To insert tab paper at another location, repeat Step 4 to Step 6.

7 Press [OK] ▶ [Close].

→ The copy screen is displayed again.

NOTE

- You can insert sheets and tab paper at the same page number. In this case, the machine inserts the sheet before the tab paper. **Inserting Sheets and Chapter Pages (P. 649)**

* When a sheet and tab paper are inserted at the same page number, the original can be copied onto only one of them.

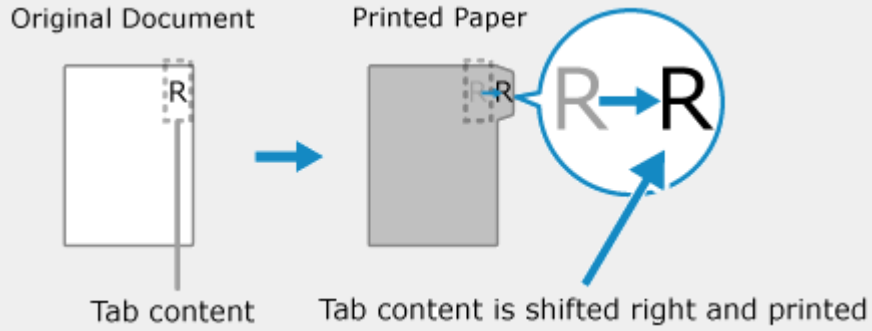
Copying onto the Tab Part of Tab Paper (For C7100 Series and C5100 Series)

You can make copies in which only the tab part of the tab paper is copied.

* You can also place a normal original and tab original together, and copy onto the tab part of the tab paper to be inserted into the copies of the normal original. **Inserting Tab Paper (For C7100 Series and C5100 Series) (P. 650)**

Tab original

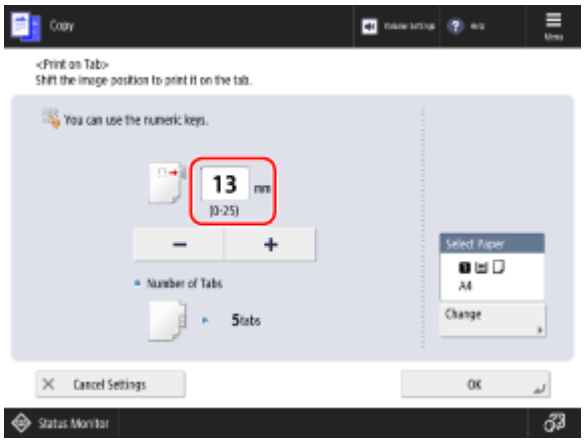
To copy onto the tab part, place the original as shown below. Make sure that no unnecessary text or images are included in the content of the original to be copied onto the tab part.



1 On the copy screen, press [Options] ▶ [Print on Tab]. **Copy Screen (P. 644)**

➔ The [Print on Tab] screen is displayed.

2 Set the tab print position.



Set the print position of the tab part by entering the adjustment width to apply to the tab original.

3 Select the tab paper on which to copy the tab.

Press [Change] under [Select Paper], select the tab paper on which to copy the tab, and press [OK].

- On the screen for selecting the paper, you can press [ ] to check the details of the selected paper.
- When the use of a paper source is restricted, you cannot select the paper loaded in that paper source. **[Restrict Paper Source] (C7100 Series Only) (P. 1203)**

4 Press [OK] ▶ [Close].

➔ The copy screen is displayed again.

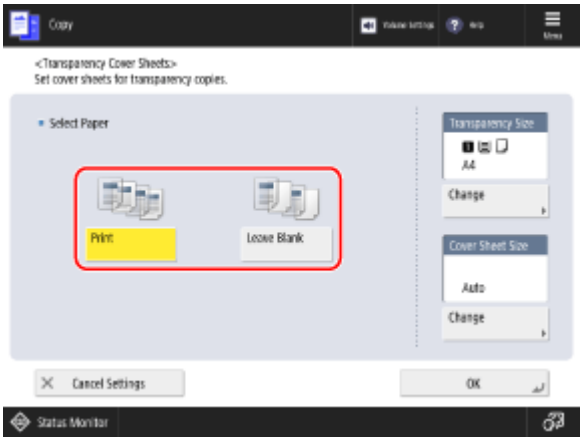
Inserting Paper Between Transparencies

When you copy onto transparencies, you can insert sheets of paper between the transparencies to prevent them from sticking together.
You can also copy the original onto the inserted paper.

1 On the copy screen, press [Options] ▶ [Transparency Cover Sheets]. **Copy Screen (P. 644)**

➔ The [Transparency Cover Sheets] screen is displayed.

2 Set whether to copy onto the paper to be inserted.



When this is set to [Print], the same image as the preceding transparency is copied onto the inserted paper.

3 Select the transparency and paper to be inserted.

- Press [Change] under [Transparency Size], select the transparency on which to copy, and press [OK].
- Press [Change] under [Cover Sheet Size], select the paper to be inserted, and press [OK].

* On the screen for selecting the paper, you can press [ ] to check the details of the selected paper.

* When the use of a paper source is restricted, you cannot select the paper loaded in that paper source. **[Restrict Paper Source] (C7100 Series Only) (P. 1203)**

4 Press [OK] ▶ [Close].

➔ The copy screen is displayed again.

Enlarge and Reduce Settings

AW63-0A2



You can set the ratio for enlarging or reducing copies.

1 On the copy screen, press [Copy Ratio]. **Copy Screen (P. 644)**

→ The [Copy Ratio] screen is displayed.

2 Configure the enlarge or reduce setting.

If part of the image at the edge of the original is missing in the copy, you can copy with the [Fit to Page] setting to fit the image on the page.
* When you select [Fit to Page], the position of the original is automatically set to the center. You can also change the original position manually. **Adjusting the Position of the Original (Shift) (P. 673)**

When Automatically Setting the Copy Ratio According to the Paper Size

To automatically enlarge or reduce the image according to the paper size, press [Auto].
When you select [Auto], the copy ratio is automatically set according to the paper size selected in [Select Paper]. **Selecting the Paper to Use for Copying (P. 648)**

* When you press [Auto], the image is enlarged or reduced while maintaining the aspect ratio of the original.
When you want to enlarge or reduce the original according to the paper size without maintaining the aspect ratio of the original, such as when you enlarge or reduce an inch size original to fit on A or B size paper, press [XY Ratio] ▶ [Auto XY Ratio] ▶ [OK].

When Manually Setting the Copy Ratio

Select a fixed copy ratio from the list or enter a custom copy ratio.
You can specify a value from 25% to 400% in 1% increments.



- When you enlarge the original with a fixed copy ratio such as those shown below, place the original in landscape orientation (long side positioned horizontally).
  - A4 → A3
  - B5 → B4
  - A5 → A3
  - LTR → A3 or 11" x 17"
  - STMT → 11" x 17"

  * The displayed paper sizes vary depending on the model and region.
- To enlarge or reduce using a separate copy ratio for the vertical and horizontal dimensions, press [XY Ratio]. Enter the ratio of [X] and [Y] from 25% to 400% in 1% increments, and press [OK].

  * Depending on the copy ratio that you entered, the image may be rotated 90 degrees.

Enlarging or Reducing by Specifying the Length

Press [Set by Length]. Select [XY Same Ratio] or [XY Independent], specify the original size and copy size (finished size) in units of 1 mm (1/16"), and press [OK].

[XY Same Ratio]
The document is enlarged or reduced with the same vertical and horizontal ratio.
Enter either the vertical or horizontal length in [Original Size] and [Copy Size]. For example, when you enter the vertical length in [Original Size], enter the vertical length in [Copy Size].

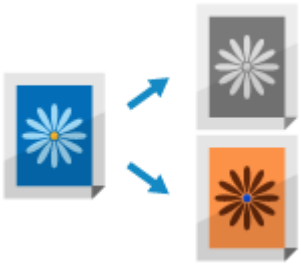
[XY Independent]
The document is enlarged or reduced using a separate vertical and horizontal ratio.

3 Press [OK].

→ The copy screen is displayed again.

Color Setting

AW63-0A3



You can configure the color settings when copying.
You can also configure the settings to adjust the color tone or invert the color and gradation of the entire original.

Selecting Color Copying or Black & White Copying (P. 657)
Adjusting the Color (P. 658)
Setting the Desired Color Tone with One-Touch Buttons (P. 661)
Inverting the Color (Nega/Posi) (P. 662)

Selecting Color Copying or Black & White Copying

Select the color when copying. You can configure the setting according to your needs, such as when you want to save toner by making black and white copies of color originals.

1 On the copy screen, press [Select Color]. **Copy Screen (P. 644)**

→ The [Select Color] screen is displayed.

2 Select the copy color.

[Auto (Color/Black & White)]
Detects the color of the original automatically. Color originals are copied in color, and black and white originals are copied in black and white.

- Black and white originals may be detected as color originals, depending on the condition or background of the original. In this case, select [Black & White].
- Color originals may be detected as black and white depending on the condition of the original and the size, such as when only the edges of the original are in color. In this case, select [Full Color].

* When [Auto (Color/B&W)] is selected on a model that performs color copying and black and white copying at different speeds, black and white originals are copied at the same speed as color originals.
* The color of the original may not be detected correctly if you copy multiple originals of different sizes without configuring the Different Size Originals setting. **Copying Originals of Different Sizes (Different Size Originals) (P. 683)**

[Full Color]
Copies in full color, regardless of the color of the original.

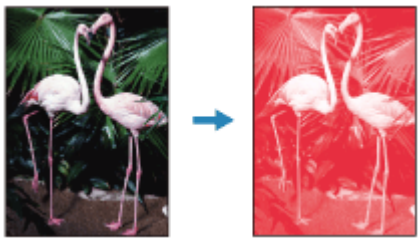
* When [Full Color] is selected, copies of black and white originals are also counted as color copies.

[Black & White]

Copies in black and white, regardless of the color of the original.

[Single Color]
Copies in one specified color only.

Example: When copying with [Red] specified as the color



* When [Single Color] is selected, copies of black and white originals are also counted as color copies.

[Two Colors]
Copies in black and a specified color.

* You can set whether all colors other than black are copied in the specified color, or only colors close to the specified color (approximate colors) are copied in the specified color. **[Conversion Color by Specific Color for Two Colors Print] (P. 1298)**
* When [Two Colors] is selected, copies of black and white originals are also counted as color copies.

3 Press [OK].

→ The copy screen is displayed again.

NOTE
Copy Speed

- If you select [Auto (Color/Black & White)] when copying a black and white original, it will be copied at the same speed as a color original.

Adjusting the Color

You can adjust the levels of yellow, magenta, cyan, and black to copy with colors more faithful to the original or more vivid than the original.

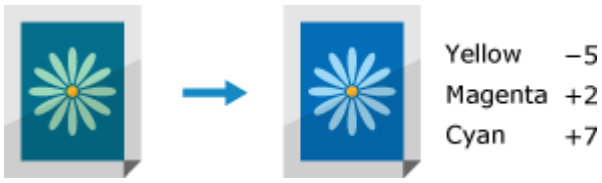
1 On the copy screen, press [Options] ▶ [Color Balance]. **Copy Screen (P. 644)**

→ The [Color Balance] screen is displayed.

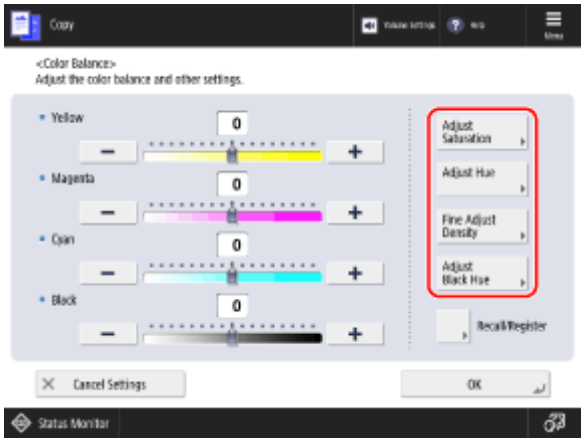
2 Move the slider to the left or right for each color to adjust the color levels.



Adjustment example:



3 Adjust the color details, as needed.



* [Adjust Saturation], [Adjust Hue], and [Adjust Black Hue] may not be displayed depending on the model.

Adjusting the Color Vividness (Adjust Saturation)

1. Press [Adjust Saturation].

   → The [Adjust Saturation] screen is displayed.

2. Move the slider to the left or right for each color to adjust the color vividness.
   You can press [Low] or [High] for [All Colors] to move the sliders of all colors together at the same time.
3. Press [OK].

   → The [Color Balance] screen is displayed again.

Adjusting the Hue (Adjust Hue)

1. Press [Adjust Hue].

   → The [Adjust Hue] screen is displayed.

2. Move the slider to the left or right for each color to adjust the hue.
   You can press [←] or [→] for [All Colors] to move the sliders of all colors together at the same time.
3. Press [OK].

   → The [Color Balance] screen is displayed again.

Adjusting the Color Level of Each Density Area Independently (Fine Adjust Density)

Adjust the levels of the three density areas for each color.

1. Press [Fine Adjust Density].

   → The [Fine Adjust Density] screen is displayed.
2. Select the color you want to adjust, and move the sliders to the left or right for each density area to adjust the level.



3. Press [OK].

   → The [Color Balance] screen is displayed again.

Adjusting the Density of Black Areas (Adjust Black Hue)

Adjust the density of black areas without affecting other colors.

1. Press [Adjust Black Hue].

   → The [Adjust Black Hue] screen is displayed.
2. Move the slider to the left or right to adjust the density of the black areas.
   Move the slider toward [Lighter] to prevent the image from becoming over-darkened, and move it toward [Darker] to make faint text and images clearer.
3. Press [OK].

   → The [Color Balance] screen is displayed again.

4 Press [OK].

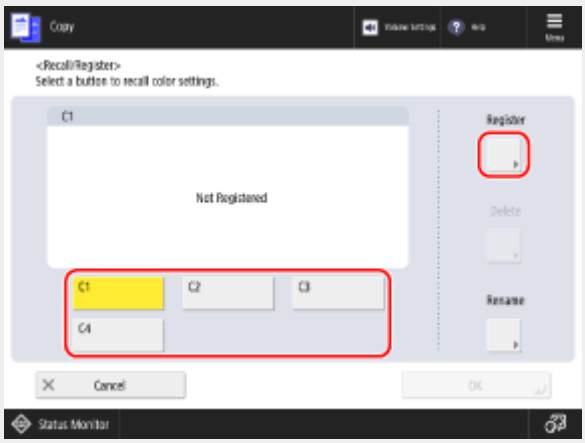
Registering Color Settings After Adjustment

If you often use originals with a specific color tone, you can register the adjusted color settings. You can then recall the settings on the screen for adjusting the color balance, saving you the trouble of adjusting the color balance each time.
You can register up to four color settings.

1. Press [Recall/Register].

   → The [Recall/Register] screen is displayed.

2. Select the button to which to register the current settings, and press [Register].



If you select a button to which settings are already registered, the registered information is overwritten.

3. Press [Yes].

➔ The settings are registered, and the [Recall/Register] screen is displayed again.

4. Change the button name, as needed.

Select the button to which the settings are registered, and press [Rename].

5. Press [OK].

➔ The [Color Balance] screen is displayed again.

* To recall the registered settings, press [Recall/Register] ▶ press the registered button ▶ press [OK].

5 Press [Close].

➔ The copy screen is displayed again.

Setting the Desired Color Tone with One-Touch Buttons

You can automatically adjust the copying color simply by selecting a color setting to achieve the desired visual effect, such as "lightening the hue" or "creating a retro black-and-white look with sepia tones."

1 On the copy screen, press [Options] ▶ [Adjust OneTouch Color]. **Copy Screen (P. 644)**

➔ The [Adjust OneTouch Color] screen is displayed.

2 Select the desired color.

Adjustment example:

Original



[Vivid Colors]



[Tranquil Colors]



[Lighten Image]



[Darken Image]



[Highlight Reproduction]



[Sepia Tone]



- If you select [Highlight Reproduction], the color tone is adjusted so that the bright areas of the image (highlights) are not blown out.
- You can select multiple color settings at the same time. However, you cannot select the following color settings at the same time:
  - [Vivid Colors] and [Tranquil Colors]
  - [Lighten Image], [Darken Image], and [Highlight Reproduction]

3 Press [OK] ▶ [Close].

➔ The copy screen is displayed again.

NOTE

- The [Color Balance] settings automatically change according to the selected color settings. **Adjusting the Color (P. 658)**

  * If you select [Sepia Tone], [Select Color] is automatically set to [Single Color (Sepia Tone)].

Inverting the Color (Nega/Posi)

You can configure the settings to invert the color and gradation of the entire original. This is convenient when copying an original that is difficult to see.

1 On the copy screen, press [Options] ▶ [Nega/Posi]. **Copy Screen (P. 644)**

➔ [W/Settings] is displayed at the bottom of the setting button.

2 Press [Close].

→ The copy screen is displayed again.

Adjusting Image Quality

AW63-0A4



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.

Selecting the Original Type (P. 664)
Adjusting the Density (P. 665)
Adjusting the Sharpness (P. 665)
Erasing Original Frame, Shadows, and Punch Holes (Erase Frame) (P. 666)

Selecting the Original Type

Select the original type so that copying is performed using the image quality that suits the content of the original.

1 On the copy screen, press [Options] ▶ [Original Type]. **Copy Screen (P. 644)**

→ The [Original Type] screen is displayed.

2 Select the original type.

- For details on the original types, refer to the help screen displayed when you press [ ] at the top right of the screen.
- When [Text/Photo] or [Map] is selected, you can press [Adjust Level] to adjust whether to give priority to text or photos.

When [Thickness of Feeder Originals] Is Displayed
You can press [Thickness of Feeder Originals] to select the thickness of the original when you copy using the feeder.

When [BleedReduce] Is Displayed
You can press [BleedReduce] to select it, so as to prevent the back side of the page to be copied or the next page from being visible.

3 Press [OK] ▶ [Close].

→ The copy screen is displayed again.

NOTE

- To create clean copies of an original with a colored background or a newspaper, adjust the density of the background. **Adjusting the Density (P. 665)**

- If a phenomenon called moiré (vertical pattern noise) occurs when you copy after selecting the original type, adjust the sharpness. **Adjusting the Sharpness (P. 665)**
- If you select [Photo Printout] for the original type, and the bright areas of the image (highlights) are blown out when you copy, increase the density of the background. **Adjusting the Density (P. 665)**

Adjusting the Density

You can adjust the density to suit the original.
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.

1 On the copy screen, press [Options] ▶ [Density]. **Copy Screen (P. 644)**

➔ The [Density] screen is displayed.

2 Adjust the density.

When Adjusting the Density of the Entire Original

Move the slider to the left or right to adjust the density.
To decrease the density, adjust it to [ ], and to increase the density, adjust it to [ ].

When Adjusting the Density of the Background

You can adjust the background density by decreasing it automatically or by adjusting it manually.
When [BleedReduce] is displayed, you can press [BleedReduce] to select it, so as to prevent the back side of the page to be copied or the next page from being visible.

To Automatically Decrease the Density of the Background

Press [Auto] in [Background Density] to select it.

To Manually Adjust the Density of the Background

Press [Adjust] in [Background Density], adjust the density, and press [OK].

- To decrease the density, adjust it to [-], and to increase the density, adjust it to [+].
- On the screen for adjusting the density, you can press [Adjust Each Color] to independently adjust the density of red, green, and blue for the background.

* When you adjust the background density, parts other than the background may also be affected depending on the color of the original.

3 Press [OK] ▶ [Close].

➔ The copy screen is displayed again.

NOTE

- You can also independently adjust the density of yellow, magenta, cyan, and black. **Adjusting the Color (P. 658)**

Adjusting the Sharpness

By adjusting the sharpness, you can emphasize the contours and lines to make them clearer, or weaken them to make them softer.

1 On the copy screen, press [Options] ▶ [Sharpness]. **Copy Screen (P. 644)**

→ The [Sharpness] screen is displayed.

2 Move the slider to the left or right to adjust the sharpness.

Adjustment example:

- To make blurry text clearer

Press [High].
* When the target for adjustment is divided into [Text] and [Photo/Image], set [Text] to [High].



- To reduce moiré (vertical pattern noise) in photos

Press [Low].
* When the target for adjustment is divided into [Text] and [Photo/Image], set [Photo/Image] to [Low].



3 Press [OK] ▶ [Close].

→ The copy screen is displayed again.

Erasing Original Frame, Shadows, and Punch Holes (Erase Frame)

When you copy onto a larger paper size than that of the original, or when you copy pages of a thick book, dark borders or shadows may appear around the edges of the original. You can configure the settings to erase the borders or shadows when copying. You can also erase punch holes on the original.

IMPORTANT

When You Copy an Original with Punch Holes

- Place the original on the platen glass. Placing it in the feeder can result in a paper jam. **Placing Originals (P. 229)**

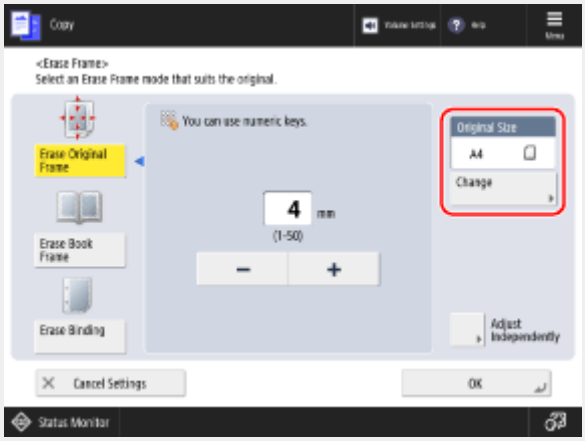
1 On the copy screen, press [Options] ▶ [Erase Frame]. **Copy Screen (P. 644)**

→ The [Erase Frame] screen is displayed.

2 Set the type and width of the frame to erase.

When Erasing the Frame of an Original

1. Press [Erase Original Frame].
2. Set the size of the original.



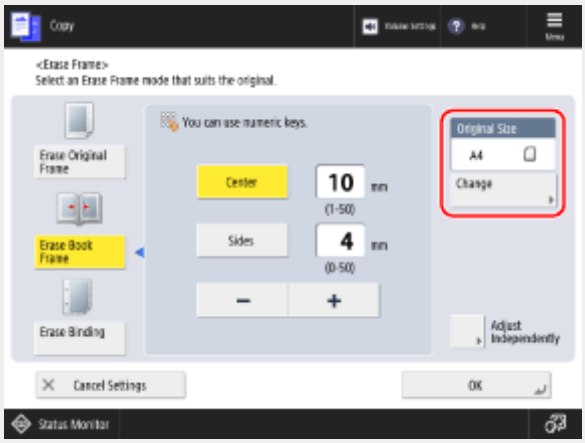
Press [Change], select the size of the original, and press [OK].
* You can erase the frame only when copying the sizes displayed on the screen for selecting the original size.

3. Enter the erase width.
To enter separate erase widths for the top, bottom, left, and right, press [Adjust Independently], and enter the erase widths.

When Erasing Shadows from a Book

You can erase the center shadow that forms when a book is spread open and shadows that form around the edges of a book.

1. Press [Erase Book Frame].
2. Set the size of the original.



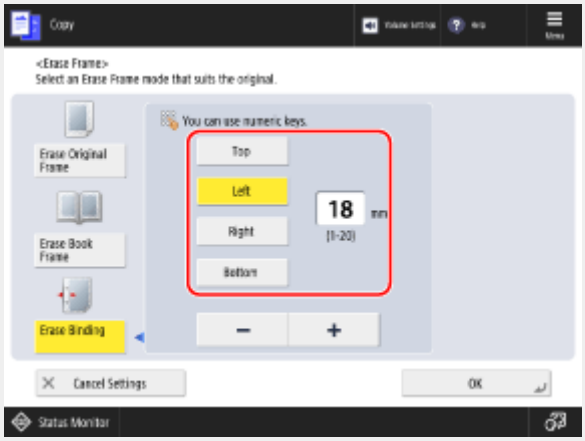
Press [Change], select the size of the original, and press [OK].
* You can erase shadows from a book only when copying the sizes displayed on the screen for selecting the original size.

3. Enter the erase width.
   - In [Center], enter the erase width of the center shadow that forms when a book is spread open.
   - In [Sides], enter the erase width of the shadow that forms around the edges of the book.
   - To enter separate erase widths for the top, bottom, left, and right, press [Adjust Independently], and enter the erase widths.

When Erasing Punch Holes on an Original

1. Press [Erase Binding].

2. Select the punch hole position, and enter the erase width.



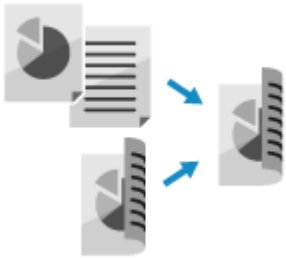
* If [Erase Binding] is set, the three edges other than the edge with the punch holes are always erased with a 4-mm (1/8") frame.

3 Press [OK] ▶ [Close].

➔ The copy screen is displayed again.

2-Sided Copy Settings

AW63-0A5



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 for 2-Sided Printing (P. 74)**

Placing originals when making 2-sided copies

Place the original so that the top and bottom of the original are correctly positioned from your viewpoint.

Platen glass



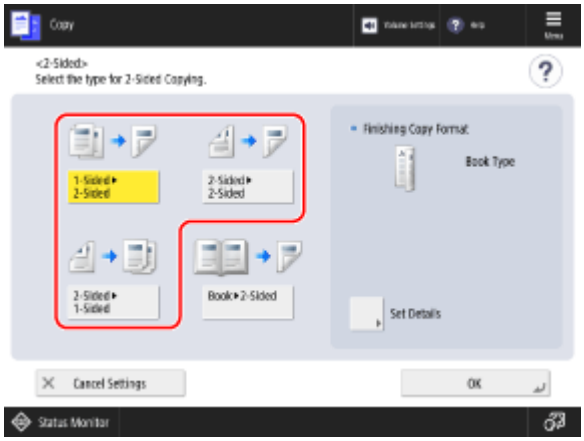
Feeder



1 On the copy screen, press [Options] ▶ [2-Sided]. **Copy Screen (P. 644)**

➔ The [2-Sided] screen is displayed.

2 Select the type of 2-sided copying.



[1-Sided ▶ 2-Sided]

Copies two 1-sided originals on both sides of one sheet of paper.

[2-Sided ▶ 2-Sided]

Copies the front and back of 2-sided originals on both sides of one sheet of paper.

[2-Sided ▶ 1-Sided]

Copies the front and back of 2-sided originals placed in the feeder on two separate sheets of paper.

3 Set the opening type of the original and the copy, as needed.

1. Press [Set Details].

   ➔ The [Set Details] screen is displayed.

2. Select the opening type of the original and the copy.

   [Book Type]

   Select this if the top and bottom orientation of the front and back sides of the original or copy are the same.

   [Calendar Type]

   Select this if the top and bottom orientation of the front and back sides of the original or copy are opposite.

3. Press [OK].

   ➔ The [2-Sided] screen is displayed again.

4 Press [OK] ▶ [Close].

➔ The copy screen is displayed again.

NOTE

- You can also divide an original that spreads open, such as a book or magazine, into two pages, and copy the pages onto both sides of one sheet of paper. **Dividing an Original That Spreads Open into Two Pages When Copying (P. 681)**

Layout Settings

AW63-0A6



You can configure the layout settings of the original when copying.
You can also configure the settings to arrange the same original repeatedly on a single sheet of paper, or configure the settings to invert the original.

Combining Multiple Originals onto One Page (N on 1) (P. 672)
Adjusting the Position of the Original (Shift) (P. 673)
Copying the Original Repeatedly onto One Page (Repeat Images) (P. 675)
Mirroring the Original (Mirror Image) (P. 676)

Combining Multiple Originals onto One Page (N on 1)

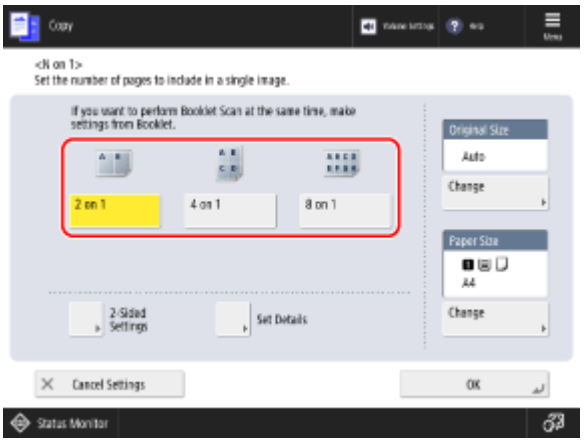
You can reduce the size of a multiple-page original and arrange the pages on the same side of one sheet of paper. N on 1 is convenient when you want to save paper by copying on fewer sheets of paper than the original.

* When you use N on 1 to combine pages, place originals of the same size. You cannot use N on 1 to combine pages when copying originals of different sizes.

1 On the copy screen, press [Options] ▶ [N on 1]. **Copy Screen (P. 644)**

➔ The [N on 1] screen is displayed.

2 Select the number of pages to be combined.



Select the number of pages to be combined on one side of the paper. For example, when you select [4 on 1], four pages are combined onto one side of the paper.

3 Configure the page order, size, paper, and 2-sided copy settings, as needed.

When Changing the Page Order (Layout When Combining Originals)
Press [Set Details], select the page order, and press [OK].

When Changing the Original Size
Press [Change] under [Original Size], select the size of the original, and press [OK].

When Changing the Paper to Use for Copying
Press [Change] under [Paper Size], select the paper to be used, and press [OK].

- On the screen for selecting the paper, you can press [ ] to check the details of the selected paper.
- When the use of a paper source is restricted, you cannot select the paper loaded in that paper source.
  [Restrict Paper Source] (C7100 Series Only) (P. 1203)

When Configuring the 2-Sided Copy Settings
Configure the 2-sided copy settings to combine 1-sided originals on both sides of the paper, or to combine 2-sided originals.

Press [2-Sided Settings], configure the 2-sided copy settings, and press [OK].
* For details on the 2-sided copy settings, see the following:
2-Sided Copy Settings (P. 669)

4 Press [OK] ▶ [Close].

➔ The copy screen is displayed again.

NOTE

- When N on 1 is set, the copy ratio (enlarge or reduce setting) is set automatically according to the following. You can also change the copy ratio setting manually. **Enlarge and Reduce Settings (P. 655)**
  - Number of pages to be combined
  - Original size
  - Size of paper used for copying
- When N on 1 is set, the position of the original is automatically set to the center. You can also change the original position manually. **Adjusting the Position of the Original (Shift) (P. 673)**

Adjusting the Position of the Original (Shift)

You can shift the position of the entire original to an edge or the center of the paper, or specify the shift distance in millimeters.
You can adjust the margins around the copied original when copying to a larger paper size than that of the original, or when copying at a reduced size.

* If you set [Different Size Originals] and select [Auto] in [Select Paper], the [Shift] setting is disabled even when it is configured.

1 On the copy screen, press [Options] ▶ [Shift]. **Copy Screen (P. 644)**

➔ The [Shift] screen is displayed.

2 Adjust the position of the original.

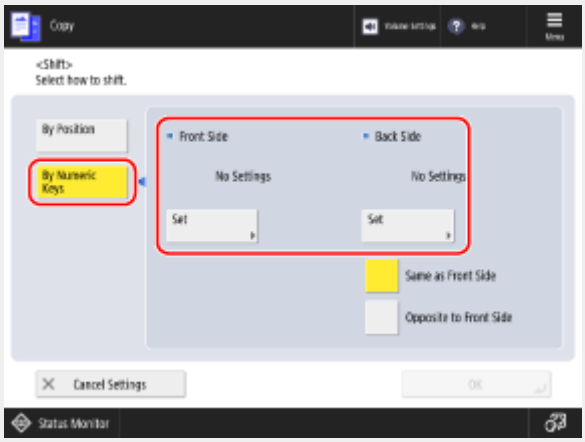
When Shifting the Copied Original to an Edge or the Center of the Paper

Press [By Position], and press an arrow button or [Center] to specify the direction to shift the original.



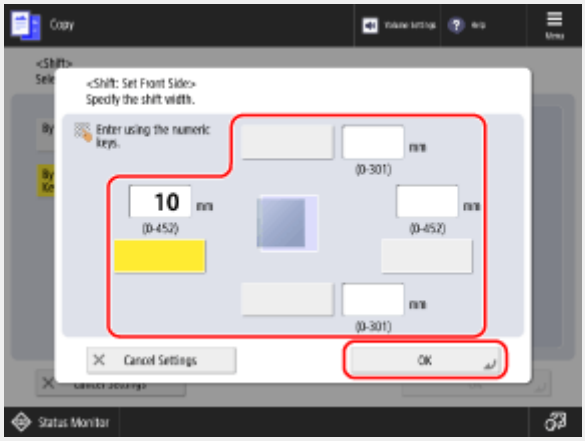
When Specifying the Shift Distance in Millimeters or Inches

1. Press [By Numeric Keys], and press [Set] for the side on which to adjust the position.



- When making 1-sided copies, set the front side.
- When making 2-sided copies, set the front side and back side separately.
  - To configure the back side using the same settings as the front side, select [Same as Front Side].
  - To position the back side symmetrically opposite to the front side, select [Opposite to Front Side].

2. Specify the shift directions and shift distances, and press [OK].



Press the top, bottom, left, or right button, and specify the shift distance using the numeric keys.

3 Press [OK] ▶ [Close].

→ The copy screen is displayed again.

Copying the Original Repeatedly onto One Page (Repeat Images)

You can copy the same original repeatedly onto one page. This function is convenient when you want to make address labels or coupons.
To prevent the images of the copied original from being cut off, prepare an original at its actual size.

Original Size and Copy Results

Example: When repeating the image twice vertically and twice horizontally

- When you place an original at its actual size (1/4 the size of the paper), the repeatedly copied original fits on one sheet of paper.



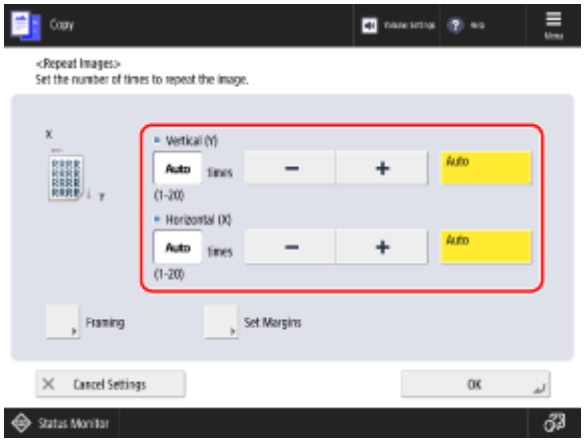
- If you place an original that is the same size as the paper, the repeatedly copied original may be partially cut off.



1 On the copy screen, press [Options] ▶ [Repeat Images]. **Copy Screen (P. 644)**

→ The [Repeat Images] screen is displayed.

2 Specify the number of times to repeat the image.



- When this is set to [Auto], the copied original is automatically repeated the maximum number of times that fit on the page.
- You can press [Framing] to extract and repeatedly copy only part of the original.

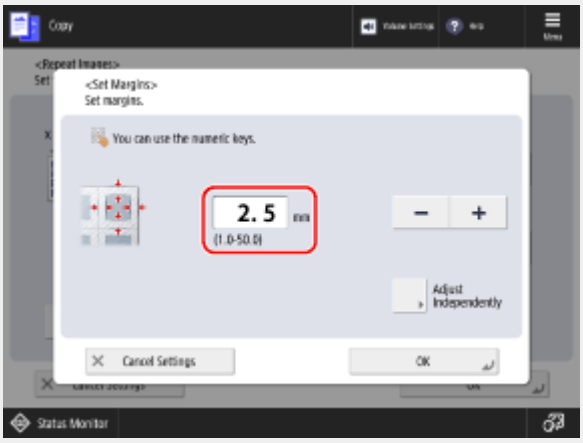
  * For details on how to configure the settings to extract only part of the original, see the following:
  Copying Part of the Original (Area Designation) (P. 709)

3 Set the size of the margins around each repeated copy of the original.

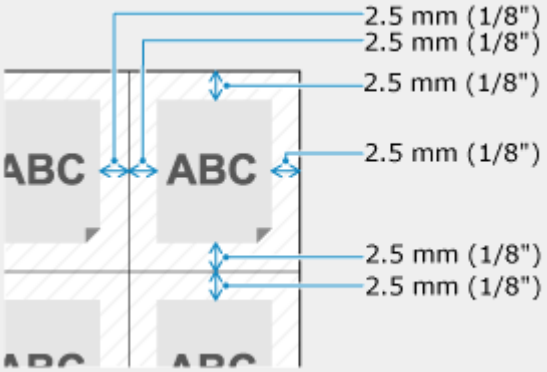
1. Press [Set Margins].

   ➔ The [Set Margins] screen is displayed.

2. Enter the size of the margins around each repeated copy of the original.



Example: When margins are set to 2.5 mm (1/8")



To enter separate sizes for the top, bottom, left, and right margins, press [Adjust Independently], and enter the margin sizes.

3. Press [OK].

   ➔ The [Repeat Images] screen is displayed again.

4 Press [OK] ▶ [Close].

➔ The copy screen is displayed again.

NOTE

- When [Select Paper] is set to [Auto], the machine may not select the paper size you want to use for copying. In this case, manually select the paper to be used for copying. **Selecting the Paper to Use for Copying (P. 648)**

Mirroring the Original (Mirror Image)

You can copy a reversed image of the original, as if it were reflected in a mirror. This function is convenient when you need to create symmetrical graphics or diagrams.

1 On the copy screen, press [Options] ▶ [Mirror Image]. **Copy Screen (P. 644)**

→ [W/Settings] is displayed at the bottom of the setting button.

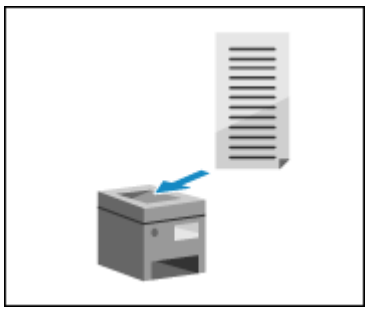
2 Press [Close].

→ The copy screen is displayed again.

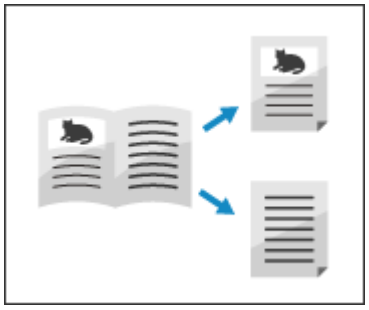
Copy Settings According to the Original

AW63-0A7

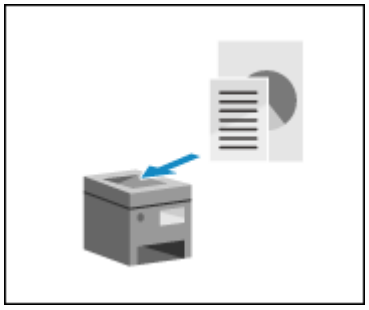
You can use the setting buttons on the copy screen to configure settings for copying efficiently according to the original, such as dividing an original that spreads open into two pages, or copying both sides of an ID card. **Copy Screen (P. 644)**



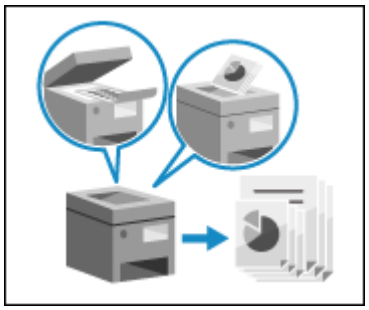
Copying a Free Size Original (P. 680)



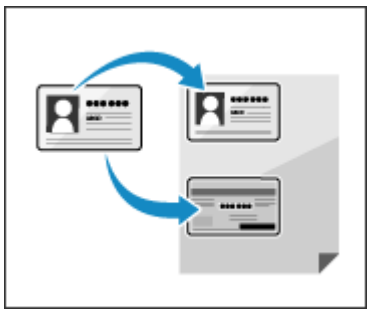
Dividing an Original That Spreads Open into Two Pages When Copying (P. 681)



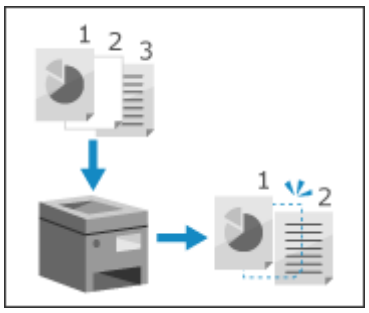
Copying Originals of Different Sizes (Different Size Originals) (P. 683)



Copying Large Numbers of Originals (Job Build) (P. 685)



Copying Both Sides of ID Cards onto One Sheet (P. 686)



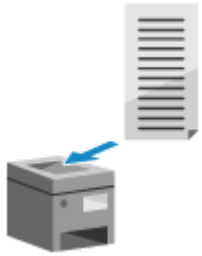
Preventing Copying of Blank Pages (Skip Blank Pages) (P. 688)

NOTE

- Some functions cannot be set together at the same time with other functions. The setting buttons are grayed out for functions that cannot be set.

Copying a Free Size Original

AW63-0A8



When you place a free size original in the feeder, the machine automatically recognizes the size and copies the original to fit on the selected paper.

* If you have configured the enlarge or reduce setting in [Copy Ratio], the original may not be copied as intended.

1 On the copy screen, press [Options] ▶ [Free Size Original]. **Copy Screen (P. 644)**

→ [W/Settings] is displayed at the bottom of the setting button.

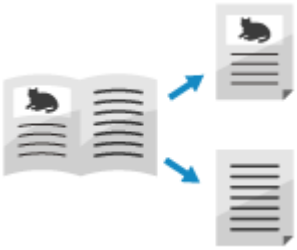
2 Press [Close].

→ The copy screen is displayed again.

3 Select the paper. **Selecting the Paper to Use for Copying (P. 648)**

Dividing an Original That Spreads Open into Two Pages When Copying

AW63-0A9



When copying an original that spreads open, such as a book or magazine, you can copy the left and right pages as separate pages.
You can also make 2-sided copies in which the left and right pages of an original are copied onto both sides of one sheet of paper, or 2-sided copies in which the front and back sides of the left or right page of an original that spreads open are copied onto both sides of one sheet of paper.

* When making 2-sided copies of an original that spreads open, the usable paper size is A4.
  In the Americas, you can also use B5, LTR, and EXEC size paper.
  In Asia/Oceania, you can also use B5 size paper.

Placing an original that spreads open

To copy an original that spreads open, place the original on the platen glass. Place the original on the platen glass while aligning the top of the original with the top left corner and top of the platen glass.



Copying the Left and Right Pages onto One Side of Two Sheets of Paper (P. 681)
Copying the Front and Back Sides or the Left and Right Pages onto Both Sides of One Sheet of Paper (P. 682)

Copying the Left and Right Pages onto One Side of Two Sheets of Paper

1 On the copy screen, press [Options] ▶ [Book ▶ 2 Pages]. **Copy Screen (P. 644)**

→ [W/Settings] is displayed at the bottom of the setting button.

2 Press [Close].

→ The copy screen is displayed again.

Copying the Front and Back Sides or the Left and Right Pages onto Both Sides of One Sheet of Paper

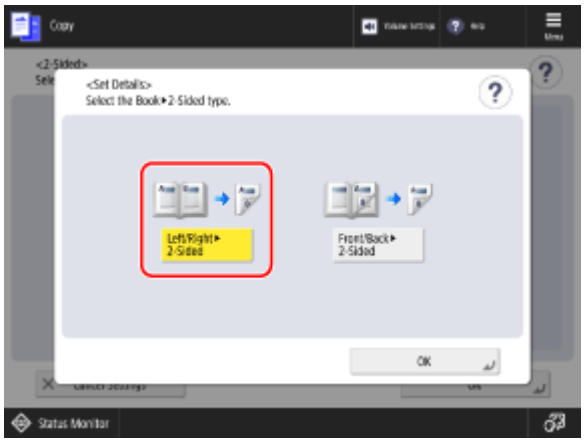
1 On the copy screen, press [Options] ▶ [2-Sided]. **Copy Screen (P. 644)**

→ The [2-Sided] screen is displayed.

2 Select [Book ▶ 2-Sided], and press [Set Details].

→ The [Set Details] screen is displayed.

3 Select the pages to be copied.



[Left/Right ▶ 2-Sided]

Copies the left and right pages of an original that spreads open onto both sides of one sheet of paper.

[Front/Back ▶ 2-Sided]

Copies the front and back sides of the left or right page of an original that spreads open onto both sides of one sheet of paper.

4 Press [OK].

→ The [2-Sided] screen is displayed again.

5 Press [OK] ▶ [Close].

→ The copy screen is displayed again.

Copying Originals of Different Sizes (Different Size Originals)

AW63-0AA



You can place originals of different sizes together in the feeder when copying.
This eliminates the need to place the originals for each size.

* When you copy with the N on 1, Repeat Images, or Booklet functions, the machine performs the operation with the original size recognized by the feeder for the first page.

Placing originals of different sizes

Asia/Oceania Americas

When you place originals with the same vertical width, line up the sides that have the same vertical width.



Asia/Oceania Americas

When you place originals with different vertical widths, line up the top left corners as seen from your viewpoint.



Precautions when placing originals of different sizes

- There are restrictions to the combinations of original sizes that can be placed together. **2-Sided Single Pass Feeder Specifications (P. 81)**
  Placing an inappropriate combination of original sizes can result in damage to the originals or a paper jam.
- Do not place originals of different paper thicknesses or paper quality together. This can result in a paper jam.
- If you place originals of different vertical widths in the feeder, the originals with a smaller vertical width will not be secured by the slide guides and may be copied at an angle. Asia/Oceania Americas

1 On the copy screen, press [Options] ▶ [Different Size Originals]. **Copy Screen (P. 644)**

→ The [Different Size Originals] screen is displayed.

* The [Different Size Originals] screen may not be displayed depending on the country, region, or model. In this case, press [Close] to display the copy screen.

2 Select whether the placed originals have the same vertical width.

3 Press [OK] ▶ [Close].

➔ The copy screen is displayed again.

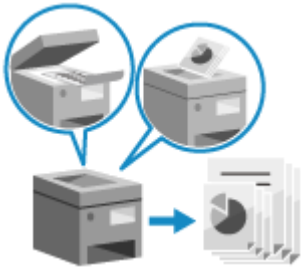
NOTE

Paper Used When Copying Different Size Originals

- By default, the machine automatically selects the paper to use according to the size of each original.
- In the cases described below, you must manually select the paper to be used. **Selecting the Paper to Use for Copying (P. 648)**
  - When copying all originals to the same size of paper
  - When making 2-sided copies of 1-sided originals of different sizes **2-Sided Copy Settings (P. 669)**
  - When using the staple function **Configuring the Finishing Functions (P. 691)**

Copying Large Numbers of Originals (Job Build)

AW63-0AC



When there are too many originals to place in the feeder at once, or when you place the originals on the platen glass, configure the settings so that originals scanned in multiple batches can be copied together.
You can also copy originals scanned using the feeder and originals scanned using the platen glass together.

1 On the copy screen, press [Options] ▶ [Job Build]. **Copy Screen (P. 644)**

→ [W/Settings] is displayed at the bottom of the setting button.

2 Press [Close].

→ The copy screen is displayed again.

NOTE

- When placing multiple originals of various sizes in the feeder, you need to configure the settings for different size originals. **Copying Originals of Different Sizes (Different Size Originals) (P. 683)**
- If you cannot prepare all of the originals at the same time, it is convenient to scan the originals separately and store them in the Mail Box, and then print the files together.

  Saving Scanned Data (P. 476)
  Printing Files in Mail Box (P. 771)
- You can also scan multiple originals with different copy settings, and then copy them together. **Combining Originals Scanned with Different Settings When Copying (Merge Job Blocks) (P. 729)**

Copying Both Sides of ID Cards onto One Sheet

AW63-0AE

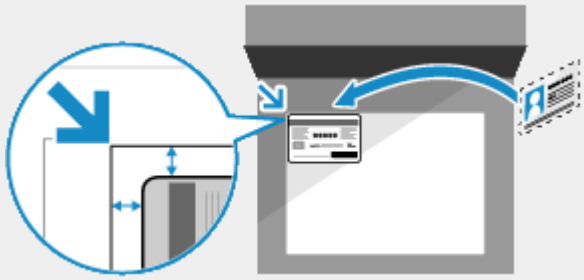


You can copy the front and back sides of an ID card (such as a driver's license or insurance card) on the same sheet of paper at 100% magnification.

* When you use the ID Card Copy function, the only usable paper sizes are A4 and LTR.

Placing the ID card

When you copy an ID card, place the front side of the ID card face down on the platen glass. Place the ID card in landscape orientation while aligning the corner of the ID with the top left corner of the platen glass, and leave a small amount of space between the ID card and the edges of the platen glass.



1 On the copy screen, press [Options] ▶ [Copy ID Card]. **Copy Screen (P. 644)**

➔ The [Copy ID Card] screen is displayed.

2 Configure the paper settings, as needed.

When Changing the Paper to Use for Copying

Press [Change] under [Paper Size], select the paper to be used, and press [OK].

- On the screen for selecting the paper, you can press [ ] to check the details of the selected paper.
- When the use of a paper source is restricted, you cannot select the paper loaded in that paper source. **[Restrict Paper Source] (C7100 Series Only) (P. 1203)**

3 Press [OK] ▶ [Close].

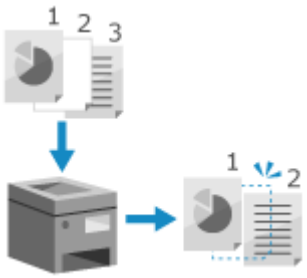
➔ The copy screen is displayed again.

- When you press [Start], the front side of the ID card is scanned.

- When [Turn the card over, then press the [Start] key.] is displayed, turn over the ID card and place it on the platen glass again.
  When you press [Start] again, the back side of the ID card is scanned and copying starts.

Preventing Copying of Blank Pages (Skip Blank Pages)

AW63-0AF



You can automatically skip pages determined to be blank when copying.
For example, when you place both 1-sided and 2-sided originals in the feeder for 2-sided copying, the machine also copies the back side (blank page) of each 1-sided original. In this case, you can save paper by configuring the settings to automatically skip pages determined to be blank when copying.

1 On the copy screen, press [Options] ▶ [Skip Blank Pages]. **Copy Screen (P. 644)**

→ The [Skip Blank Pages] screen is displayed.

2 Select the color of paper to skip.

[All Colors]
Skips all blank pages of an original regardless of the paper color.

[White Only]
Skips only blank pages on white paper.
* When a setting other than [Auto (Color/Black & White)] is selected for [Select Color], the setting operates the same as for [All Colors] even when [White Only] is set. **Selecting Color Copying or Black & White Copying (P. 657)**

3 Adjust the accuracy for detecting blank pages, as needed.

1. Press [Adjust Recog. Level].

   → The [Adjust Recog. Level] screen is displayed.

2. Move the slider to the left or right to adjust the accuracy.
   Adjust it to [+] to increase the sensitivity level for detecting blank pages.
3. Press [OK].

   → The [Skip Blank Pages] screen is displayed again.

4 Press [OK] ▶ [Close].

→ The copy screen is displayed again.

IMPORTANT

- If the size of the original is set to a size larger than the actual original, blank pages may not be skipped correctly.

NOTE

- Pages determined to be blank are not counted in the number of pages copied.

  * Blank pages are counted in the number of pages scanned.

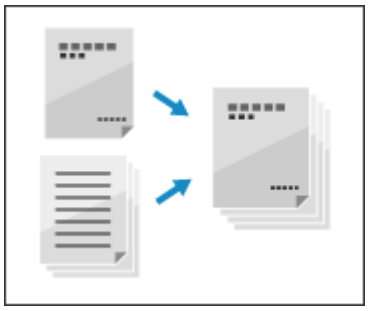
Finishing and Booklet Settings

AW63-0AH

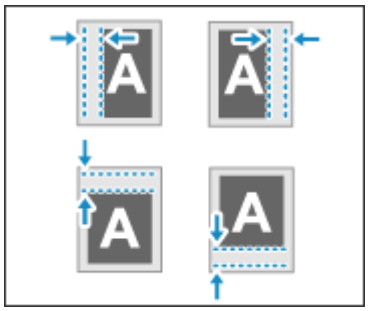
You can use the setting buttons on the copy screen to configure finishing functions such as stapling, arranging the page layout to form a booklet when copying, and other settings useful for creating documents. **Copy Screen (P. 644)**



Configuring the Finishing Functions (P. 691)



Adding a Front Cover and Back Cover (P. 697)



Adding a Gutter (P. 699)



Making Booklets (Booklet Copying) (P. 701)

NOTE

- Some functions cannot be set together at the same time with other functions. The setting buttons are grayed out for functions that cannot be set.

Configuring the Finishing Functions

AW63-0AJ



You can configure the finishing functions described below.

Sorting Functions

The copied paper is sorted when output.
* When you use the platen glass, you need to configure the Job Build setting in order to copy multiple originals together and sort them when output. **Copying Large Numbers of Originals (Job Build) (P. 685)**

Types of sorting functions

- Collate

  When you make multiple copies of a multi-page original, the output copies are sorted into sets with the same page order as the original.



- Group

  When you make multiple copies of a multi-page original, the specified number of copies for each page of the original is grouped when output.



- Offset

  The output position is offset for each copy set or page group.



- Rotate 90 Degrees

Each copy set or page group is output in alternating portrait and landscape orientation.



Staple Function

The copied paper is stapled when output.
* When using the staple function, pay careful attention to the orientation of the placed original and the staple position setting. **Orientation of an Original to Be Stapled and Setting the Staple Position (Option) (P. 238)**

Types of staple functions

- Corner

  The corner of each copy set or page group is stapled when output.



- Double

  Each copy set or page group is stapled in two locations at the edge of the paper when output.



- Saddle Stitch

  When each copy set is output, the copied paper is folded in half and the crease is stapled in two locations.



  * When using Saddle Stitch, you must also configure the 2-sided copy settings. **2-Sided Copy Settings (P. 669)**

- Staple-Free

  The corner of each copy set or page group is crimped without using staples when output.
  This is convenient when you want to save staples or temporarily bind the paper, as you can easily peel the pages apart by pressing the crimped part with your finger.

Fold Function

The copied paper is folded when output.

Types of fold functions

- Z-Fold (for C7100 Series and C5100 Series)

Outputs copied paper after folding the right half of the paper into three sections.



- Saddle Fold

  Outputs copied paper after folding the printed paper in two. You can also fold multiple sheets of paper at a time.



- Saddle C-Fold (for C7100 Series and C5100 Series)

  Outputs copied paper after dividing the paper into three sections and folding it inward in the shape of a C. You can also fold multiple sheets of paper at a time.



Punch Function

Punch holes for filing are made in the copied paper when output.



* The available functions vary depending on the options installed. **Options with Finishing Functions (P. 11)**
* Some finishing functions may not be available depending on the paper size and paper type. **Paper Usable with Finishing Functions (P. 74)**

1 On the copy screen, press [Options] ▶ [Finishing]. **Copy Screen (P. 644)**

➔ The [Finishing] screen is displayed.

2 Configure the finishing functions.

When Using the Sorting Functions

1. Select [Collate (Page Order)] or [Group (Same Pages)].
2. Configure the Offset or Rotate 90 Degrees setting, as needed.

   When Using the Offset Function

   Press [Offset] to select it.
   If you select [Collate (Page Order)] in Step 1, enter the number of copies at which to offset the output position, using the numeric keys.

When Using the Rotate 90 Degrees Function

Press [Rotate 90 Degrees] to select it.

When Using the Staple Function

* If you use the staple function together with the Z-fold function, and the number of sheets to be Z-folded is 11 or more, the paper bundle will be ejected without being stapled, even though the settings are configured to do so. (for C7100 Series and C5100 Series)

1. Select [Staple + Collate] or [Staple + Group], and press [Next].
   - To staple each set of copies, select [Staple + Collate].
   - To staple each group of pages, select [Staple + Group].
2. Select the type of staple function.



3. Select the staple position.



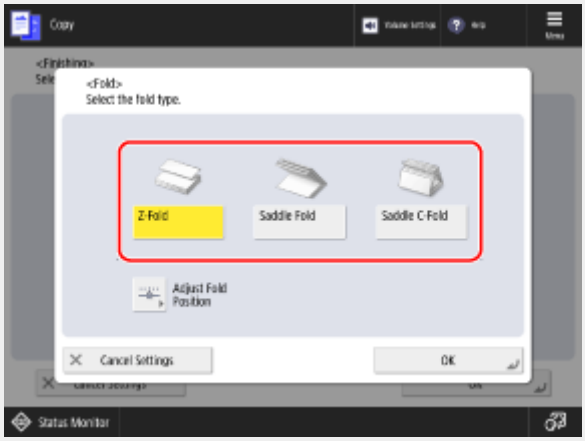
If you select [Saddle Stitch] in Step 2, you can configure the settings for trimming or adding a cover, depending on the model and options. You can also adjust the saddle stitch position and trim position.

When Using the Fold Function

1. Press [Fold] or [Saddle Fold].

   ➔ The [Fold] screen or [Saddle Fold] screen is displayed.

2. Select the type of fold.

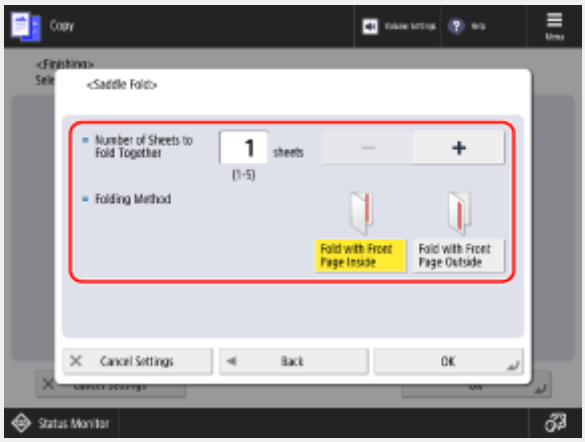


- If you press [Saddle Fold] in Step 1, this step is not required. Proceed to Step 4.
- You can press [Adjust Fold Position] to adjust the fold position for each paper size.

3. Press [Next].

- If you select [Z-Fold] in Step 2, this step is not required. Proceed to Step 5.

4. Configure the fold function settings.



If you press [Saddle Fold] in Step 1, you can press [Adjust Fold Position] to adjust the fold position for each paper size.

[Number of Sheets to Fold Together]
If you want to fold multiple sheets of paper together, specify the number of sheets.

[Folding Method] (for Saddle Fold)
Select whether to start copying on the inside or outside of the folded paper.

[Folding Method] (for Saddle C-Fold)
Select the finishing pattern. For details, refer to the help screen displayed when you press [?] at the top right of the screen.

[Folding Width] (for Saddle C-Fold)
Set the folding width automatically or manually. You can follow the procedure below to set the folding width manually.

Press [Custom] ▶ [Next] ▶ enter folding width (a) ▶ press [Next] ▶ check each folding width ▶ press [OK]

5. Press [OK].

➔ The [Finishing] screen is displayed again.

If you set [Folding Width] manually in Step 4, this step is not required. Proceed to Step 3.

When Using the Punch Function

1. Press [Hole Punch].

   ➔ The [Hole Punch] screen is displayed.

   * The [Hole Punch] screen may not be displayed depending on the type of puncher. In this case, proceed to Step 3.
2. Select the type of [Hole Punch].
3. Press [OK].

   ➔ The [Finishing] screen is displayed again.

3 Press [OK] ▶ [Close].

➔ The copy screen is displayed again.

IMPORTANT

If Paper Runs Out While Copying with the Staple Setting

- Load paper in the paper source without removing the copied paper before it is stapled. The machine will perform stapling when copying is completed.

NOTE

Inserting a Job Separator Between a Specified Number of Copies or Between Each Page Group

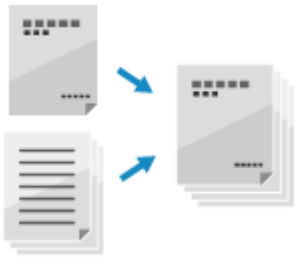
- When you collate the copies, you can insert a job separator between a specified number of copies. **[Job Separator Between Copies] (P. 1295)**
- When you group the copies by page, you can insert a job separator between each set of grouped pages. **[Job Separator Between Groups] (P. 1320)**

Setting the Procedure for When Stapling Cannot Be Performed

- You can set whether to copy without stapling or cancel copying when there are too many sheets to staple. **[Action When Too Many Sheets to Staple] (P. 1296)**

Adding a Front Cover and Back Cover

AW63-0AK

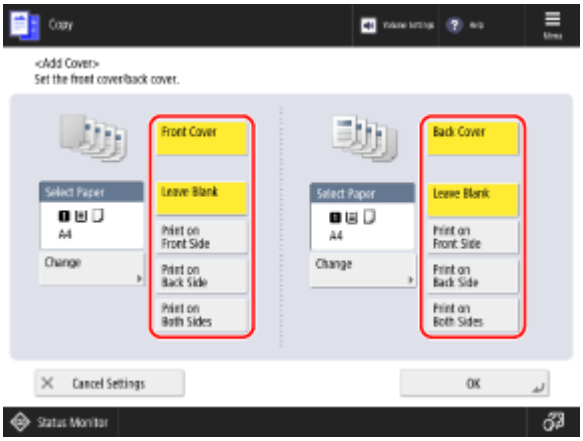


You can add a front cover and back cover using different paper than that of the main document.
You can also copy the original onto the front cover and back cover. Include the original for the front cover and back cover in the normal original when you want to copy onto the front cover and back cover.

1 On the copy screen, press [Options] ▶ [Add Cover]. **Copy Screen (P. 644)**

➔ The [Add Cover] screen is displayed.

2 Configure the front cover and back cover settings.



Select [Add Cover] and [Back Cover] to set whether to copy onto the front cover and back cover.

3 Select the paper to be used.

For each cover, press [Change] under [Select Paper], select the paper to be used, and press [OK].

- On the screen for selecting the paper, you can press [ ] to check the details of the selected paper.
- When the use of a paper source is restricted, you cannot select the paper loaded in that paper source. **[Restrict Paper Source] (C7100 Series Only) (P. 1203)**

4 Press [OK] ▶ [Close].

➔ The copy screen is displayed again.

IMPORTANT

- Be sure to configure the paper type settings correctly. **Specifying the Paper Size and Type (P. 281)**

* The image may become corrupted if the settings are not configured properly. In addition, the fixing assembly may become dirty or a paper jam may occur, and repair by your service representative may be required.

NOTE

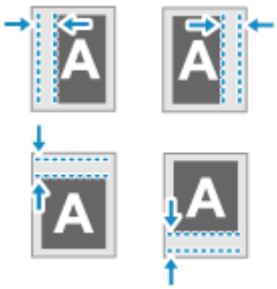
- If you configure the settings to insert a sheet, chapter page, or tab paper on the first page when copying, the front cover is output as a blank page, even if you configure the settings to copy onto the front cover.

  * The first page of the original is copied onto the sheet, chapter page, or tab paper.

  Inserting Sheets and Chapter Pages (P. 649)
  Inserting Tab Paper (For C7100 Series and C5100 Series) (P. 650)

Adding a Gutter

AW63-0AL

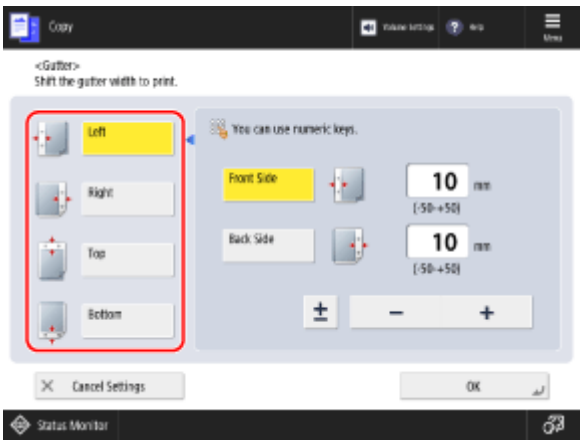


You can add a margin (gutter) for stapling or hole punching when copying. You can configure the gutter separately for the front and back sides of the paper.

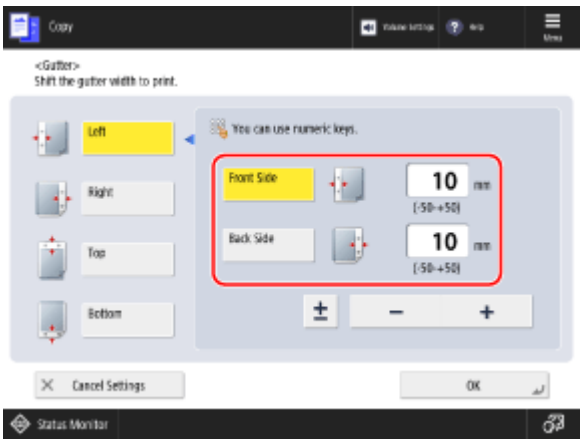
1 On the copy screen, press [Options] ▶ [Gutter]. **Copy Screen (P. 644)**

➔ The [Gutter] screen is displayed.

2 Select the gutter position.



3 Enter the margin width for the front side and back side.



- Press [Front Side] or [Back Side] to select it, and enter the value.
- You can press [±] to switch the entered value between positive and negative.

- If you specify a negative value, the margin is created on the side opposite from the position selected in Step 2 . Use this setting if you want to narrow the margin width when copying an original that already has a gutter.

Setting the Gutter with 2-Sided Copying

- If the original does not have a gutter
  Set the margin widths for the front side and back side.
- If the original has a gutter
  Set the margin widths according to the type of 2-sided copying, as described below. **2-Sided Copy Settings (P. 669)**
  - [1-Sided ▶ 2-Sided]: Set the margin width for the back side only.
  - [2-Sided ▶ 2-Sided]: You do not need to set the margin widths (gutter).
  - [2-Sided ▶ 1-Sided]: Set the margin width for the back side only.

Setting the Gutter with N on 1

The margin width set for the front side is applied to both sides. The margin width set for the back side is not applied. **Combining Multiple Originals onto One Page (N on 1) (P. 672)**

4 Press [OK] ▶ [Close].

➔ The copy screen is displayed again.

IMPORTANT

When Part of the Image on the Edge of the Original Is Missing After Being Copied

- When you set the gutter, the position of the original is shifted according to the margin width. Therefore, when you copy an original with an image extending to the edges without margins, part of the image at the edge of the original may be missing in the copy.
- To fit the image on the page, you can set [Copy Ratio] to reduce the size according to the margin width when copying. **Enlarge and Reduce Settings (P. 655)**

Making Booklets (Booklet Copying)

AW63-0AR



You can arrange the page layout so that 2-sided copies form a booklet when they are folded in half. You can also add a cover using different paper than that of the main document.
You can also configure finishing settings such as folding the pages of the booklet copy in half and stapling in the crease (saddle stitching).

* The available functions vary depending on the options installed. **Options with Finishing Functions (P. 11)**

Placing originals when making booklet copies

- Place originals of the same size. You cannot perform booklet copying for originals of different sizes.
- Place vertical originals in portrait orientation.



IMPORTANT

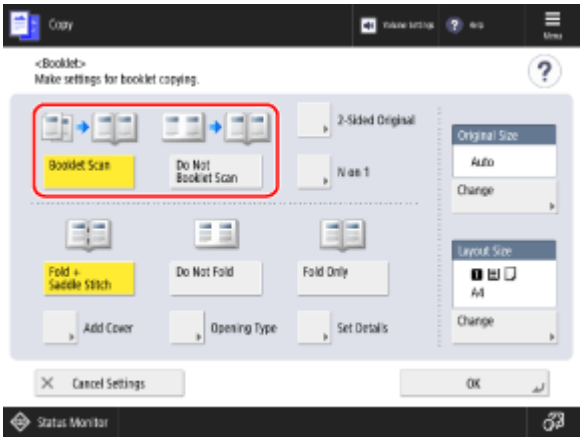
Usable Paper

- Booklet copying may not be available with some sizes and types of paper. If you use heavy paper for the cover, the machine may not copy onto the cover even when you configure the settings to do so, depending on the thickness of the paper. **Usable Paper for Booklet Printing (P. 75)**
- There are restrictions to the types of paper and number of sheets that can be saddle stitched. For details on the restrictions to the types of paper and number of sheets that can be saddle stitched, see the specifications of the options you use. **Options with Finishing Functions (P. 11)**

1 On the copy screen, press [Options] ▶ [Booklet]. **Copy Screen (P. 644)**

➔ The [Booklet] screen is displayed.

2 Select whether or not to arrange the pages in booklet layout.



Normally, select [Booklet Scan]. If you are using an original with pages that are already arranged in booklet layout, select [Do Not Booklet Scan].

Performing Booklet Copying with 2-Sided Originals

Press [2-Sided Original], select how the original opens, and press [OK].

[Book Type]
Select this if the top and bottom orientation of the front and back sides of the original are the same.



[Calendar Type]
Select this if the top and bottom orientation of the front and back sides of the original are opposite.



Arranging Multiple Pages of the Original on One Page (N on 1)

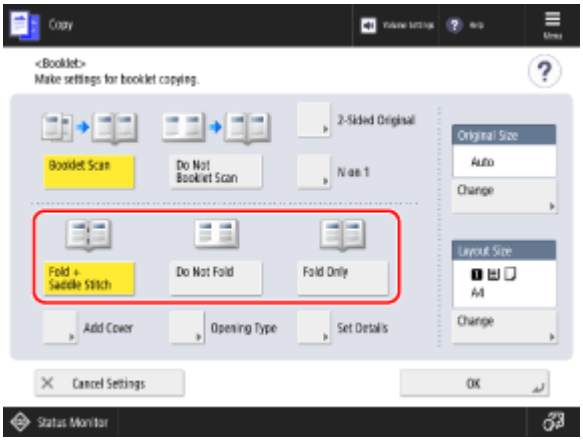
When [N on 1] is displayed, you can arrange multiple pages from the original on a single page in the booklet.

Press [N on 1], select the number of pages to combine, and press [OK].

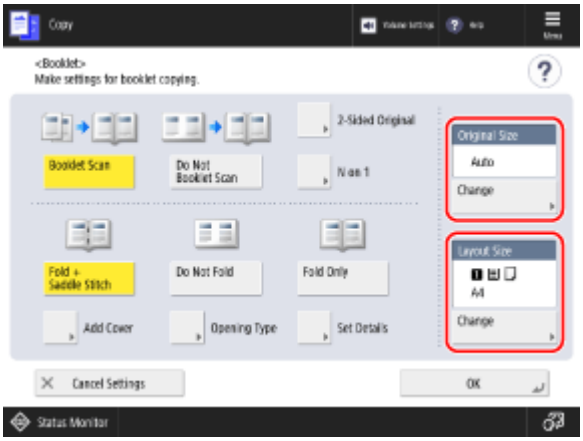
- To change the page order (layout when combining originals), press [Set Details], select the page order, and press [OK].
- You can add a page number to each page of the booklet (each combined page consisting of multiple original pages). **Adding Page Numbers and Watermarks When Copying (P. 717)**

  * You cannot add a page number to each individual page from the original.

3 Select the finishing method for the pages of the booklet copy.



4 Configure the paper size and paper settings, as needed.



When Changing the Original Size

Press [Change] under [Original Size], select the size of the original, and press [OK].

When Changing the Paper to Use for Booklet Copying

Press [Change] under [Layout Size], select the paper to be used, and press [OK].

- On the screen for selecting the paper, you can press [ ] to check the details of the selected paper.
- When the use of a paper source is restricted, you cannot select the paper loaded in that paper source. **[Restrict Paper Source] (C7100 Series Only) (P. 1203)**
- The copy ratio (enlarge or reduce setting) is set automatically according to the selected paper size.
- To perform booklet copying for an original at 100% magnification, select the paper size of the original when spread open.

Example: When the size of the original is A4

- If A4 size (A4R) paper is selected in [Layout Size], each page is reduced to A5 size when copied.
- If A3 size paper is selected in [Layout Size], each page is copied at A4 size.

5 Configure the cover settings, as needed.

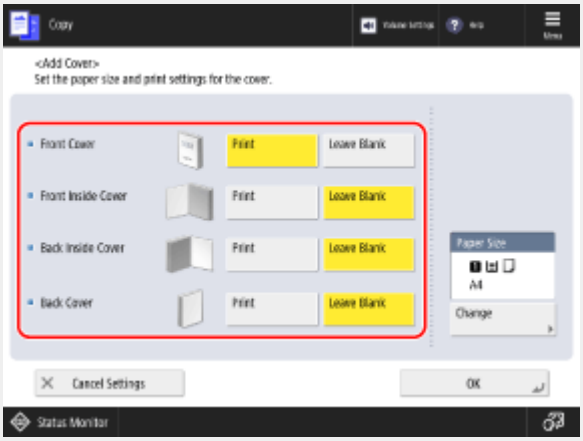
You can add a cover using different paper than that of the main document.

You can also copy the original onto the cover. Include the cover original in the normal original when you want to copy onto the cover.

1. Press [Add Cover].

   ➔ The [Add Cover] screen is displayed.

2. Select whether to copy onto the cover.



   Select whether to copy onto each page that forms the cover.

3. Select the paper to be used as the cover.

   Press [Change] under [Paper Size], select the paper to be used, and press [OK].

   - You can only select the same size of paper as that used for the main document.
   - On the screen for selecting the paper, you can press [ ] to check the details of the selected paper.
   - When the use of a paper source is restricted, you cannot select the paper loaded in that paper source.
     [Restrict Paper Source] (C7100 Series Only) (P. 1203)

4. Press [OK].

   ➔ The [Booklet] screen is displayed again.

6 Press [Set Details] to perform correction or adjustment, as needed.

If Stapling (Saddle Stitch) Cannot Be Performed Due to Too Many Pages

Divide the booklet copy into volumes with the number of sheets that can be stapled.
Press [Divided Booklet], enter the number of sheets for each volume, and press [OK] ▶ [OK].

If Inner Pages Protrude After Being Folded in Half

When the stacked paper is folded in half, the inner pages protrude more as the number of pages increases. You can correct the paper displacement that occurs at this time.

Without correction



The red parts are displaced

With correction



The red parts are aligned

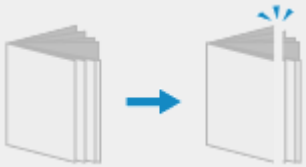
1. Press [Creep Correction].
2. Select [Auto] or [Manual].

   If you select [Manual], enter the correction value (distance of displacement between the inside and outside edges of the folded paper).

3. Press [OK] ▶ [OK].

When [Trim] Is Displayed on the [Set Details] Screen

You can trim the protruding part to achieve a cleaner finish. You can also adjust the trim width and trim position.



When Adjusting the Saddle Stitch Fold Position and Staple Position

If you selected [Fold + Saddle Stitch] in Step 3, adjust the saddle stitch fold position and staple position so that they are at the center of the paper. Print a test page, check the current state of the fold position and the shift width on the test page, and then perform adjustment.



1. Press [Adjust Saddle Stitch Fold Position/Stitch Position] ▶ [Next].
2. Select the paper source with the loaded usable paper, and press [Start Printing].

   ➔A test page is printed.
3. Select the current state of the fold position, set the shift width, and press [Next].

   Check the current state of the fold position and the shift width on the test page, then select the current state and set the shift width.
4. Select the current state of the staple position and set the shift width.

   Check the current state of the staple position and the shift width on the test page, then select the current state and set the shift width.
5. Press [OK].
6. Press [Start Printing] to print the test page again, and check the adjustment results.

   To end the adjustment without printing the test page, press [Done].
7. Press [Done].

   If further adjustment is needed, press [Re-Adjust] and repeat Steps 3 to 6.
8. Press [OK].

When Adjusting the Fold Position of the Paper

If you selected [Fold Only] in Step 3, adjust the fold position so that it is at the center of the paper. Print a test page, check the current state of the fold position and the shift width on the test page, and then perform adjustment.



1. Press [Adjust Fold Position] ▶ [Next].
2. Select the paper source with the loaded usable paper, and press [Start Printing].

   ➔A test page is printed.
3. Select the current state of the fold position, set the shift width, and press [OK].

   Check the current state of the fold position and the shift width on the test page, then select the current state and set the shift width.

4. Press [Start Printing] to print the test page again, and check the adjustment results.
   To end the adjustment without printing the test page, press [Done].
5. Press [Done].
   If further adjustment is needed, press [Re-Adjust] and repeat Steps 3 and 4.
6. Press [OK].

7 Press [OK] ▶ [Close].

→ The copy screen is displayed again.

IMPORTANT

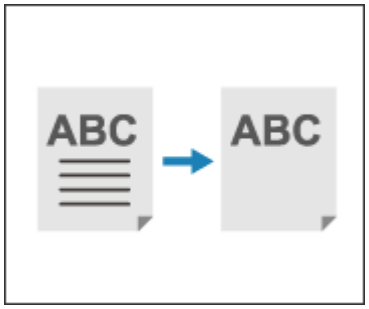
If Paper Runs Out While Copying with the Staple (Saddle Stitch) Setting

- Load paper in the paper source without removing the copied paper before it is stapled. The machine will perform stapling when copying is completed.

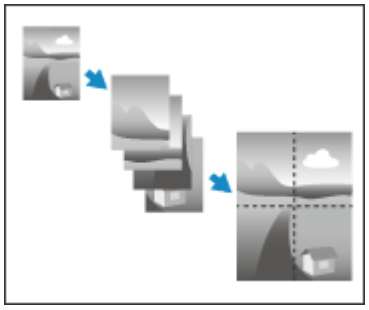
Useful Copy Functions

AW63-0AS

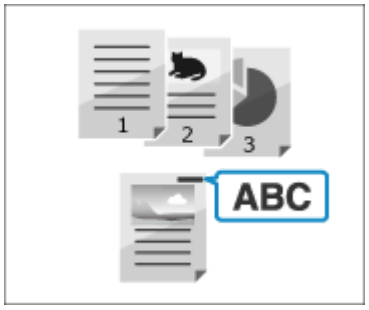
You can copy using convenient functions, such as extracting and copying only part of an original, or combining originals scanned with different settings when copying. You can also embed a watermark such as "CONFIDENTIAL" to increase the security of copied documents.



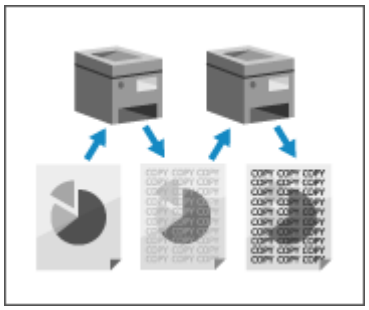
Copying Part of the Original (Area Designation) (P. 709)



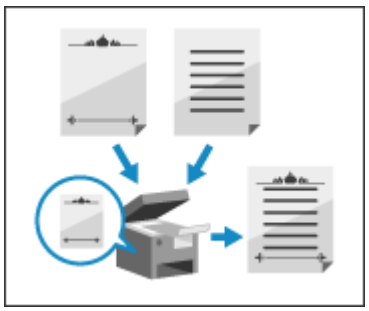
Dividing Enlarged Copies into Multiple Sheets of Paper (Poster) (P. 713)



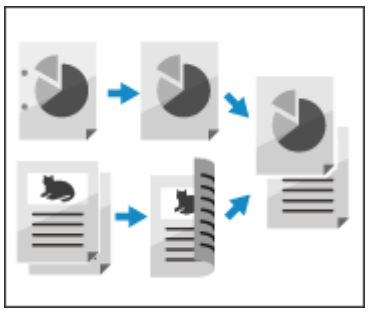
Adding Page Numbers and Watermarks When Copying (P. 717)



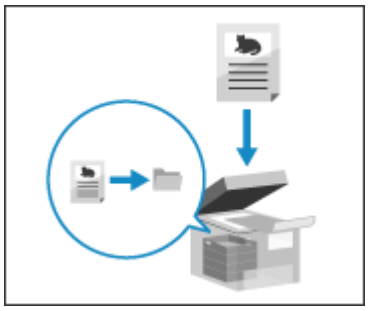
Embedding a Watermark When Copying (Secure Watermark) (P. 722)



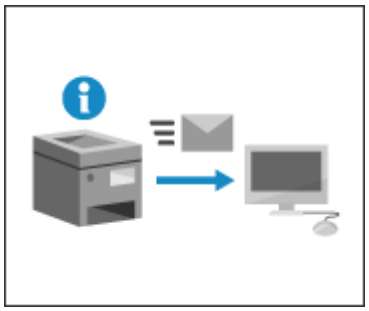
Superimposing Images of Logos and Frames When Copying (For C7100 Series and C5100 Series) (P. 725)



Combining Originals Scanned with Different Settings When Copying (Merge Job Blocks) (P. 729)



Storing the Data of Originals (P. 733)



Sending an E-Mail Notice When Copying Is Completed (P. 735)

NOTE

- Some functions cannot be set together at the same time with other functions. The setting buttons are grayed out for functions that cannot be set.

Copying Part of the Original (Area Designation)

AW63-0AU



You can extract and copy part of an original, in a similar way to cropping a photo or cutting out a newspaper article. Since you specify the area to be copied while checking the preview screen, you do not need to crop the original.
You can also specify multiple areas and copy the part outside the specified areas.

* For the basic copy operations, see the following:
Copy Operations (P. 630)

1 Place the original on the platen glass. **Placing Originals (P. 229)**

To specify an area, place the original on the platen glass. You cannot specify an area for an original placed in the feeder.

2 On the copy screen, press [Options] ▶ [Area Designation]. **Copy Screen (P. 644)**

➔ The [Area Designation] screen is displayed.

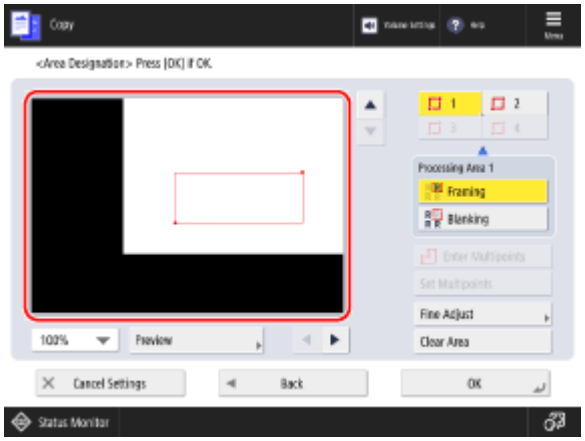
3 Press [Touch Entry].

➔ The [Area Designation: Touch Entry] screen is displayed.

4 Press [Start Scanning].

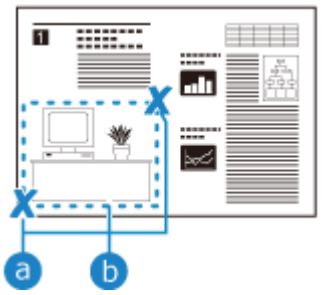
➔ The original is scanned, and a preview image is displayed.

5 Specify the area on the preview image.



* The items that appear on the screen vary depending on the model and options.

- Press two points (a) to display a rectangle (b) with those points in diagonally opposite corners. Specify the area so that the part to be copied or the part to be excluded fits within the rectangle.



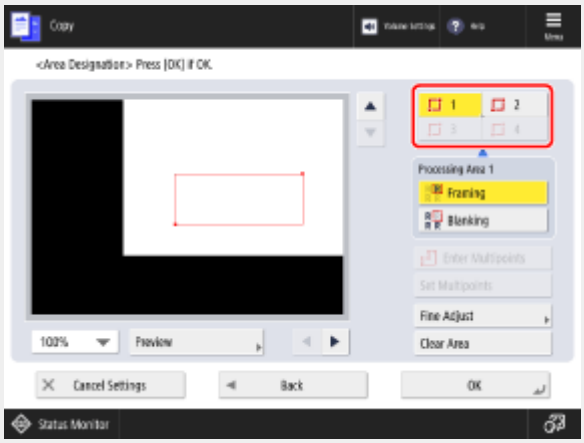
- To cancel a specified point while specifying the area, press [Delete Point]. To cancel a specified area, press [Clear Area].
- If the specified area to be copied is too small, the machine may not recognize the color information of the original correctly and may copy in black and white.

If the Area Is Difficult to Specify

- Press [100%], and change the display magnification of the preview image to [200%] or [400%].
- Press [◀], [▶], [▼], or [▲] to move the display position of the preview image.
- You can press [Fine Adjust] to fine adjust the area. Use [Select Point] to select any of the four corner points, and then use [Move Point] to move the position of the point a little at a time.

When Specifying Multiple Areas

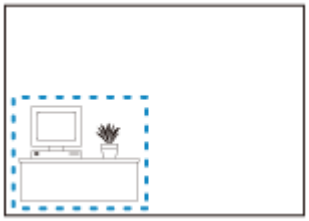
When the buttons for specifying multiple areas are displayed, you can specify up to four areas. After you specify the first area, press [2], [3], and [4] in that order to specify the remaining areas.



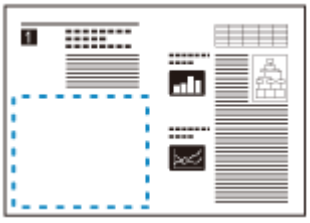
6 Select the processing method for the specified area(s), and press [Preview].

➔ A preview screen of the processed result is displayed.

[Framing]
The part inside the specified area is copied.



[Blanking]
The part outside the specified area is copied.



* When multiple areas are specified, you can select the processing method for each area. If there are overlapping areas and the processing methods for those areas are different, the processing method for the area specified later has priority.

7 Check that the area is specified correctly, and press [OK].

➔ The [Area Designation: Touch Entry] screen is displayed again.

To respecify the area, press [Clear Area] on the [Area Designation: Touch Entry] screen, and repeat the operation from Step 5 .

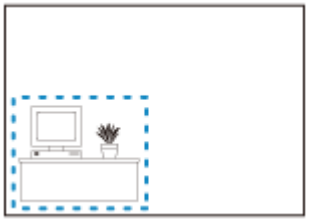
8 Press [Next], and select whether to center the specified area.

If you select [Blanking] in Step 6 , this step is not required. Proceed to Step 9 .

[Center Shift]
Moves the specified area to the center of the paper when copying.



[Do Not Center Shift]
Keeps the same position as the original when copying.



9 Press [OK] ▶ [Close].

➔ The copy screen is displayed again.

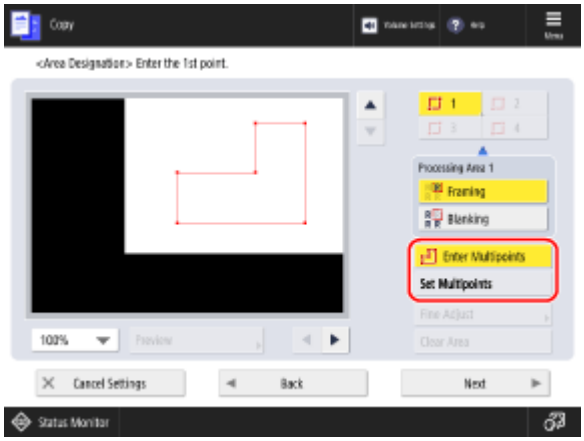
10 Press [Start].

➔ The part inside or outside the specified area is copied.

NOTE

Specifying an Area with a Complex Shape

- You can also specify an area with a complex shape, as shown below. In Step 5, press [Enter Multipoints], and press 4 to 10 points on the preview image to specify the area. After you press the final point, press [Set Multipoints] to set the area.



* You cannot specify multiple areas when using this method to specify an area.
* If [Enter Multipoints] is not displayed on the screen in Step 5, you cannot specify an area using this method.

Specifying an Area Using Numerical Values

- You can also enter numerical values to specify an exact area. In Step 3, press [Numeric Key Entry], and specify the area by using the numeric keys to enter the values for [X1] to [Y2] with the top right of the original as the reference point.



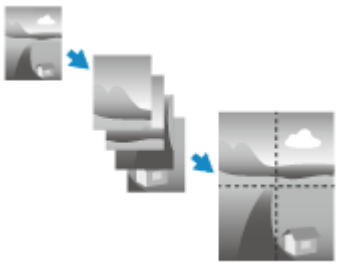
* The items that appear on the screen vary depending on the model and options.

Copying the Specified Area Repeatedly onto One Page

- When you set [Repeat Images] to copy the same original repeatedly onto one page, and select [Framing] to extract part of the original, you can copy the specified area repeatedly onto the same page. **Copying the Original Repeatedly onto One Page (Repeat Images) (P. 675)**

Dividing Enlarged Copies into Multiple Sheets of Paper (Poster)

AW63-0AW



You can enlarge an original and divide the copy into multiple sheets of paper. You can then join the sheets together to create a large poster.
To make a divided copy, you can either specify the copy ratio of the original or specify the paper and number of sheets to be used.

* You can make only one divided copy at a time.

Paper that cannot be used for divided copying

The following types of paper cannot be used for divided copying:

- Custom size paper
- Envelope
- Transparency
- Tab paper

* For details on the paper that can be used with the machine, see the following:
Usable Paper (P. 67)

Estimated copy ratio, paper size, and number of sheets

The following table shows the estimated copy ratio, paper size, and number of sheets to use for posters according to the finished size.
Refer to this table when specifying the copy ratio, paper size, and number of sheets for a divided copy.

- You can make divided copies using any original size or copy ratio, even if it is not shown in this table. The maximum usable original size is A3 or 11" x 17", and the maximum copy ratio is 400%.
- Since the copy is divided into the optimum number of sheets, the copy may contain fewer sheets than the specified number.
- Since the "glue margins" on the sheets of the divided copy overlap when the sheets are joined together, the poster will be slightly smaller than the finished size indicated in the table.

When the original and finished poster are in landscape orientation

Finished size	Original size	Copy ratio	Optimum paper size/Number of sheets
A0 x 2 Asia/Oceania Americas	A3	400%	B4 / 25 sheets
B0 Asia/Oceania Americas	A3	346%	A3 / 16 sheets
	B4	400%	

Finished size	Original size	Copy ratio	Optimum paper size/Number of sheets
A0 Asia/Oceania Americas	A3	282%	A3 / 9 sheets
	B4	326%	
A0 Europe	A3	282%	A3 / 9 sheets
B1 Asia/Oceania Americas	A3	244%	B4 / 9 sheets
	B4	282%	
A1 Asia/Oceania Americas	A3	200%	B4 / 9 sheets
	B4	230%	
B2 Asia/Oceania Americas	A3	173%	A3 / 4 sheets
	B4	200%	
A2 Asia/Oceania Americas	A3	141%	B4 / 4 sheets
	B4	163%	
B3 Asia/Oceania Americas	A3	122%	A4R / 4 sheets
	B4	141%	

When the original and finished poster are in portrait orientation

Finished size	Original size	Copy ratio	Optimum paper size/Number of sheets
A0 Asia/Oceania Americas	A4	400%	B4 / 15 sheets
B1 Asia/Oceania Americas	A4	346%	A3 / 8 sheets
A1	A4	282%	A3 / 6 sheets
B2 Asia/Oceania Americas	A4	244%	B4 / 6 sheets
A2	A4	200%	A3 / 3 sheets
B3 Asia/Oceania Americas	A4	173%	A3 / 2 sheets
22" x 34" Americas	11" x 17"	200%	11" x 17" / 9 sheets
			LTR / 15 sheets
			LTRR / 12 sheets
33" x 51" Americas	11" x 17"	300%	11" x 17" / 16 sheets
			LTR / 28 sheets
			LTRR / 25 sheets
44" x 68" Americas	11" x 17"	400%	11" x 17" / 25 sheets
			LTR / 45 sheets
			LTRR / 42 sheets

Dividing the Copy into Multiple Sheets (P. 715)

Joining the Sheets of the Divided Copy (P. 716)

Dividing the Copy into Multiple Sheets

* For the basic copy operations, see the following:
Copy Operations (P. 630)

1 Place the original on the platen glass. Placing Originals (P. 229)

To make a divided copy, place the original on the platen glass. You cannot make a divided copy for an original placed in the feeder.

2 On the copy screen, press [Copy Ratio]. Copy Screen (P. 644)

➔ The [Copy Ratio] screen is displayed.

3 Press [Poster].

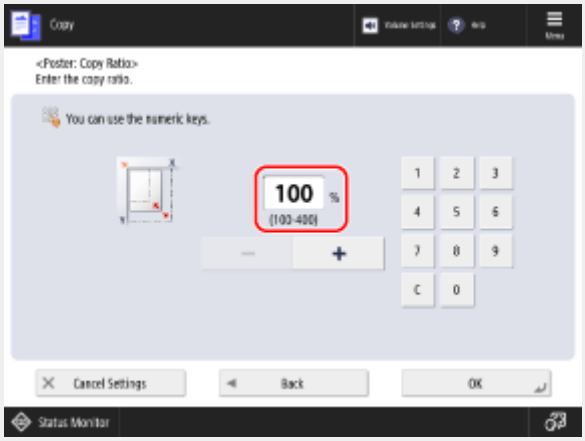
➔ The [Poster: Select Method] screen is displayed.

4 Configure the divided copy settings.

When Specifying the Copy Ratio of the Original

The copy is made with the optimum paper size and number of sheets, according to the original size and copy ratio.

1. Select [Copy Ratio], and press [Next].
2. Enter the copy ratio.

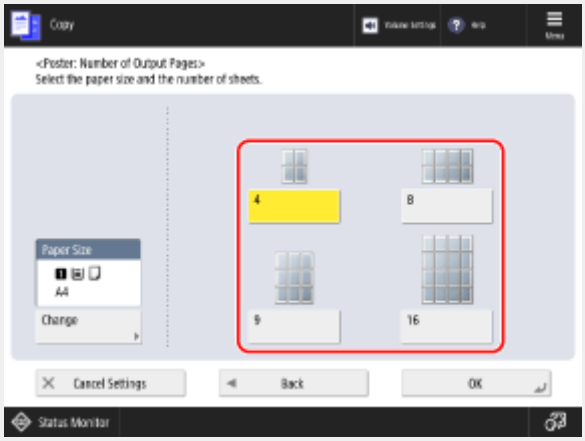


When Specifying the Paper to Use and the Number of Sheets

The copy ratio is set according to the specified paper size and number of sheets.

1. Select [Number of Output Pages], and press [Next].
2. Select the paper to be used.
   Press [Change] under [Paper Size], select the paper to be used, and press [OK].
   - On the screen for selecting the paper, you can press [ ] to check the details of the selected paper.
   - When the use of a paper source is restricted, you cannot select the paper loaded in that paper source. [Restrict Paper Source] (C7100 Series Only) (P. 1203)

3. Select the number of sheets of paper to be used.



5 Press [OK].

➔ The copy screen is displayed again.

NOTE

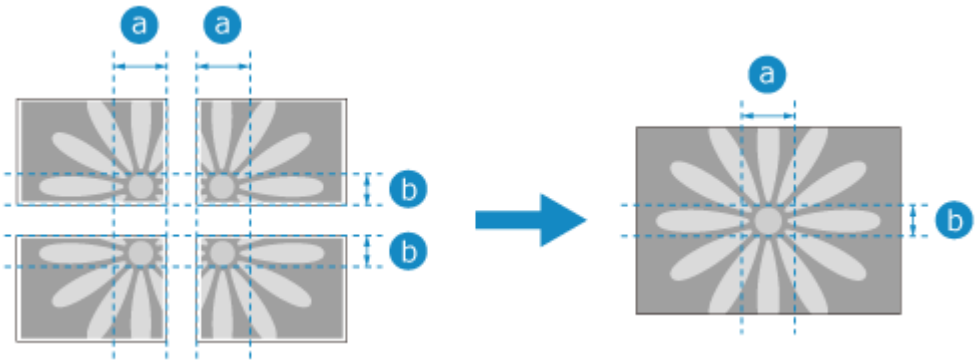
- If you selected [Auto (Color/Black & White)] in [Select Color], the [Select Color] setting is automatically changed to [Full Color]. **Selecting Color Copying or Black & White Copying (P. 657)**

  * You cannot select [Auto (Color/Black & White)] when the divided copy settings are configured.

Joining the Sheets of the Divided Copy

The images on the sheets of the divided copy have some areas that overlap, as shown in a and b below. Cut these areas to the appropriate width and use them as "glue margins" when joining the sheets together.

* The width of the overlapping areas in the image varies depending on the copy ratio and paper size.



Adding Page Numbers and Watermarks When Copying

AW63-0AX

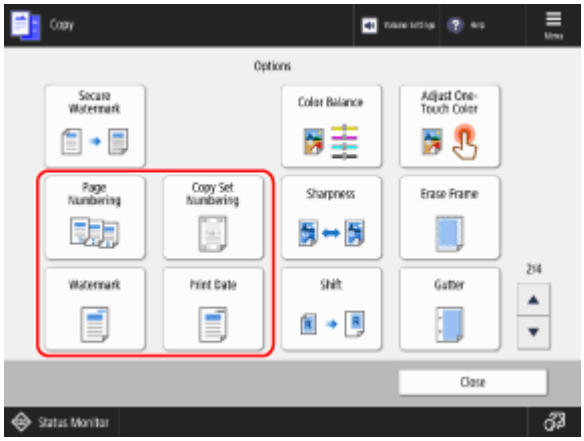


You can add information such as page numbers and the date when copying. You can also add a watermark such as "CONFIDENTIAL." You can also specify a custom string for the watermark.

* Page numbers and watermarks are not printed on inserted paper such as covers, sheets, and tab paper.
* For the basic copy operations, see the following:
Copy Operations (P. 630)

1 On the copy screen, press [Options]. **Copy Screen (P. 644)**

2 Press the button for the information you want to add.



[Page Numbering]
Adds page numbers when copying.

[Copy Set Numbering]
Adds copy set numbers (to indicate the order of the copy sets) when copying. These can be used as control numbers for each copy set.

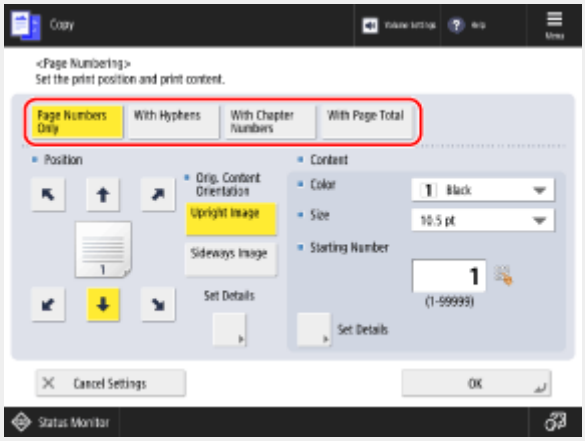
[Watermark]
Adds a watermark such as "TOP SECRET." You can also specify a custom string.

[Print Date]
Adds the date (year, month, and day) when copying. You can specify the date to be printed.

3 Configure the print content according to the type of information you want to add.

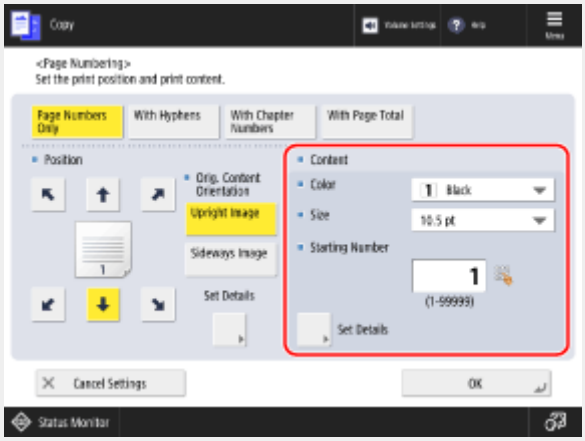
When Adding Page Numbers

1. Select the page number format.



* If you select [With Chapter Numbers] and insert sheets or chapter pages when copying, the chapter number increases at each page where a sheet or chapter page is inserted. **Inserting Sheets and Chapter Pages (P. 649)**

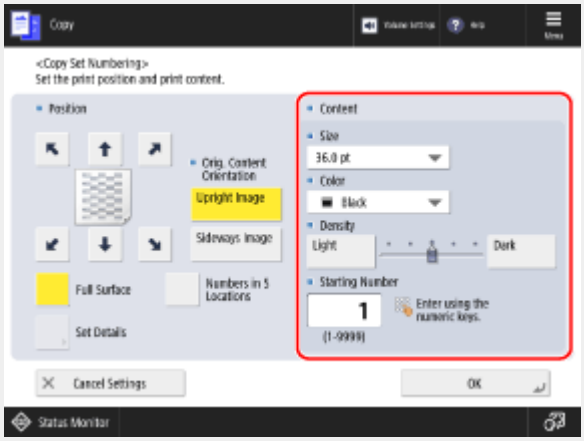
2. Set the character format and starting number.



You can press [Set Details] and configure the settings to add a custom character string to the page numbers, or specify the range of pages to be printed.

When Adding Copy Set Numbers

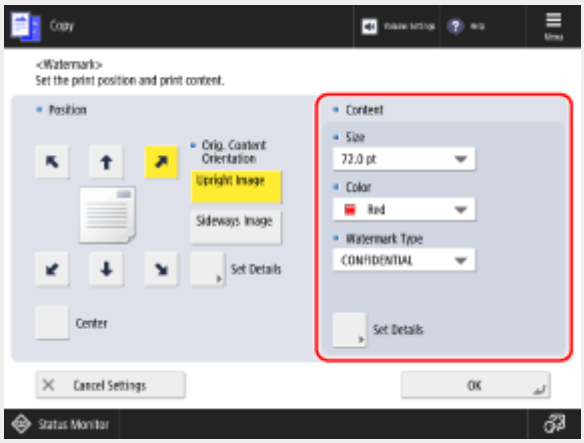
Set the character format, print density, and starting number.



* When copy set numbering is performed, the numbers are printed on all pages.

When Adding Watermarks

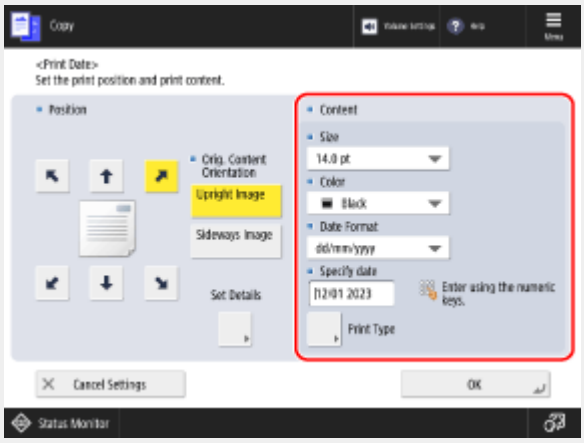
Set the character format and the watermark content.



- You can select [Custom] in [Watermark Type] to specify a custom string.
- You can press [Set Details] to change the pages on which to print the watermark, or change the printing method (transparent or overlaid printing).

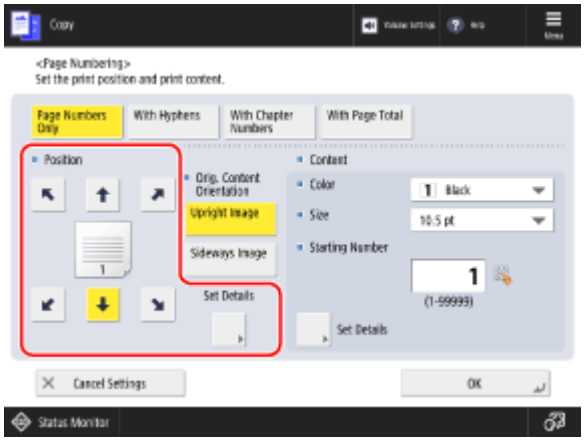
When Adding the Date

Set the character format and the date to be printed.



- By default, the date set on the machine is entered. If you want to add a different date, enter it using the numeric keys.
- You can press [Print Type] to change the printing method (transparent or overlaid printing).
- When you add the date, it is printed on all pages.

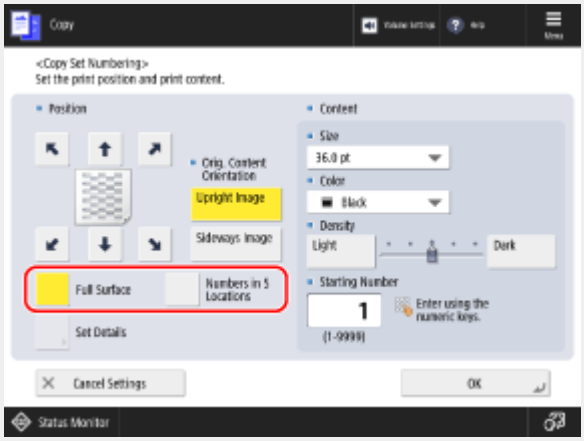
4 Select the print position.



You can press [Set Details] to fine adjust the print position or change the print position for 2-sided copying.

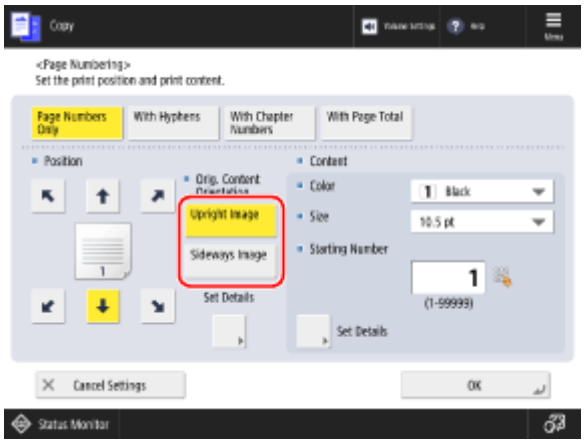
When Adding Copy Set Numbers

If you select [Full Surface], the copy set numbers are printed across the entire surface of the paper like a Secure Watermark.
If you select [Numbers in 5 Locations], the copy set numbers are printed at the center of the paper and in each corner.



* You cannot select [Full Surface] and [Numbers in 5 Locations] if the settings are configured to add other information to the copy set numbers. **[Copy Set Numbering Option Settings] (P. 1299)**

5 Select the orientation of the original.



[Upright Image]

Select this when the top and bottom of the original are placed upright from your viewpoint.

Platen glass

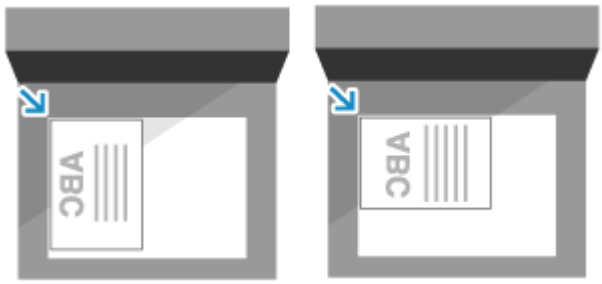


Feeder

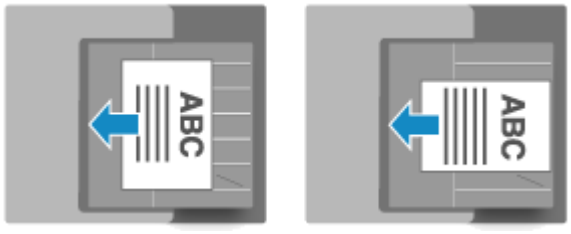


[Sideways Image]
Select this when the top and bottom of the original are placed sideways from your viewpoint.

Platen glass



Feeder



6 Press [OK] ▶ [Close].

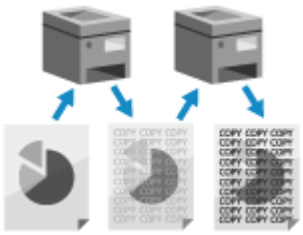
➔ The copy screen is displayed again.

NOTE

- If you set multiple types of information to be printed in the same position, a confirmation screen asking whether to copy with these settings appears when you press [Start].

Embedding a Watermark When Copying (Secure Watermark)

AW63-0AY



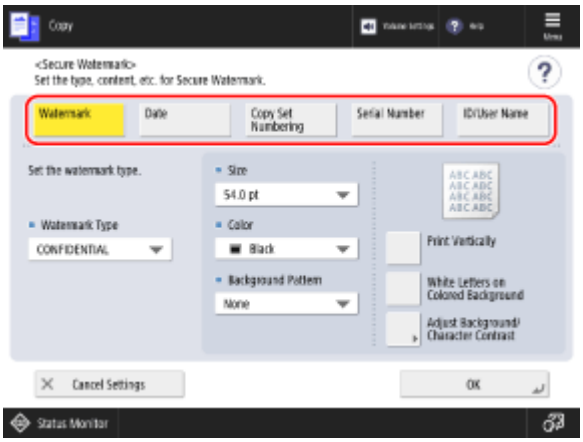
You can embed invisible background text (Secure Watermark) such as "TOP SECRET" or "CONFIDENTIAL" when copying.
When a copied document with an embedded Secure Watermark is copied again, the Secure Watermark is visible across the entire surface of the paper to warn the user against unauthorized copying and information leakage. Depending on the model, this function may be set by default.

* You can also set the machine to forcibly embed watermarks when copying. **Embedding Concealed Text (Forced Secure Watermark) (P. 1025)**
* For the basic copy operations, see the following:
Copy Operations (P. 630)

1 On the copy screen, press [Options] ▶ [Secure Watermark]. **Copy Screen (P. 644)**

➔ The [Secure Watermark] screen is displayed.

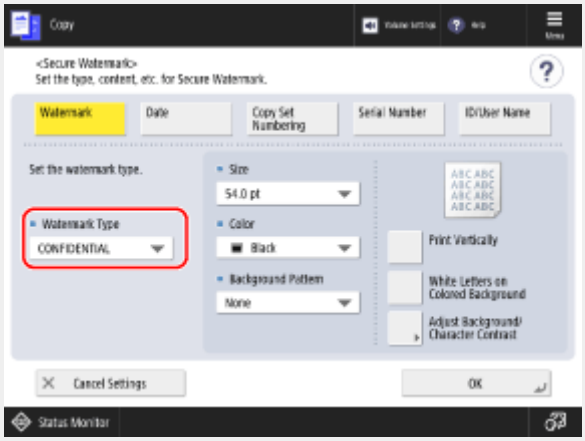
2 Select the text to be embedded.



When Embedding a Watermark Such As "TOP SECRET" or "CONFIDENTIAL"

1. Select [Watermark].

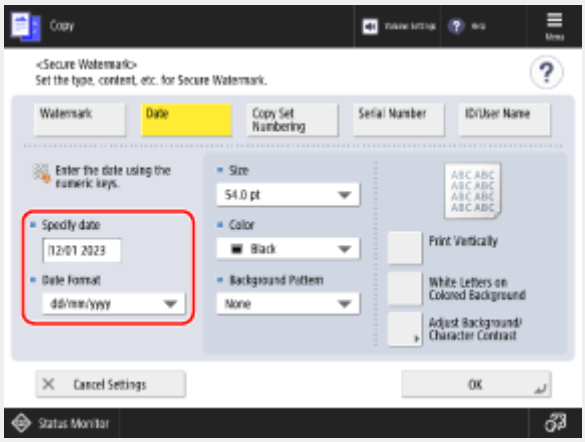
2. Set the watermark content.



You can select [Custom] to specify a custom string.

When Embedding the Date

1. Select [Date].
2. Set the date to be embedded.

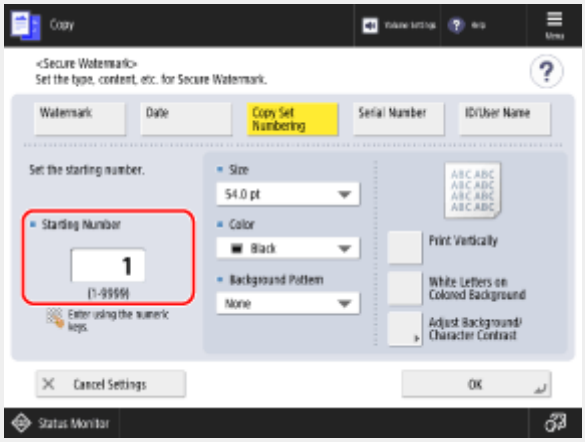


By default, the date set on the machine is entered. If you want to add a different date, enter it using the numeric keys.

When Embedding Copy Set Numbers

You can embed copy set numbers (to indicate the order of the copy sets). These can be used as control numbers for each copy set.

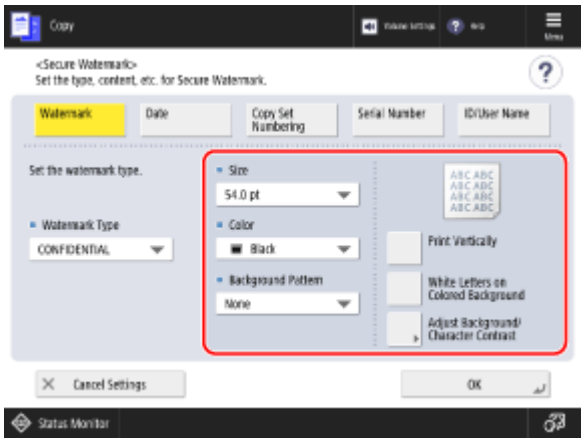
1. Select [Number of Copies].
2. Enter the starting number using the numeric keys.



When Embedding the Serial Number of the Machine
Select [Serial Number].

When Embedding the Name (or Department ID) of the Logged-In User
Select [ID/User Name].

3 Set the character format.



When Adjusting the Contrast of the Secure Watermark and Background
You can press [Adjust Background/Character Contrast] to adjust the contrast (density balance) of the Secure Watermark and the background.
Perform adjustment if the embedded Secure Watermark is visible in the document, or if the text of the original is difficult to see.

For details on the adjustment method, see the following:
Adjusting the Contrast of the Watermark and Background (P. 1028)

* When you perform adjustment using [Adjust Background/Character Contrast] on the [Secure Watermark] screen, [Print Settings] and [Initialize] are not displayed.

- The settings configured on the [Secure Watermark] screen are applied to the character format of the sample print.
- To return the contrast values to the default settings, press [Cancel Settings].

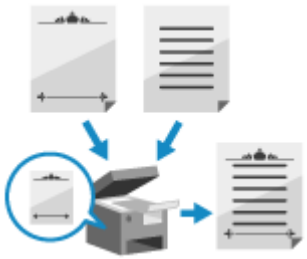
* The adjustments made in [Adjust Background/Character Contrast] on the [Secure Watermark] screen return to the default settings when you press [Reset] or display the [Home] screen. (These adjustments are not registered as machine settings.)

4 Press [OK] ▶ [Close].

➔ The copy screen is displayed again.

Superimposing Images of Logos and Frames When Copying (For C7100 Series and C5100 Series)

AW63-0C0



You can register images such as logos and frames (decorative borders) as "form images" to the machine in advance, and superimpose these form images onto the original when copying.
This function is convenient when you want to add your company logo to meeting documents or unify the design of a business proposal by adding a frame.

Registering Form Images (P. 725)
Superimposing Form Images When Copying (P. 726)

Registering Form Images

You can scan an original to be used as a form image, and register it to the machine.
You can register up to 100 form images.

* The number of form images that can be registered varies depending of the amount of storage space available.

Required Preparations

- Prepare the original with the printed form image.

1 On the control panel, press [Settings/Registration] in the [Home] screen or other screen.

[Home] Screen (P. 189)

→ The [Settings/Registration] screen is displayed.

2 Press [Function Settings] ▶ [Common] ▶ [Print Settings] ▶ [Register Form].

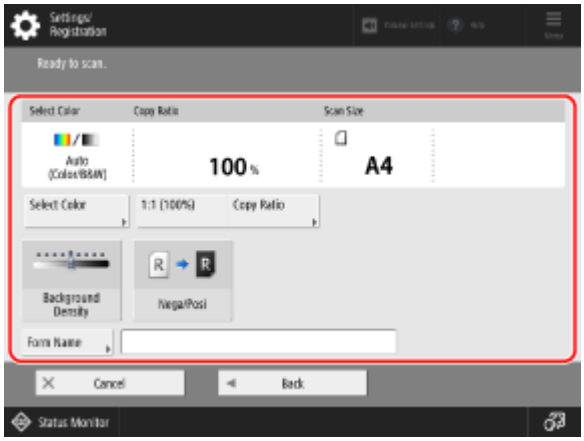
→ The [Register Form] screen is displayed.

3 Press [Register].

→ The [Original Size] screen is displayed.

4 Select the size of the original to be used as the form image, and press [Next].

5 Enter the form name and configure the scan settings, as needed.



- When entering the name of the form image, press [Form Name], enter the form name, and press [OK].

  * If a form name is not entered, the registered date and time of the form image becomes the form name.

- For details on the scan settings, see the following:

  Selecting a Color (P. 514)
  Setting the Ratio (P. 512)
  Adjusting the Density (P. 517)
  Inverting the Color (Nega/Posi) (P. 515)

6 Place the form image original on the platen glass. **Placing Originals (P. 229)**

When you scan the form image original, place it on the platen glass. You cannot register an original placed in the feeder.

7 Press [Start].

→ The machine starts scanning the original.
When scanning is completed, the form image is registered to the machine and displayed in the list of form images on the [Register Form] screen.

8 Press [OK] ▶ [Close].

NOTE
Changing the Name of a Registered Form Image

- On the [Register Form] screen, select the form image, and press [Details] ▶ [Rename Form].

Superimposing Form Images When Copying

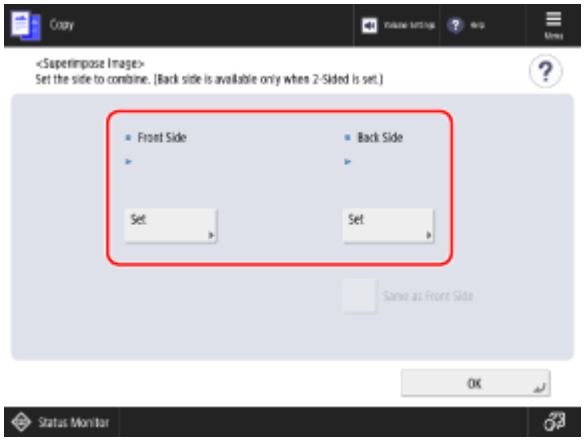
You can superimpose form images onto the original when copying.

* For the basic copy operations, see the following:
Copy Operations (P. 630)

1 On the copy screen, press [Options] ▶ [Superimpose Image]. **Copy Screen (P. 644)**

→ The [Superimpose Image] screen is displayed.

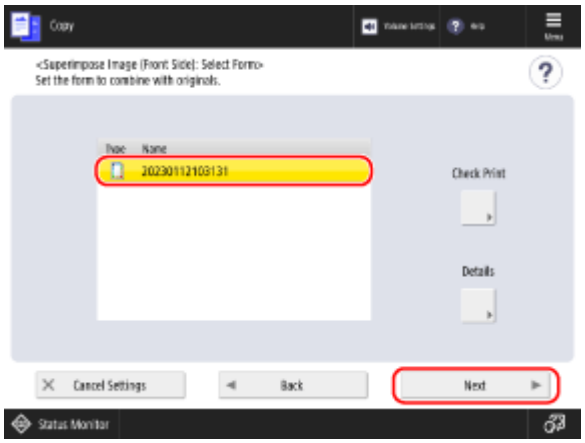
2 Press [Set] for the side on which to superimpose the form image.



- When making 1-sided copies, set the front side.
- When making 2-sided copies, set the front side and back side separately.

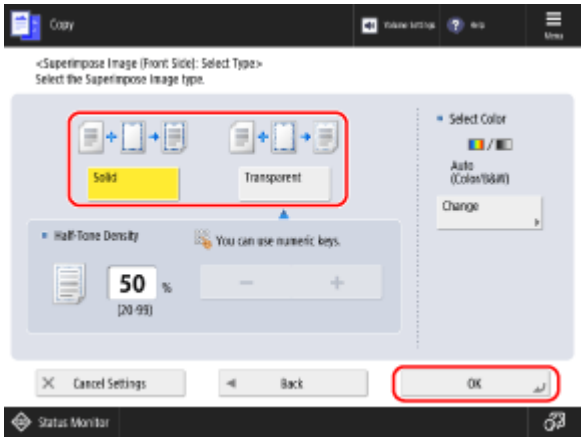
  * To configure the back side using the same settings as the front side, first set the front side, and then select [Same as Front Side].

3 Select the form image to be superimposed, and press [Next].



- You can select a form image and press [Check Print] to print only the form image and check the content.
- You can select a form image and press [Details] to check the details of the form image, such as the registration date and time and the size.

4 Select how to superimpose the image, and press [OK].



[Solid]
Superimposes the form image without any changes.

[Transparent]
Decreases the density of the form image so that the original is visible through the form image even if it overlaps the original.
In [Half-Tone Density], you can specify the density of the form image.

5 Press [OK] ▶ [Close].

➔ The copy screen is displayed again.

NOTE

- If you adjust the position of the original to be copied or mirror the original, the settings are applied to both the form image and the original.

Adjusting the Position of the Original (Shift) (P. 673)
Mirroring the Original (Mirror Image) (P. 676)

Combining Originals Scanned with Different Settings When Copying (Merge Job Blocks)

AW63-0C1



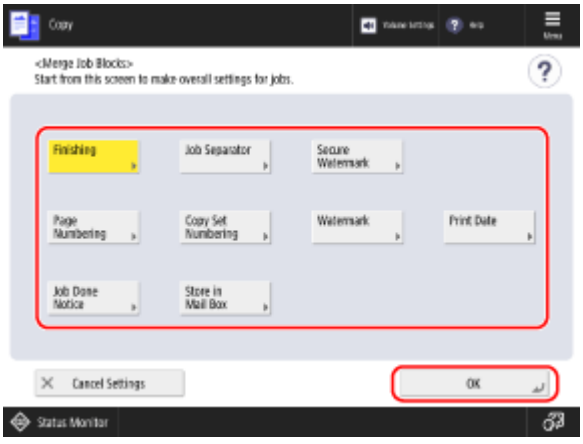
You can scan multiple originals with different copy settings, and then copy them together.
For example, you can scan one original with the setting to erase punch holes, and another original with the 2-sided copy settings, and then combine these originals and add covers and page numbers when copying.

* You can merge up to 100 originals.
* For the basic copy operations, see the following:
Copy Operations (P. 630)

1 On the copy screen, press [Options] ▶ [Merge Job Blocks]. **Copy Screen (P. 644)**

➔ The [Merge Job Blocks] screen is displayed.

2 Configure the copy settings to be applied to all originals, and press [OK].



[Finishing]
Configuring the Finishing Functions (P. 691)

[Job Separator]
[Job Separator Between Jobs] (P. 1295)
[Job Separator Between Copies] (P. 1295)

[Secure Watermark]
Embedding a Watermark When Copying (Secure Watermark) (P. 722)

[Page Numbering], [Copy Set Numbering], [Watermark], and [Print Date]
Adding Page Numbers and Watermarks When Copying (P. 717)

[Job Done Notice]

Sending an E-Mail Notice When Copying Is Completed (P. 735)

[Store in Mail Box]
Storing the Data of Originals (P. 733)

3 Place the first original (first block). **Placing Originals (P. 229)**

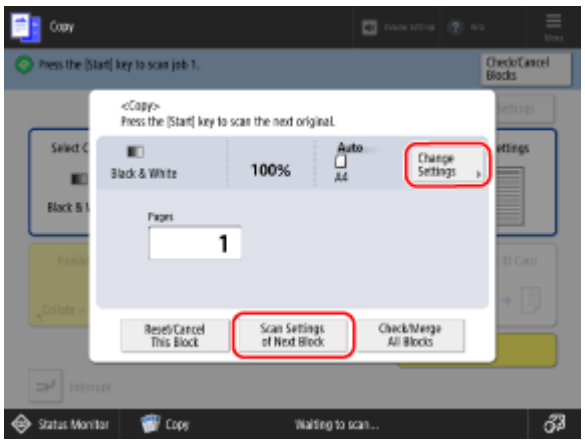
4 Configure the copy settings for the first original, as needed.

5 Press [Start].

→ The machine starts scanning the first original.
When scanning is completed, the screen for scanning the next original is displayed.

6 Place the second original (second block). **Placing Originals (P. 229)**

7 Configure the copy settings for the second original, as needed.



- Press [Scan Settings of Next Block], and configure the copy settings for the second original.
- You can also press [Change Settings] and change the following settings:
  - [Copy Ratio]
  - [2-Sided Original]
  - [Density]
  - [Original Type]
- If you use the same copy settings as the first original (previous original), this step is not required. Proceed to Step 8 .

8 Press [Start].

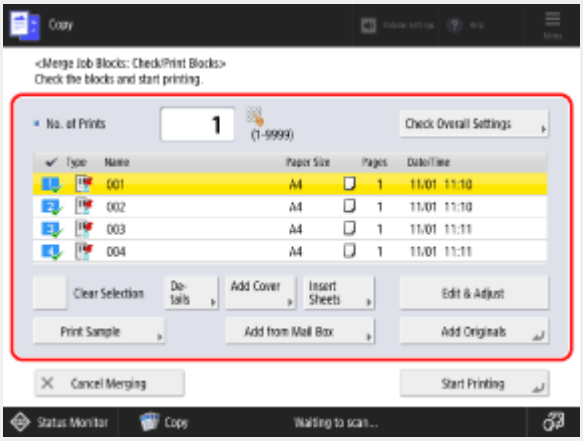
→ The machine scans the second original, and the screen for scanning the next original is displayed.
Repeat Step 6 to Step 8 until you finish scanning all originals.

9 Press [Check/Merge All Blocks].

→ The [Merge Job Blocks: Check/Print Blocks] screen is displayed.

10 Specify the number of copies, and check the copy settings of the scanned originals.

You can also change the order in which to merge the scanned originals and add covers.



[No. of Prints]
Enter the number of copies using the numeric keys.

[Check Overall Settings]
You can check the details of the copy settings to be applied to all originals.

List of Scanned Originals
The originals are displayed in the order that they were scanned, with check marks and numbers. The originals are merged in the order of these numbers.
To change the merge order, press [Clear Selection] and select the originals again in the order that you want to merge them.

[Clear Selection] and [Select All]
Clear the selection of all originals, or select all displayed originals.

[Details]
You can check the details of the selected original.

[Add Cover] and [Insert Sheets]
You can add a front cover and back cover, and insert sheets or tab paper into the copies.
Adding a Front Cover and Back Cover (P. 697)
Inserting Sheets and Chapter Pages (P. 649)
Inserting Tab Paper (For C7100 Series and C5100 Series) (P. 650)

[Edit & Adjust]
You can display a preview screen for the selected original to check the content or delete pages and originals.

[Print Sample]
You can print a copy sample to check the finished result.

[Add from Mail Box]
You can specify a file stored in the Mail Box on the machine, and add it to the originals to be merged.
* For details on the Mail Box, see the following:
Using the Temporary Storage Space of the Machine (Mail Box) (P. 761)

[Add Originals]
You can scan additional originals.

11 Press [Start Printing].

➔ Copying starts.

NOTE

- You cannot perform an interrupt job while originals are being scanned with the Merge Job Blocks function.

- When originals are copied with the Merge Job Blocks function, you cannot call up the setting history using [Previous Settings].

Storing the Data of Originals

AW63-0C2



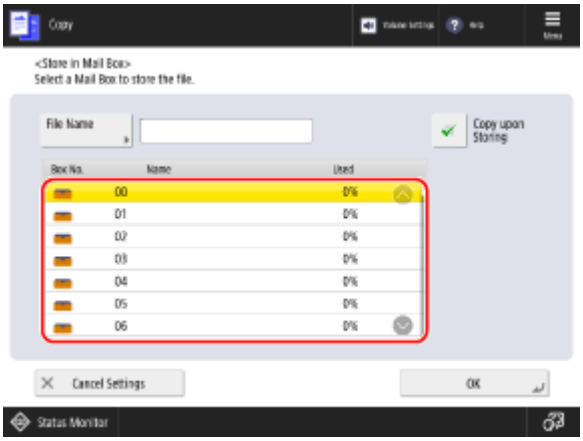
You can configure the settings to store the data of copied originals in the Mail Box on the machine. You can also configure the settings to only store the data without making copies.

* For details on the Mail Box, see the following:
  Using the Temporary Storage Space of the Machine (Mail Box) (P. 761)
* For the basic copy operations, see the following:
  Copy Operations (P. 630)

1 On the copy screen, press [Options] ▶ [Store in Mail Box]. **Copy Screen (P. 644)**

➔ The [Store in Mail Box] screen is displayed.

2 Select the Mail Box to be used as the store location.



By default, both copying and data storage are performed. If you want to only store the data without making copies, clear the [Copy upon Storing] checkbox.

3 Enter the file name, as needed.

- When entering the file name, press [File Name], enter the file name, and press [OK].
- If a file name is not entered, the save date and time of the data becomes the file name.

4 Press [OK] ▶ [Close].

➔ The copy screen is displayed again.

NOTE

Color Setting When Storing in the Mail Box

- In [Select Color], you cannot select [Single Color] or [Two Colors]. **Selecting Color Copying or Black & White Copying (P. 657)**
- Color pages are stored in RGB format.

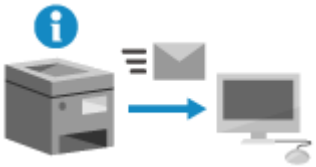
Printing the Data Stored in the Mail Box

- The copy settings for finishing and other functions are stored together with the stored data. This saves you the trouble of reconfiguring the settings each time you print, and enables you to print repeatedly with the same settings.
- For details on how to print stored data, see the following:

  Printing Files in Mail Box (P. 771)

Sending an E-Mail Notice When Copying Is Completed

AW63-0C3



You can configure the settings to send an e-mail notice when copying is completed.
This enables you to check whether copying is completed from a computer or mobile device, even if you are away from the machine when making a large number of copies or when copying is reserved.
You can set a destination registered in the Address Book (excluding destinations in a personal address list or user group address list) as the notice destination.

* For the basic copy operations, see the following:
Copy Operations (P. 630)

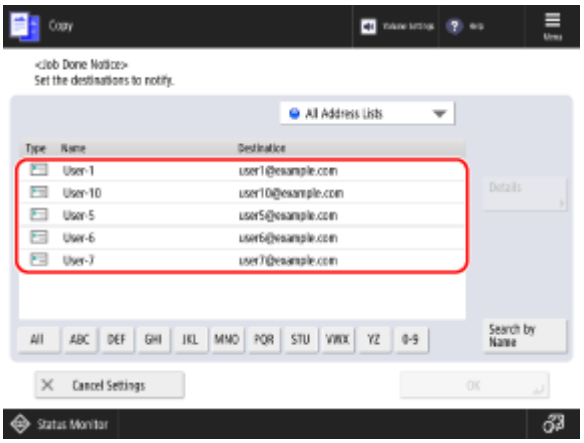
Required Preparations

- The e-mail address to be used as the notice destination needs to be registered in the Address Book of the machine. **Registering Destinations (Address Book) (P. 306)**

1 On the copy screen, press [Options] ▶ [Job Done Notice]. **Copy Screen (P. 644)**

→ The Address Book screen is displayed.

2 Select the destination (e-mail address) to be set as the notice destination.



- You can filter the destinations displayed in the list by selecting the index at the bottom of the screen, [Search by Name], or an address list in the address list pulldown menu. **Address Book Screen (P. 307)**
- To display destinations with a set access number, press [Access No.] and enter the access number.

3 Press [OK] ▶ [Close].

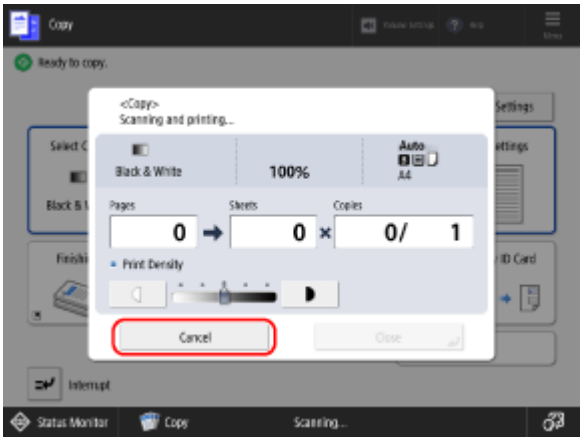
→ The copy screen is displayed again.

Canceling Copy Operations

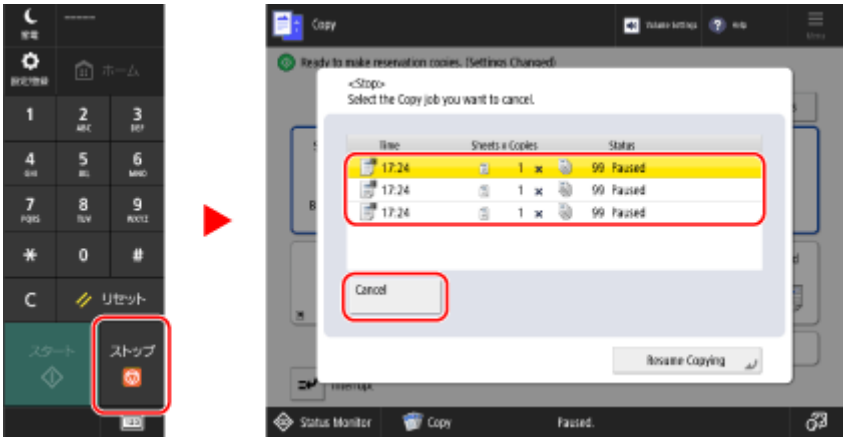
AW63-0C4

Follow the instructions on screen to cancel a copy operation.

- Press [Cancel].



- If the above screen is not displayed, press [Stop], select the job to cancel from the list of copy jobs, and press [Cancel].



* If you log out while the above screen is displayed, all waiting jobs that you started before logging out will be canceled.

Checking the Copy Status and Log

AW63-0C5

Processes handled by the machine, including copying, are managed as jobs. By checking the status and log of jobs, you can determine whether a copy job was performed correctly and the cause of errors that occur.

* If the log is set to not be displayed, you can only check the copy status. **[Display Job Log] (P. 1420)**

Checking the Copy Status (P. 737)
Checking the Log (P. 738)

NOTE

- You can restrict other users from performing operations on the jobs of the login user. **[Restrict Access to Other User Jobs] (P. 1419)**

Checking the Copy Status

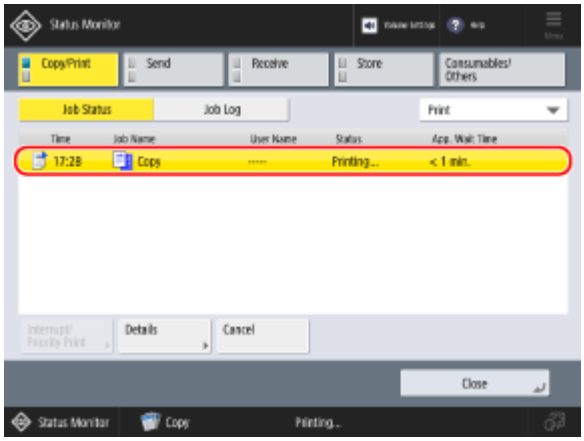
This section describes how to check the copy status using the control panel.
You can also use Remote UI from a computer to check the copy status. **Checking the Usage and Logs Using Remote UI (P. 1102)**

1 On the control panel, press [Status Monitor] in the [Home] screen or other screen. **[Home] Screen (P. 189)**

→ The [Status Monitor] screen is displayed.

2 Press [Copy/Print] ▶ [Job Status].

3 Check the jobs being processed or waiting to be processed.



By selecting [Copy] in the pulldown menu at the top right of the screen, you can filter the list so that only copy jobs are displayed.

4 Select a job with the details that you want to check, and press [Details].

→ The job details are displayed.

5 Check the number of sheets, number of copies, and other information.

NOTE
Immediately Performing a Waiting Job

- In Step 3, you can select a job and press [Interrupt/Priority Print] to interrupt the jobs that are being processed or waiting to be processed, and perform the selected job. **Interrupting with a Reserved Copy Job (P. 635)**

Checking the Log

This section describes how to check the log using the control panel.
You can also use Remote UI from a computer to check the log. **Checking the Usage and Logs Using Remote UI (P. 1102)**

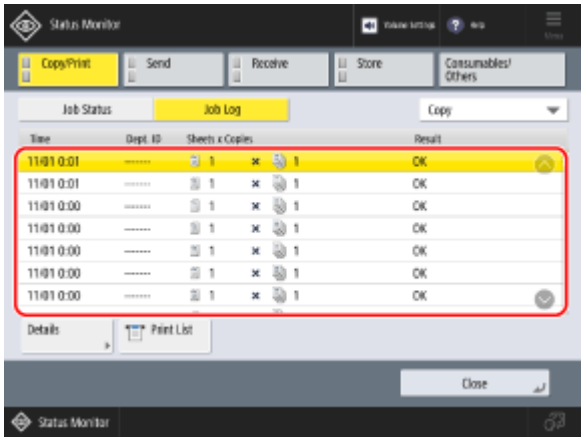
1 On the control panel, press [Status Monitor] in the [Home] screen or other screen. **[Home] Screen (P. 189)**

→ The [Status Monitor] screen is displayed.

2 Press [Copy/Print] ▶ [Job Log].

3 From the pulldown menu at the top right of the screen, select [Copy].

4 Check the completed copy jobs.



You can press [Print List] to print the copy log list.

5 Select a job with the details that you want to check, and press [Details].

→ The job details are displayed.

6 Check the number of printed pages, number of copies, and other information.

If [NG] Is Displayed for [Result]
Copying was canceled, or an error occurred.

If a three-digit number preceded by "#" is displayed for [Error Code], you can check the cause and solution using the error code. **An Error Code Is Displayed (#xxx) (P. 1826)**

NOTE

Number of Pages in Jobs Set to Skip Blank Pages

- In the job details, [Original Pages] displays the number of pages, including blank pages.
- To check the number of pages after skipping blank pages, check [Output Pages] displayed in the job details.

Using Storage Space

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Using Storage Space

AW63-0C6

The machine has storage space (Mail Box and Advanced Space) where scanned data can be saved, edited, and shared. You can also use another machine, server, or USB memory device as external storage space.

Editing a File Without Using a Computer (Mail Box)



Mail Box is a storage space in the machine used to temporarily store data as a file in a format proprietary to the machine. In addition to data scanned with the machine, you can use Mail Box to send or save files on a computer from the printer driver to the machine.
You can use the control panel of the machine or Remote UI to operate and edit saved files and print them with the machine. You can also convert the data to a computer-compatible file format and send it by e-mail.
Using the Temporary Storage Space of the Machine (Mail Box) (P. 761)

* You can use Mail Box without having to make any special preparations.
You can configure a PIN to restrict users and change the storage period of files, as needed. You can also configure a custom box name. **Mail Box Settings (P. 744)**

Using the Machine as a Simple File Server (Advanced Space)



Advanced Space is a storage space in the machine for making files public. Files saved to Advanced Space can be operated from a computer (Windows) or other machine (imageFORCE or imageRUNNER ADVANCE Series) on the network.
Advanced Space is divided into a Shared Space, which is accessible by multiple users, and Personal Space, which can be used as a storage area for individual users. Files that you want to share within the company can be saved to a Shared Space, and files that are only for personal use can be saved to a Personal Space.
Preparations for Using Advanced Space (P. 747)
Using the Public Storage Space of the Machine (Advanced Space) (P. 777)

Using Another Machine or Server on the Network



Directly access and use Advanced Space on another machine or a file server (Windows server) on the network.
You can save data scanned with the machine to another machine or server, and you can operate or print files saved on another machine or server.

Preparations for Using Another Machine or Server on the Network (P. 757)
Using Another Machine or Server on the Network (P. 790)

* If a folder dedicated to a login user (Personal Folder) has been configured, you can also directly access and use the Personal Folder.

Using a USB Memory Device



You can save scanned data to a USB memory device connected to the machine and print files in the USB memory device.
You can also rename and delete files using the control panel of the machine, making it possible to organize data in the USB memory device without having to use a computer.

Preparations for Using a USB Memory Device (P. 760)
Using a USB Memory Device (P. 797)

Preparations for Using a Storage Space

AW63-0C7

To use a storage space, you must make preparations according to the storage space to be used.

Preparations for Using Mail Box as a Temporary Storage Space in the Machine

You can use Mail Box in the machine without having to make any special preparations.
You can configure a PIN to restrict users and change the storage period of files, as needed. You can also configure a custom box name.

Mail Box Settings (P. 744)

Preparations for Using Advanced Space as a Public Storage Space

You must configure the settings to open Advanced Space on the network.

Preparations for Using Advanced Space (P. 747)

Preparations for Using Another Machine or Server on the Network

You must register the information for accessing another machine or server as a connection destination.

Preparations for Using Another Machine or Server on the Network (P. 757)

Preparations for Using a USB Memory Device

This enables saving of scanned data to a USB memory device and printing of files in a USB memory device.

Preparations for Using a USB Memory Device (P. 760)

Mail Box Settings

AW63-0C8

You can use Mail Box as a temporary storage space in the machine without having to make any special preparations. You can configure a PIN to restrict users and change the storage period of files, as needed. You can also configure a custom box name.

This section describes how to configure the settings using the control panel.
You can also configure the settings using Remote UI from a computer. In Remote UI, click [Access Received/Stored Files] on the Portal page ▶ select a Mail Box ▶ [Settings] to configure the settings. However, you cannot use Remote UI to configure some of the settings. **Managing the Machine from a Computer (Remote UI) (P. 1094)**

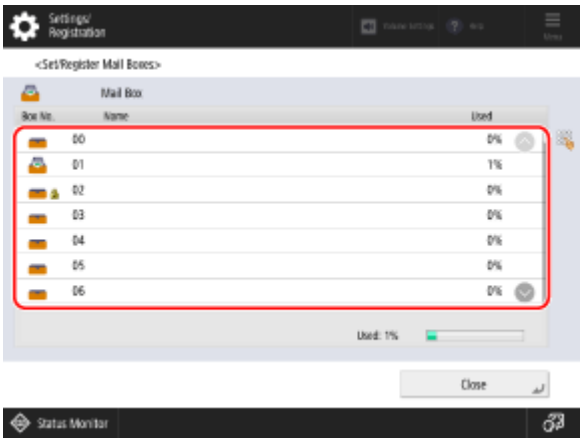
1 On the control panel, press [Settings/Registration] in the [Home] screen or other screen.
[Home] Screen (P. 189)

➔ The [Settings/Registration] screen is displayed.

2 Press [Function Settings] ▶ [Store/Access Files] ▶ [Mail Box Settings] ▶ [Set/Register Mail Boxes].

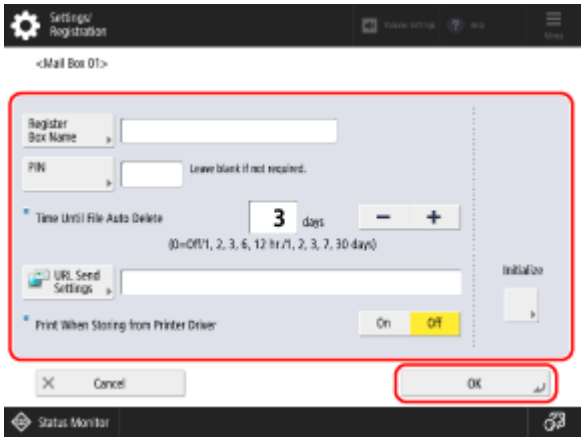
➔ The [Set/Register Mail Boxes] screen is displayed.

3 Select the Mail Box to be configured.



- You can also directly specify the Mail Box by using the numeric keys to enter a box number.
- If the PIN input screen is displayed, enter the PIN set for the selected Mail Box, and press [OK].

4 Configure the Mail Box settings, and press [OK].



* The items that appear on the screen vary depending on the model and options.

[Register Box Name]
Configure a custom box name.

[PIN]
Set the PIN. Enter the same number in [PIN] and [Confirm].

- You cannot set a PIN consisting of all zeros, such as "00" or "0000000."
- There is no way to confirm the set PIN. Do not forget your PIN.

[Time Until File Auto Delete]
Specify the time until files stored in Mail Box are deleted automatically.
If you do not want the files to be deleted automatically, set this to [0].

[URL Send Settings]
To send notification of the store location URL when saving a file, set the notification destination.
By opening the notified URL in a web browser on your computer, you can check the details of the saved file on the Remote UI screen.
* You can only specify a destination registered in the Address Book as the notice destination (excluding destinations in a personal address list or user group address list).

[Print When Storing from Printer Driver]
Set to [On] to print a copy of a file that was sent from the printer driver on a computer to the machine at the same time it was saved.

[Initialize]
Initializes the Mail Box settings and resets them to the factory settings.
* The settings cannot be initialized when the file is saved.

NOTE

- The [Time Until File Auto Delete] and [Print When Storing from Printer Driver] settings can be configured for all Mail Boxes at the same time.

[Time Until File Auto Delete] (P. 1379)
[Print When Storing from Printer Driver] (P. 1379)

Advanced Space Settings

AW63-0C9

To use Advanced Space as a public storage space in the machine, you must configure the settings to open Advanced Space on the network.

Preparations for Using Advanced Space (P. 747)

You can also configure the settings to send notification by e-mail that a file has been saved in Advanced Space in the machine and add a "hot folder" to enable printing simply by copying the file, as needed.

Sending Notification by E-mail When a File Is Saved (For C7100 Series and C3100 Series) (P. 751)

Adding a Hot Folder (P. 754)

Preparations for Using Advanced Space

AW63-0CA

To use Advanced Space as a public storage space in the machine, you must configure the settings to open Advanced Space on the network as an SMB or WebDAV server.

SMB
Protocol for sharing files among multiple devices in an intranet.

WebDAV
Protocol that is expanded from HTTP used to send and receive data on the web and enables management of files and folders on a web server.
Because WebDAV also supports TLS encryption, you can construct a file sharing system that is very secure even on the web by using user authentication.

You can also configure the settings to perform user authentication when using WebDAV and allow creating a Personal Space, which can be used as a storage space for individual users.

This section describes how to use the control panel to collectively configure the settings required to open Advanced Space.
You can also configure the settings individually using Remote UI from a computer. **Managing the Machine from a Computer (Remote UI) (P. 1094)**
Administrator or NetworkAdmin privileges are required. The machine must be restarted to apply the settings.

Required Preparations

- When opening Advanced Space as a WebDAV server and using TLS to encrypt communication while connected to Advanced Space, specify the key and certificate to use for TLS encrypted communication. **Using TLS (P. 970)**

1 Log in to the machine as an administrator. **Logging In to the Machine (P. 225)**

2 On the control panel, press [Settings/Registration] in the [Home] screen or other screen. **[Home] Screen (P. 189)**

→ The [Settings/Registration] screen is displayed.

3 Press [Function Settings] ▶ [Store/Access Files] ▶ [Advanced Space Settings] ▶ [Unified Advanced Space Settings].

→ The [Unified Advanced Space Settings] screen is displayed.

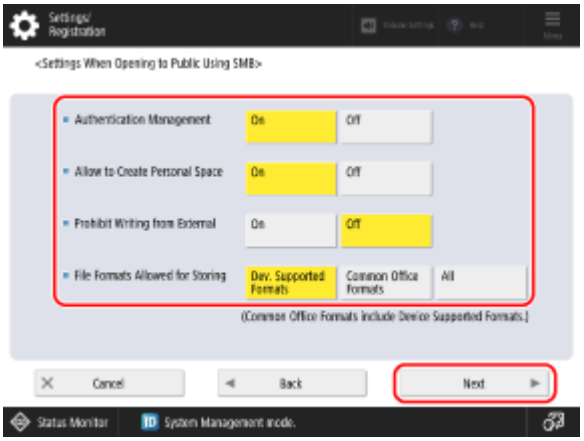
4 Press [Next].

→ The [Open to Public] screen is displayed.

5 Select the method to make Advanced Space open to the public, and press [Next].



6 Configure the settings to make Advanced Space open to the public, and press [Next].



[Authentication Management]
To manage authentication of users using Advanced Space, set this to [On]. User authentication of the machine is also applied to Advanced Space. **Authenticating Users and Managing Groups (P. 854)**
Because Advanced Space is designed to be open to the public on a network, it is recommended to set this to [On] to require user authentication.
If this is set to [Off], anyone on the network can use Advanced Space, so be careful.

[Allow to Create Personal Space]
To allow users to create their own Personal Space in Advanced Space, set this to [On].
* This is available only if you set [Authentication Management] to [On].

[Prohibit Writing from External]
To prohibit a user from saving, creating, or deleting files or folders while accessing Advanced Space externally, such as from a computer or other machine, set this to [On].
* Even when this is set to [On], an administrator with Administrator privileges can save, create, and delete files and folders while accessing Advanced Space externally (Shared Space only).

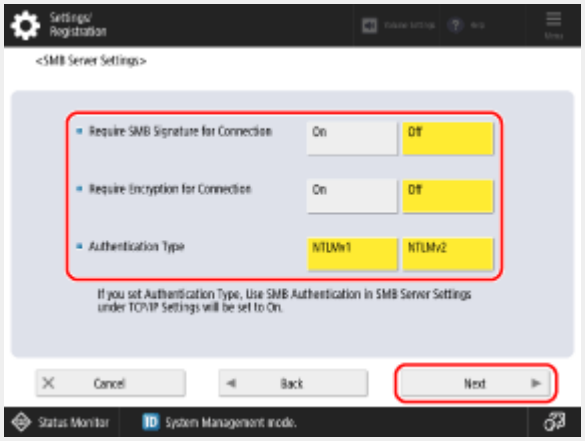
[File Formats Allowed for Storing]
Select the file formats that can be used to save data in Advanced Space.

- [Device Supported Formats]: pdf, jpg, jpe, jpeg, tif, tiff, xps, pptx, oxps
- [Common Office Formats]: doc, xls, csv, ppt, txt, and other common Office file formats in addition to the formats listed in [Device Supported Formats]
- [All]: All file formats

7 Configure the encryption and authentication settings according to the selected method to make Advanced Space open to the public.

When Opening Advanced Space as an SMB Server

Configure the encryption and authentication settings, and press [Next].



* If you set [Authentication Management] to [Off] in Step 6, this step is not required. Proceed to Step 8.

[Require SMB Signature for Connection]
To request an SMB packet signature when connected to Advanced Space, set this to [On].

[Require Encryption for Connection]
To request connection with SMB v3.0 encryption communications when connected to Advanced Space, set this to [On].
* When this is set to [On], it is not possible to connect to Advanced Space from a client operating system that does not support SMB v3.0 encryption communication.

[Authentication Type]
Select the version of the authentication protocol according to the operating system to be used. You can also select both [NTLMv1] and [NTLMv2].

When Opening Advanced Space as a WebDAV Server
Select whether to use TLS to encrypt communication when connected to Advanced Space, and press [Next].

8 Press [OK].

9 Press [Settings/Registration] ▶ [Yes].

➔ The machine restarts, and the settings are applied.

NOTE
Configuring Useful Functions for Advanced Space

- You can have the machine send notification by e-mail that a file has been saved in Advanced Space in the machine and add a "hot folder" to enable printing simply by copying the file, as needed.

Sending Notification by E-mail When a File Is Saved (For C7100 Series and C3100 Series) (P. 751)
Adding a Hot Folder (P. 754)

Creating a Personal Space

- To use a Personal Space, each user must create their own Personal Space. **Creating a Personal Space in Advanced Space (P. 788)**

When Opening Advanced Space as an SMB Server

- Depending on the network environment, you may have to set the computer name and workgroup name of the machine. **Setting the Computer Name and Workgroup Name (P. 156)**
- Specify the SMB version to be used on the machine (SMB server), as needed. **[Specify SMB Server Version] (P. 1230)**

  * The SMB version should be the same on the server and client. If the versions are different, SMB cannot be used.

Individually Changing the Advanced Space Settings

- You can use the [Settings/Registration] menu to change individual settings in the batch settings configured in the procedure above.

  [Open to Public] (P. 1381)
  [Authentication Management] (P. 1383)
  [Allow to Create Personal Space] (P. 1382)
  [Prohibit Writing from External] (P. 1382)
  [File Formats Allowed for Storing] (P. 1383)
  [SMB Server Settings] (P. 1229) *1*2
  [Use WebDAV Server] (P. 1235) *3
  [WebDAV Server Settings] (P. 1381) *4

  *1 When you select [By SMB] in Step 5, [Use SMB Server] in [SMB Server Settings] is linked and enabled.

  *2 When you set [Authentication Type] in Step 7, [Use SMB Authentication] in [SMB Server Settings] is linked and enabled.

  *3 When you select [By WebDAV] in Step 5, [Use WebDAV Server] is linked and enabled.

  *4 When you set [Authentication Management] and [Use TLS] to [On] in Steps 6 and 7, [Authentication Type] in [WebDAV Server Settings] is linked and set to [Basic].

Sending Notification by E-mail When a File Is Saved (For C7100 Series and C3100 Series)

AW63-0CC

Configure the settings to send notification by e-mail when a file is saved to Advanced Space on the machine. The path (URI) to directly access the saved file is listed in the e-mail.
Configure when to send notifications and the notice destination for each folder subject to notification. You can also configure the settings to send notification before the total number of files and subfolders that can be saved in a folder reaches the limit*1.
Notification settings can be configured for up to 16 folders.

*1 Up to 1,000 files and subfolders can be saved in a folder.

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

Required Preparations

- Open Advanced Space on the network. **Preparations for Using Advanced Space (P. 747)**
- Register the e-mail address (or group of e-mail addresses) to be used as the notice destination to the Address Book of the machine. **Registering Destinations (Address Book) (P. 306)**

1 Log in to Remote UI as an administrator. **Starting Remote UI (P. 1095)**

2 On the Portal page of Remote UI, click [Settings/Registration]. **Remote UI Portal Page (P. 1099)**

3 Click [Store/Access Files] ▶ [Advanced Space Settings] ▶ [URI TX Settings].

→ The [URI TX Settings] screen is displayed.

4 Click [Enable].

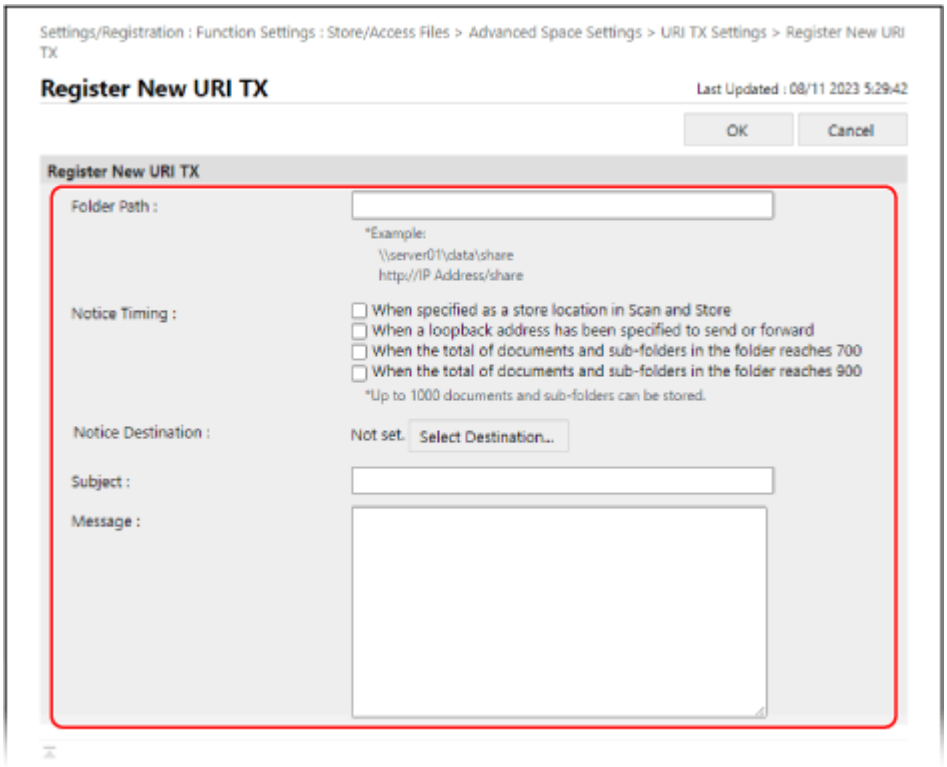
→ [Notice Status] changes to [Enabled], and all of the registered notification settings are enabled.

5 Click [Register New].

→ The [Register New URI TX] screen is displayed.

Register notification settings for each folder subject to notification.

6 Configure the notification settings.



[Folder Path]
Enter the path to the folder subject to notification.

When Opening Advanced Space as an SMB Server

- When specifying a Shared Space folder, enter the following:

  ```
  \\<host name or IP address of machine>\share\<folder name>
  ```

  Input example: When specifying a Shared Space [documents] folder
  \\192.168.1.21\share\documents

- When specifying a Personal Space folder, enter the following:

  ```
  \\<host name or IP address of machine>\users\<folder name>
  ```

  Input example: When specifying a Personal Space [generaluser01] folder
  \\192.168.1.21\users\generaluser01

When Opening Advanced Space as a WebDAV Server

- When specifying a Shared Space folder, enter the following:

  ```
  http(s)://<host name or IP address of machine>/share/<folder name>
  ```

  Input example: When specifying a Shared Space [documents] folder with TLS enabled
  https://192.168.1.21/share/documents

- When specifying a Personal Space folder, enter the following:

  ```
  http(s)://<host name or IP address of machine>/users/<folder name>
  ```

Input example: When specifying a Personal Space [generaluser01] folder with TLS disabled
http://192.168.1.21/users/generaluser01

[Notice Timing]
Select the checkbox for when to send notification.

[When specified as a store location in Scan and Store]:
Notification is sent from [Scan and Store] in the [Home] screen on the control panel each time a file is saved to the target folder.
* Notification is not sent when a file is saved to a subfolder.

[When a loopback address has been specified to send or forward]:
Notification is sent from the loopback address destination using the send or forward function each time a file is saved to the target folder.
* A loopback address is an address that can be specified in place of the host name or IP address of the machine when Advanced Space on the machine is the destination. **Shared Folder, File Server, and Advanced Space Destination Settings (P. 346)**
* Notification is not sent when a file is saved to a subfolder.

[When the total of documents and sub-folders in the folder reaches 700]:
Notification is sent when the total number of files and subfolders in the target folder reaches 700.
* Files and folders inside a subfolder are not counted.

[When the total of documents and sub-folders in the folder reaches 900]:
Notification is sent when the total number of files and subfolders in the target folder reaches 900.
* Files and folders inside a subfolder are not counted.

[Notice Destination]
Click [Select Destination], and specify the notice destination e-mail address.
You can only specify one e-mail address (or group of e-mail addresses) registered to the Address Book of the machine as the notice destination.

[Subject]
Enter the subject of the e-mail within 40 single-byte characters.

[Content Pages]
Enter the message of the e-mail within 140 single-byte characters.
In addition to the string entered here, the path to the folder including the file name is included in the e-mail.

7 Click [OK].

➔ The registered notification settings are added to the [URI TX Settings] screen.

8 Log out from Remote UI.

Adding a Hot Folder

AW63-0CE

You can add a "hot folder," which enables printing simply by copying a file, to a shared folder in Advanced Space. Specify the print settings, such as 2-sided printing and the number of copies, for each hot folder. When you copy a file to a hot folder, the file is printed with these settings.
You can add up to 20 hot folders.

Use Remote UI from a computer to add a hot folder. You cannot use the control panel to add a hot folder. Administrator privileges are required.

Required Preparations

- Open Advanced Space on the network. **Preparations for Using Advanced Space (P. 747)**

  * Set the [Prohibit Writing from External] open setting of Advanced Space to [Off].
  To change only the [Prohibit Writing from External] setting separately, see the following:
  [Prohibit Writing from External] (P. 1382)

IMPORTANT

- You cannot add a hot folder in the following cases:
  - When operations from a computer with no authentication information set are restricted **[Restrict Job from Remote Device without User Auth.] (P. 1410)**
  - When ACCESS MANAGEMENT SYSTEM is enabled **Using ACCESS MANAGEMENT SYSTEM (P. 927)**

1 Log in to Remote UI as an administrator. **Starting Remote UI (P. 1095)**

2 On the Portal page of Remote UI, click [Settings/Registration]. **Remote UI Portal Page (P. 1099)**

3 Click [Printer] ▶ [Hot Folder Management].

→ The [Hot Folder Management] screen is displayed.

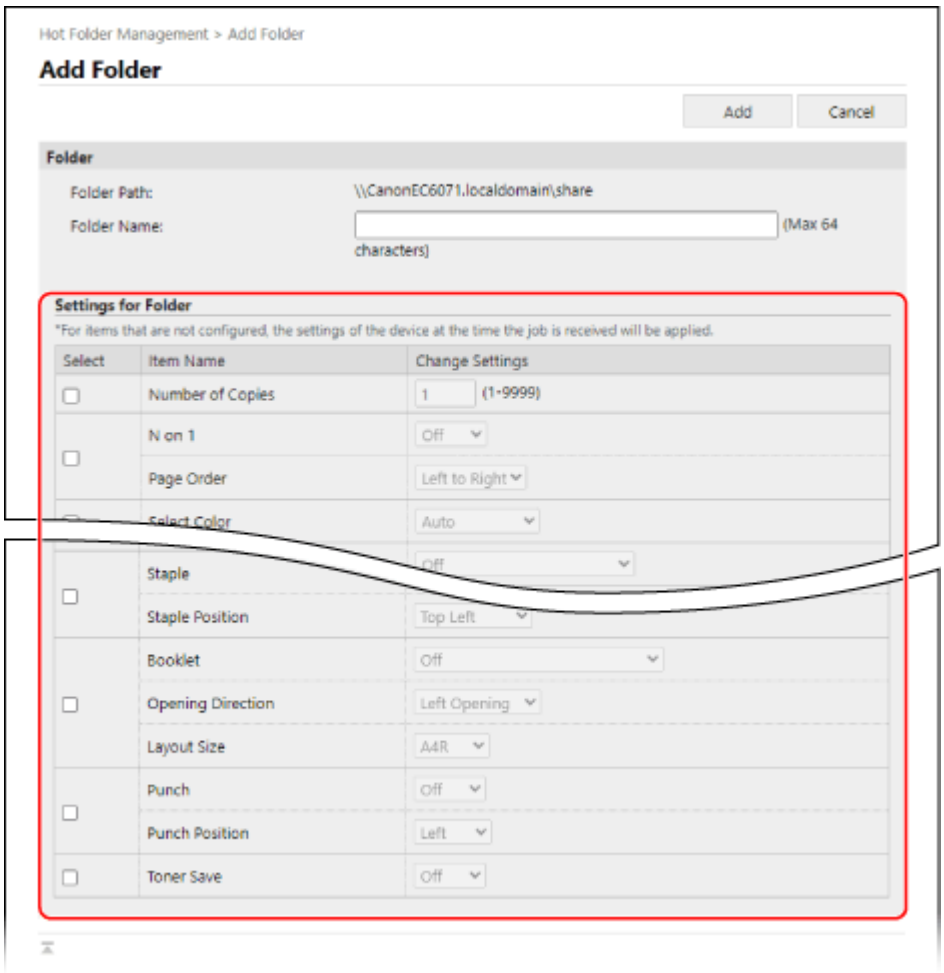
4 Click [Add Folder].

→ The [Add Folder] screen is displayed.

5 Enter the hot folder name.

You cannot use the same name as another folder or hot folder in the shared folder.

6 Configure the print settings in [Settings for Folder].



7 Click [Add].

→ A hot folder is added directly under the Advanced Space shared folder, and its path is displayed.

8 Click [OK].

→ The [Hot Folder Management] screen reappears.

9 Log out from Remote UI.

NOTE

Hot Folder Specifications

- The maximum size of a file that can be copied to a hot folder is the same as the Advanced Space specifications. **Advanced Space (P. 90)**

Editing an Added Hot Folder

- To edit the settings information, click the folder name you want to edit on the [Hot Folder Management] screen.
- You can also use the control panel to rename or delete a folder. **[Advanced Space], [Network], and [Memory Media] File Selection Screen (P. 814)**

Using a Hot Folder to Print Data

- For details about how to print using a hot folder, see the following:

Printing a File by Copying It to a Folder (Hot Folder) (Windows Only) (P. 431)

If a Hot Folder Does Not Operate Properly

- A hot folder may not operate properly when backing up or restoring Advanced Space. Click the folder name on the [Hot Folder Management] screen, check the settings information, and configure the settings again, as needed.

Preparations for Using Another Machine or Server on the Network

AW63-0CF

To directly access and use Advanced Space on another machine or a file server (Windows server) on the network, you must register the information used to access that as a connection destination.
To select a registered connection destination, on the control panel, press [Network] in [Scan and Store] or [Access Stored Files] in the [Home] screen.

This section describes how to register a Department ID and PIN using Remote UI from a computer.
On the control panel, select [Settings/Registration] in the [Home] screen or other screen, and then select [Function Settings] to configure the settings. **[Network Place Settings] (P. 1384)**

Required Preparations

- Prepare the information for accessing the connection destination, including the host name or IP address of the connection destination and the method of opening the connection destination (communication protocol).

1 Log in to Remote UI. **Starting Remote UI (P. 1095)**

2 On the Portal page of Remote UI, click [Settings/Registration]. **Remote UI Portal Page (P. 1099)**

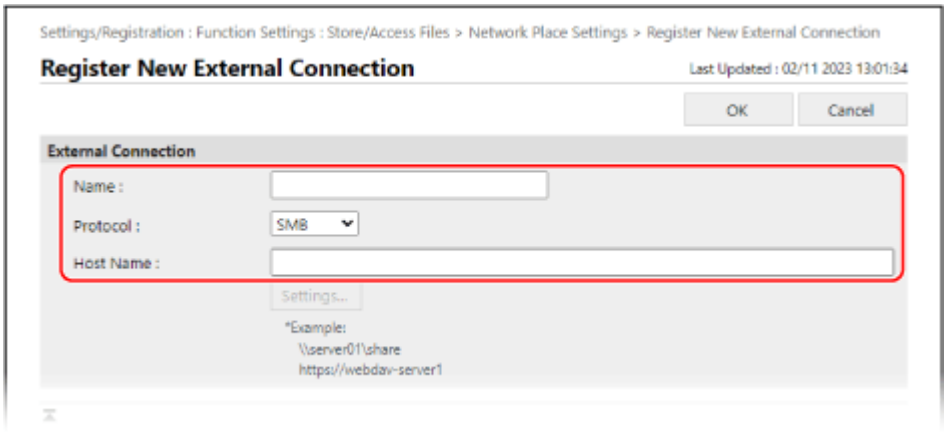
3 Click [Store/Access Files] ▶ [Network Place Settings].

→ The [Network Place Settings] screen is displayed.

4 Click [Register New Connection Destination].

→ The [Register New External Connection] screen is displayed.

5 Set the information of the connection destination.



[Name]
Enter the name of the connection destination.

The name is displayed in a list of connection destinations when you press [Network] in [Scan and Store] or [Access Stored Files].

[Protocol]
Select the opening method (communication protocol) of the connection destination.

- When the connection destination is opened as an SMB server, select [SMB].
- When the connection destination is opened as a WebDAV server, select [WebDAV].

[Host Name]
Enter the network path of the connection destination.

When [SMB] Is Selected in [Protocol]

- When connecting to a Shared Space, enter the following:

  \\<host name or IP address of connection destination>\share

  Input example:
  \\192.168.1.21\share

- When connecting to a Personal Space, enter the following:

  \\<host name or IP address of connection destination>\users

  Input example:
  \\192.168.1.21\users

When [WebDAV] Is Selected in [Protocol]

Enter [Host Name], and click [Settings]. On the [Folder Path Settings] screen, enter [Folder Path], and click [OK].

- Enter the following into [Host Name]:

  http(s)://<host name or IP address of connection destination>

  Input example:
  https://192.168.1.21

- Enter the following into [Folder Path]:
  - When connecting to a Shared Space, enter "/share".
  - When connecting to a Personal Space, enter "/users".

6 Click [OK].

➔ The registered connection destination is added to the [Network Place Settings] screen.

7 Log out from Remote UI.

IMPORTANT

- Do not register anything other than Advanced Space on another machine or Windows server as a connection destination. This can result in a malfunction.

NOTE

Editing the Information of a Registered Connection Destination

- Click the name of the connection destination you want to edit in the [Network Place Settings] screen to edit the registered information.

Restricting the Communication Protocol When Connecting

- By restricting the communication protocols that can be used when connected to Advanced Space on another machine or Windows server, you can increase security. **[Protocol for External Reference] (P. 1384)**

Verifying the Server Certificate When Using TLS Encrypted Communication

- When the connection destination uses TLS, you can configure the settings to verify a server certificate sent from the connection destination. In the event of an error, the connection is terminated, reducing the risk of spoofing by a third party. **[Confirm TLS Certificate for Network Access] (P. 1384)**

Preparations for Using a USB Memory Device

AW63-0CH

This enables saving of scanned data to a USB memory device and printing of files in a USB memory device.
By default, saving and printing are not allowed.

This section describes how to configure the settings using Remote UI from a computer.
On the control panel, select [Settings/Registration] in the [Home] screen or other screen, and then select [Function Settings] to configure the settings. **[Use Scan/Print Function] (P. 1386)**
Administrator or DeviceAdmin privileges are required. The machine must be restarted to apply the settings.

1. Log in to Remote UI as an administrator. **Starting Remote UI (P. 1095)**
2. On the Portal page of Remote UI, click [Settings/Registration]. **Remote UI Portal Page (P. 1099)**
3. Click [Store/Access Files] ▶ [Memory Media Settings].

   → The [Memory Media Settings] screen is displayed.
4. Select the [Use Scan Function] or [Use Print Function] checkbox, and click [OK].
5. Restart the machine. **Restarting the Machine (P. 181)**

   → The settings are applied.

NOTE

If a USB Memory Device Is Not Displayed or Recognized

- On the control panel, configure the settings to display [Memory Media] in [Scan and Store] or [Access Stored Files] in the [Home] screen. **[Store Location Display Settings] (P. 1207)**
- When Use MEAP Driver for USB Storage Device is enabled, the USB memory device may not be recognized even if connected correctly. **[Use MEAP Driver for USB Storage Device] (P. 1266)**

Using the Temporary Storage Space of the Machine (Mail Box)

AW63-0CJ



In addition to data scanned with the machine, you can use Mail Box to send or save files on a computer from the printer driver to the machine.
You can use the control panel of the machine or Remote UI to operate and edit saved files and print them with the machine. You can also convert the data to a computer-compatible file format and send it by e-mail.

Saving Documents to Mail Box (P. 762)
Operating and Editing Files in Mail Box (P. 766)
Printing Files in Mail Box (P. 771)
Sending Files in Mail Box (P. 774)

IMPORTANT

- Files saved to Mail Box will be deleted automatically after a fixed period has elapsed.

  * You can also change the storage period and prevent files from being deleted automatically, as needed. **Mail Box Settings (P. 744)**

NOTE

- To prevent unauthorized access or misoperation, you can set a PIN for Mail Box. **Mail Box Settings (P. 744)**
- By installing optional storage, you can expand the storage area of Mail Box. **System Options (P. 47)**

Saving Documents to Mail Box

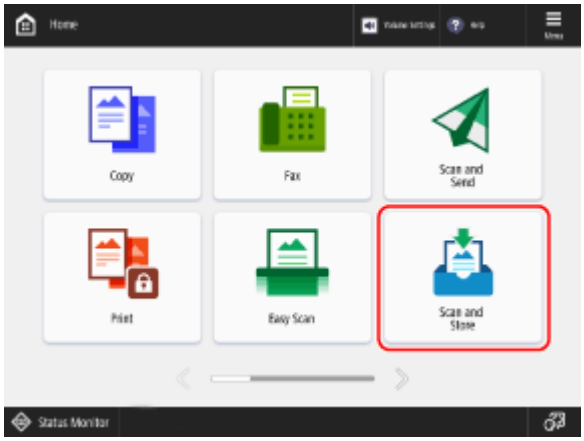
AW63-0CK

You can save documents scanned with the machine as data, and you can save files sent from the printer driver of a computer to the machine.

Saving Documents Scanned with the Machine (P. 762)
Sending Files on a Computer to the Machine to Save (P. 762)

Saving Documents Scanned with the Machine

On the control panel, scan a document with the machine from [Scan and Store] in the [Home] screen, and save the scanned data to Mail Box. **Saving Scanned Data (P. 476)**



* You can also scan a document from [Copy], [Scan and Send], or [Access Stored Files] in the [Home] screen, and save the data to Mail Box.

- Using [Copy] to save the data is useful if you want to print the scanned data at the same time. **Storing the Data of Originals (P. 733)**
- Using [Scan and Send] to save the data is useful if you want to send the scanned data to an e-mail address or other destination at the same time. **Sending Scanned Data (P. 466)**
- Using [Access Stored Files] to save the data is useful if you want to edit the saved file immediately before printing or sending it. **Operating and Editing Files in Mail Box (P. 766)**

Sending Files on a Computer to the Machine to Save

You can send files on a computer to the machine via the printer driver and save them to Mail Box.
If you change the printer driver settings when sending the files, the print settings, such as 2-sided printing, are saved together, saving you the trouble of having to reconfigure the settings when printing with the machine or printing several times with the same setting.

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. **Installing Software and Drivers to the Computer (P. 173)**

When Using Windows (P. 763)
When Using macOS (P. 764)

When Using Windows

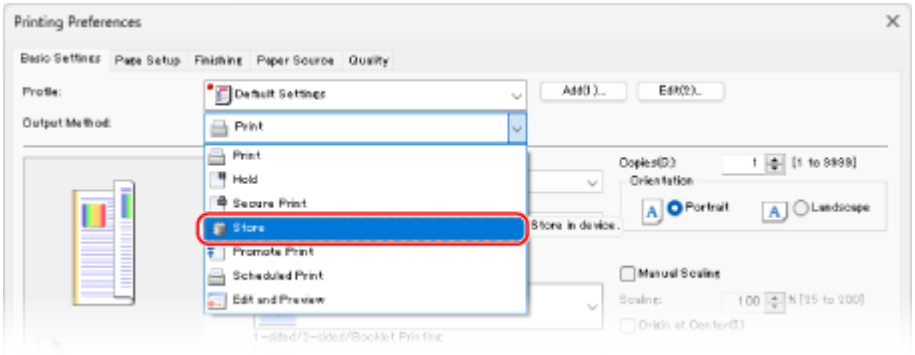
1 Open the document you are sending to Mail Box on your computer.

2 In the application used to open the document, select the command to print.

3 Select the printer driver of the machine, and click [More settings] or [Properties].

➔ The [Printing preferences] screen of the printer driver is displayed.

4 In [Output Method], select [Store].

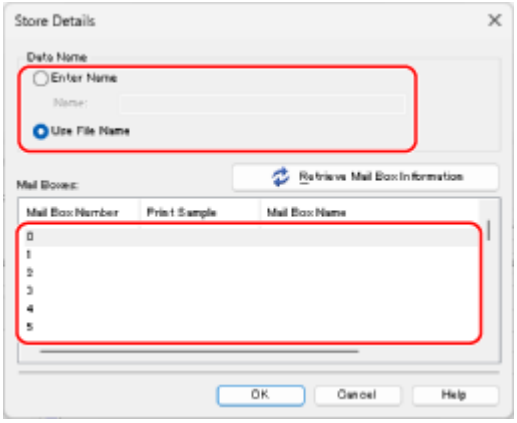


➔ The [Information] screen is displayed.

5 Click [Yes].

➔ The [Store Details] screen is displayed.

6 Specify the file name when saved and the Mail Box to be used as the store location.



[Data Name]
If you select [Use File Name], the file is saved with the file name on the computer.
If you want to change the file name when saving, select [Enter Name], and enter a file name.

[Mail Boxes]
Select the Mail Box to be used as the store location.

- You can select multiple Mail Boxes by pressing the [Ctrl] or [Shift] key on the keyboard while making your selection, thereby saving the same file to each Mail Box.

- You can click [Get Box Information] to display the registered Mail Box names.

7 Click [OK].

➔ The [Printing Preferences] screen reappears.

8 Configure the 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.
- The print settings configured here are saved to the file.

9 Click [OK], and click [Print] or [OK].

➔ The file is saved to the Mail Box specified in Step 6.

When Using macOS

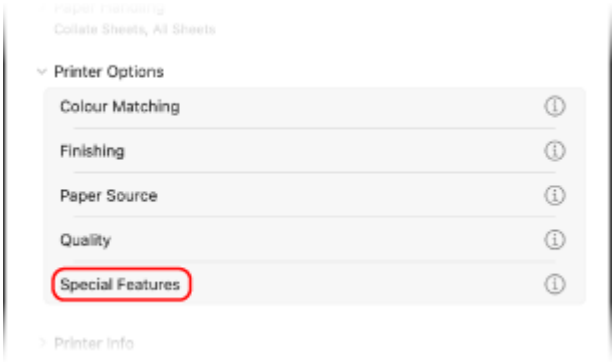
1 Open the document you are sending to Mail Box on your computer.

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 Click [Printer Options] ▶ [Special Features].



5 In [Job Processing], select [Store], and click [OK].

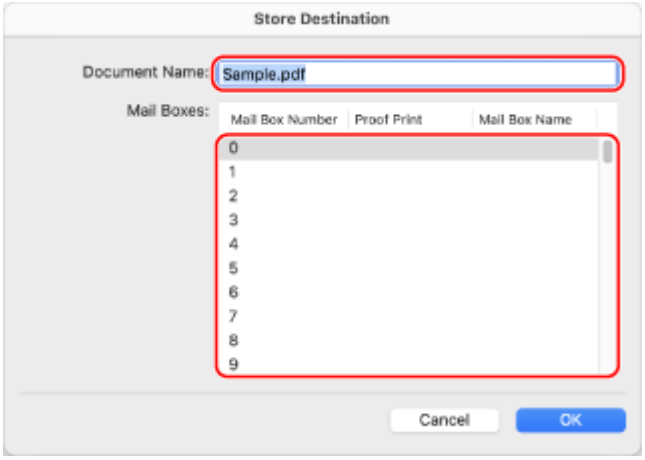
6 Configure the print settings, as needed.

- 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.
- The print settings configured here are saved to the file.

7 Click [Print].

➔ The [Store Destination] screen is displayed.

8 Specify the file name when saved and the Mail Box to be used as the store location.



[Document Name]
Enter the file name when saving to Mail Box.

[Box]
Select the Mail Box to be used as the store location.
You can select multiple Mail Boxes by pressing the [command] key on the keyboard while making your selection, thereby saving the same file to each Mail Box.

9 Click [OK].

➔ The file is saved to the Mail Box specified in Step 8 .

Operating and Editing Files in Mail Box

AW63-0CL

You can use the control panel of the machine or Remote UI to operate and edit the files saved to Mail Box as follows:

- Change file names
- Delete files
- Move and copy files to another Mail Box
- Move and copy files to a storage area of the hold function (only on models with the hold function)
- Add files (save documents scanned with the machine)
- Merge multiple files
- Insert and delete pages

* When multiple files are merged or pages are inserted, the print settings saved to the files are deleted.

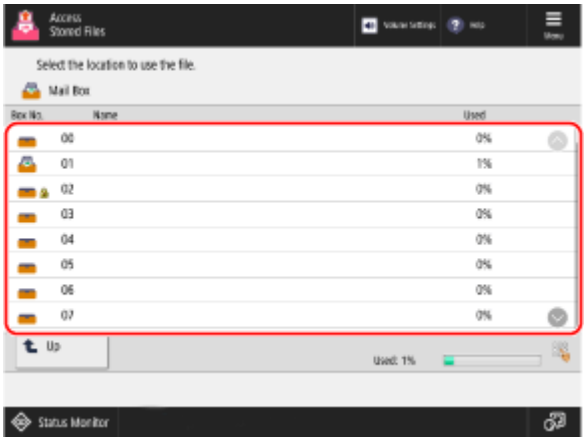
This section describes how to operate and edit files using the control panel.
When operating and editing files using Remote UI from a computer, operate and edit the files from [Access Received/Stored Files] on the Portal page. However, you cannot use Remote UI to operate and edit some items. **Managing the Machine from a Computer (Remote UI) (P. 1094)**

1 On the control panel, press [Access Stored Files] in the [Home] screen. **[Home] Screen (P. 189)**

→ The screen for selecting the storage space is displayed.

2 Press [Mail Box].

3 Select the Mail Box with the file you want to operate or edit.



- You can also directly specify the Mail Box by using the numeric keys to enter a box number.
- If the PIN input screen is displayed, enter the PIN set for the Mail Box, and then press [OK].
- Use the icon to check the status of the Mail Box.

  [ ]: File is saved.

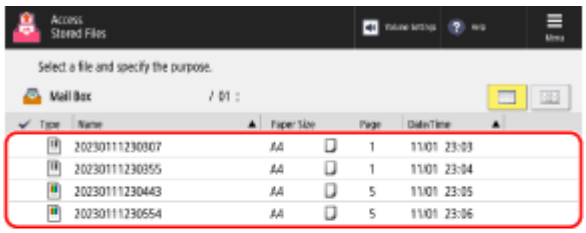
  [ ]: File is not saved.

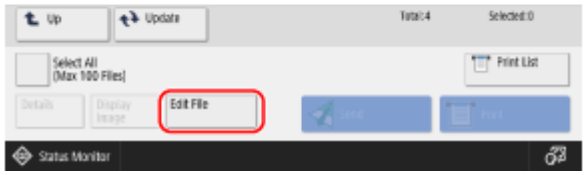
  [ ]: PIN is set. **Mail Box Settings (P. 744)**

- [Used] at the bottom right of the screen indicates the total usage of all Mail Boxes.

4 Operate or edit the file.

[Mail Box] File Selection Screen (P. 806)





When Changing the File Name

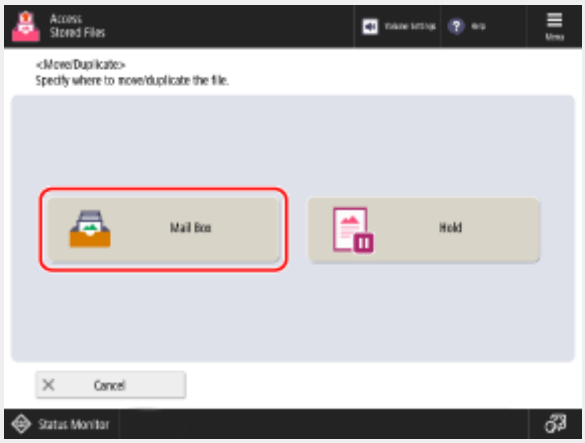
Select the file you want to rename, and press [Edit File] ▶ [Change File Name].
Enter the file name, and press [OK] to change the file name.

When Deleting a File

Select the file you want to delete, and press [Edit File] ▶ [Delete] ▶ [Yes].
* You can select and delete up to 100 files in the same Mail Box at a time.

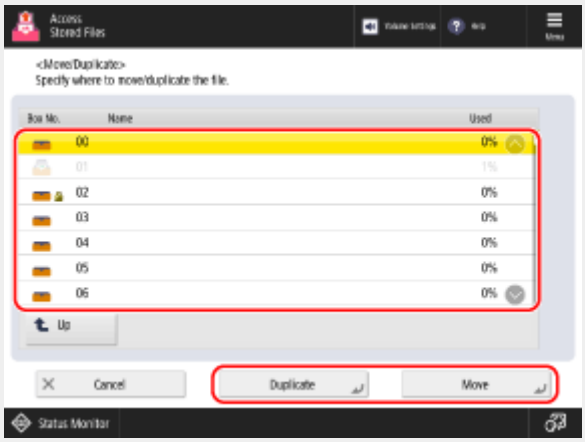
When Moving and Copying Files to Another Mail Box

1. Select the file to move or copy.
2. Press [Edit File] ▶ [Move/Duplicate].
3. Press [Mail Box].



If the above screen is not displayed, proceed to Step 4.

4. Select the Mail Box to which you want to move or copy the file, and press [Move] or [Duplicate].



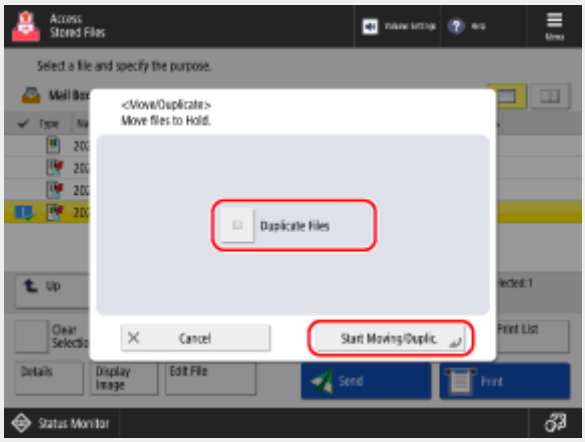
➔The file is moved or copied with the same name as the original file.

When Moving or Copying Files to a Storage Area of the Hold Function (Only on Models with the Hold Function)

* Files without saved print settings cannot be moved or copied to a storage area of the hold function.
* For details of the hold function, see the following:

Previewing a Document on the Machine Before Printing (Hold) (For C7100 Series and C5100 Series) (P. 408)

1. Select the file to move or copy.
2. Press [Edit File] ▶ [Move/Duplicate] ▶ [Hold].
3. Select whether to copy the file, and press [Start].



- To move the file, press [Start] without selecting the [Duplicate Files] checkbox.
- To copy the file, select the [Duplicate Files] checkbox, and press [Start].

When Adding Files (When Saving Documents Scanned with the Machine)

The procedure is the same as the scan operation and settings in [Scan and Store] except that the steps to display the scan screen are different. **Saving Scanned Data (P. 476)**

1. Place the original. **Placing Originals (P. 229)**

   If the screen for selecting the thickness of the original is displayed, select the thickness of the placed original.
2. Press [Edit File] ▶ [Add Files (Scan and Store)].

   ➔The scan screen is displayed.
3. Configure the scan settings. **Scan Settings (P. 506)**

4. Press [Start].

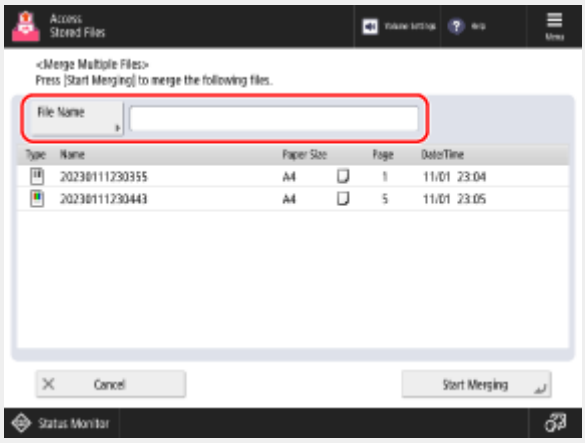
   ➔Scanning of the original starts.

When Merging Multiple Files

You can merge multiple files saved to the same Mail Box into one file.
* Files with different resolution cannot be merged.

1. Select the files to merge.

   The files are merged in the order they were selected (order of checkbox numbers).
2. Press [Edit File] ▶ [Merge Multiple Files].
3. Enter the merged file name, as needed.



   - When entering the file name, press [File Name], enter the file name, and press [OK].
   - If a file name is not entered, the save date and time of the merged file becomes the file name.
4. Press [Start Merging].

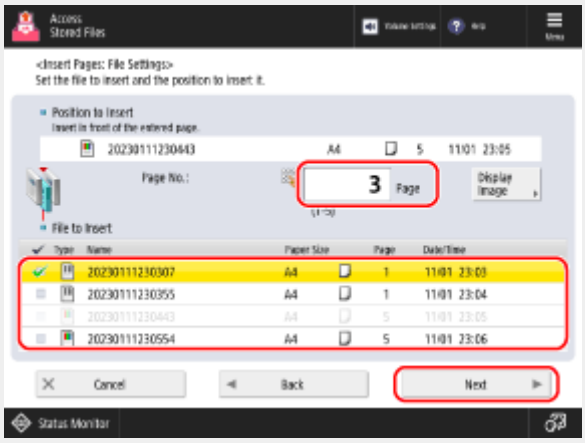
   ➔The files are merged.

   The print settings saved to the files are all deleted and merged.
   The default settings are applied when printing merged files. **[Change Default Settings] (P. 1377)**

When Inserting a File in Between Pages

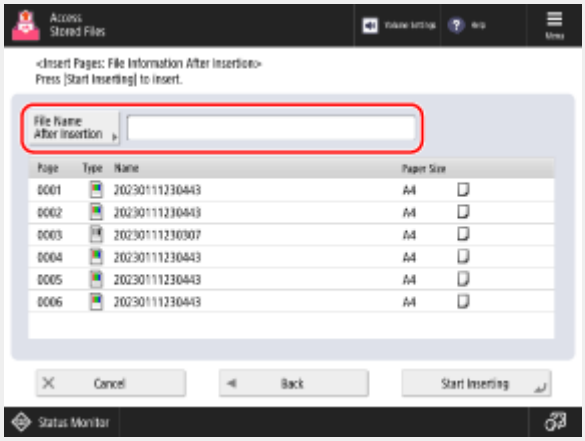
You can insert a file saved to the same Mail Box in between pages.
* Files with different resolution cannot be inserted.

1. Select the file to which to insert another file.
2. Press [Edit File] ▶ [Insert Pages].
3. Specify the position to insert and the file to insert, and press [Next].



Specify the position to insert by using the numeric keys to enter the page number.

4. Enter the file name after insertion, as needed.



- When entering the file name, press [File Name After Insertion], enter the file name, and press [OK].
- If a file name is not entered, the save date and time of the inserted file becomes the file name.

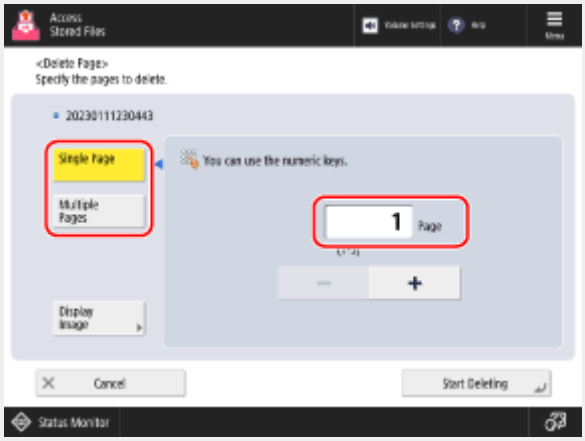
5. Press [Start Inserting].

➔The file is inserted.

The print settings saved to the files are all deleted and inserted.
The default settings are applied when printing inserted files. **[Change Default Settings] (P. 1377)**

When Deleting a Page

1. Select the file with the page to delete.
2. Press [Edit File] ▶ [Delete Page].
3. Specify the page(s) to delete.



- To delete just one page, press [Single Page], and specify the page number to delete.
- To delete multiple consecutive pages at the same time, press [Multiple Pages]. Specify the pages to be deleted by specifying the first and last pages.

4. Press [Start Deleting] ▶ [Yes].

➔The pages are deleted.

Printing Files in Mail Box

AW63-0CR

You can print files saved in Mail Box using the control panel of the machine or Remote UI.
If print settings are saved to the file, you can print using the saved print settings without having to configure the settings at printing.

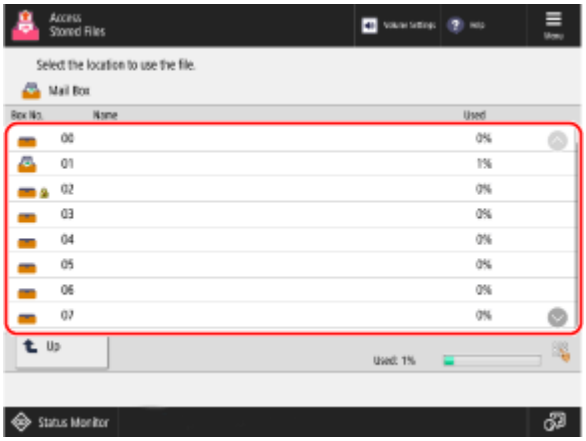
This section describes how to print using the control panel.
When printing using Remote UI from a computer, print from [Access Received/Stored Files] on the Portal page. **Managing the Machine from a Computer (Remote UI) (P. 1094)**

1 On the control panel, press [Access Stored Files] in the [Home] screen. **[Home] Screen (P. 189)**

→ The screen for selecting the storage space is displayed.

2 Press [Mail Box].

3 Select the Mail Box with the file you want to print.



- You can also directly specify the Mail Box by using the numeric keys to enter a box number.
- If the PIN input screen is displayed, enter the PIN set for the Mail Box, and then press [OK].
- Use the icon to check the status of the Mail Box.

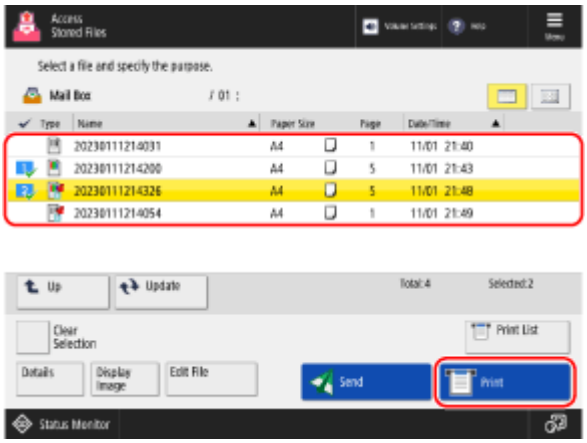
  [ ]: File is saved.

  [ ]: File is not saved.

  [ ]: PIN is set. **Mail Box Settings (P. 744)**

4 Select the file to print, and press [Print].

[Mail Box] File Selection Screen (P. 806)

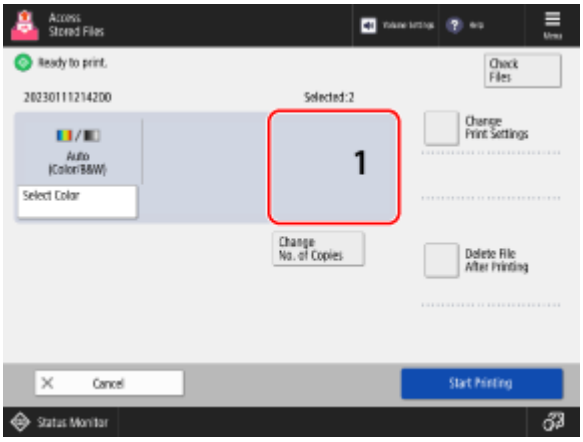


- You can select and print up to 100 files in the same Mail Box at a time.

  * When multiple files are selected, the files are printed in the order they were selected (order of checkbox numbers).

- Files with the [ ] icon have print settings saved.

5 Enter the number of prints using the numeric keys.



When multiple files are selected in Step 4, press [Change No. of Copies] and enter the number of prints.

6 Configure the print settings, as needed.

[Mail Box] Print Settings Screen (P. 808)

- To configure the print settings, press [Change Print Settings]. Configure 2-sided printing and adjust the image quality and other settings to suit your document and purpose.
- To print according to the print settings saved to a file, do not press [Change Print Settings]. Pressing [Change Print Settings] may disable the saved print settings.

7 Press [Start Printing].

→ Printing starts.

- To cancel printing, press [Cancel]. **When Canceling Printing Using the Control Panel (P. 444)**
- Use [Status Monitor] to check the print job status and log. **Viewing the Print Job Status and Log (P. 446)**

NOTE

- Files sent from a computer to the machine and saved may include settings not compatible with the machine. In this case, the file may not be able to be printed.
- Processes handled by the machine, including printing, are managed as jobs. You can print up to 100 jobs (jobs waiting to be printed) in a Mail Box at the same time.

Sending Files in Mail Box

AW63-0CS

You can convert files saved to Mail Box to a file format compatible with a computer and send the files by e-mail using the control panel of the machine or Remote UI.

* You cannot send CMYK color document files or files with a resolution of 1,200 dpi.

This section describes how to send files using the control panel.
When sending files using Remote UI from a computer, send from [Access Received/Stored Files] on the Portal page. **Managing the Machine from a Computer (Remote UI) (P. 1094)**

Required Preparations

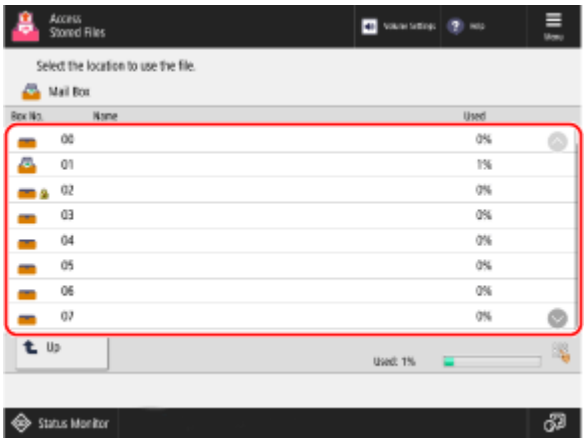
- Make preparations according to the destination to which to send the file. **Preparing to Send and Save Scanned Data (P. 453)**

1 On the control panel, press [Access Stored Files] in the [Home] screen. **[Home] Screen (P. 189)**

→ The screen for selecting the storage space is displayed.

2 Press [Mail Box].

3 Select the Mail Box with the file you want to send.



- You can also directly specify the Mail Box by using the numeric keys to enter a box number.
- If the PIN input screen is displayed, enter the PIN set for the Mail Box, and then press [OK].
- Use the icon to check the status of the Mail Box.

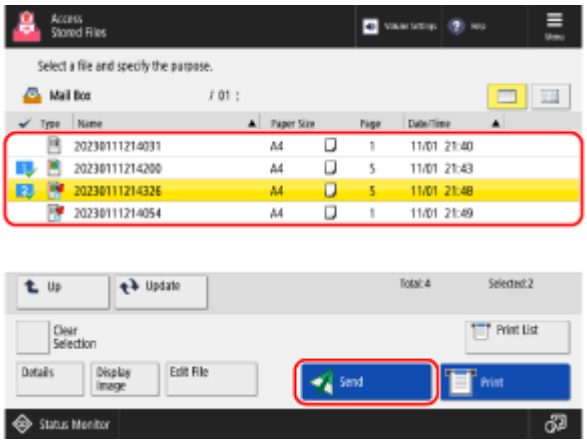
  [ ]: File is saved.

  [ ]: File is not saved.

  [ ]: PIN is set. **Mail Box Settings (P. 744)**

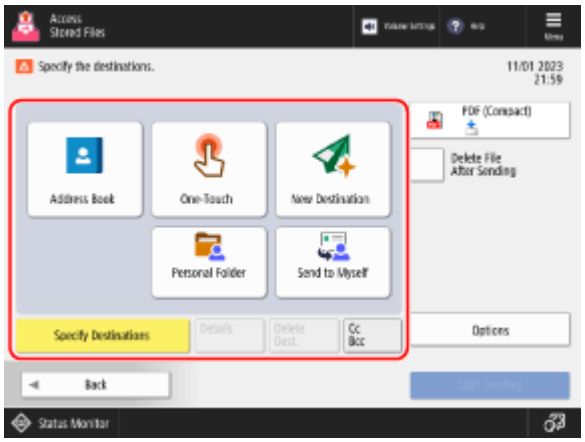
4 Select the file to send, and press [Send].

[Mail Box] File Selection Screen (P. 806)



You can select and send up to 32 files in the same Mail Box at a time.

5 Specify a destination. **Specifying Destinations (P. 351)**



- To specify a folder for a login user (Personal Folder) as a destination, press [Personal Folder].
- To specify the e-mail address of a login user as a destination, press [Send to Myself].
- When sending a file in Mail Box, you cannot specify a destination using the address book in a mobile device or the TX log of the machine.

When Specifying an E-Mail Address as a Cc or Bcc Destination

1. Press [Cc Bcc].
2. Press [Cc] or [Bcc].
3. Press [Specify Destinations], and specify the destination. **Specifying Destinations (P. 351)**
   To change the type (To, Cc, or Bcc) of specified destination, press [To/Bcc|Cc] or [To/Cc|Bcc], specify the destination to change in Cc or Bcc, and press [OK].
4. Press [OK].

6 Configure the TX settings.

[Mail Box] TX Settings Screen (P. 812)

You can configure the file format, file name, and other send settings.

7 Press [Start Sending].

➔ Sending starts.

- To cancel sending, use the following procedure:

  [Status Monitor] ▶ [Send] ▶ [Job Status] ▶ select the job to cancel ▶ [Cancel] ▶ [Yes]

- Use [Status Monitor] to check the sending status and log. **Checking the Send or Save Status and Log of Scanned Data (P. 544)**

Using the Public Storage Space of the Machine (Advanced Space)

AW63-0CU



Files saved to Advanced Space can be operated from a computer (Windows) or other machine (imageFORCE or imageRUNNER ADVANCE Series) on the network, and the machine can be used as a file server.
Advanced Space is divided into a Shared Space, which is accessible by multiple users, and Personal Space, which can be used as a storage area for individual users. Files that you want to share within the company can be saved to a Shared Space, and files that are only for personal use can be saved to a Personal Space.

* To use Advanced Space, you must configure the settings to open Advanced Space on the network. **Preparations for Using Advanced Space (P. 747)**

Saving Documents to Advanced Space (P. 778)
Operating Advanced Space Files (P. 779)
Printing Files in Advanced Space (P. 781)
Accessing Advanced Space from a Computer (Windows Only) (P. 784)

To use a Personal Space, each user must create their own Personal Space.
Creating a Personal Space in Advanced Space (P. 788)

NOTE

- By installing optional storage, you can expand the storage area of Advanced Space. **System Options (P. 47)**

Saving Documents to Advanced Space

AW63-0CW

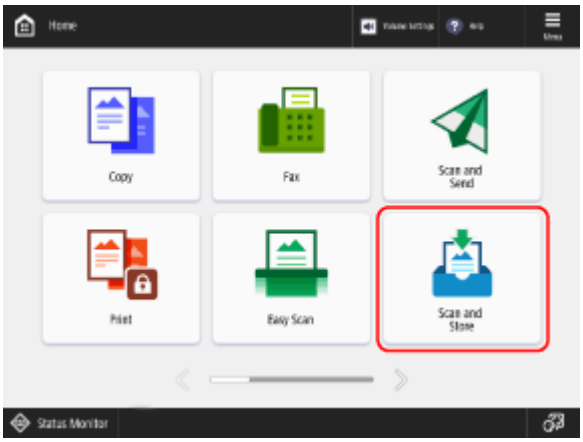
You can save documents scanned with the machine as data, and you can move or copy files on a computer to the machine to save.

Required Preparations

- Open Advanced Space on the network. **Preparations for Using Advanced Space (P. 747)**

Saving Documents Scanned with the Machine

On the control panel, scan a document with the machine from [Scan and Store] in the [Home] screen, and save the scanned data to Advanced Space. **Saving Scanned Data (P. 476)**

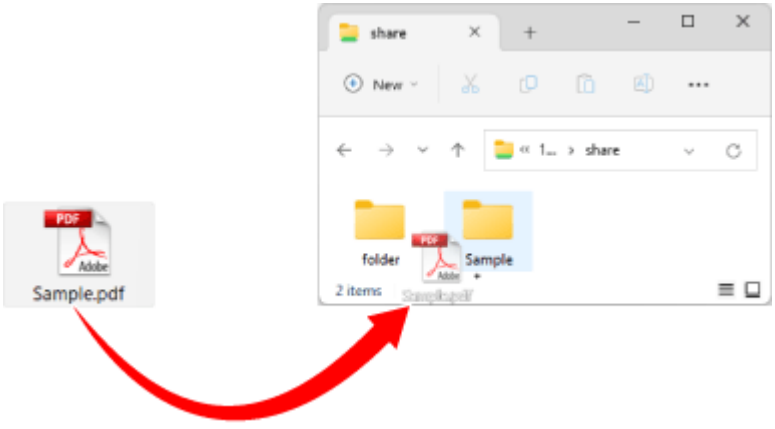


* You can also scan a document from [Scan and Send] or [Access Stored Files] in the [Home] screen, and save the data to Advanced Space.

- Using [Scan and Send] to save the data is useful if you want to send the scanned data to an e-mail address or other destination at the same time. **Sending Scanned Data (P. 466)**
- Using [Access Stored Files] to save the data is useful if you want to print the file immediately. **Operating Advanced Space Files (P. 779)**

Moving or Copying Files on a Computer to the Machine to Save

You can access Advanced Space from a computer (Windows) and move or copy files on the computer directly to Advanced Space. **Accessing Advanced Space from a Computer (Windows Only) (P. 784)**



Operating Advanced Space Files

AW63-0CX

You can use the control panel of the machine to perform the following operations for files saved to Advanced Space:

- Change file names
- Delete files
- Add files (save documents scanned with the machine)

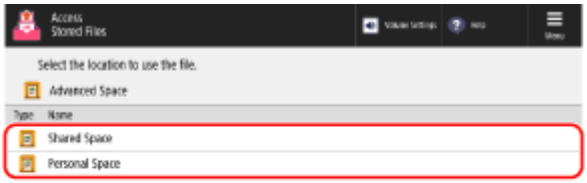
1 On the control panel, press [Access Stored Files] in the [Home] screen. **[Home] Screen (P. 189)**

→ The screen for selecting the storage space is displayed.

2 Press [Advanced Space].

If the Advanced Space login screen is displayed, enter the same user name and password used to log in to the machine, and press [OK].
* If you select [Store Password], you can skip logging into Advanced Space the next time.

3 Select [Shared Space] or [Personal Space].



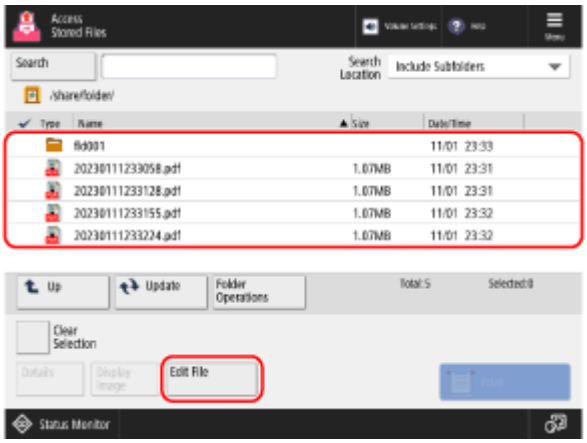


- Press [Advanced Space Details] to confirm the Advanced Space location (URL) and capacity.
- Press [Edit Personal Space] to create or delete a Personal Space or change the name of a public folder (folder on the network) in a Personal Space. **Creating a Personal Space in Advanced Space (P. 788)**

4 Display the folder with the file you want to operate.

5 Operate the file.

[Advanced Space], [Network], and [Memory Media] File Selection Screen (P. 814)



Press [Folder Operations] to create or delete a folder or change its name.

When Changing the File Name

Select the file you want to rename, and press [Edit File] ▶ [Change File Name].
Enter the file name, and press [OK] to change the file name.

When Deleting a File

Select the file you want to delete, and press [Edit File] ▶ [Delete] ▶ [Yes].
* You can select and delete up to 32 files in the same folder at a time.

When Adding Files (When Saving Documents Scanned with the Machine)

The procedure is the same as the scan operation and settings in [Scan and Store] except that the steps to display the scan screen are different. **Saving Scanned Data (P. 476)**

1. Place the original. **Placing Originals (P. 229)**
   If the screen for selecting the thickness of the original is displayed, select the thickness of the placed original.
2. Press [Edit File] ▶ [Add Files (Scan and Store)].
   → The scan screen is displayed.
3. Configure the scan settings. **Scan Settings (P. 506)**
4. Press [Start].
   → Scanning of the original starts.

IMPORTANT

When Performing Operations While Logged In to Advanced Space

- When you have completed your operations, be sure to press [Disconnect] to log out.

NOTE

Operating Advanced Space Files on a Computer

- You can access Advanced Space from a computer (Windows) and change a file name or delete a file. **Accessing Advanced Space from a Computer (Windows Only) (P. 784)**

Printing Files in Advanced Space

AW63-0CY

You can directly print PDF, XPS, JPEG, or TIFF files saved in Advanced Space with the machine from the control panel. For example, by saving a map, fax cover sheet, or other document to be repeatedly printed to a Shared Space, you do not have to operate your computer each time you want to print the document.

1 On the control panel, press [Access Stored Files] in the [Home] screen. **[Home] Screen (P. 189)**

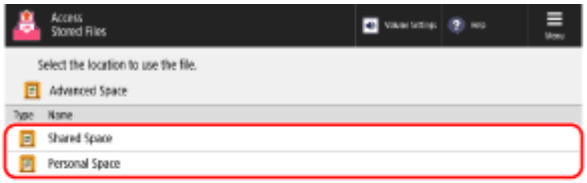
→ The screen for selecting the storage space is displayed.

2 Press [Advanced Space].

If the Advanced Space login screen is displayed, enter the same user name and password used to log in to the machine, and press [OK].

* If you select [Store Password], you can skip logging into Advanced Space the next time.

3 Press [Shared Space] or [Personal Space].



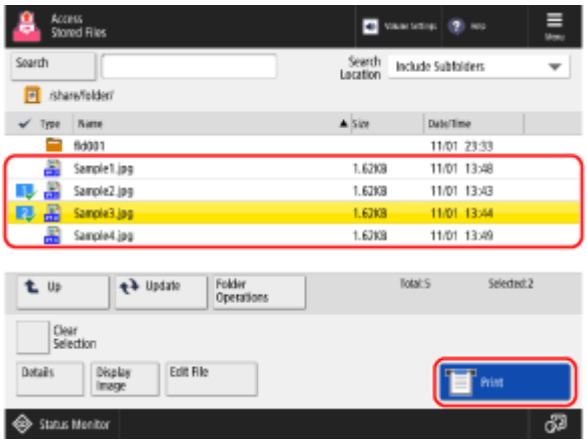


Press [Advanced Space Details] to check the Advanced Space location (URL).

4 Display the folder with the file you want to print.

5 Select the file to print, and press [Print].

[Advanced Space], [Network], and [Memory Media] File Selection Screen (P. 814)

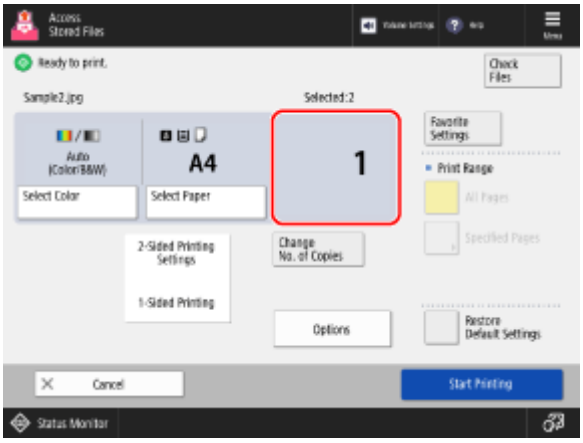


You can select and print up to 6 files in the same folder at a time.
* When multiple files are selected, the files are printed in the order they were selected (order of checkbox numbers).

6 Select the paper to be used for printing, and press [OK].

- If you selected a PDF or XPS file in Step 5, you can skip this step. Proceed to Step 7.
- You can press [ ] to check the details of the selected paper.
- When the use of a paper source is restricted, you cannot select the paper loaded in that paper source. **[Restrict Paper Source] (C7100 Series Only) (P. 1203)**

7 Enter the number of prints using the numeric keys.



When multiple files are selected in Step 5, press [Change No. of Copies] and enter the number of prints.

8 Configure the print settings, as needed.

[Advanced Space], [Network], and [Memory Media] Print Settings Screen (P. 816)

Configure 2-sided printing and adjust the image quality and other settings to suit your document and purpose.

9 Press [Start Printing].

→ Printing starts.

- To cancel printing, press [Cancel]. **When Canceling Printing Using the Control Panel (P. 444)**

- Use [Status Monitor] to check the print job status and log. **Viewing the Print Job Status and Log (P. 446)**

When the Password Input Screen Is Displayed

Enter the password to open the document or the authorization password set in the PDF file.

IMPORTANT

When Performing Operations While Logged In to Advanced Space

- When you have completed your operations, be sure to press [Disconnect] to log out.

NOTE

- If an error occurs when printing a PDF file linked to a policy server, check that the user name and password of the policy server have been entered correctly.
  On the print settings screen, enter the user name and password of the policy server in [Options] ▶ [Password to Open Doc.] ▶ [Policy Password].

  [Advanced Space], [Network], and [Memory Media] Print Settings Screen (P. 816)

Accessing Advanced Space from a Computer (Windows Only)

AW63-0E0

You can access Advanced Space from a computer (Windows) via File Explorer.
You can move and copy files on a computer to Advanced Space to save them just as if you were operating normal computer files, and you can download files from Advanced Space to your computer.
The method of accessing Advanced Space varies depending on the method used to make Advanced Space open to the public.

When Opening Advanced Space as an SMB Server (P. 784)
When Opening Advanced Space as a WebDAV Server (P. 785)

IMPORTANT

- If the power of the machine is turned off while saving computer files to Advanced Space, incomplete files will remain in Advanced Space. In this case, restart the machine and repeat the operation.

NOTE

Directly Accessing Saved Files

- If the settings are configured to send notification by e-mail when a file is saved, you can click the file path (URI) link listed in the notification e-mail to directly access the saved file. **Sending Notification by E-mail When a File Is Saved (For C7100 Series and C3100 Series) (P. 751)**
- If you cannot access the file by clicking the URI link or the URI does not have a link, copy the URI and paste it in File Explorer to access the file.

When Opening Advanced Space as an SMB Server

Directly enter the Advanced Space path in File Explorer to access it.

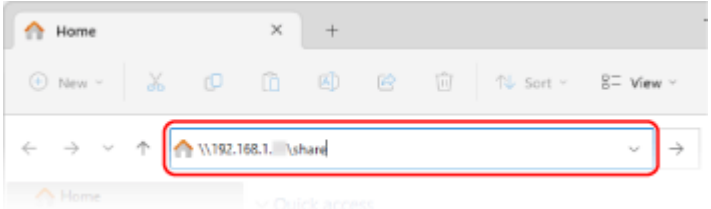
Required Preparations

- Open Advanced Space on the network as an SMB server. **Preparations for Using Advanced Space (P. 747)**
- To save, create, or delete files or folders from a computer, set [Prohibit Writing from External] to [Off]. **[Prohibit Writing from External] (P. 1382)**

  * Even when this is set to [On], an administrator with Administrator privileges can save, create, and delete files and folders during access (Shared Space only).

1 Right-click [ ] (Start), and click [File Explorer].

2 Enter the Advanced Space path in the address input field.



When Accessing a Shared Space

Enter the following:

```
\\<host name or IP address of machine>\share
```

Input example:
\\192.168.1.21\share

* When you enter an IPv6 address, use the format shown below.
Input example: For fe80:2e9e:fcff:fe4e:dbce
\\fe80-2e9e-fcff-fe4e-dbce.ipv6-literal.net\share

When Accessing a Personal Space

Enter the following:

```
\\<host name or IP address of machine>\users
```

Input example:
\\192.168.1.21\users

* When you enter an IPv6 address, use the format shown below.
Input example: For fe80:2e9e:fcff:fe4e:dbce
\\fe80-2e9e-fcff-fe4e-dbce.ipv6-literal.net\users

3 Press the [Enter] key on the keyboard.

→ The inside of Advanced Space is displayed.

If the Advanced Space login screen is displayed, enter the same user name and password used to log in to the machine, and press [OK].

When Opening Advanced Space as a WebDAV Server

In File Explorer, assign Advanced Space as a network drive to access.

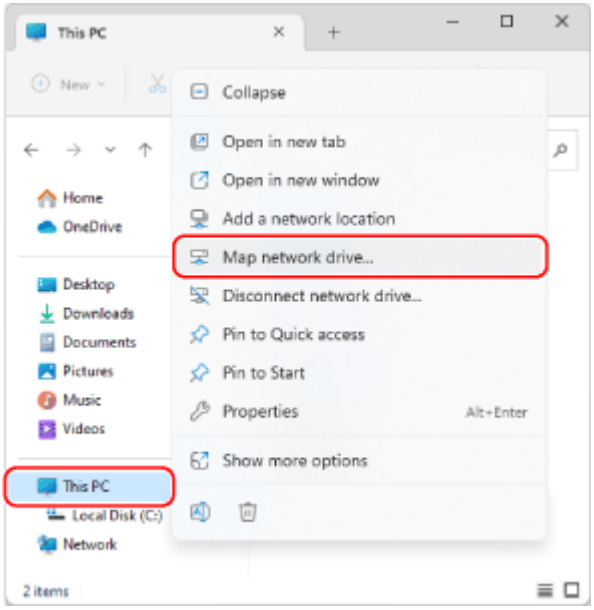
Required Preparations

- Open Advanced Space on the network as a WebDAV server. **Preparations for Using Advanced Space (P. 747)**
- To save, create, or delete files or folders from a computer, set Prohibit Writing from External to [Off]. **[Prohibit Writing from External] (P. 1382)**

  * Even when this is set to [On], an administrator with Administrator privileges can save, create, and delete files and folders during access (Shared Space only).

1 Right-click [ ] (Start), and click [File Explorer].

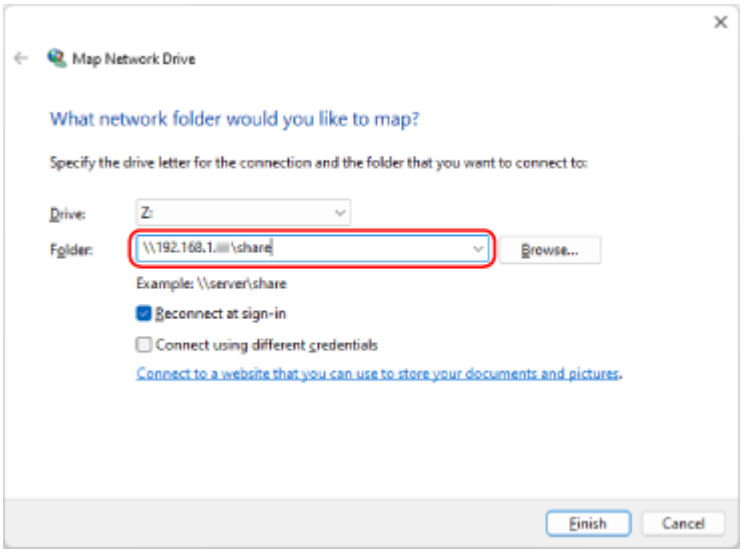
2 Right-click [This PC], and then click [Map network drive].



➔ The [Map network drive] screen is displayed.

3 In [Drive], select a drive letter.

4 Enter the Advanced Space path in [Folder].



When Accessing a Shared Space

Enter the following:

\\<host name or IP address of machine>\share

Input example:
\\192.168.1.21\share

* When you enter an IPv6 address, use the format shown below.
Input example: For fe80:2e9e:fcff:fe4e:dbce
\\fe80-2e9e-fcff-fe4e-dbce.ipv6-literal.net\share

When Accessing a Personal Space

Enter the following:

```
\\<host name or IP address of machine>\users
```

Input example:
\\192.168.1.21\users

* When you enter an IPv6 address, use the format shown below.
Input example: For fe80:2e9e:fcff:fe4e:dbce
\\fe80-2e9e-fcff-fe4e-dbce.ipv6-literal.net\users

5 Click [Finish].

➔ The inside of Advanced Space is displayed.

If the Advanced Space login screen is displayed, enter the same user name and password used to log in to the machine, and press [OK].

Creating a Personal Space in Advanced Space

AW63-0E1

You can create a Personal Space in Advanced Space and use it as a storage space for individual users.
A Personal Space is a non-open space that can only be accessed by the login user that created it and is suitable for storing files used only by that user.

Use the control panel to create a Personal Space. You cannot create a Personal Space by using Remote UI from a computer.

Required Preparations

- Open Advanced Space on the network. **Preparations for Using Advanced Space (P. 747)**

  * Set the Advanced Space open settings [Authentication Management] and [Allow to Create Personal Space] to [On].
  To change the [Authentication Management] or [Allow to Create Personal Space] setting separately, see the following:
  [Authentication Management] (P. 1383)
  [Allow to Create Personal Space] (P. 1382)

1 Log in to the machine. **Logging In to the Machine (P. 225)**

2 On the control panel, press [Access Stored Files] in the [Home] screen. **[Home] Screen (P. 189)**

→ The screen for selecting the storage space is displayed.

3 Press [Advanced Space].

If the Advanced Space login screen is displayed, enter the same user name and password used to log in to the machine, and press [OK].
* If you select [Store Password], you can skip logging into Advanced Space the next time.

4 Press [Edit Personal Space] ▶ [Create Personal Space].

Each user can only create one Personal Space.
* You can create multiple folders within a Personal Space.
* If a Personal Space already exists, [Delete Personal Space] is displayed instead of [Create Personal Space].

5 Press [Yes].

→ A Personal Space is created.
The login user name becomes the name of the public folder (folder on the network) in the Personal Space.

NOTE

Changing the Name of the Public Folder in the Personal Space

- In Step 4, press [Edit Personal Space] ▶ [Rename Opened Folder] to change the name of the public folder.

Deleting a Personal Space

- In Step 4, press [Edit Personal Space] ▶ [Delete Personal Space] ▶ [Yes] to delete your Personal Space.
- An administrator with Administrator privileges can delete the Personal Space of a user using the procedure below. You can also delete the Personal Space of all users at the same time.

  Log in to Remote UI as an administrator, and press [Settings/Registration] ▶ [Store/Access Files] ▶ [Advanced Space Settings] ▶ [Delete Personal Space] ▶ select the Personal Space to delete, and press [Delete] or [Delete All] ▶ [OK]

Using Another Machine or Server on the Network

AW63-0E2



Directly access and use Advanced Space on another machine or a file server (Windows server) on the network. You can save data scanned with the machine to another machine or server, and you can operate or print files saved on another machine or server.

* If a folder dedicated to a login user (Personal Folder) has been configured, you can also directly access and use the Personal Folder.

* To use another machine or server on the network, you must register the information for accessing another machine or server as a connection destination. **Preparations for Using Another Machine or Server on the Network (P. 757)**

Saving Scanned Documents to Another Machine or Server (P. 791)
Operating Files on Another Machine or Server (P. 792)
Printing a File on Another Machine or Server (P. 794)

Saving Scanned Documents to Another Machine or Server

AW63-0E3

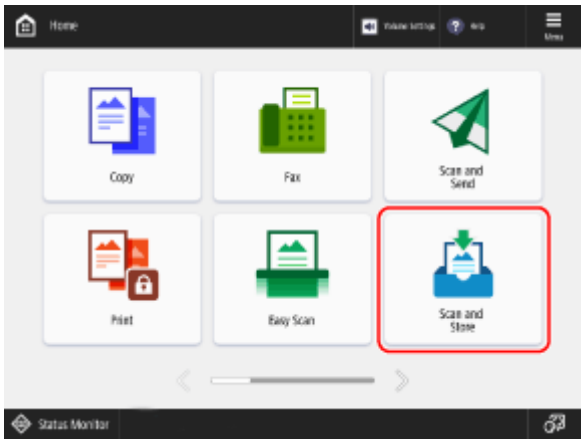
You can directly access data scanned with the machine and save it to Advanced Space on another machine or a file server (Windows server) on the network.

* If a folder dedicated to a login user (Personal Folder) has been configured, you can directly access and save data to the Personal Folder.

Required Preparations

- Register the information for accessing another machine or server as a connection destination. **Preparations for Using Another Machine or Server on the Network (P. 757)**

On the control panel, scan a document with the machine from [Scan and Store] in the [Home] screen, and save the scanned data to another machine or server. **Saving Scanned Data (P. 476)**



* You can also scan a document from [Scan and Send] or [Access Stored Files] in the [Home] screen, and save the data to another machine or server.

- Using [Scan and Send] to save the data is useful if you want to send the scanned data to an e-mail address or other destination at the same time. **Sending Scanned Data (P. 466)**
- Using [Access Stored Files] to save the data is useful if you want to print the saved file immediately with the machine. **Operating Files on Another Machine or Server (P. 792)**

Operating Files on Another Machine or Server

AW63-0E4

You can use the control panel of the machine to perform the following operations for files saved to Advanced Space on another machine or a file server (Windows server) on the network:

- Change file names
- Delete files
- Add files (save documents scanned with the machine)

* If a folder dedicated to a login user (Personal Folder) has been configured, you can directly access and operate Personal Folder.

Required Preparations

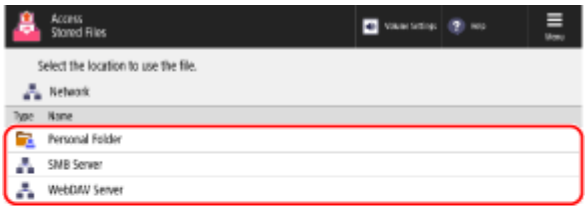
- Register the information for accessing another machine or server as a connection destination. **Preparations for Using Another Machine or Server on the Network (P. 757)**

1 On the control panel, press [Access Stored Files] in the [Home] screen. **[Home] Screen (P. 189)**

→ The screen for selecting the storage space is displayed.

2 Press [Network].

3 Select the other machine or server with the file you want to operate.



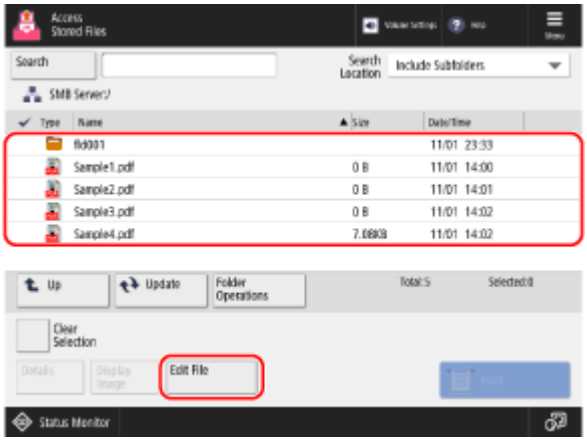


- To directly access and operate Personal Folder, select [Personal Folder].
- Press [Check Storage Information], select the connection destination, and press [Details] to check the protocol and path of the connection destination.
- If a login screen is displayed, enter the same user name and password used to log in to the other machine or server at the connection destination, and press [OK].

4 Display the folder with the file you want to operate.

5 Operate the file.

[Advanced Space], [Network], and [Memory Media] File Selection Screen (P. 814)



You can also press [Folder Operations] to create a folder.

When Changing the File Name

Select the file you want to rename, and press [Edit File] ▶ [Change File Name].
Enter the file name, and press [OK] to change the file name.

When Deleting a File

Select the file you want to delete, and press [Edit File] ▶ [Delete] ▶ [Yes].
* You can select and delete up to 32 files in the same folder at a time.

When Adding Files (When Saving Documents Scanned with the Machine)

The procedure is the same as the scan operation and settings in [Scan and Store] except that the steps to display the scan screen are different. **Saving Scanned Data (P. 476)**

1. Place the original. **Placing Originals (P. 229)**
   If the screen for selecting the thickness of the original is displayed, select the thickness of the placed original.
2. Press [Edit File] ▶ [Add Files (Scan and Store)].
   → The scan screen is displayed.
3. Configure the scan settings. **Scan Settings (P. 506)**
4. Press [Start].
   → Scanning of the original starts.

IMPORTANT

When Performing Operations While Logged In to Another Machine or Server at the Connection Destination

- When you have completed your operations, be sure to press [Disconnect] to log out.

Printing a File on Another Machine or Server

AW63-0E5

You can use the control panel to directly print with the machine PDF, XPS, JPEG, and TIFF files saved to Advanced Space on another machine or a file server (Windows server) on the network.

* If a folder dedicated to a login user (Personal Folder) has been configured, you can directly access and print from Personal Folder.

Required Preparations

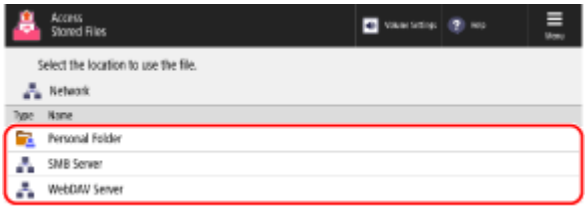
- Register the information for accessing another machine or server as a connection destination. **Preparations for Using Another Machine or Server on the Network (P. 757)**

1 On the control panel, press [Access Stored Files] in the [Home] screen. **[Home] Screen (P. 189)**

→ The screen for selecting the storage space is displayed.

2 Press [Network].

3 Select the other machine or server with the file you want to print.



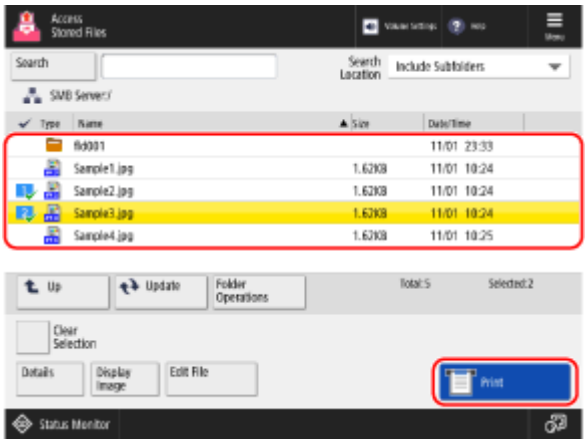


- To directly access and print from Personal Folder, select [Personal Folder].
- Press [Check Storage Information], select the connection destination, and press [Details] to check the protocol and path of the connection destination.
- If a login screen is displayed, enter the same user name and password used to log in to the other machine or server at the connection destination, and press [OK].

4 Display the folder with the file you want to print.

5 Select the file to print, and press [Print].

[Advanced Space], [Network], and [Memory Media] File Selection Screen (P. 814)

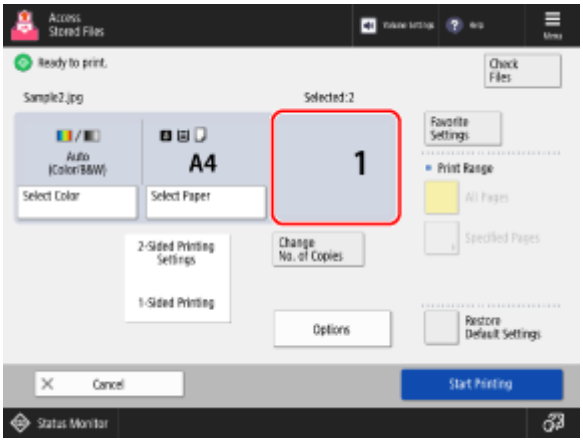


You can select and print up to 6 files in the same folder at a time.
* When multiple files are selected, the files are printed in the order they were selected (order of checkbox numbers).

6 Select the paper to be used for printing, and press [OK].

- If you selected a PDF or XPS file in Step 5, you can skip this step. Proceed to Step 7.
- You can press [ ] to check the details of the selected paper.
- When the use of a paper source is restricted, you cannot select the paper loaded in that paper source. **[Restrict Paper Source] (C7100 Series Only) (P. 1203)**

7 Enter the number of prints using the numeric keys.



When multiple files are selected in Step 5, press [Change No. of Copies] and enter the number of prints.

8 Configure the print settings, as needed.

[Advanced Space], [Network], and [Memory Media] Print Settings Screen (P. 816)

Configure 2-sided printing and adjust the image quality and other settings to suit your document and purpose.

9 Press [Start Printing].

➔ Printing starts.

- To cancel printing, press [Cancel]. **When Canceling Printing Using the Control Panel (P. 444)**

- Use [Status Monitor] to check the print job status and log. **Viewing the Print Job Status and Log (P. 446)**

When the Password Input Screen Is Displayed

Enter the password to open the document or the authorization password set in the PDF file.

IMPORTANT

When Performing Operations While Logged In to Another Machine or Server at the Connection Destination

- When you have completed your operations, be sure to press [Disconnect] to log out.

NOTE

- If an error occurs when printing a PDF file linked to a policy server, check that the user name and password of the policy server have been entered correctly.
  On the print settings screen, enter the user name and password of the policy server in [Options] ▶ [Password to Open Doc.] ▶ [Policy Password].

  [Advanced Space], [Network], and [Memory Media] Print Settings Screen (P. 816)

Using a USB Memory Device

AW63-0E6



You can save scanned data to a USB memory device connected to the machine and print files in the USB memory device.
You can also rename and delete files using the control panel of the machine, making it possible to organize data in the USB memory device without having to use a computer.

* To use a USB memory device, you must change the settings of the machine to enable saving and printing. **Preparations for Using a USB Memory Device (P. 760)**

Saving Scanned Documents to a USB Memory Device (P. 798)
Operating Files on a USB Memory Device (P. 799)
Printing Files in a USB Memory Device (P. 802)

Saving Scanned Documents to a USB Memory Device

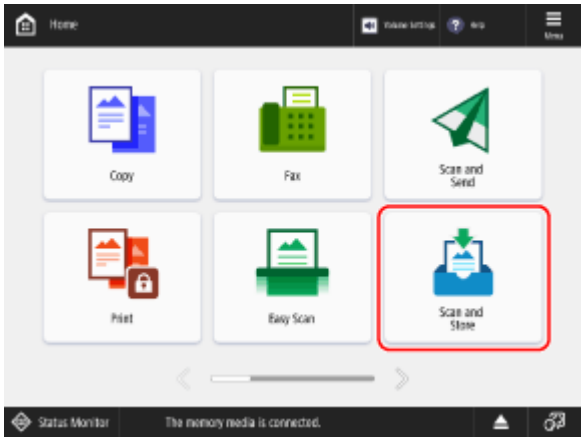
AW63-0E7

You can save data scanned with the machine to a USB memory device connected to the machine.
This is convenient when using scanned data on a computer without a network connection or when on the go.

Required Preparations

- The settings enable saving of scanned data to a USB memory device. **Preparations for Using a USB Memory Device (P. 760)**

On the control panel, scan a document with the machine from [Scan and Store] in the [Home] screen, and save the scanned data to a USB memory device. **Saving Scanned Data to a USB Memory Device (P. 481)**

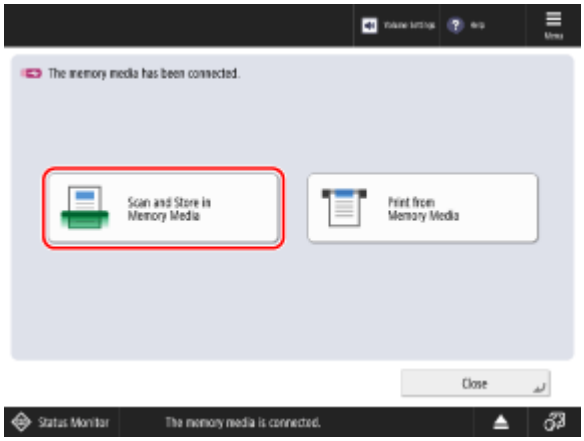


* You can also scan a document from [Access Stored Files] in the [Home] screen, and save it to a USB memory device. Using [Access Stored Files] to save the data is useful if you want to print the file immediately with the machine. **Operating Files on a USB Memory Device (P. 799)**

NOTE

When the Shortcut Screen Is Displayed with a USB Memory Device Connected

- When a shortcut screen with available functions is displayed after inserting a USB memory device into the machine, you can press [Scan and Store in Memory Media] to immediately save data from [Scan and Store].



Operating Files on a USB Memory Device

AW63-0E8

You can use the control panel of the machine to perform the following operations for files saved to a USB memory device inserted into the machine:

- Change file names
- Delete files
- Add files (save documents scanned with the machine)

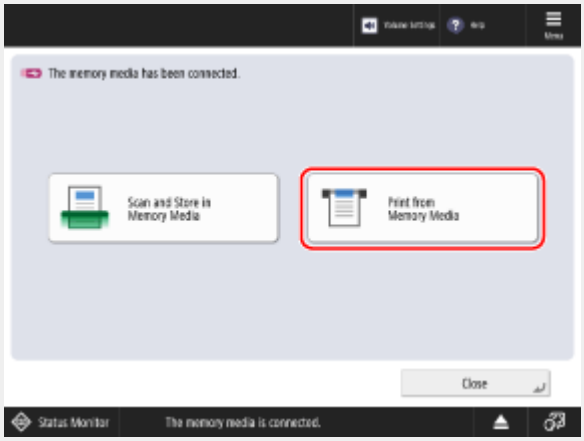
Required Preparations

- Configure the settings to print data in a USB memory device. **Preparations for Using a USB Memory Device (P. 760)**

1 Insert a USB memory device into the USB port on the machine. **Inserting and Removing a USB Memory Device (P. 363)**

When the Shortcut Screen of Available Functions Is Displayed

Press [Print from Memory Media] and proceed to Step 4.



2 On the control panel, press [Access Stored Files] in the [Home] screen. **[Home] Screen (P. 189)**

→ The screen for selecting the storage space is displayed.

3 Press [Memory Media].

4 Select the USB memory device with the file you want to operate.



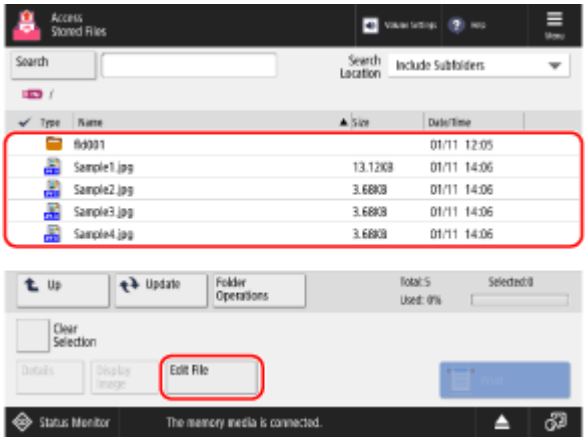


Press [Check Media Information], select the USB memory device, and press [Details] to check the serial number and available capacity of the USB memory device.

5 Display the folder with the file you want to operate.

6 Operate the file.

[Advanced Space], [Network], and [Memory Media] File Selection Screen (P. 814)



Press [Folder Operations] to create a folder or change its name.

When Changing the File Name

Select the file you want to rename, and press [Edit File] ▶ [Change File Name].
Enter the file name, and press [OK] to change the file name.

When Deleting a File

Select the file you want to delete, and press [Edit File] ▶ [Delete] ▶ [Yes].
* You can select and delete up to 32 files in the same folder at a time.

When Adding Files (When Saving Documents Scanned with the Machine)

The procedure is the same as the scan operation and settings in [Scan and Store] except that the steps to display the scan screen are different. **Saving Scanned Data (P. 476)**

1. Place the original. **Placing Originals (P. 229)**
   If the screen for selecting the thickness of the original is displayed, select the thickness of the placed original.
2. Press [Edit File] ▶ [Add Files (Scan and Store)].

→ The scan screen is displayed.

3. Configure the scan settings. **Scan Settings (P. 506)**
4. Press [Start].

→ Scanning of the original starts.

7 When the operation is completed, remove the USB memory device. **Removing the USB Memory Device (P. 364)**

Printing Files in a USB Memory Device

AW63-0E9

You can directly print PDF, XPS, JPEG, or TIFF files in a USB memory device inserted into the machine from the control panel.
This is convenient when printing files on a computer without a network connection or from an external device.

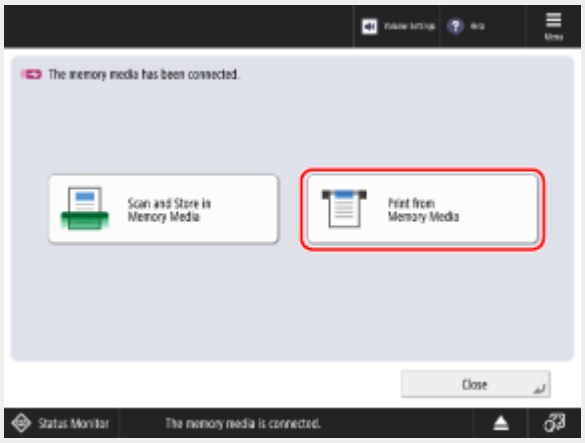
Required Preparations

- Configure the settings to print data in a USB memory device. **Preparations for Using a USB Memory Device (P. 760)**

1 Insert a USB memory device into the USB port on the machine. **Inserting and Removing a USB Memory Device (P. 363)**

When the Shortcut Screen of Available Functions Is Displayed

Press [Print from Memory Media] and proceed to Step 4.



2 On the control panel, press [Access Stored Files] in the [Home] screen. **[Home] Screen (P. 189)**

→ The screen for selecting the storage space is displayed.

3 Press [Memory Media].

4 Select the USB memory device with the file you want to print.



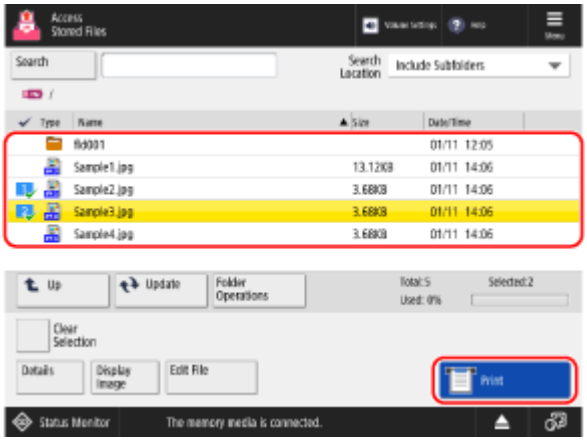


Press [Check Media Information], select the USB memory device, and press [Details] to check the serial number and other information of the USB memory device.

5 Display the folder with the file you want to print.

6 Select the file to print, and press [Print].

[Advanced Space], [Network], and [Memory Media] File Selection Screen (P. 814)

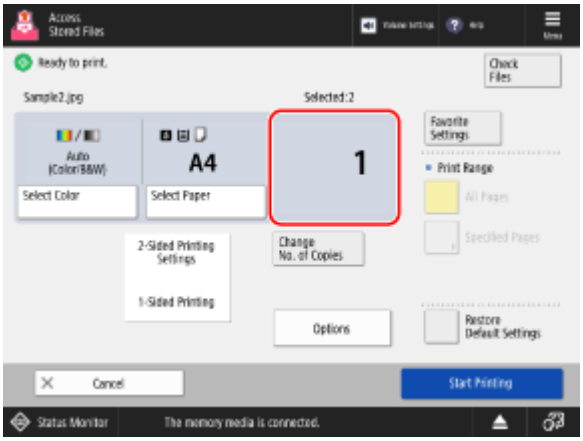


You can select and print up to 6 files in the same folder at a time.
* When multiple files are selected, the files are printed in the order they were selected (order of checkbox numbers).

7 Select the paper to be used for printing, and press [OK].

- If you selected a PDF or XPS file in Step 6, you can skip this step. Proceed to Step 8.
- You can press [ ] to check the details of the selected paper.
- When the use of a paper source is restricted, you cannot select the paper loaded in that paper source. **[Restrict Paper Source] (C7100 Series Only) (P. 1203)**

8 Enter the number of prints using the numeric keys.



When multiple files are selected in Step 6, press [Change No. of Copies] and enter the number of prints.

9 Configure the print settings, as needed.

[Advanced Space], [Network], and [Memory Media] Print Settings Screen (P. 816)

Configure 2-sided printing and adjust the image quality and other settings to suit your document and purpose.

10 Press [Start Printing].

→ Printing starts.

- To cancel printing, press [Cancel]. **When Canceling Printing Using the Control Panel (P. 444)**
- Use [Status Monitor] to check the print job status and log. **Viewing the Print Job Status and Log (P. 446)**

When the Password Input Screen Is Displayed

Enter the password to open the document or the authorization password set in the PDF file.

11 When printing is completed, remove the USB memory device. **Removing the USB Memory Device (P. 364)**

NOTE

- If an error occurs when printing a PDF file linked to a policy server, check that the user name and password of the policy server have been entered correctly.
  On the print settings screen, enter the user name and password of the policy server in [Options] ▶ [Password to Open Doc.] ▶ [Policy Password].
  [Advanced Space], [Network], and [Memory Media] Print Settings Screen (P. 816)

[Access Stored Files] Screen

AW63-0EA

When you press [Access Stored Files] in the [Home] screen on the control panel, the screen for selecting the following storage spaces is displayed:

- [Mail Box]: Temporary storage space of the machine (Mail Box)
- [Advanced Space]: Public storage space of the machine
- [Network]: Advanced Space or Windows server on another machine on the network
- [Memory Media]: USB memory device inserted into the machine

When the selected storage space is [Mail Box] or another storage space, the screen that is displayed after selecting the storage space varies.

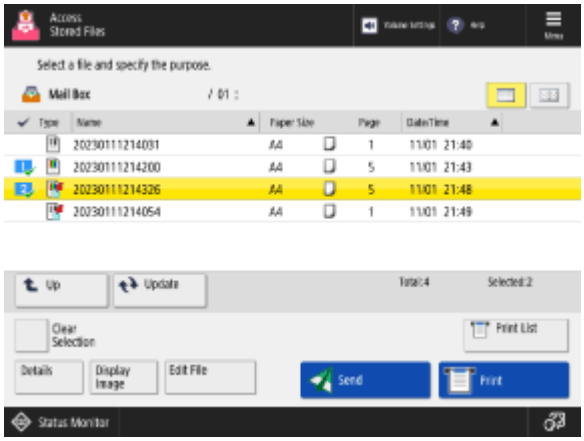
[Mail Box] File Selection Screen (P. 806)
[Mail Box] Print Settings Screen (P. 808)
[Mail Box] TX Settings Screen (P. 812)

[Advanced Space], [Network], and [Memory Media] File Selection Screen (P. 814)
[Advanced Space], [Network], and [Memory Media] Print Settings Screen (P. 816)

[Mail Box] File Selection Screen

AW63-0EC

On the control panel, press [Access Stored Files] ▶ [Mail Box] in the [Home] screen, and select a Mail Box to display the file selection screen.
Use this screen to select the files to print or send.
Select a file and press the buttons to perform various operations.



Selecting a File

When you select a file, it is given a checkmark and a number. When you print or merge multiple files at the same time, the files are printed or merged in numerical order.
To select all displayed files, press [Select All (Max 100 Files)] at the bottom left of the screen with the files unselected.

* You can select up to 100 files at a time.
* Files with the [ ] icon have print settings saved.

Checking the File Information and Details

- Select a file and press [Details] at the bottom of the screen to check the file resolution, color mode (RGB or CMYK), and other details.
  You can also change the file name from the [Details] screen.

- Select a file and press [Display Image] at the bottom of the screen to display a preview screen and check the file details.
  You can also delete a page on the preview screen and print pages from the preview screen.

Operating or Editing a File

Select a file and press [Edit File] at the bottom of the screen to move, copy, or merge files, and to edit files page by page. You can also scan a document and save the data to Mail Box. **Operating and Editing Files in Mail Box (P. 766)**

Printing a File

Select a file and press [Print] at the bottom of the screen to display the print settings screen.
Use the print settings screen to set the number of prints.
[Mail Box] Print Settings Screen (P. 808)
Printing Files in Mail Box (P. 771)

Sending a File

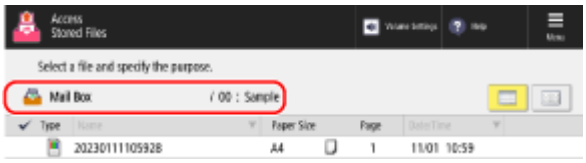
Select a file and press [Send] at the bottom of the screen to display the TX settings screen.
Use the TX settings screen to specify destinations and configure the TX settings before sending.
[Mail Box] TX Settings Screen (P. 812)

Sending Files in Mail Box (P. 774)

NOTE

Checking Mail Box Information

- The Mail Box icon [ ], box number, and name are displayed at the top left of the screen.

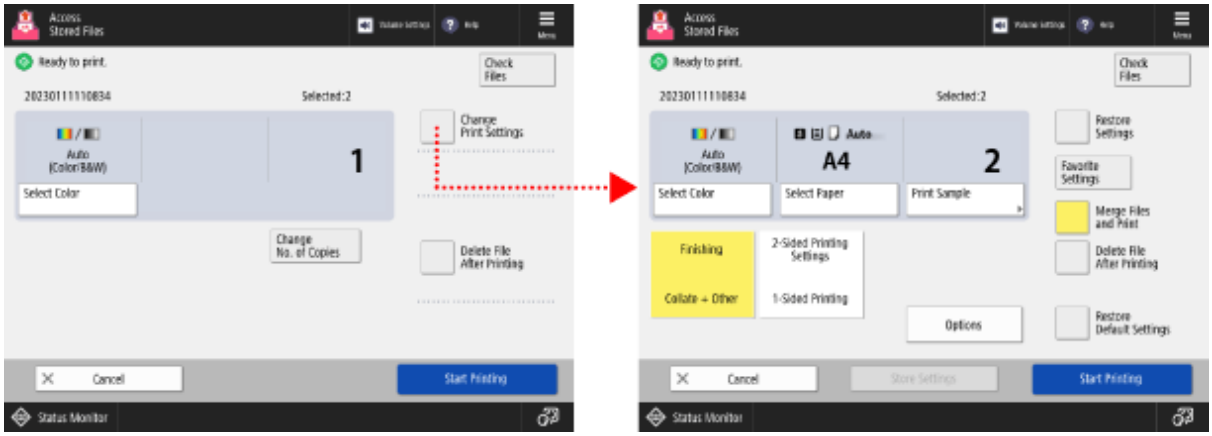


- Press [Print List] at the bottom right of the screen to print a list of files saved in Mail Box.

[Mail Box] Print Settings Screen

AW63-0EE

On the file selection screen of Mail Box, select a file and press [Print] to display the print settings screen.
Use this screen to set the number of prints and printing color.
To configure more detailed print settings, press [Change Print Settings]. Configure 2-sided printing and adjust the image quality and other settings to suit your document and purpose.
After checking or changing the print settings, press [Start Printing] to perform printing.



* The items that appear on the screen vary depending on the model and options.
* Depending on the setting, the reference for the description here is the description when copying. Replace "copy" with "print" when referring to it. The description may also include settings that cannot be configured for printing.

Checking and Changing the Print Settings

The currently set printing color, paper to be used, and number of prints are displayed in the center of the screen. Check these settings to ensure correct printing.



- To change the number of prints, enter the value directly using the numeric keys.
  When multiple files are selected, press [Change No. of Copies] and enter the number of prints.
  * The number of selected files is displayed above the number of prints.
- To change the printing color, press [Select Color]. **Selecting Color Copying or Black & White Copying (P. 657)**
- To change the paper to be used, press [Change Paper].
- When multiple prints are specified and the finishing function and booklet printing settings are configured, you can press [Print Sample] to check the print finishing.

Configuring the Various Print Settings

Press [Change Print Settings] at the top right of the screen to configure the following settings:

[Finishing]

You can set sorting, stapling, and other finishing functions. **Configuring the Finishing Functions (P. 691)**

[2-Sided Printing]

When printing on both sides of the paper, select [Book Type] or [Calendar Type].

- [Book Type]: Prints on both sides of the paper with the same top and bottom orientation on the front and back sides.
- [Calendar Type]: Prints on both sides of the paper with the reverse top and bottom orientation on the front and back sides.

* When [Merge Files and Print] is set, select one of the following:

- [Always Print 2-Sided]: Performs 2-sided printing continuing from the previous file.
- [Always Print 1st Pg. on Front Sd.]: Always prints the first page of a file on the front side.

[Merge Files and Print] (Only when multiple files are selected)
Specify whether to merge multiple selected files to one file and print it.
* When files are merged, the print settings saved to the files are disabled and the default setting are applied. **[Change Default Settings] (P. 1377)**

[Options]
Configure booklet printing, adjust the image quality, and configure the other print settings. **[Options] Screen (P. 810)**

Saving the Print Settings

Press [Store Settings] at the bottom of the screen to save the file with the changed print settings.
If the file already has saved print settings, it is overwritten.
* When multiple files are selected, the print settings cannot be saved.

Clearing the Print Settings

- To clear changed print settings, press [Restore Default Settings] at the bottom right of the screen.
- To clear changed print settings and return to the previous screen, press [Restore Settings] at the top right of the screen.

Printing a File

Press [Start Printing] at the bottom right of the screen to perform printing.
If you select [Delete File After Printing] before you press [Start Printing], the printed file is automatically deleted from the machine.

NOTE

Registering Frequently Used Settings from [Menu]

- You can register the current settings as "Favorite Settings" to easily call up these settings from the print settings screen, as needed. **Registering and Recalling Favorite Settings (P. 215)**
- By registering the current settings as buttons on the [Home] screen, you can call up these settings from the [Home] screen with a single click of a button. **Adding Buttons to the [Home] Screen (Personal and Shared Buttons) (P. 208)**
- You can also register the current settings as default settings. **Changing the Default Settings (P. 220)**

Checking the File Information and Details

- Press [Check Files] at the top right of the screen to check the information of the selected file.
- On the [Check Files] screen, select a file and press [Details], to check the file resolution, color mode (RGB or CMYK), and other details.
- On the [Check Files] screen, select a file and press [Display Image] to display a preview screen and check the file details.

When the Print Settings Have Not Been Changed

- When the print settings have not been changed, the following settings are applied:
  - When the print settings are not saved in the file, the default settings are applied. **[Change Default Settings] (P. 1377)**
  - When the print settings are saved in the file, those settings are applied.

When the Number of Pages That Can Be Printed during Department ID Management Is Restricted

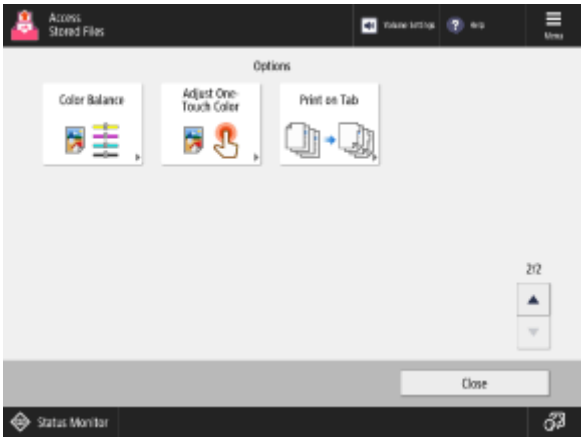
- The number of pages that can be printed by the logged-in Department ID is displayed at the top of the screen.



[Options] Screen

On the print settings screen, press [Change Print Settings] ▶ [Options] to display the [Options]screen.
Press the buttons on this screen to configure the detailed print settings. After configuring the print settings, press [Close] to return to the print settings screen.





* The items that appear on the screen vary depending on the model and options.

[Add Cover]
Prints with a front cover and back cover. **Adding a Front Cover and Back Cover (P. 697)**

[Insert Sheets] / [Job Separator]
Prints after inserting paper at the specified page.
Inserting Sheets and Chapter Pages (P. 649)
Inserting Tab Paper (For C7100 Series and C5100 Series) (P. 650)

* When multiple files are selected, you can set [Job Separator] to insert paper for each file.

[Booklet]
Prints by assigning pages to form a booklet. **Making Booklets (Booklet Copying) (P. 701)**

[Shift]
Adjusts the printing position. **Adjusting the Position of the Original (Shift) (P. 673)**

[Secure Watermark]
Prints while embedding invisible background text (a watermark) such as "TOP SECRET" or "CONFIDENTIAL." **Embedding a Watermark When Copying (Secure Watermark) (P. 722)**

[Superimpose Image] (for C7100 Series and C5100 Series)
Prints while superimposing a registered form image, such as a logo or frame. **Superimposing Images of Logos and Frames When Copying (For C7100 Series and C5100 Series) (P. 725)**

[Gutter]
Prints while creating a margin (gutter) for stapling or hole punching. **Adding a Gutter (P. 699)**

[Page Numbering] / [Copy Set Numbering] / [Watermark] / [Print Date]
Prints while adding information such as page numbers and the date. You can also add a watermark such as "CONFIDENTIAL." **Adding Page Numbers and Watermarks When Copying (P. 717)**

[Color Balance]
Adjusts the levels of yellow, magenta, cyan, and black. **Adjusting the Color (P. 658)**

[Adjust OneTouch Color]

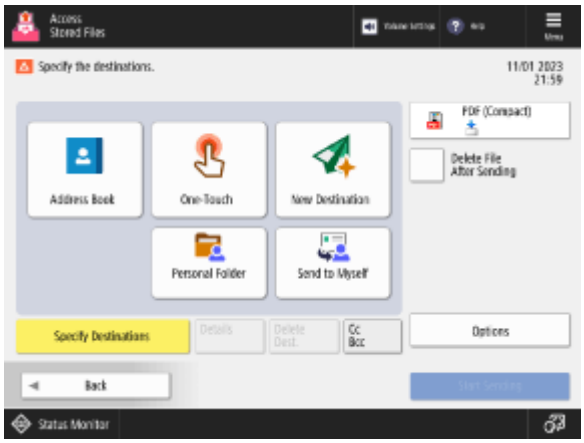
Adjusts the printing color automatically just by selecting a sensory color, such as to "lighten the tint" or "create a retro black-and-white look with sepia tones." **Setting the Desired Color Tone with One-Touch Buttons (P. 661)**

[Print on Tab] (for C7100 Series and C5100 Series)
Prints on tabs. **Copying onto the Tab Part of Tab Paper (For C7100 Series and C5100 Series) (P. 653)**

[Mail Box] TX Settings Screen

AW63-0EF

On the file selection screen of Mail Box, select a file and press [Send] to display the TX settings screen.
Use this screen to specify the destination and configure the file format and other settings when sending.
After specifying the destination and configuring the settings when sending, press [Start Sending] to send.



* Depending on the setting, the reference for the description here is the description when scanning. Replace "scan" with "send" when referring to it. The description may also include settings that cannot be configured for printing.

Specifying a Destination

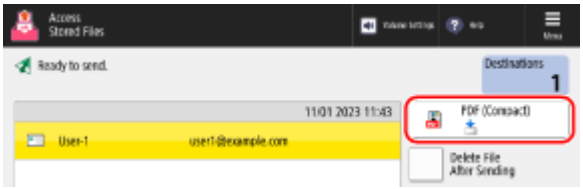
Press [Address Book], [One-Touch], or [New Destination], and specify the destination from the Address Book or enter it directly. **Specifying Destinations (P. 351)**

- To specify a folder for a login user (Personal Folder) as a destination, press [Personal Folder].
- To specify the e-mail address of a login user as a destination, press [Send to Myself].
- When specifying an e-mail address as a Cc or Bcc destination, press [Cc Bcc].

Configuring the Settings for When Sending

File Format

Press the file format setting button at the top right of the screen to set the file format for when sending. **Configuring the File Format and Division Settings (P. 526)**



* When sending a Mail Box file, you cannot select OOXML as the file format.

[Options]

You can configure other TX settings such as the file name and delayed send settings. **[Options] Screen (P. 813)**

Sending a File

Press [Start Sending] at the bottom right of the screen to send.
If you select [Delete File After Sending] before you press [Start Sending], the sent file is automatically deleted from the machine.

NOTE

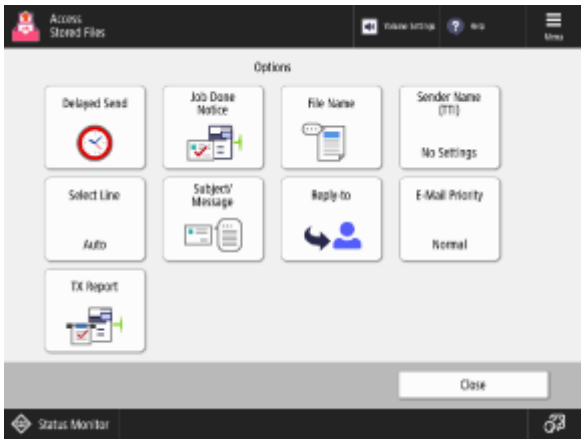
Registering Frequently Used Settings from [Menu]

- You can register the current settings as default settings. **Changing the Default Settings (P. 220)**

  * The settings used when sending a Mail Box file cannot be registered as "Favorite Settings" or registered as a button to the [Home] screen.

[Options] Screen

On the TX settings screen, press [Options] to display the [Options] screen.
Press the buttons on this screen to configure the detailed TX settings. After configuring the TX settings, press [Close] to return to the TX settings screen.



[Delayed Send]
Configure the settings to send a file automatically at a specified time instead of sending it immediately. **Delayed Send Settings (P. 539)**

[Job Done Notice]
Configure the settings to send a TX result by e-mail when sending is complete. **Sending the TX Result by E-mail (P. 540)**

[File Name]
Set the file name for when sending. **Setting the File Name (P. 528)**

[Sender Name (TTI)]
Select the name to be printed as the sender name at the destination when sending by fax. **Selecting the Sender Name (P. 598)**

[Select Line] (Only when multiple fax lines are available)
Select the line to be used when sending by fax. **Selecting the Line to Use for Sending (P. 599)**

[Subject/Message]
Set the subject and message of the e-mail when sending by e-mail or I-Fax. **Setting the Subject and Message (P. 536)**

[Reply-to]
Set the e-mail address (Reply-To) that will be notified to the recipient as the e-mail reply-to destination when sending by e-mail or I-Fax. **Setting the Reply-to Destination (P. 537)**

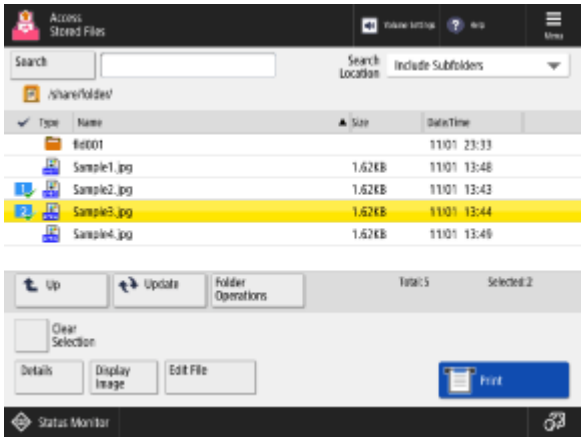
[E-Mail Priority]
Set the priority level of the e-mail for when sending by e-mail or I-Fax.

[TX Report]
Configure the settings to print a TX report when sending is complete.
* By default, this report is printed automatically when an error occurs. In addition, depending on the machine settings, you may not be able to configure a TX report from the TX settings screen. **[TX Report] (P. 1330)**

[Advanced Space], [Network], and [Memory Media] File Selection Screen

AW63-0EH

On the control panel, press [Access Stored Files] in the [Home] screen, and select a storage space to display the file selection screen.
Use this screen to select a file to print.
Select a file and press the buttons to perform various operations. You can also operate a folder such as creating or deleting a folder.



Selecting a File

When you select a file, it is given a checkmark and a number. When you print multiple files at the same time, the files are printed in numerical order.

Checking the File Information and Details

- Select a file and press [Details] at the bottom of the screen to check the file store location, update date and time, and other details.
  You can also change the file name from the [Details] screen.

- Select a file and press [Display Image] at the bottom of the screen to display a preview screen and check the file details.
  You can also print from the preview screen.

Operating a File

Select a file and press [Edit File] at the bottom of the screen to change the file name or delete the file. You can also scan a document and save the data to a storage space. **Operating Advanced Space Files (P. 779)**

Operating a Folder

Press [Folder Operations] in the center of the screen to create or delete a folder or change its name.

Creating a Folder

On the [Folder Operations] screen, press [Create Folder], enter the folder name, and press [OK].

Deleting a Folder

On the [Folder Operations] screen, select a folder, and press [Delete] ▶ [Yes].

Checking the Folder Information or Changing the Folder Name

On the [Folder Operations] screen, select a folder and press [Details] to check the folder location, update date and time, and other details.
You can also change the folder name from the [Details] screen.

* The following operations are not available:

- Deleting a folder on another machine, server, or USB memory device
- Changing the name of a folder on another machine or server

* A folder named "folder" is provided in the Shared Space of Advanced Space.

Printing a File

Select a file and press [Print] at the bottom of the screen to display the print settings screen.
Use the print settings screen to set the number of prints.

[Advanced Space], [Network], and [Memory Media] Print Settings Screen (P. 816)
Printing Files in Advanced Space (P. 781)
Printing a File on Another Machine or Server (P. 794)
Printing Files in a USB Memory Device (P. 802)

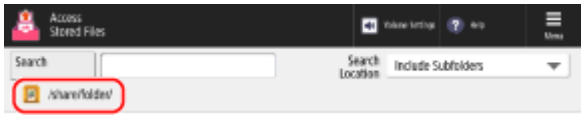
NOTE

Searching for a Folder or File

- Press [Search] at the top left of the screen, and enter part of the folder or file name to display a list of corresponding folders or files only.

Checking the Folder Location

- The icon and hierarchy of the storage space are displayed at the top left of the screen.



[ ]: Advanced Space

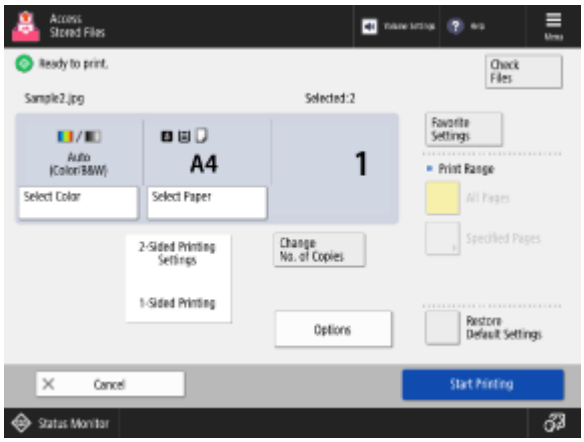
[ ]: Other machine or server on the network

[ ]: USB memory device

[Advanced Space], [Network], and [Memory Media] Print Settings Screen

AW63-0EJ

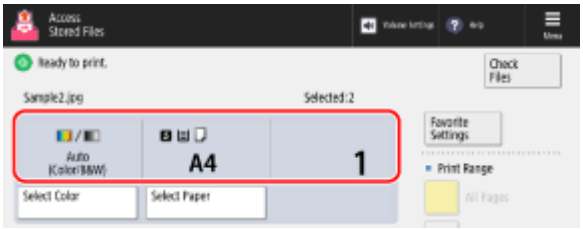
On the file selection screen in a storage space, select a file and press [Print] to display the print settings screen.
Use this screen to set the number of prints and other print settings. You can also set 2-sided printing, adjust the image quality, and configure other settings to suit your document and purpose.
After checking or changing the print settings, press [Start Printing] to perform printing.



* Depending on the setting, the reference for the description here is the description when copying. Replace "copy" with "print" when referring to it. The description may also include settings that cannot be configured for printing.

Checking and Changing the Print Settings

The currently set printing color, paper to be used, and number of prints are displayed in the center of the screen. Check these settings to ensure correct printing.



- To change the number of prints, enter the value directly using the numeric keys.
  When multiple files are selected, press [Change No. of Copies] and enter the number of prints.
  * The number of selected files is displayed above the number of prints.
- To change the printing color, press [Select Color].
- To change the paper to be used, press [Select Paper].

Configuring the Various Print Settings

The following settings are available:
* When files with different formats are selected at the same time, such as a PDF file and JPEG file, you can only set [2-Sided Printing].

[Finishing] (PDF and XPS files only)

You can set sorting, stapling, and other finishing functions. **Configuring the Finishing Functions (P. 691)**

[2-Sided Printing]

When printing on both sides of the paper, select [Long Edge Binding] or [Short Edge Binding].

- [Long Edge Binding]: Performs 2-sided printing with the bound side on the long edge of the paper.
- [Short Edge Binding]: Performs 2-sided printing with the bound side on the short edge of the paper.

* When printing on both sides of the paper for a PDF file with different sizes for the front and back pages, you must manually set the paper to be used.
When the paper to be used is set to [Auto], data is printed on paper that matches the size of each page without performing 2-sided printing.

[Print Range]
When printing a document with multiple pages, select whether to print all pages or specify a range of pages to print.
When specifying a range of pages, press [Specified Pages], and enter the first and last pages.

[Options]
Configure booklet printing, adjust the image quality, and configure the other print settings.
[Options] Screen (PDF and XPS Files) (P. 817)
[Options] Screen (JPEG and TIFF Files) (P. 819)

Clearing the Print Settings

To clear changed print settings, press [Restore Default Settings] at the bottom right of the screen.

Printing a File

Press [Start Printing] at the bottom right of the screen to perform printing.

NOTE

Registering Frequently Used Settings from [Menu]

- You can register the current settings as "Favorite Settings" to easily call up these settings from the print settings screen, as needed. **Registering and Recalling Favorite Settings (P. 215)**
- By registering the current settings as buttons on the [Home] screen, you can call up these settings from the [Home] screen with a single click of a button. **Adding Buttons to the [Home] Screen (Personal and Shared Buttons) (P. 208)**

  * When using a USB memory device, you cannot add a button to the [Home] screen.
- You can also register the current settings as default settings. **Changing the Default Settings (P. 220)**

Checking the File Information and Details

- Press [Check Files] at the top right of the screen to display the information of the selected file.
- On the [Check Files] screen, select a file and press [Details] to check the file store location, update date and time, and other details.
- On the [Check Files] screen, select a file and press [Display Image] to display a preview screen and check the file details.

When the Number of Pages That Can Be Printed during Department ID Management Is Restricted

- The number of pages that can be printed by the logged-in Department ID is displayed at the top of the screen.



[Options] Screen (PDF and XPS Files)

On the print settings screen, press [Options] to display the [Options] screen.
Press the buttons on this screen to configure the detailed print settings. After configuring the print settings, press [Close] to return to the print settings screen.



[Resolution]
Specify the resolution to be used for print data processing.
To print at a higher resolution, set to [Superfine (1200 dpi)].

[Halftones]
Set the printing method when reproducing halftones (the intermediate range between the lighter and darker areas of an image). For details about the settings, see the following:
[Halftones] (P. 1505) (PDF files)
[Halftones] (P. 1508) (XPS files)

[Match Paper Size]
Enlarges or reduces the document according to the paper to be used for printing.
* The document is enlarged or reduced while maintaining the aspect ratio of the document.

[Enlarge Print Area]
Enlarges the print area to the edge of the paper without providing margins around the paper.
* Depending on the document, part of the edge of the printed image may not be printed, or the paper may be partly smudged.

[N on 1]
You can reduce the size of a multiple-page document and arrange the pages on one sheet of paper when printing. **Combining Multiple Originals onto One Page (N on 1) (P. 672)**

[Booklet]
Prints by assigning pages to form a booklet. **Making Booklets (Booklet Copying) (P. 701)**

[Print Comments]
Specify whether to print comments in a PDF file.
When this is set to [Auto], comments specified for printing in the PDF file are printed.

[Password to Open Doc.]
When a PDF file has security settings, enter the password according to the setting of the PDF file.

When a Password for Opening the Document or an Authorization Password Is Set
Enter the password to open the document or the authorization password in [Encryption Password].

* Enter an authorization password in the following cases:

- When printing a PDF file that is prohibited from being printed
- When printing a PDF file that only allows low-resolution printing at high resolution

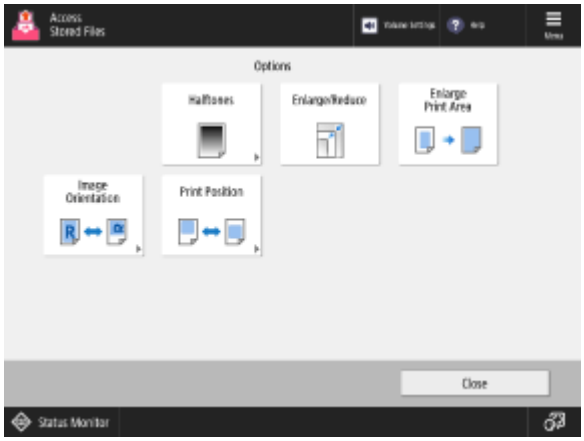
When Linking a Policy Server
Enter the user name and password of the policy server in [Policy Password].

* When printing multiple PDF files with configured security settings, you can only print files with the same password.

[Skip Blank Pages]
Does not output pages that have been determined to be blank when printing.
* Depending on the document, a page may not be determined to be blank even if there is nothing on it.

[Options] Screen (JPEG and TIFF Files)

On the print settings screen, press [Options] to display the [Options] screen.
Press the buttons on this screen to configure the detailed print settings. After configuring the print settings, press [Close] to return to the print settings screen.



[Halftones]
Set the printing method when reproducing halftones (the intermediate range between the lighter and darker areas of an image). For details about the settings, see the following:
[Halftones] (P. 1495)

[Enlarge/Reduce]
Enlarges or reduces the image according to the paper to be used for printing.

- The image is enlarged or reduced while maintaining the aspect ratio of the image.
- When the image is larger than the printable area, the image is reduced to fit in the printable area regardless of the [Enlarge/Reduce] setting.
- When this is set to [Enlarge/Reduce], even if the print position in a tag of a TIFF file is specified, it will be disabled.

[Enlarge Print Area]
Enlarges the print area to the edge of the paper without providing margins around the paper.
* Depending on the image, part of the edge of the printed image may not be printed, or the paper may be partly smudged.

[Image Orientation]
Specify the orientation of the image when printing.
When this is set to [Auto], the aspect ratio of the image is determined automatically, and the image is printed in portrait orientation if the vertical dimension is greater or it is printed in landscape orientation if the horizontal dimension is greater.

[Print Position]
Set the image print position.
When this is set to [Auto], the image is printed according to the print position specified in the tag of the TIFF file. If the print position is not specified, or when printing a JPEG file, the image is printed in the center of the paper.

Linking with Mobile Devices

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Linking with Mobile Devices

AW63-0EK

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 (iPhone/iPad only)

Dedicated Canon application. Enables printing and scanning. It also supports User Authentication and Department ID Management.

Using a Dedicated Application to Print and Scan (Canon PRINT) (P. 839)

AirPrint

This function is standard in the OS. You can print from applications that support AirPrint without 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. 828)
Using AirPrint to Print and Scan Data and Send Faxes (P. 841)
Registering the IPP Print Settings (P. 845)

Android Devices

Canon PRINT

Dedicated Canon application. Enables printing and scanning. It also supports User Authentication and Department ID Management.

Using a Dedicated Application to Print and Scan (Canon PRINT) (P. 839)

Canon Print Service

Dedicated Canon plugin. Enables printing from any application. It also supports Department ID Management.

Using a Dedicated Plugin to Print and Scan (Canon Print Service) (P. 847)

Mopria ® Print Service

Common plugin for Mopria® certified printers and multifunction machines. Enables printing and scanning from any application without having to install a dedicated plugin or application for individual manufacturers.

Preparing to Print and Scan from an Android or Chrome OS Device (P. 831)
Using Mopria® to Print and Scan (P. 840)

Default Print Service

This function is standard in the OS. It enables printing from any application without having to install a dedicated application or plugin.

Preparing to Print and Scan from an Android or Chrome OS Device (P. 831)
Using the OS Standard Function to Print and Scan Data (Default Print Service) (P. 847)

Chromebook or Other Device with Chrome OS

Print and scan using the function standard in Chrome OS without having to install a dedicated application or printer driver.

Preparing to Print and Scan from an Android or Chrome OS Device (P. 831)
Printing and Scanning from a Chrome OS Device (P. 849)

Windows Phone

Print using the function standard in Windows 10 Mobile without having to install a dedicated application or printer driver.

Printing from a Windows 10 Mobile Device (P. 850)

IMPORTANT

When Applying a Security Policy

- When [Restrict IPP Port (Port Number: 631)] or [Restrict mDNS Port (Port Number: 5353)] is enabled, you cannot use AirPrint, Mopria® Print Service, or Default Print Service. In addition, you cannot print from Chrome OS. **Security Policy Items (P. 1061)**

NOTE

Using the Address Book on a Mobile Device

- When sending scanned data by e-mail with the machine, you can use Canon PRINT to specify a destination registered to the address book on a mobile device. **Specifying Destinations (Address Book on a Mobile Device) (P. 360)**

Changing the Detailed Settings of the Machine

- Depending on the usage environment, you may have to change the settings of the machine to link to mobile devices. For details, see the Setup for Linking with Mobile Devices Administrator Guide on the online manual site.

  https://oip.manual.canon/

Preparations for Linking with Mobile Devices

AW63-0EL

To directly connect a mobile device to the machine, to use AirPrint, or to print from an Android or Chrome OS device, you must first configure the settings on the machine.

Preparations for Direct Connection (P. 824)
Preparations for Using AirPrint (P. 828)
Preparing to Print and Scan from an Android or Chrome OS Device (P. 831)

Preparations for Direct Connection

AW63-0ER

Enable the Direct Connection function on the machine, and select the Direct Connection mode to use. If the machine is not connected to a network, you must check the network connection type settings in advance.

Direct Connection Modes (P. 824)
Checking the Network Connection Type of the Machine (P. 824)
Enabling the Direct Connection Function (P. 825)

Direct Connection Modes

There are two modes for directly connecting a mobile device to the machine: Access Point Mode and Wi-Fi Direct. You cannot use Access Point Mode and Wi-Fi Direct at the same time.

Access Point Mode

- In the Wi-Fi settings of the mobile device, select the SSID (network name) of the machine, and enter the network key (password) to connect the mobile device. Instead of manually configuring the Wi-Fi settings, you can scan the QR code displayed on the screen of the machine with a mobile device to connect.
- You can directly connect up to five mobile devices at the same time.

  * The default setting is for only one mobile device.
- You can configure the settings to always allow a mobile device to directly 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.

Wi-Fi Direct

- In the Wi-Fi Direct settings of the mobile device, select the device name of the machine to connect. You can also connect by selecting a mobile device on the control panel of the machine.
- Only one mobile device can be directly connected to the machine at any one time.
- You must use the control panel to put the machine into waiting state when you want to establish a direct connection.
- This mode is not available when connecting the machine to a wireless LAN (including a sub line).

Checking the Network Connection Type of the Machine

If the machine is not connected to a network (wired or wireless LAN), use the control panel to check that the network connection mode is set to wired LAN (including a sub line).
If the machine is connected to a network, you do not have to check this.

Administrator or NetworkAdmin privileges are required to check the network connection type settings.

1 Log in to the machine as an administrator. **Logging In to the Machine (P. 225)**

2 On the control panel, press [Settings/Registration] in the [Home] screen or other screen.
[Home] Screen (P. 189)

→ The [Settings/Registration] screen is displayed.

3 Press [Preferences] ▶ [Network] ▶ [Select Interface].

→ The [Select Interface] screen is displayed.

4 Check that [Main Line] is set to [Wired LAN], and check that [Sub Line] is set to [Off] or [Wired LAN].

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 [Main Line] or [Sub Line] Is Set to [Wireless LAN]

When Using Access Point Mode

When the machine is not connected to a wireless LAN, a direct connection cannot be established. Change [Main Line] and [Sub Line] to a setting other than [Wireless LAN], or connect the machine to a wireless LAN. **Connecting to a Wireless LAN (P. 135)**

When Using Wi-Fi Direct

When the connection type is set to a wireless LAN (including a sub line), a direct connection cannot be established. Change [Main Line] and [Sub Line] to a setting other than [Wireless LAN].

5 Press [OK].

Enabling the Direct Connection Function

This section describes how to configure the settings using Remote UI from a computer.
On the control panel, select [Settings/Registration] in the [Home] screen or other screen, and then select [Preferences] to configure the settings. **[Direct Connection Settings] (P. 1254)**
Administrator or NetworkAdmin privileges are required. The machine must be restarted to apply the settings.

Required Preparations

- Enable usage of IPv4 addresses. **Setting the IPv4 Address (P. 144)**

1 Log in to Remote UI as an administrator. **Starting Remote UI (P. 1095)**

2 On the Portal page of Remote UI, click [Settings/Registration]. **Remote UI Portal Page (P. 1099)**

3 Click [Network Settings] ▶ [Direct Connection Settings].

→ The [Direct Connection Settings] screen is displayed.

4 Select the [Use Direct Connection] checkbox.

5 Configure the Direct Connection function, as needed.

To Change the Time until the Connection Is Terminated Automatically

In [Time Until Direct Connection Session Is Terminated], 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.
* If you do not want the connection to be terminated automatically, set this to "0 minutes."

To Change the IP Address for Connection

In [IP Address for Direct Connection], enter any IP address.

6 Select the Direct Connection mode.

In [Direct Connection Type], select Access Point Mode or Wi-Fi Direct.

7 Configure the settings according to the Direct Connection mode.

When Access Point Mode Is Selected in Step 6

By default, the SSID and network key of the machine are automatically assigned a random character string each time direct connection is performed.
Configure the settings to use a separate SSID and network key for each login user, or manually set a fixed SSID and network key, as needed.

- When connecting multiple mobile devices at the same time, you must specify a fixed SSID and network key.
- You cannot set a fixed SSID and network key when the settings are configured to use a separate SSID and network key for each login user.

To Use a Separate SSID and Network Key for Each Login User

In [Access Point Mode Settings], select the [Use Personal SSID and Network Key] checkbox.
To display the login name as the user name for print jobs when connected with Direct Connection, in [Display User Name for Print Jobs], select the [Use Login Name as User Name for Print Jobs] checkbox.

- When the [Use Personal SSID and Network Key] checkbox is selected, only one mobile device can be directly connected to the machine at any one time.
- Use the control panel to specify the SSID and network key for each user. You can also configure the settings to have the machine enter the waiting state for Direct Connection automatically at login. **Customizing the Display and Operations for Individual Users (Personal Settings) (P. 223)**

To Specify the SSID and Network Key (When Connecting Multiple Mobile Devices at the Same Time)

In [Access Point Mode Settings], select the [Specify SSID to Use] and [Specify Network Key to Use] checkboxes, and enter an SSID and 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].

When Wi-Fi Direct Is Selected in Step 6

In [Device Name for Wi-Fi Direct], enter a name to identify the machine, using single-byte alphanumeric characters.
* "-XY_Canon10" (where XY are random letters) is added automatically to the device name for Wi-Fi Direct. However, this is not added when a string of 22 or more characters is specified.

8 Click [OK].

9 Restart the machine. **Restarting the Machine (P. 181)**

➔ The settings are applied.

Preparations for Using AirPrint

AW63-0ES

Set the basic information that is required to use AirPrint. In addition, 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. 828)
Setting the Functions and Security to Be Used with AirPrint (P. 829)

NOTE

When Using User Authentication or Department ID Management

- User information and Department IDs cannot be specified with AirPrint. To use AirPrint while using User Authentication or Department ID Management, you must configure the settings so as not to restrict printing, scanning, or sending faxes from a computer whose user information or Department ID is unknown.

Using User Authentication When Printing, Scanning, and Sending Faxes from a Computer (P. 891)
Enabling Department ID Management (P. 910)

Setting the Basic Information of AirPrint

This section describes how to configure the settings using Remote UI from a computer.
On the control panel, select [Settings/Registration] in the [Home] screen or other screen, and then select [Preferences] to configure the settings. You cannot use the control panel to configure some of the settings. **[Network] (P. 1219)**
Administrator or NetworkAdmin privileges are required.

1 Log in to Remote UI as an administrator. **Starting Remote UI (P. 1095)**

2 On the Portal page of Remote UI, click [Settings/Registration]. **Remote UI Portal Page (P. 1099)**

3 Click [Network Settings] ▶ [AirPrint Settings].

→ The [AirPrint Settings] screen is displayed.

4 Select the [Use AirPrint] checkbox.

5 Specify whether to display errors for AirPrint.

To display error messages on the control panel when there is a problem with the print data of AirPrint and printing does not match the data, select the [Display Errors for AirPrint] checkbox.
* Even if the checkbox is not selected, [Error] is displayed in the print job log.

6 Enter the printer name.

- In [Printer Name], enter a name to identify the machine, using single-byte alphanumeric characters.
- If mDNS of IPv4 is set, the same name as that of mDNS 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 re-register the machine on the Mac.

7 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 for the location. When you change the location set in AirPrint Settings, the location set in Device Information Settings is also changed.

8 Click [OK].

→ The settings are applied.

9 Log out from Remote UI.

NOTE

- When the AirPrint function is enabled, the following network settings are also enabled.
  - HTTP **[Use HTTP] (P. 1234)**
  - IPP Print **[IPP Print Settings] (P. 1233)**
  - mDNS (IPv4/IPv6) **[mDNS Settings] (P. 1245)**
    * The mDNS setting for IPv6 is fixed to use the same mDNS name as IPv4.
  - Network Link Scan **[Use Network Link Scan] (P. 1238)**

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.

This section describes how to configure the settings using Remote UI from a computer.
On the control panel, select [Settings/Registration] in the [Home] screen or other screen, and then select [Preferences] to configure the settings. **[Network] (P. 1219)**
Administrator or NetworkAdmin privileges are required.

Required Preparations

- When encrypting communication with TLS, specify the key and certificate to use for TLS encrypted communication. **Using TLS (P. 970)**

1 Log in to Remote UI as an administrator. **Starting Remote UI (P. 1095)**

2 On the Portal page of Remote UI, click [Settings/Registration]. **Remote UI Portal Page (P. 1099)**

3 Click [Network Settings] ▶ [IPP Print Settings] or [Network Link Scan Settings].

→ The [IPP Print Settings] screen or [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] or [Use Network Link Scan] checkboxes.

- When you clear the [Use IPP] checkbox, printing and sending faxes with AirPrint are no longer possible.
- When you clear the [Use Network Link Scan] checkbox, scanning with AirPrint is no longer possible.

When Encrypting Communication with TLS

Select the [Allow When Using TLS] or [Use TLS] checkbox.

When Setting IPP Authentication

Select the [Use Authentication] checkbox.
The user name and password used for IPP authentication become the user information of the machine. Printing or sending faxes with AirPrint now requires authentication, and only users who are registered to the machine can use these functions.
* If you want to configure a user name and password for IPP authentication that is different than that of the user registered to the machine, register the information as the user information of the machine. **Registering User Information to a Local Device (P. 859)**

5 Click [OK].

→ The settings are applied.

6 Log out from Remote UI.

Preparing to Print and Scan from an Android or Chrome OS Device

AW63-0EU

When you print and scan from an Android or Chrome OS device, you need to make preparations according to the device, printing method, and scanning method you are using.

Android Devices

Enable the Mopria® function on the machine when you use Mopria® or Default Print Service.
* This setting is not required when you print or scan using Canon PRINT or Canon Print Service.

Chrome OS Devices (Such As Chromebook)

Enable the Mopria® function on the machine.
* You can also use IPP Everywhere to print directly from your device, if your device supports IPP Everywhere.
Enable the IPP Everywhere function on the machine when you print using IPP Everywhere.

This section describes how to configure the settings using Remote UI from a computer.
On the control panel, select [Settings/Registration] in the [Home] screen or other screen, and then select [Preferences] to configure the settings. **[Network] (P. 1219)**
Administrator or NetworkAdmin privileges are required.

1 Log in to Remote UI as an administrator. **Starting Remote UI (P. 1095)**

2 On the Portal page of Remote UI, click [Settings/Registration]. **Remote UI Portal Page (P. 1099)**

3 Enable the function on the machine.

When Enabling the Mopria® Function

1. Click [Network Settings] ▶ [Mopria Settings].
   → The [Mopria Settings] screen is displayed.
2. Select the [Use Mopria] checkbox, and click [OK].
   → The setting is applied.

When Enabling the IPP Everywhere Function

1. Click [Network Settings] ▶ [IPP Everywhere Settings].
   → The [IPP Everywhere Settings] screen is displayed.
2. Select the [Use IPP Everywhere] checkbox, and click [OK].
   → The setting is applied.

4 Log out from Remote UI.

NOTE

- When the Mopria® function or IPP Everywhere function are enabled, the following network settings are also enabled.
  - HTTP **[Use HTTP] (P. 1234)**
  - IPP Print **[IPP Print Settings] (P. 1233)**
  - mDNS (IPv4/IPv6) **[mDNS Settings] (P. 1245)**

    * The mDNS setting for IPv6 is fixed to use the same mDNS name as IPv4.
  - Network Link Scan (for the Mopria® function only) **[Use Network Link Scan] (P. 1238)**

Connecting a Mobile Device to the Machine

AW63-0EW

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. 834)



Connecting Directly (Direct Connection)

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.
If the connection is set to terminate automatically, after a certain time period elapses from the time the connection begins, the connection is terminated automatically.

Preparations for Direct Connection (P. 824)
Connecting a Mobile Device Directly to the Machine (Direct Connection) (P. 835)



* You can configure whether to terminate the connection automatically and the amount of time until the connection is terminated when enabling the Direct Connection function of the machine with "Preparations for Direct Connection."

Connecting a Mobile Device via Wireless LAN Router (LAN Connection)

AW63-0EX

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. 124)**

  * 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 the IPv4 Address (P. 144)**

Connect the mobile device to either of the following wireless LAN routers:

- A wireless LAN router connected to the machine
- A wireless LAN router on the network connected to the machine (when the machine is connected to a wired LAN)

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)

AW63-0EY

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.

Number of Mobile Devices that Can Be Directly Connected to the Machine at the Same Time

- Access Point Mode: one (default) to five devices
- Wi-Fi Direct: one device only

* There are two modes for directly connecting a mobile device to the machine: Access Point Mode and Wi-Fi Direct. You can determine which mode the machine is set to on the screen in Step 3.

Required Preparations

- Enable the Direct Connection function on the machine, and select the Direct Connection mode to use. **Preparations for Direct Connection (P. 824)**

1 On the control panel, press [Mobile Portal] in the [Home] screen. **[Home] Screen (P. 189)**

→ The [Mobile Portal] screen is displayed.

2 Press [Enable] in [Direct Connection].



→ The machine enters waiting state for Direct Connection.

Within 5 minutes of pressing [Connect], you must directly connect the mobile device.

When [End] or [Disconnect] Is Displayed

Confirm the message displayed on the [Mobile Portal] screen.

When [Ready to connect to mobile devices.] Is Displayed
Proceed to Step 3.

When [Number of mobile devices connected: n] (Where n Is a Number) Is Displayed

- If the number of connected mobile devices has not reached the maximum, proceed to Step 3.
- If the maximum number of connected mobile devices has been reached, you cannot connect a new mobile device until a connected mobile device is disconnected. To disconnect a connected mobile device, press [Disconnect] ▶ [Yes].

3 Directly connect the mobile device.

The connection method varies depending on the content displayed in the [Mobile Portal] screen.

- When the SSID and network key information and QR code are displayed, connect the mobile device using Access Point Mode. **Connecting with Access Point Mode (P. 836)**
- When the device name information is displayed, connect the mobile device using Wi-Fi Direct. **Connecting with Wi-Fi Direct (P. 837)**

Connecting with Access Point Mode

1 Connect to the machine from a mobile device.

To Connect by Manually Configuring the Wi-Fi Settings



In the Wi-Fi settings of the mobile device, select the SSID (network name) displayed on the screen of the machine, and enter the network key (password).

* For details about how to configure the Wi-Fi settings, see the manual of the mobile device.

To Connect by Scanning the QR Code with the Standard Camera App (iOS11 or Later)



Open the standard camera app on the iOS device, and scan the QR code displayed on the screen of the machine.

To Connect by Scanning the QR Code with Canon PRINT



Open Canon PRINT, and scan the QR code displayed on the screen of the machine.

* For details about scanning a QR code, see Help in Canon PRINT.

2 Check that the mobile device is connected on the [Mobile Portal] screen.

Press [Mobile Dev. Info] to display the information of the mobile device connected to the machine with Direct Connection.

3 When you have completed your operations on the mobile device, press [Disconnect] on the [Mobile Portal] screen ▶ [Yes].

➔ 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 during 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

Automatic Termination of Direct Connection

- The direct connection is automatically terminated in the following cases:
  - When Direct Connection is configured to terminate automatically
  - 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

Connecting with Wi-Fi Direct

1 Establish a connection from the machine or a mobile device.

Connecting from a Mobile Device



In the Wi-Fi Direct settings of the mobile device, select the device name of the machine to connect from among the detected devices that support Wi-Fi Direct.

1. Confirm the device name of the machine displayed on the [Mobile Portal] screen.
2. In the Wi-Fi Direct settings of the mobile device, select the device name of the machine.
   For details about how to configure the Wi-Fi settings, see the manual of the mobile device.
3. When the message [A connection request has been accepted. Do you want to approve the request?] appears on the screen of the machine, press [Yes].

Connecting from the Machine



On the control panel of the machine, select the mobile device to connect from among the detected devices that support Wi-Fi Direct.

1. On the [Mobile Portal] screen, select the name of the mobile device to connect, and press [Connect].
2. When a message requesting a connection appears on the mobile device, allow the connection.

2 When [Connection to a mobile device was successful.] appears on the screen of the machine, press [OK].

→ The screen returns to the [Mobile Portal] screen.

3 When you have completed your operations on the mobile device, press [Disconnect] on the [Mobile Portal] screen ▶ [Yes].

→ The direct connection is terminated.

IMPORTANT

- You may not be able to connect to the Internet during 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

- On the [Mobile Portal] screen, press [Mobile Dev. Info] to display the information of the mobile device connected to the machine with Direct Connection.

Automatic Termination of Direct Connection

- The direct connection is automatically terminated in the following cases:
  - When Direct Connection is configured to terminate automatically
  - When no data is sent or received between the mobile device and the machine for a while

Using a Dedicated Application to Print and Scan (Canon PRINT)

AW63-0F0

You can use the dedicated Canon application Canon PRINT to print and scan.
It also supports User Authentication and Department ID Management. Even when printing with unknown user information or Department ID is restricted, you can print by setting user information or a Department ID.

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. 833)**
- Register the machine to Canon PRINT.
  When a mobile device is connected to the machine via LAN and you register the machine, the IP address information of the machine or displaying of the QR code is required. You can check the IP address and display the QR code with the [Home] screen of the control panel ▶ [Mobile Portal] ▶ [LAN Connection].
- For details about how to register the machine and printing and scanning, see the Help menu item in the application.

NOTE

- To scan using Canon PRINT, the Scan for Mobile function must be enabled on the machine. **[Display Scan for Mobile] (P. 1212)**

Using Mopria® to Print and Scan

AW63-156

The machine supports Mopria® Print Service and Mopria® Scan, plugins that enable printing and scanning from any application on a Mopria® certified printer or multifunction machine.
You can print on a Mopria® certified printer or multifunction machine available from various manufacturers, which is convenient when printing on the go, without having to install a dedicated application or plugin.



Usage

- Enable the Mopria® function of the machine. **Preparing to Print and Scan from an Android or Chrome OS Device (P. 831)**
- Connect a mobile device to the machine. **Connecting a Mobile Device to the Machine (P. 833)**
- For details about the supported operating systems, Mopria® certified printers, multifunction machines, and how to print and scan, see the following website:

  https://mopria.org/

IMPORTANT

When the Machine Is Using User Authentication or Department ID Management

- You cannot use Mopria® to print and scan when printing and scanning from a computer with unknown user information or Department ID is restricted.

  Using User Authentication When Printing, Scanning, and Sending Faxes from a Computer (P. 891)
  Enabling Department ID Management (P. 910)

NOTE

- By using Mopria® Scan, you can directly import scanned data to an Android device.

Using AirPrint to Print and Scan Data and Send Faxes

AW63-0F1

AirPrint is a print function standard in Apple operating systems. You can print from applications that support AirPrint without 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. 841)
When Using a Mac (P. 842)

IMPORTANT

When the Machine Is Using User Authentication or Department ID Management

- You cannot use AirPrint when printing, scanning, or sending faxes from a computer with unknown user information or Department ID is restricted.

Using User Authentication When Printing, Scanning, and Sending Faxes from a Computer (P. 891)
Enabling Department ID Management (P. 910)

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. 828)**
- Connect the machine to an iPhone, iPad, or iPod touch. **Connecting a Mobile Device to the Machine (P. 833)**
- Register print settings as presets, as needed. **Registering the IPP Print Settings (P. 845)**

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 the 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.
- You can also call up and use registered print settings (presets).

6 Tap [Print].

→ Printing starts.

Use [Status Monitor] on the control panel to check the print job status and log. **Viewing the Print Job Status and Log (P. 446)**

NOTE

- You can display error messages on the control panel when there is a problem with the print data of AirPrint and printing does not match the data. **[Display Errors for AirPrint] (P. 1224)**
- When the machine is configured not to print data sent from a computer straight away, the AirPrint data is also put on hold on the machine. In this case, you need to operate the machine to perform printing. **Printing Documents in Forced Hold State (P. 437)**

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: Mac 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. 828)**
- Connect the machine to a Mac. **Setting Up the Network (P. 124)**
  When connecting via USB, directly connect the USB cable to the USB port for computer connection on the back right side of the machine. **Rear Side (P. 56)**
- In [System Settings] ▶ [Printers & Scanners] on the Mac, click [Add Printer, Scanner, or Fax] to register the machine.

- Register print settings as presets, as needed. **Registering the IPP Print Settings (P. 845)**

Using AirPrint to Print Data (P. 843)
Using AirPrint to Scan Data (P. 843)
Using AirPrint to Send Faxes (P. 844)

Using AirPrint to Print Data

1 Open the document you want to print 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.

4 Configure the print settings.

- The available settings and usable paper sizes vary depending on the application you are using.
- You can also call up and use registered print settings (presets).

5 Click [Print].

→ Printing starts.

Use [Status Monitor] on the control panel to check the print job status and log. **Viewing the Print Job Status and Log (P. 446)**

NOTE

- You can display error messages on the control panel when there is a problem with the print data of AirPrint and printing does not match the data. **[Display Errors for AirPrint] (P. 1224)**
- When the machine is configured not to print data sent from a computer straight away, the AirPrint data is also put on hold on the machine. In this case, you need to operate the machine to perform printing. **Printing Documents in Forced Hold State (P. 437)**

Using AirPrint to Scan Data

1 Place the original on the machine. **Placing Originals (P. 229)**

2 Click [System Settings] ▶ [Printers & Scanners].

→ The [Printers & Scanners] screen is displayed.

3 Select the machine.

4 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 [Home] screen of the control panel, press [Scanner] to turn the machine online, and then repeat the operation.

Using AirPrint to Send Faxes

1 On your Mac, open the document you are sending.

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 [Destination], enter the fax number.

5 Click [Fax].

→ The fax is sent via the machine.

Use [Status Monitor] on the control panel to check the sending status and log. **Checking the Status and Log for Sent and Received Faxes (P. 614)**

Registering the IPP Print Settings

AW63-0F2

You can register IPP print settings as presets. You can call up the registered presets when you print.
Settings such as the number of copies, 2-sided printing, and finishing settings can be registered in the presets. You can also save documents to Mail Box.

* You can register up to 10 presets.

Register presets using Remote UI from a computer. You cannot use the control panel to register presets.
Administrator or NetworkAdmin privileges are required.

1 Log in to Remote UI as an administrator. **Starting Remote UI (P. 1095)**

2 On the Portal page of Remote UI, click [Settings/Registration]. **Remote UI Portal Page (P. 1099)**

3 Click [Printer] ▶ [Preset Management for IPP Printing].

→ The [Preset Management for IPP Printing] screen is displayed.

4 Click [Add Presets].

→ The [Add Presets] screen is displayed.

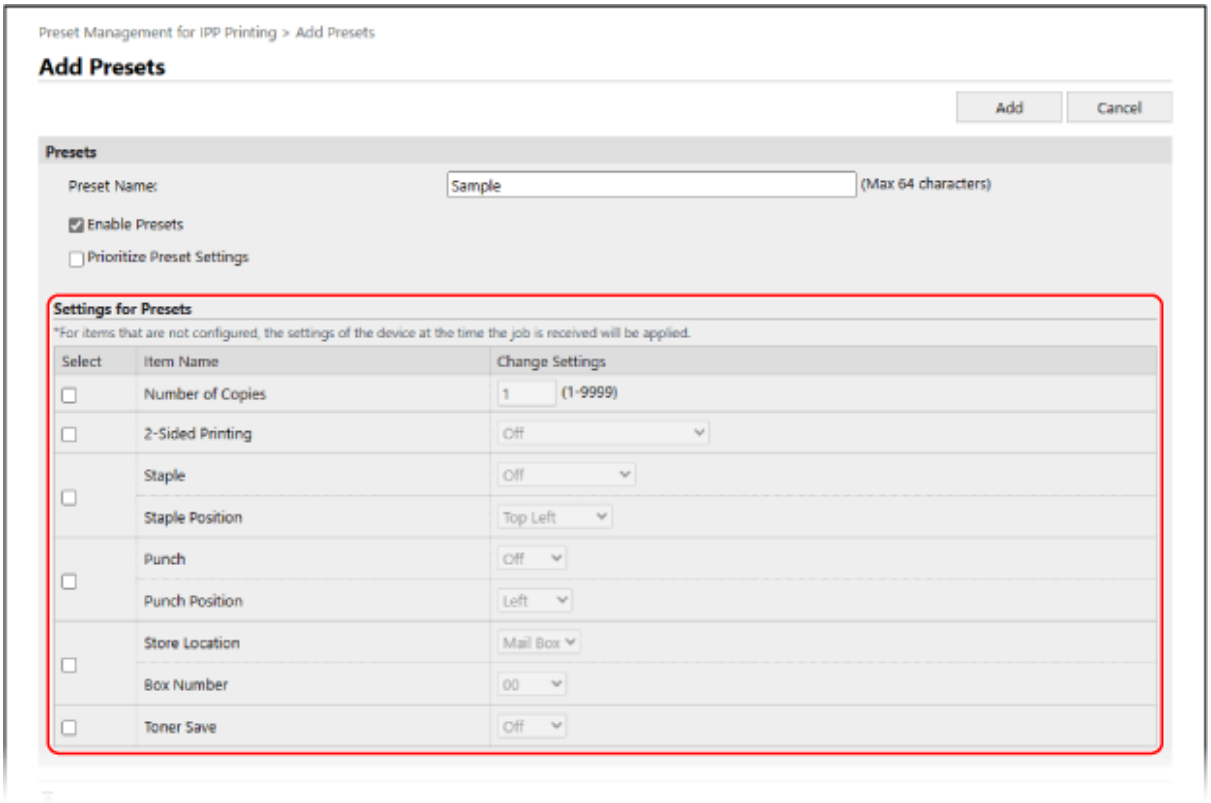
5 Enter the preset name.

6 Select the [Enable Presets] checkbox.

7 Set whether to prioritize the preset settings, as needed.

When the [Prioritize Preset Settings] checkbox is selected, the settings configured for printing will be overwritten with the preset settings.

8 In [Settings for Presets], configure the print settings.



9 Click [Add].

➔ The registered preset is added to the [Preset Management for IPP Printing] screen.

10 Log out from Remote UI.

NOTE

Editing a Registered Preset

- On the [Preset Management for IPP Printing] screen, you can click the name of a preset to edit the settings.

Printing and Scanning from an Android Device

AW63-0F3

You can print and scan data from an application that has a print function.

Using a Dedicated Plugin to Print and Scan (Canon Print Service) (P. 847)
Using the OS Standard Function to Print and Scan Data (Default Print Service) (P. 847)

In addition, you can print and scan data using common plugins of Mopria®. **Using Mopria® to Print and Scan (P. 840)**

Using a Dedicated Plugin to Print and Scan (Canon Print Service)

You can use the dedicated Canon plugin, Canon Print Service, to print and scan from any application.
It also supports Department ID Management. Even when printing with an unknown Department ID is restricted, you can print by setting a Department ID.

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. 833)**
- Register the machine to Canon Print Service.
  When a mobile device is connected to the machine via LAN and you register the machine, the IP address information of the machine is required. You can check the IP address with the [Home] screen of the control panel ▶ [Mobile Portal] ▶ [LAN Connection].
- For details about how to register the machine and print, see the Canon Print Service manual in "Mobile Apps" at the online manual site.
  https://oip.manual.canon/

Using the OS Standard Function to Print and Scan Data (Default Print Service)

You can use the function that is standard in the OS (Default Print Service) to print and scan from any application.
If your version of Android supports Default Print Service, you can print and scan data without having to install a dedicated application or plugin.

Usage

- Enable the Mopria® function of the machine. **Preparing to Print and Scan from an Android or Chrome OS Device (P. 831)**
- Connect a mobile device to the machine. **Connecting a Mobile Device to the Machine (P. 833)**
- Make sure that Canon Print Service and Mopria® Print Service are not installed in the mobile device or are disabled.
- For details about the supported OS and how to print, see the following website:
  https://support.google.com/android/

IMPORTANT

When the Machine Is Using User Authentication or Department ID Management

- You cannot use Default Print Service to print and scan when printing and scanning from a computer with unknown user information or Department ID is restricted.

Using User Authentication When Printing, Scanning, and Sending Faxes from a Computer (P. 891)
Enabling Department ID Management (P. 910)

Printing and Scanning from a Chrome OS Device

AW63-0F4

You can use a Chromebook or other device equipped with Chrome OS to print and scan without having to install a dedicated application or printer driver.

Usage

- Enable the Mopria® function or IPP Everywhere function of the machine. **Preparing to Print and Scan from an Android or Chrome OS Device (P. 831)**
- Connect a Chrome OS device to the machine. **Setting Up the Network (P. 124)**
  When connecting via USB, directly connect the USB cable to the USB port for computer connection on the back right side of the machine. **Rear Side (P. 56)**
- For details about how to print and scan, see Chromebook Help.

  https://support.google.com/chromebook/answer/7225252/

IMPORTANT

Printing from a Chrome OS Device

- Printing from a Chrome OS device may not be supported depending on your country or region.

When the Machine Is Using User Authentication or Department ID Management

- You cannot print and scan from a device equipped with Chrome OS when printing and scanning from a computer with unknown user information or Department ID is restricted.

  Using User Authentication When Printing, Scanning, and Sending Faxes from a Computer (P. 891)
  Enabling Department ID Management (P. 910)

Printing from a Windows 10 Mobile Device

AW63-0F5

You can use a Windows Phone equipped with Windows 10 Mobile to print without having to install a dedicated application or printer driver.

Usage

- Connect the machine to a Windows Phone. **Connecting a Mobile Device to the Machine (P. 833)**
- For details about how to print, see Windows 10 Mobile Help.

IMPORTANT

If You Are Unable to Print from a Windows 10 Mobile Device

- You cannot print from a Windows 10 Mobile device in the following cases:
  - When any of the WSD functions (WSD Printing, WSD Browsing, or Multicast Discovery) of the machine is restricted **Using LPD, RAW, and WSD (P. 1043)**
  - When a security policy is applied on the machine and [Restrict WSD Port (Port Number: 3702, 60000)] or [Restrict SLP Port (Port Number: 427)] is enabled **Security Policy Items (P. 1061)**
  - When the machine is using User Authentication or Department ID Management and printing from a computer with unknown user information or Department ID is restricted

    Using User Authentication When Printing, Scanning, and Sending Faxes from a Computer (P. 891)
    Enabling Department ID Management (P. 910)

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Security

AW63-0F6

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 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.

Managing Users and Groups

Managing the users and groups that use the machine and performing authentication of its use can prevent operation by third parties and unauthorized access.

Authenticating Users and Managing Groups (P. 854)

Configuring Settings According to the Environment

Applying the network security settings according to the usage environment can reduce the threat of unauthorized access and eavesdropping.

Protecting the Network (P. 957)

The machine is equipped with functions for collectively configuring the security settings and notifying you of changes in the environment.

Security Settings That Match the Environment (P. 1053)

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, Data Leakage, and Tampering (P. 1001)
Preventing Unauthorized Use (P. 1037)

Protecting Data Saved to the Machine

The various data saved to the storage space of the machine is encrypted. In addition, encryption of confidential information and system validation and protection help ensure more secure data management.

Protecting Data on the Machine (P. 1046)

Integrated Management Using a Security Policy

The machine can collectively configure and manage multiple security settings according to a policy.

Applying a Security Policy (P. 1055)

Using the Log to Monitor Usage

When log collection is started, the machine records detailed information on the usage of the machine. This enables you to track the machine operations in the event of trouble, and can also help you quickly detect unauthorized use of the machine.

Management of Logs (P. 1067)

See Also

Compliant with Information Security Standards Asia/Oceania Americas

This machine complies with the Protection Profile for Hardcopy Devices (HCD PP) v1.0., an international standard for information security on multifunction machines and printers.

Compliance with HCD PP Information Security Standards [Asia/Oceania][Americas] (P. 1073)

Authenticating Users and Managing Groups

AW63-0F7

Managing the users who use the machine and performing authentication of its use can prevent operation by third parties and unauthorized access.
User Authentication, an authentication application (login service), is the primary method for managing users. User Authentication authenticates users by using a user name and password registered for each user.
You can use user authentication to restrict usage of the machine and optimize settings for individual users.

To authenticate a user, first determine the authentication system, and then configure the necessary settings while considering the login method, role to be assigned to the user, and functions to be used.

Authentication Systems (P. 854)
Logging In to the Machine (P. 855)
Roles (P. 855)
Functions Available with User Authentication (P. 856)

IMPORTANT

- To limit the authentication method to User Authentication (and not use System Manager ID for authentication) in the following situations, set [Prohibit Authentication Using Department ID and PIN] to [On]. **[Prohibit Authentication Using Department ID and PIN] (P. 1441)**
  - When using the machine from a computer via a driver
  - When accessing the machine from the device management software

Authentication Systems

You can use the following two authentication systems:

Local Device (This Machine)

User information is managed in the database of the machine. This is called local device authentication.
User information can be registered for one user at a time, or user information can be saved to a file and imported to the machine to register multiple users at a time.
You can register user information for up to 5,001 users.
When using local device authentication only, you can manage users in groups while also using Department ID Management.
Procedure for Configuring the Local Device Authentication Settings (P. 857)

External Authentication Server

The following types of servers can be used as an external authentication server:

- Windows Server with Active Directory installed
- Cloud server using Microsoft Entra ID
- LDAP server

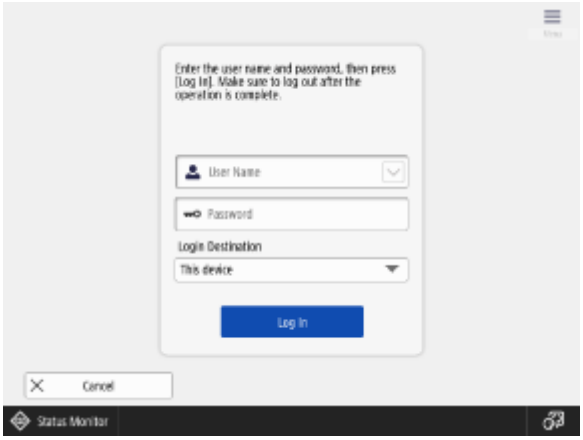
You can manage users using the user information registered to the server. This is called external server authentication.
External Server Authentication Settings Procedure (P. 878)

* For details on the compatible Active Directory, LDAP servers, and Microsoft Entra ID, see the specifications of the authentication functions. **Authentication Functions (P. 94)**

Logging In to the Machine

Users registered to the local device can use the login methods below. Users registered to an external authentication server may use keyboard authentication. The machine supports two-factor authentication for Remote UI login.
* Network login using the device management software does not support two-factor authentication.

Keyboard Authentication



This login method can be used regardless of the authentication system.
Users log in with a user name and password using the keyboard displayed on the control panel. If the user name and password consist only of numbers, you can configure the settings to enable login using only the numeric keys.

NOTE

Logging in To Remote UI

- You can use a web browser on a computer to log in to Remote UI.

Roles

User authentication can be used to configure privileges (roles) for each user to control the operations they can perform.

Configurable Roles

By assigning roles to users according to their responsibilities, the various management tasks of the machine can be shared.

GeneralUser	This is a general user.
DeviceAdmin	In addition to the operations of a general user, a DeviceAdmin can configure the print, scan, fax, copy, and other basic settings and change the device information settings.
NetworkAdmin	In addition to the operations of a general user, a NetworkAdmin can change the network settings.
Administrator	An Administrator can perform all operations of the machine.

* For details about the settings that can be changed by a DeviceAdmin and NetworkAdmin, see the following:
[Settings/Registration] Menu List (P. 1193)

Using the Attributes of Active Directory/LDAP Server/Microsoft Entra ID

When external server authentication is used, you can determine the roles according to the server attributes. You can use the character string registered to the attributes as the role name, and you can also set conditions and assign specific roles when those conditions are met.

Using ACCESS MANAGEMENT SYSTEM to Specify Roles

In environments where ACCESS MANAGEMENT SYSTEM can be used, you can assign functions available to each role and create new roles.
Using ACCESS MANAGEMENT SYSTEM (P. 927)

Functions Available with User Authentication

You can use the following functions and settings during user authentication to allow users to efficiently operate the machine.

Optimizing User Settings (Personalization)

By default, the personalization function is enabled when using user authentication. This function saves the various settings of the machine customized by the user and applies them each time that user logs in. This enables efficient operation of the machine without the user having to change the same settings or operations each time. **Using the Personalization Function (P. 897)**

Managing Users as a Group (Department ID Management)

Use Department ID Management to collectively manage users registered to the local device in a group (Department ID) such as a company department.
By using Department ID Management, you can monitor usage of the machine and restrict the number of pages that can be printed for each Department ID, and you can require users to enter a PIN to perform certain operations. This is useful for adjusting operations of the machine and for improving cost awareness and security.
You can also register a common user for each Department ID and allow operations in which multiple users can use that common user.
To use Department ID Management, you must configure the system manager information settings, register and specify the Department ID, and then enable Department ID Management.
Managing Groups with Department ID (Department ID Management) (P. 901)

* To share an address list among multiple users, use a user group instead of Department ID Management. **Sharing Destinations in a Group (User Group) (P. 919)**

Using Personal Folders

Personal Folder is a personal folder that can be used by a login user. Shared folders and folders on the file server can be specified as Personal Folders.
The Personal Folder specification method is selected in advance by the administrator. Each user uses their Personal Folder according to this specification method.
Configuring a Personal Folder (P. 923)

Procedure for Configuring the Local Device Authentication Settings

AW63-0F8

To use local device authentication, configure the settings using the following procedure:

Step 1	Check that the login service is set to User Authentication. **Checking the Login Service (P. 858)**
Step 2	Register the user information. **Registering User Information to a Local Device (P. 859)**
Step 3	Specify the login method and authentication system, and start user authentication. **Configuring the Login Method and Authentication System (P. 889)** Configure the login screen display method and applicable range of user authentication, as needed. Disable the personalization function if not needed. **Configuring the Login Screen Display Method (P. 890)** **Using User Authentication When Printing, Scanning, and Sending Faxes from a Computer (P. 891)** **Enabling and Disabling the Personalization Function (P. 898)**
Step 4	When you use User Authentication for printing, scanning, and sending faxes from a computer, configure the user information for each computer using the machine. **Configuring User Management Information on a Computer (P. 914)**

When Using Department ID Management

After configuring the above settings, you must configure the system manager information settings, register and specify the Department ID, and then enable Department ID Management. **Department ID Management Procedure (P. 902)**

Checking the Login Service

AW63-0F9

Check that the login service is set to User Authentication.

Check the login service using Remote UI from a computer. You cannot use the control panel to check this information. Administrator privileges are required.

1 Log in to Remote UI as an administrator. **Starting Remote UI (P. 1095)**

2 On the Portal page of Remote UI, click [Settings/Registration]. **Remote UI Portal Page (P. 1099)**

3 Click [User Management] ▶ [Authentication Management] ▶ [Authentication Service Information].

→ The [Authentication Service Information] screen is displayed.

4 Check that the login service is set to User Authentication.

5 Log out from Remote UI.

Registering User Information to a Local Device

AW63-0FA

To use local device authentication, you must register the user information to the database of the machine.
User information can be registered for one user at a time, or user information can be saved to a file and imported to the machine to register multiple users at a time (Import). In addition, you can save the registered user information to a computer by exporting it to a CSV file (Export).

Registering User Information (P. 859)
Exporting User Information (P. 861)
Preparing the File to Use to Import User Information (P. 862)
Importing User Information Automatically on a Regular Basis (P. 863)
Importing User Information Manually (P. 864)

NOTE
Disabling the "Administrator" User

- By default, the user name of the administrator is registered as "Administrator." This user cannot be deleted. To disable this user, add a user with Administrator privileges, and then disable the "Administrator" user.

Registering User Information

Register user information to the local device for one user at a time.

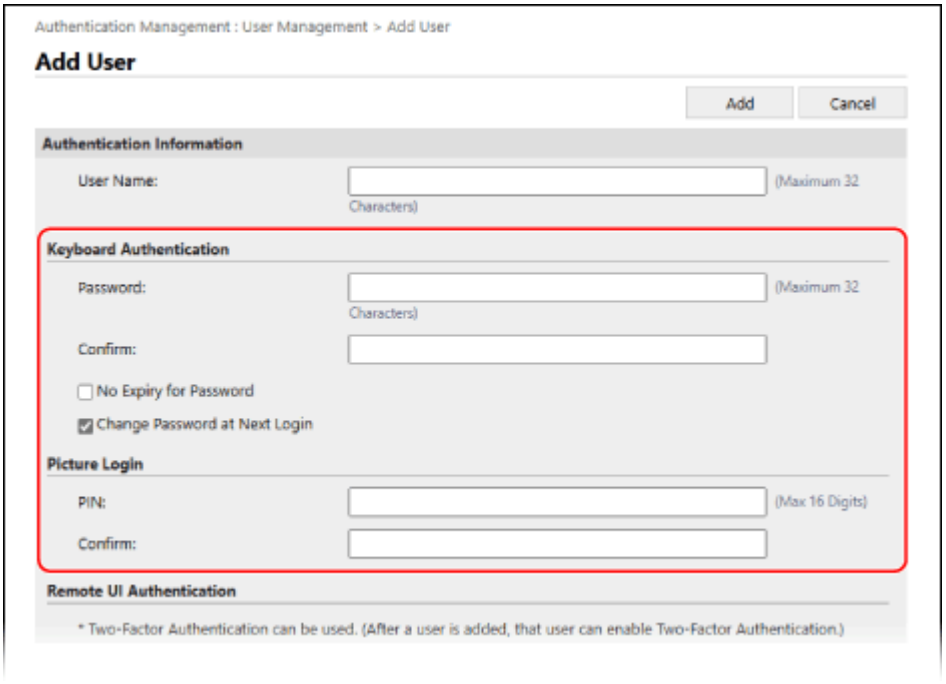
This section describes how to register user information using Remote UI from a computer.
On the control panel, select [Settings/Registration] in the [Home] screen or other screen, and then select [Management Settings] to register this information. **[Register/Edit Authentication User] (P. 1409)**
Administrator privileges are required.

1. Log in to Remote UI as an administrator. **Starting Remote UI (P. 1095)**
2. On the Portal page of Remote UI, click [Settings/Registration]. **Remote UI Portal Page (P. 1099)**
3. Click [User Management] ▶ [Authentication Management].

   → The [User Management] screen is displayed.
4. Click [Add User].

   → The [Add User] screen is displayed.
5. Enter the user name in [User Name].

6 Configure the authentication information according to the login method you want to use.



When Logging In with Keyboard Authentication

In [Keyboard Authentication], configure the password to enter when logging in. Enter the same password in [Password] and [Confirm].

- To set the password never to expire, select the [No Expiry for Password] checkbox.
- To force the user to change the password at first login, select the [Change Password at Next Login] checkbox. When the user changes the password, the checkbox is cleared automatically.

7 Specify the Department ID.

You can skip this step when not using Department ID Management. Proceed to Step 8.

1. Click [Department ID Settings].

   → The [Department ID Settings] screen is displayed.

2. Select the Department ID from the list.

   To register a new Department ID, click [Register New Department], enter the Department ID and PIN, and click [Add]. **Registering a Department ID and PIN (P. 905)**

3. Click [OK].

* If the Department ID assigned to a user is deleted, the settings need to be changed. **Assigning a Department ID to a User (P. 906)**

8 Enter the user information and configure other settings, as needed. **[Add User] and [Edit User Information] Screen (P. 866)**

- To set user privileges (roles), select the privileges under [Role Settings]. If you do not select privileges, the default role is assigned to the user.

  * The default role is "GeneralUser." You can change the default role. **[Default Role When Registering User] (P. 1410)**

- To enable or disable a user, configure the items in [User Account Settings].

9 Click [Add].

→ The user information is registered.

10 Log out from Remote UI.

NOTE

Changing User Information of a General User After Logging In

- A user with GeneralUser privileges can change the following information after logging in to Remote UI and clicking [Settings/Registration] ▶ [User Management] ▶ [Authentication Management]:
  - [Password] ／ [PIN]
  - [E-Mail Address]

    * In the authentication function settings, [Setting Changes by Users Without Administrator Privileges] in [Other Settings] needs to be set to allow users to configure e-mail address settings. **[Edit Basic Settings] Screen (P. 893)**

Exporting User Information

You can export user information that is registered to the local device to a CSV file in User Authentication format. You can then edit the exported CSV file and use this to import user information.

Export user information using Remote UI from a computer. You cannot use the control panel to export it. Administrator privileges are required.

1 Log in to Remote UI as an administrator. **Starting Remote UI (P. 1095)**

2 On the Portal page of Remote UI, click [Settings/Registration]. **Remote UI Portal Page (P. 1099)**

3 Click [User Management] ▶ [Authentication Management].

→ The [User Management] screen is displayed.

4 Click [Export].

5 Select the file format.

6 Click [Start Export] and save the CSV file to the computer.

7 Log out from Remote UI.

NOTE

- Follow the description rules of the CSV file when editing the exported file. **Editing User Information Using a CSV File (P. 869)**

Preparing the File to Use to Import User Information

Before importing user information from a file, you must prepare the file in the appropriate format according to the import method.

File Format

You can use a file with the User Authentication format to regularly import user information automatically.
You can use any of the following three file formats to import user information manually:

User Authentication format (*.csv)
This format is used to save user information created in a file format usable with User Authentication.

- When you export user information registered in the machine, it is saved to a CSV file in this format. **Exporting User Information (P. 861)**
- You can directly edit the CSV file and use it to import user information. **Editing User Information Using a CSV File (P. 869)**

Simple Device Login format (*.ldif)
This format is used to save user information exported from a Canon multifunction machine using SSO-H local device authentication.

User Access Control for Advanced Space format (*.csv)
This format is used to save user information exported from a Canon multifunction machine using Advanced Space user management.

Differences in Descriptions According to Input Method

Specify either of the following import methods when configuring how to import user information. Pay attention to the contents of the file being prepared according to the specified import method.

Differential Import
Compares the user information registered in the local device and imports only the user information with changes.

Full Import
Imports all user information listed in the file to be imported.

- If a user listed in the file matches the user registered in the local device, the imported user information overwrites the user information in the local device.
- Users not listed in the imported file are deleted from the local device.

  * "Administrator" and user information registered by default as "-----" are not deleted even when not listed in the imported file.

NOTE

- If there is duplicate information in the imported CSV file, the first imported information is given priority and registered.

Importing User Information Automatically on a Regular Basis

You can regularly import a file with stored user information automatically to add users to the local device and to change and delete registered user information. After you have configured regular import, user information can be updated automatically when the file is updated.

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

Required Preparations

- Prepare the file to be imported. **Preparing the File to Use to Import User Information (P. 862)**
- Determine the store location of the prepared file and save it.

  * After you have configured regular import, update the file.

1 Log in to Remote UI as an administrator. **Starting Remote UI (P. 1095)**

2 On the Portal page of Remote UI, click [Settings/Registration]. **Remote UI Portal Page (P. 1099)**

3 Click [User Management] ▶ [Authentication Management] ▶ [Import] ▶ [Auto Import Settings].

→ The [Auto Import Settings] screen is displayed.

4 Select the [Use auto import] checkbox.

5 Specify the file to be imported.

1. Specify the store location of the file to be imported.
   - In [Host Name], enter the host name or IP address of the file store location.
   - In [File Path], enter the path to the folder where the file is stored.
   - Specify the path that requires authentication by including it in [Host Name].
     Input example:
     \\192.168.1.21\share
2. Enter the user name and password.
   In [User Name] and [Password], enter the user name and password for logging in to the file store location.
3. Click [Test Connection] to test the connection to the specified file.

6 Specify the interval in minutes at which to check the file to be imported in [File Update Confirmation Interval].

7 Select the import method.

8 To import the file immediately after configuring the settings, select the [Auto import at the same time settings are updated] checkbox.

9 Click [Update].

→ The file will be imported automatically according to the settings.

* The file is imported immediately after you click [Update] when the [Auto import at the same time settings are updated] checkbox is selected in Step 8.
* If the file cannot be imported at the specified time because the power of the machine is OFF or the machine is in Sleep Mode, the file will be imported after the machine is turned ON or has recovered from Sleep Mode.

10 Log out from Remote UI.

IMPORTANT

- If you are using a server that does not support SMB v3.0 encryption communication, please be aware that user information is sent and received unencrypted.

Importing User Information Manually

You can manually import a file with stored user information to add users to the local device and to change and delete registered user information.

Import user information using Remote UI from a computer. You cannot use the control panel to import it. Administrator privileges are required.

Required Preparations

- Prepare the file to be imported. **Preparing the File to Use to Import User Information (P. 862)**

1 Log in to Remote UI as an administrator. **Starting Remote UI (P. 1095)**

2 On the Portal page of Remote UI, click [Settings/Registration]. **Remote UI Portal Page (P. 1099)**

3 Click [User Management] ▶ [Authentication Management] ▶ [Import] ▶ [Manual Import Settings].

→ The [Manual Import Settings] screen is displayed.

4 Click [Choose File] in [File Path], and specify the path of the file to be imported.

5 Select the format of the file to be imported in [File Format].

6 Select the import method.

7 Select when to import the file in [Application Timing].

If you selected [Specify the date and time], select [Specify Date & Time] or [Specify Time Only] and enter the date and/or time to import the file.
Specify the time in 24-hour format.

8 Click [Start Import].

➔ The file is imported according to the settings.

* If the file cannot be imported at the specified time because the power of the machine is OFF or the machine is in Sleep Mode, the file will be imported after the machine is turned ON or has recovered from Sleep Mode.

9 After the import is completed, log out from Remote UI.

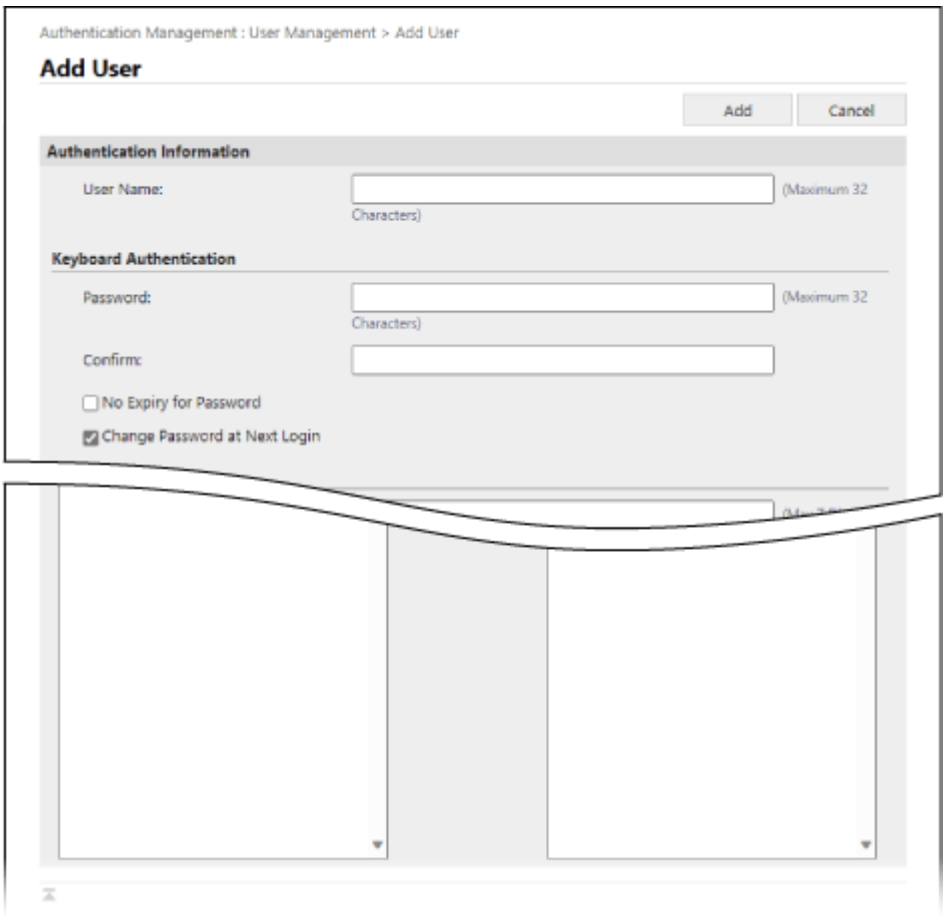
NOTE

- If the imported CSV file contains Department IDs (dept_id) which is not registered in the machine, the [Check Unregistered Department ID] button is displayed after the import is completed. Click this button to register Department IDs.

[Add User] and [Edit User Information] Screen

AW63-0FC

Log in to Remote UI as an administrator with Administrator privileges, click [Settings/Registration] ▶ [User Management] ▶ [Authentication Management], and then click [Add User] or [Edit] for the user name to display the [Add User] or [Edit User Information] screen.
You can register new user information to the local device or edit registered user information on these screens.



[Authentication Information]
Specify the user name and authentication information according to the login method.

[User Name]
Enter the user name.

[Keyboard Authentication]

[Password] and [Confirm]
Enter the password for logging in with keyboard authentication in both [Password] and [Confirm].
* To edit registered user information, select the [Change password] checkbox, and enter the information.

[No Expiry for Password]
Select this checkbox to set the password never to expire.

[Change Password at Next Login]

Select this checkbox to force the user to change the password at first login. When the user changes the password, the checkbox is cleared automatically.

[Remote UI Authentication]

[Use Two-Factor Authentication]
Select this checkbox if users enter a one-time password (two-factor authentication) when they log in to Remote UI.
* This setting is available only when login users edit their own user information.

[User Information]

[Displayed As]
Enter the name of the user to be registered.
The display name is used for the following:

- The sender name when sending e-mail
- The user name at forced hold

[E-Mail Address]
Enter the e-mail address of the user.
When scanned data is sent, the address entered here is also displayed together with the sender name. This address is also used when sending a document by pressing [Send to Myself]. When an I-Fax is sent, this address is displayed as the sender in the Sender line of the receiving device.

[IPP Print Information]
To associate IPP Printing with the user, specify the e-mail address used for IPP printing.
* You can configure the setting when the setting in [Settings/Registration] ▶ [Network Settings] ▶ [IPP Print Settings] is enabled.
* Users registered in the local device can configure the settings themselves, or an administrator can configure batch settings by using a CSV file. **Associating IPP Printing Information with Users (P. 872)**

[Information for Universal Print]
To associate a user with Universal Print, specify an e-mail address or telephone number associated with a Microsoft 365 account.
* To be able to use this setting, click [Settings/Registration] ▶ [Network Settings] ▶ [Settings for Universal Print], and confirm that [Settings for Universal Print] enabled.
* Users registered in the local device can configure the settings themselves, or an administrator can configure batch settings by using a CSV file. **Associating Universal Print Information with Users (P. 875)**

[Department ID Settings]
To use Department ID Management, specify the Department ID to which the user belongs.
Click [Department ID Settings], select the Department ID form the list, and click [OK].
* You can register the new Department ID in [Register New Department] on the screen for selecting the Department ID. **Registering a Department ID and PIN (P. 905)**
* If the Department ID assigned to a user is deleted, you must change the settings. **Assigning a Department ID to a User (P. 906)**

[Role Settings]
Select the user privileges (roles). **Roles (P. 855)**

[User Account Settings]

[Set expiration for the user account]
To set the account to expire, select the checkbox and enter the expiration date.

[Disable the user account]
Select this checkbox to disable the user account temporarily.

[User Group Association]
To associate a user with a user group, select a user group from the list, and click [Add].
* This setting is not displayed when using Department ID as a user group.

NOTE
When Logging In as a General User

- A user with GeneralUser privileges can change the following information after logging in to Remote UI and clicking [Settings/Registration] ▶ [User Management] ▶ [Authentication Management]:
  - [Password] and [PIN]
  - [Use Two-Factor Authentication]
  - [Displayed As]
  - [E-Mail Address]

    * In the authentication function settings, [Setting Changes by Users Without Administrator Privileges] in [Other Settings] needs to be set to allow users to configure e-mail address settings. **[Edit Basic Settings] Screen (P. 893)**

Editing User Information Using a CSV File

AW63-0FE

This section describes the CSV file in the User Authentication format used to import and export user information in the local device.
You can directly edit an exported CSV file to add and edit user information managed with User Authentication.

Encoding and Description Rules (P. 869)
Description (Column) (P. 869)

Encoding and Description Rules

- CSV files support UTF-8, SJIS, BIG5, GB2312, and Korean encoding.
- The first row in a CSV file is the column row. The second and later rows are user information.
- The columns are in no particular order.
- Strings in an exported CSV file that meet any of the following conditions are enclosed in brackets [ ]. To add a new string that meets the following conditions when editing a CSV file, enclose it in brackets [ ].
  - Number that starts with 0
  - Number with 12 or more digits
  - String enclosed in brackets [ ]

Description (Column)

The following are the columns described in the CSV file:

uid	User name. Be sure to specify this when importing. Use 1 to 32 characters. Do not use control characters, spaces, or the following characters: \ / : * ? | < > [ ] ; , = + @ ". * The at sign (@) may be available depending on the settings. **[Allow Use of @ in User Name] (P. 1411)**
password	The password used when logging in with keyboard authentication. Use up to 32 ISO 88559-15 encoded characters. • The password is displayed as "********" (eight asterisks) when exported. • To change the password, delete "********" and enter a new password. • If the password is left blank and differential import is used to import user information, existing users keep their original passwords. • When you access Advanced Space opened as an SMB server, authentication may fail if the password is imported as "********."
pin	Not required to be specified as this is not used.
cn	User's display name. The display name is used for the following: • The user name at forced hold • The sender name when sending e-mail Use up to 32 characters. Do not use control characters.

cn;lang-ja;phonetic	Displays the reading of the user's display name when Japanese is selected for the display language. Use up to 32 characters.
cardIdList	User's card ID. Use up to eight alphanumeric characters. To enter more than one card ID, separate each card ID with a semicolon (;). Specify up to 1,000 card IDs.
mail	User's e-mail address. Use up to 256 alphanumeric characters and symbols.
avatorImgPath (cannot be changed)	This is set automatically when the icon image is specified.
dept_id	Department ID to which the user belongs when using Department ID Management. Specify a number up to seven digits.
dept_pin	Department ID PIN. Specify a number up to seven digits.
roleName	User's privilege (role). Specify a role name registered to the machine. If left blank or a role name not registered to the machine is specified, the default role is used. * By default, the default role is set to "GeneralUser." You can change the default role. **[Default Role When Registering User] (P. 1410)**
accountExpires	Account expiration date. Use the format YYYYMMDD to specify the expiration date. When the file is imported, the time is set automatically to "235959."
accountDisabled	Set the account status (enabled or disabled). Specify 0 (enabled) or 1 (disabled).
group	The user group to which the user belongs. Specify the group name registered to the machine. When you assign more than one user group, you can specify up to 10 groups separated by a vertical line (|).
createDate	Not required to be specified as this is not used.
lastLoginDate	User's last login date and time. This is used to determine if a user is logged in and whether to automatically delete a user. ● The date and time is output in the format "TYYYYMMDDhhmmssmmm" when exported. * "T" is added to the beginning of the string to prevent garbled characters. ● Specify the date and time in any of the following formats when importing the file. • YYYYMMDDhhmmssmmm • TYYYYMMDDhhmmssmmm • YYYYMMDD • TYYYYMMDD ● If the date and time is left blank at import, the setting is configured as follows: • The last login date and time is blank for new users. • The original last login date and time is used for existing users.
dc (cannot be changed)	This is set automatically for the users registered after server authentication.
uuid (cannot be changed)	This is set automatically when a user is registered.
sdl_digest (cannot be changed)	This is generated automatically when a password is registered or changed.
uac_advbox_digest1 (cannot be changed)	This is generated automatically when a password is registered or changed.
uac_advbox_digest2 (cannot be changed)	This is generated automatically when a password is registered or changed.

pin_digest (cannot be changed)	This is generated automatically when a PIN is registered or changed.
server_user_flg (cannot be changed)	ID flag of the user who registered after server authentication.
server_user_gp_key (cannot be changed)	The group to which the user who registered after server authentication belongs.
server_user_gp_value (cannot be changed)	The group to which the user who registered after server authentication belongs.
non_expire_password	Set the password expiration date (enabled or disabled). Specify 0 (disabled) or 1 (enabled).
next_password_change_required	Set to force the user to change the password at first login (enabled or disabled). Specify 0 (disabled) or 1 (enabled).
second_factor	Not required to be specified as this is not used.
CharSet:<encoding>	CSV file encoding (column row only). Example: When using UTF-8 The column row is "CharSet:UTF8."

Associating IPP Printing Information with Users

AW63-157

You can associate users registered to the local device with user information that uses IPP printing and manage that user information.

* You can still operate IPP printing without configuring these settings.

Configuring the User Information (User) (P. 872)
Configuring the User Information (Administrator) (P. 872)
Configuring Batch Settings Using a CSV File (Administrator) (P. 873)

Configuring the User Information (User)

Configure this setting using Remote UI from a computer. You cannot use the control panel to configure the setting.

1 Log in to Remote UI. **Starting Remote UI (P. 1095)**

2 On the Portal page of Remote UI, click [Settings/Registration]. **Remote UI Portal Page (P. 1099)**

3 Click [User Management] ▶ [Authentication Management].

→ The [Change User Information] screen is displayed.

4 Configure the user information in [IPP Print Information].

Enter a user name or e-mail address used for IPP printing in [User Name or E-Mail Address for IPP Print].

5 Click [Update].

→ The settings are applied.

6 Log out from Remote UI.

Configuring the User Information (Administrator)

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 as an administrator. **Starting Remote UI (P. 1095)**

2 On the Portal page of Remote UI, click [Settings/Registration]. **Remote UI Portal Page (P. 1099)**

3 Click [User Management] ▶ [Authentication Management].

→ The [User Management] screen is displayed.

4 Click [Edit] for the user whose information you want to configure.

→ The [Edit User Information] screen is displayed.

If the user is not registered, click [Add User] instead of [Edit], and specify [IPP Print Information] when registering the new user information. **Registering User Information to a Local Device (P. 859)**

5 Specify the user information in [IPP Print Information].

Enter a user name or e-mail address used for IPP printing in [User Name or E-Mail Address for IPP Print].

6 Click [Update].

→ The settings are applied.

7 Log out from Remote UI.

Configuring Batch Settings Using a CSV File (Administrator)

You can edit a CSV file to associate users registered to the local device with user information that uses IPP printing.

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 as an administrator. **Starting Remote UI (P. 1095)**

2 On the Portal page of Remote UI, click [Settings/Registration]. **Remote UI Portal Page (P. 1099)**

3 Click [User Management] ▶ [Authentication Management] ▶ [IPP Print Settings].

→ The [IPP Print Settings] screen is displayed.

4 Click [Start Export] and save the CSV file to the computer.

If no user information associated with IPP printing has been registered, click [Add Association] to add a user associated with IPP printing, and then click [Start Export].

5 Edit the exported CSV file.

- Enter the name of the user registered to the local device in "uid."
- Enter a user name or e-mail address used for IPP printing in "ipp_user_name."

6 Click [Import].

→ The [Import Associations] screen is displayed.

7 In [File Path], click [Choose File] to specify the edited CSV file.

8 Click [Start Import].

→ The file is imported.

9 After the import is completed, log out from Remote UI.

Associating Universal Print Information with Users

AW63-0FF

You can associate users registered to the local device with user information that uses Universal Print and manage that user information.

* You can still operate Universal Print without configuring these settings.

Configuring the User Information (User) (P. 875)
Configuring the User Information (Administrator) (P. 875)
Configuring Batch Settings Using a CSV File (Administrator) (P. 876)

Configuring the User Information (User)

Configure this setting using Remote UI from a computer. You cannot use the control panel to configure the setting.

1 Log in to Remote UI. **Starting Remote UI (P. 1095)**

2 On the Portal page of Remote UI, click [Settings/Registration]. **Remote UI Portal Page (P. 1099)**

3 Click [User Management] ▶ [Authentication Management].

→ The [Change User Information] screen is displayed.

4 Configure the user information in [Information for Universal Print].

Enter an e-mail address or telephone number associated with a Microsoft 365 account in [User Name for Universal Print].

5 Click [Update].

→ The settings are applied.

6 Log out from Remote UI.

Configuring the User Information (Administrator)

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 as an administrator. **Starting Remote UI (P. 1095)**

2 On the Portal page of Remote UI, click [Settings/Registration]. **Remote UI Portal Page (P. 1099)**

3 Click [User Management] ▶ [Authentication Management].

→ The [User Management] screen is displayed.

4 Click [Edit] for the user whose information you want to configure.

→ The [Edit User Information] screen is displayed.

If the user is not registered, click [Add User] instead of [Edit], and specify [Information for Universal Print] when registering the new user information. **Registering User Information to a Local Device (P. 859)**

5 Specify the user information in [Information for Universal Print].

Enter an e-mail address or telephone number associated with a Microsoft 365 account in [User Name for Universal Print].

6 Click [Update].

→ The settings are applied.

7 Log out from Remote UI.

Configuring Batch Settings Using a CSV File (Administrator)

You can edit a CSV file to associate users registered to the local device with user information that uses Universal Print.

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 as an administrator. **Starting Remote UI (P. 1095)**

2 On the Portal page of Remote UI, click [Settings/Registration]. **Remote UI Portal Page (P. 1099)**

3 Click [User Management] ▶ [Authentication Management] ▶ [Settings for Universal Print].

→ The [Settings for Universal Print] screen is displayed.

4 Click [Start Export] and save the CSV file to the computer.

If no user information associated with a Microsoft 365 account has been registered, click [Add Association] to add a user associated with a Microsoft 365 account, and then click [Start Export].

5 Edit the exported CSV file.

- Enter the name of the user registered to the local device in "mcp_uid."
- Enter an e-mail address or telephone number associated with a Microsoft 365 account in "azureaccount_name."

6 Click [Import].

→ The [Import Associations] screen is displayed.

7 In [File Path], click [Choose File] to specify the edited CSV file.

8 Click [Start Import].

→ The file is imported.

9 After the import is completed, log out from Remote UI.

External Server Authentication Settings Procedure

AW63-0FH

Use the following procedure to configure the settings when using external server authentication:

Step 1	Check that the DNS settings of the machine have been configured and that the date and time are set correctly. **Configuring DNS (P. 152)** **Setting the Date and Time (P. 1078)**
Step 2	Check that the login service is set to User Authentication. **Checking the Login Service (P. 858)**
Step 3	Prepare the credentials for accessing the Active Directory, LDAP server, or Microsoft Entra ID you want to use, and register the authentication server information. **Registering Authentication Server Information (P. 879)**
Step 4	Specify the login method and authentication system, and start user authentication. **Configuring the Login Method and Authentication System (P. 889)** Configure the login screen display method and applicable range of user authentication, as needed. Disable the personalization function if not needed. **Configuring the Login Screen Display Method (P. 890)** **Using User Authentication When Printing, Scanning, and Sending Faxes from a Computer (P. 891)** **Enabling and Disabling the Personalization Function (P. 898)**
Step 5	When you use User Authentication for printing, scanning, and sending faxes from a computer, configure the user information for each computer using the machine. **Configuring User Management Information on a Computer (P. 914)**

Registering Authentication Server Information

AW63-0FJ

When using an Active Directory, LDAP server, or Microsoft Entra ID as an external authentication server, register the information of the server to be used.

Register the server information using Remote UI from a computer. You cannot use the control panel to register the information.
Administrator privileges are required. The machine must be restarted to apply the registered information.

Required Preparations

- You must configure the settings required to use an Active Directory, LDAP server, or Microsoft Entra ID, such as the DNS settings and the date and time settings.

  Configuring DNS (P. 152)
  Setting the Date and Time (P. 1078)

- Prepare the credentials for accessing the Active Directory, LDAP server, or Microsoft Entra ID you want to use.

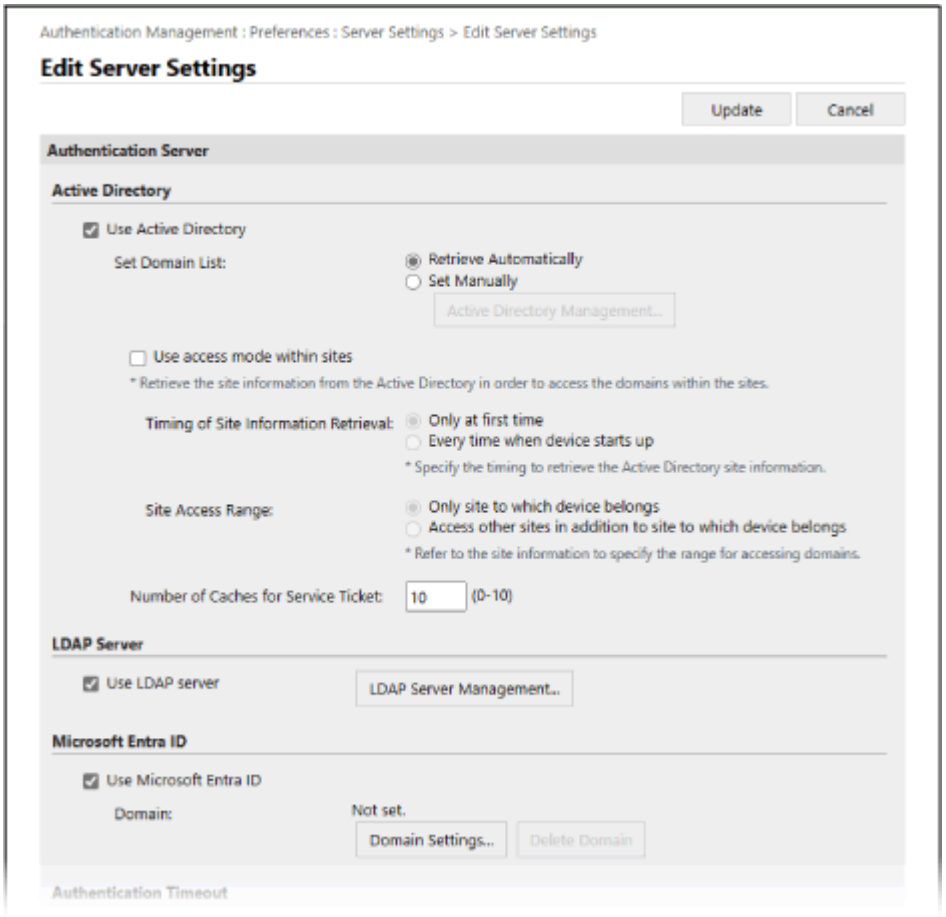
1 Log in to Remote UI as an administrator. **Starting Remote UI (P. 1095)**

2 On the Portal page of Remote UI, click [Settings/Registration]. **Remote UI Portal Page (P. 1099)**

3 Click [User Management] ▶ [Authentication Management] ▶ [Server Settings] ▶ [Edit].

→ The [Edit Server Settings] screen is displayed.

4 Configure the Active Directory, LDAP server, or Microsoft Entra ID information in [Authentication Server].



When Obtaining the Active Directory Information Automatically

1. Select the [Use Active Directory] checkbox.
2. In [Set Domain List], select [Retrieve Automatically].
3. Specify the method for accessing Active Directory and the number of caches.

   [Use access mode within sites]
   When using multiple Active Directory servers, select this checkbox to assign access priority to the Active Directory within the site to which the machine belongs.
   Change the settings for [Timing of Site Information Retrieval] and [Site Access Range], as needed.
   * Even when [Only site to which device belongs] in [Site Access Range] is specified, the machine may access sites outside the site to which it belongs when performing domain controller access during the startup process. In this case, access to domain controllers within the same site is usually given priority.
   However, if domain controllers within the same site cannot be accessed but domain controllers outside the site can be accessed, priority is given to accessing domain controllers outside the site.

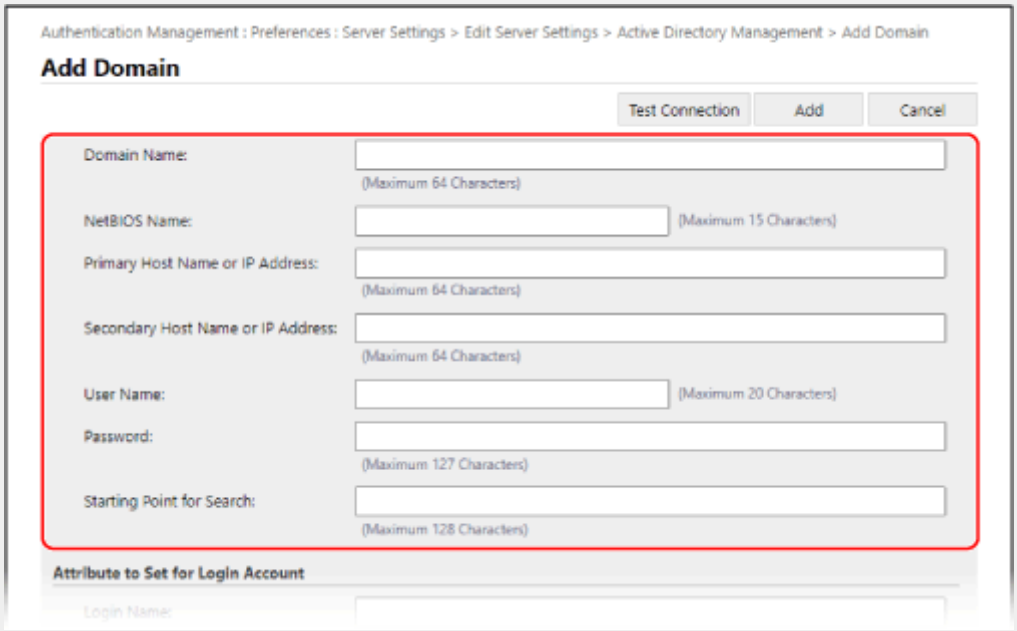
   [Number of Caches for Service Ticket]
   Specify the number of service tickets that the machine can hold.
   A service ticket is an Active Directory function that acts as a record of a previous login, which reduces the amount of time it takes for the same user to log in next time.

Specifying the Active Directory Information Manually

1. Select the [Use Active Directory] checkbox.
2. In [Set Domain List], select [Set Manually].
3. Click [Active Directory Management] ▶ [OK].

   ➔ The [Active Directory Management] screen is displayed.
4. Click [Add Domain].

   ➔ The [Add Domain] screen is displayed.
5. Specify the Active Directory information.



[Domain Name]
Enter the domain name of Active Directory that is the login destination.
Input example:
company.domain.com

[NetBIOS Name]
Enter the NetBIOS domain name.

[Primary Host Name or IP Address] / [Secondary Host Name or IP Address]
Enter the host name or IP address of the Active Directory server.
* To use a secondary server, specify the server in [Secondary Host Name or IP Address].

[User Name] and [Password]
Enter the user name and password to use for accessing the Active Directory server and searching for user information.

[Position to Start Search]
Specify the location (level) to search for user information when Active Directory server authentication is performed. If you do not specify the search start position, all user information registered on the server will be searched.

6. Specify the attributes.

   [Attribute to Set for Login Account]
   Enter the attributes for the login name, display name, and e-mail address of each user account on the server.
7. Click [Connection Test] to test the connection.
8. Click [Add].

   ➔ The server information is added and the [Active Directory Management] screen is displayed again.

9. Click [Back].

   ➔ The [Edit Server Settings] screen is displayed again.

10. Specify the number of caches in [Number of Caches for Service Ticket].
    Specify the number of service tickets that the machine can hold.
    A service ticket is an Active Directory function that acts as a record of a previous login, which reduces the amount of time it takes for the same user to log in next time.

Specifying the LDAP Server Information

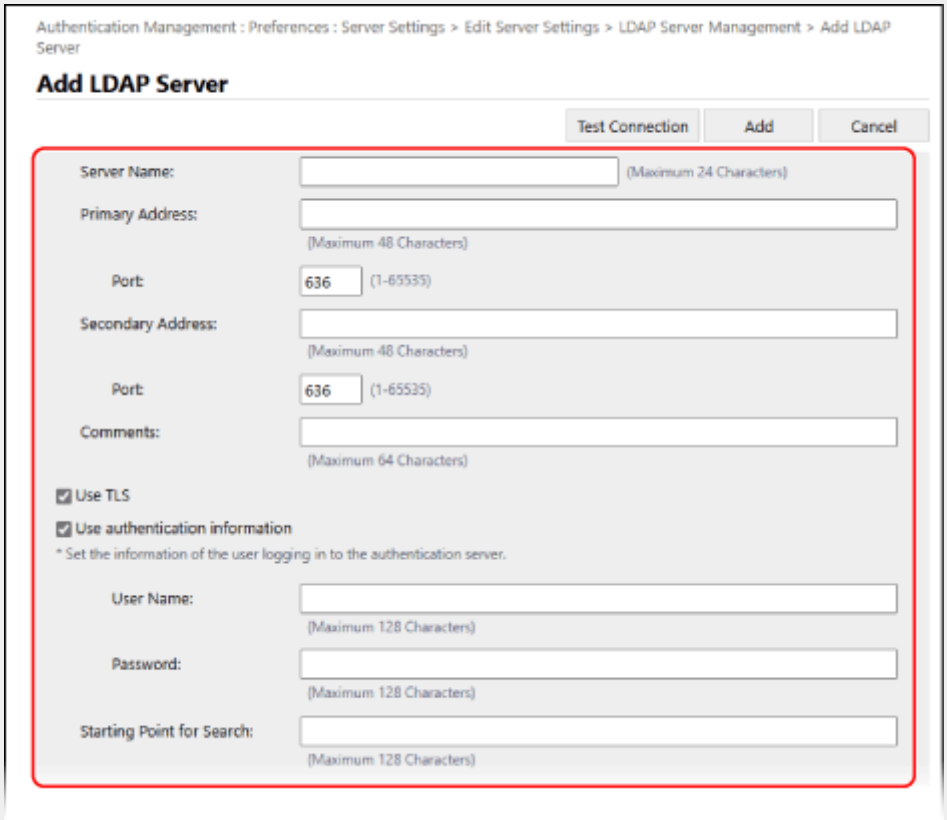
1. Select the [Use LDAP server] checkbox.
2. Click [LDAP Server Management] ▶ [OK].

   ➔ The [LDAP Server Management] screen is displayed.

3. Click [Add Server].

   ➔ The [Add LDAP Server] screen is displayed.

4. Specify the LDAP server information.



[Server Name]
Enter the name used to identify the LDAP server.
* Do not use the name "localhost." Do not include spaces in the server name.

[Primary Address] and [Secondary Address]
Enter the IP address or host name of the LDAP server.
Input example: Host name
ldap.example.com
* Do not use a loopback address (127.0.0.1).
* When using a secondary server, enter the IP address or host name in [Secondary Address].

[Port]
Enter the port number used for communicating with the LDAP server.
* If left blank, the following setting is used according to the [Use TLS] setting:

- When the checkbox is selected, "636"
- When the checkbox is cleared, "389"

[Comments]
Enter a description and notes, as needed.

[Use TLS]
Select this checkbox when using TLS encryption for communication with the LDAP server.

[Use authentication information]

- When using authentication information for LDAP server authentication, select the checkbox and enter the user name and password for authentication.
- Clear the checkbox to allow anonymous access to the LDAP server without using authentication information.

  * Only when the LDAP server is set to allow anonymous access.

[Starting Point for Search]
Specify the location (level) to search for user information when LDAP server authentication is performed.

5. Specify the attributes.

   [Attribute to Verify at Authentication]
   Enter the attributes to which the user name is registered in [User Name (Keyboard Authentication)].

   [Attribute to Set for Login Account]
   Enter the attributes for the login name, display name, and e-mail address of each user account on the server.
6. Specify the domain name of the login destination in [Domain Name Setting Method].
   To specify the attribute to which the domain name is registered, select [Specify the attribute name for domain name acquisition] and enter the attribute.
7. Click [Connection Test] to test the connection.
8. Click [Add].

   → The server information is added and the [LDAP Server Management] screen is displayed again.
9. Click [Back].

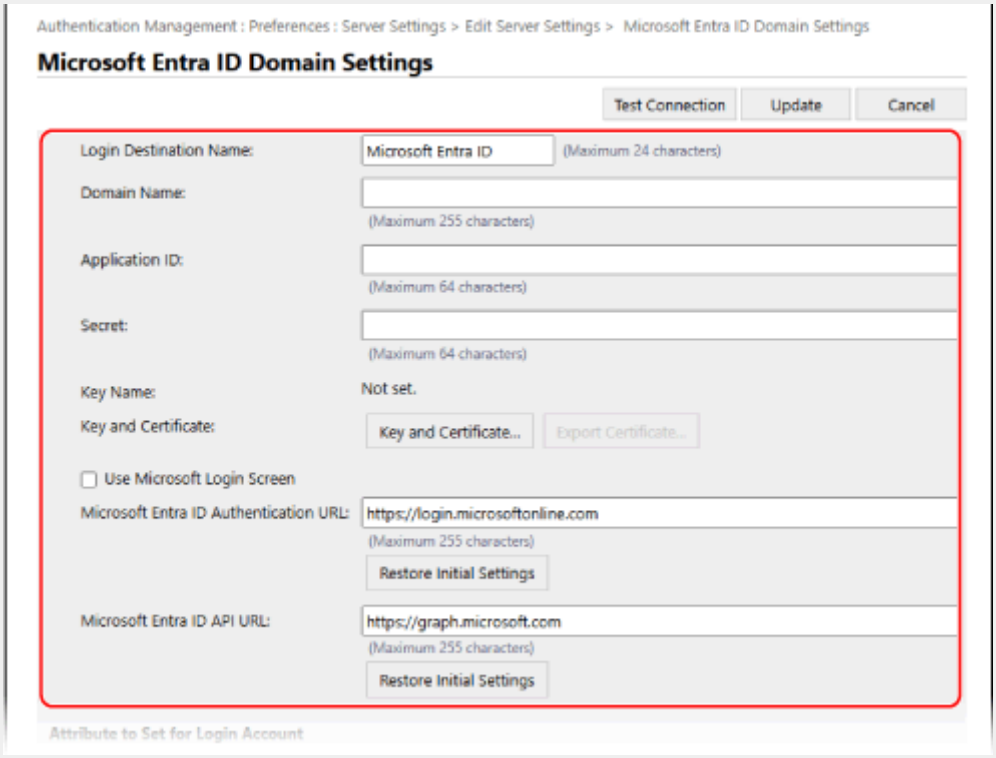
   → The [Edit Server Settings] screen is displayed again.

Specifying the Microsoft Entra ID Information

1. Select the [Use Microsoft Entra ID] checkbox.
2. Click [Domain Settings].

   → The [Microsoft Entra ID Domain Settings] screen is displayed.

3. Specify the Microsoft Entra ID information.



[Login Destination Name]
Enter the name to be displayed at the login destination.

[Domain Name]
Enter the domain name of the Microsoft Entra ID that is the login destination.

[Application ID]
Enter the application (client) ID.

[Secret]
Enter the secret generated by Microsoft Entra ID. You do not need to enter this when [Key and Certificate] is used.

[Key and Certificate]
Click [Key and Certificate] to set the certificate to be registered to Microsoft Entra ID when you use a key and certificate. Select the certificate for which the key algorithm is RSA 2048 bits or more and the signature algorithm is SHA256, SHA384, or SHA512.
You can click [Export Certificate] to export the certificate to be registered to Microsoft Entra ID.

[Use Microsoft Login Screen]
Select this checkbox to display the Microsoft login screen for logging in with multi-factor authentication, when Microsoft Entra ID multi-factor authentication is enabled.
* [Browser Engine] in [Web Access] is required to be set to [WebKit2]. **[Web Access] (P. 1394)**
* When [Auto Reset Time] is set to [10] seconds, the Auto Reset function may be performed before the login screen is displayed. In this case, change the Auto Reset time. **[Auto Reset Time] (P. 1215)**

[Microsoft Entra ID Authentication URL] and [Microsoft Entra ID API URL]
Enter the URLs. Depending on your cloud environment, you may need to change the settings. You do not need to enter this when [Secret] is used.

4. Specify the attributes.

[Attribute to Set for Login Account]

[Login Name]

From the pulldown menu, select the attribute for the login name of each user account on the server.
* To specify an attribute not displayed in the pulldown menu, you can enter it directly.

- [WindowsLogonName]:
  displayName is obtained from Microsoft Entra ID. displayName is changed as follows to create the login name:
  - Spaces and the following characters are deleted from displayName: * + , . / : ; < > = ? \ [ ] |.
  - "@" and any subsequent characters are deleted.
  - Character strings exceeding 20 characters are shortened to 20 characters or less.

  Example: When displayName is user.001@example.com
  user001
- [displayName]:
  displayName obtained from Microsoft Entra ID becomes the login name.
- [userPrincipalName]:
  userPrincipalName obtained from Microsoft Entra ID becomes the login name.
- [userPrincipalName-Prefix]:
  The portion before "@" in userPrincipalName obtained from Microsoft Entra ID becomes the login name.
  Example: When userPrincipalName is "user.002@mail.test"
  user.002

[Display Name] and [E-Mail Address]
Enter the attributes for the display name and e-mail address of each user account on the server.

5. Specify the domain name of the login destination in [Domain Name] under [Domain Name to Set for Login Account].
6. Specify the settings in [Autocomplete for Entering User Name When Using Keyboard Authentication] under [Domain Name to Autocomplete].
   Enter the name of the domain for which to perform autocomplete. Normally, set the same name as entered in [Domain Name].
7. Click [Connection Test] to test the connection.
8. Click [Update].

   → The [Edit Server Settings] screen is displayed again.

5 Enter the time from start of authentication to timeout in [Authentication Timeout].

6 Specify the priority domain to which to connect in [Default Domain].

7 Specify whether to retain the authentication information of users in [Cache for User Information].

- To retain the authentication information of users who logged in with the control panel, select the [Save authentication information for login users] checkbox. If the machine is unable to connect to the authentication server within the time set in Step 5, you can log in using the authentication information held in the cache.
- To retain the authentication information of users who logged in with keyboard authentication, also select the [Save user information when using keyboard authentication] checkbox.

When this checkbox is selected, even if the machine is unable to connect to the server, you can log in using the held authentication information.

8 Specify the user information and privileges in [Role Association].

[User Attribute to Browse]
Enter the attribute on the referenced server that is used to determine user privileges (roles). Normally, you can use the preset value of "memberOf," which indicates the group to which the user belongs.

[Retrieve role name to apply from [User Attribute to Browse]]
Select this checkbox to use the character string registered to the attribute specified in [User Attribute to Browse] for the role name. Before selecting the checkbox, check the role names that can be selected on the machine and register them on the server.

[Conditions]
You can set the conditions to determine user privileges. The conditions are applied in the order they are listed.

- In [Search Criteria], select the search criteria for [Character String].
- In [Character String], enter the character string registered to the attribute specified in [User Attribute to Browse]. To specify the privileges based on the group to which the user belongs, enter the group name.
- In [Role], select the privileges that apply to users who match the criteria.

* When using an Active Directory server, users who belong to the "Canon Peripheral Admins" group are set in advance to [Administrator].

9 Click [Update].

10 Restart the machine. **Restarting the Machine (P. 181)**

→ The information is registered.

NOTE
Prohibiting Cache Storage of Authentication Information

- You can prohibit cache storage of passwords that users enter at login to the external authentication server. **[Prohibit Caching of Authentication Password] (P. 1443)**
- When cache storage is prohibited, the [Save authentication information for login users] setting in Step 7 is disabled automatically. To enable the setting in Step 7, select the [Save authentication information for login users] checkbox and update the authentication server information.

If the Port Number for Kerberos on Active Directory Is Changed

- Register the following information to the DNS server as an SRV record:
  - Service: "_kerberos"
  - Protocol: "_udp"
  - Port number: Port number actually used by the Kerberos service of the Active Directory domain (zone)
  - Host offering this service: Host name of the domain controller that is actually providing the Kerberos service of the Active Directory domain (zone)

Registering an Application in Microsoft Entra ID

Use the following procedure to register an application in Microsoft Entra ID.
The registration process may change with service updates. For more information, see the Microsoft website.

1 Log in to Microsoft Entra ID.

2 In the navigation menu, click [Microsoft Entra ID].

3 Register the application.

1. In the navigation menu, click [App registrations] ▶ [New registration].
2. Enter the name of the application.
   You can enter any name.
   Input example:
   Canon <printer name> Login
3. Select the type of account, and click [Register].

   → The application (client) ID is generated.
   Make a note of the generated ID.

4 Create a secret or register a certificate.

When Creating a Secret

1. In the navigation menu, click [Certificates & secrets].
2. Click [New Scanclient secret].
3. In the [Add a client secret] dialog box, enter the description and expiry date, and click [Add].

   → A secret ID and value are created.
   Make a note of the created secret value. You do not need the secret ID.
   * The secret value is only displayed once. If you are unable to make a note of the value, create a new client secret.

When Registering a Certificate

The certificate of the machine needs to be exported in advance. You can export the certificate when configuring the Microsoft Entra ID information. **Registering Authentication Server Information (P. 879)**

1. In the navigation menu, click [Certificates & secrets].
2. Click [Upload certificate].
3. Select the file, and click [Add].
   After the certificate is uploaded, make a note of the [Thumbprint] value.

5 In the navigation menu, click [API permissions].

6 Click [Add a permissions].

7 Under [Request API permissions], select [Microsoft Graph].

8 Under the type of permissions, select [Delegated permissions], and grant permissions.

Grant the following permissions:

- User.Read.All
- Group.Read.All
- GroupMember.Read.All

9 Under the type of permissions, select [Application permissions], and grant permissions.

Grant the following permissions:

- User.Read.All
- Group.Read.All
- GroupMember.Read.All

* Use permissions when you cannot log in to the machine due to a multifactor authentication error. This is not required depending on the function and environment used.

10 Click [Grant admin consent confirmation], and click [Yes].

→ Admin consent is granted to the selected permissions.

Configuring the Authentication Functions and Login Screen

AW63-0FK

You can configure the login method and authentication system to use for user authentication and the login screen display method. You can also use user authentication when printing, scanning, and sending faxes from a computer.

Configuring the Login Method and Authentication System (P. 889)
Configuring the Login Screen Display Method (P. 890)
Using User Authentication When Printing, Scanning, and Sending Faxes from a Computer (P. 891)

Configuring the Login Method and Authentication System

Specify the login method to use with user authentication and the authentication system, and start user authentication.

This section describes how to configure the settings using Remote UI from a computer.
On the control panel, select [Settings/Registration] in the [Home] screen or other screen, and then select [Management Settings] to configure the settings. **[Use User Authentication] (P. 1409)**
Administrator privileges are required. The machine must be restarted to apply the settings.

Required Preparations

- To use local device authentication, register user information to the local device. **Registering User Information to a Local Device (P. 859)**
- When you use external server authentication, register the authentication server. **Registering Authentication Server Information (P. 879)**

1 Log in to Remote UI as an administrator. **Starting Remote UI (P. 1095)**

2 On the Portal page of Remote UI, click [Settings/Registration]. **Remote UI Portal Page (P. 1099)**

3 Click [User Management] ▶ [Authentication Management] ▶ [Basic Settings] ▶ [Edit].

→ The [Edit Basic Settings] screen is displayed.

4 Select the [Use the user authentication function] checkbox.

5 In [Authentication Functions to Use], select the checkbox for the login method that you want to use.

The [Keyboard Authentication] checkbox is automatically selected when you select the [Mobile Authentication] checkbox.

6 Configure the authentication system and function settings in [Authentication Settings] and [Other Settings]. **[Edit Basic Settings] Screen (P. 893)**

- Configure the authentication system settings in [Authentication Settings], according to the login method selected in Step 5.
- Configure the settings for other authentication functions or for the functions you want to restrict, as needed.

7 Click [Update].

8 Restart the machine. **Restarting the Machine (P. 181)**

→ The settings are applied.

Configuring the Login Screen Display Method

Configure the settings for when to display the login screen. You can also import an image file to the machine and change the background image of the login screen.

* Images with the following properties can be imported as the background of the login screen:

- File size: 1024 KB or less
- File extension: .jpg, .jpeg, .png
- Image size: 800 pixels x 486 pixels or less

This section describes how to configure the settings using Remote UI from a computer.
On the control panel, select [Settings/Registration] in the [Home] screen or other screen, and then select [Management Settings] to configure the settings. **[Login Screen Display Settings] (P. 1409)**
Administrator privileges are required.

1 Log in to Remote UI as an administrator. **Starting Remote UI (P. 1095)**

2 On the Portal page of Remote UI, click [Settings/Registration]. **Remote UI Portal Page (P. 1099)**

3 Click [User Management] ▶ [Authentication Management] ▶ [Control Panel Settings] ▶ [Edit].

→ The [Edit Control Panel Settings] screen is displayed.

4 In [Login Settings], specify when the login screen is displayed.

Displaying the Login Screen at the Start of Operations

Select [Display login screen when operation is started on the device].
You must log in to use the machine.

Displaying the Login Screen after Selecting a Function

Select [Display login screen when functions requiring authentication are selected], and select the checkboxes of the functions to display the login screen.
Login is required only when using the selected functions.

The functions that are not selected will be available to anyone without logging in.

5 Specify a background image in [Login Screen Background Settings], as needed.

To change the background image of the login screen, click [Import Custom Image], import the image you want to use as the background, and then select [Custom Image].

6 Click [Update].

→ The settings are applied.

7 Log out from Remote UI.

NOTE

- In connection with the settings in Step 4, login users are restricted from operating the following jobs of other users on the [Check Status] screen:

  When [Display login screen when operation is started on the device] is selected
  Operations are restricted for jobs in which data is not received.

  When [Display login screen when functions requiring authentication are selected] is selected
  Operations are restricted for jobs corresponding to functions selected in [Select Function That Will Require Authentication] (except for RX Jobs).
  Example: When [Fax] is selected
  Operations of sending jobs are restricted.

  If you do not want to set these restrictions, change the operation restriction settings after specifying the login screen display method. **[Restrict Access to Other User Jobs] (P. 1419)**

Using User Authentication When Printing, Scanning, and Sending Faxes from a Computer

You can use user authentication for printing, scanning, or sending faxes from a computer, to prevent these operations from being performed if the user cannot be identified.

* When you use user authentication, you need to configure the user management information on the driver to be able to print, scan, and send faxes from a computer. **Configuring User Management Information on a Computer (P. 914)**

This section describes how to configure the settings using Remote UI from a computer.
On the control panel, select [Settings/Registration] in the [Home] screen or other screen, and then select [Management Settings] to configure the settings. **[Restrict Job from Remote Device without User Auth.] (P. 1410)**
Administrator privileges are required. The machine must be restarted to apply the settings.

1 Log in to Remote UI as an administrator. **Starting Remote UI (P. 1095)**

2 On the Portal page of Remote UI, click [Settings/Registration]. **Remote UI Portal Page (P. 1099)**

3 Click [User Management] ▶ [Authentication Management] ▶ [Basic Settings] ▶ [Edit].

→ The [Edit Basic Settings] screen is displayed.

4 In [Device Settings] of [Other Settings], select the [Remote job without user authentication] checkbox.

5 Click [Update].

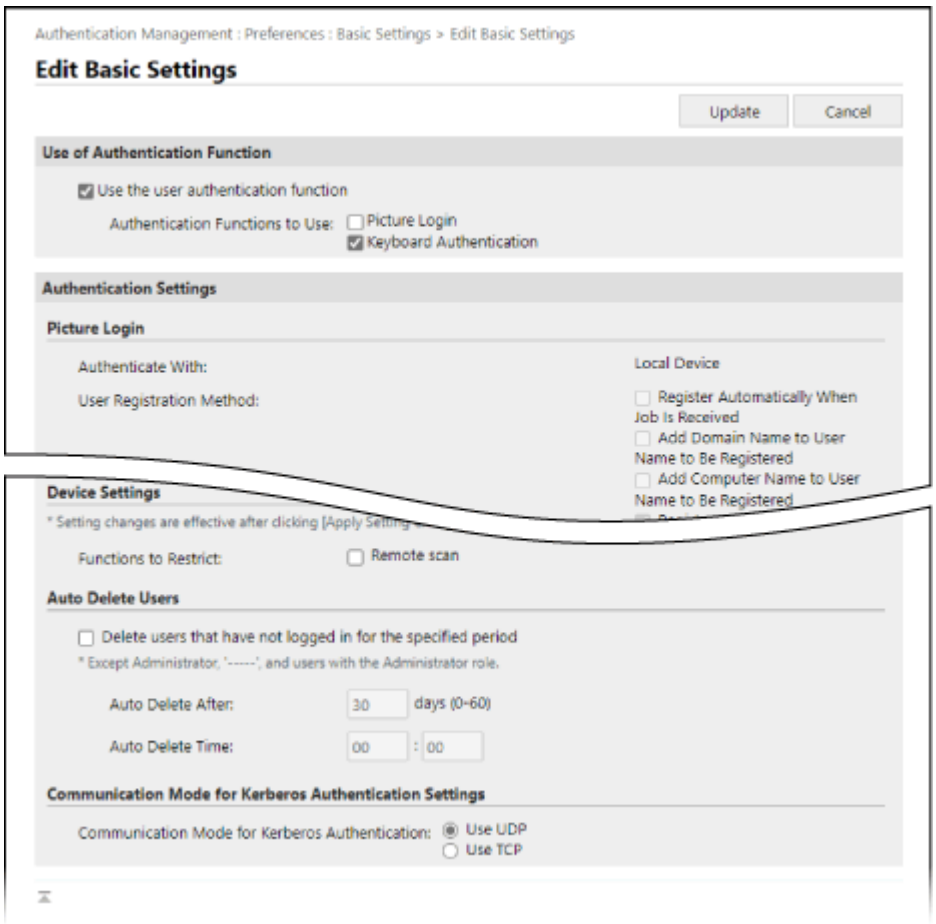
6 Restart the machine. **Restarting the Machine (P. 181)**

→ The settings are applied.

[Edit Basic Settings] Screen

AW63-0FL

Log in to Remote UI as an administrator with Administrator privileges, and click [Settings/Registration] ▶ [User Management] ▶ [Authentication Management] ▶ [Basic Settings] ▶ [Edit] to display the [Edit Basic Settings] screen. Use this screen to enable and disable user authentication, specify the login method, and configure the basic settings for user authentication.



[Use of Authentication Function]

[Use the user authentication function]
Select this checkbox to use user authentication.

[Authentication Functions to Use]
Select the checkbox for the login method that you want to use.
Configure the settings in [Authentication Settings], according to the selected login method.
* The [Keyboard Authentication] checkbox is automatically selected when you select the [Mobile Authentication] checkbox.

[Authentication Settings]
Configure the required settings when using each login method and other authentication functions.

[Keyboard Authentication]
If you selected [Keyboard Authentication] in [Authentication Functions to Use], configure the settings for the authentication system and login screen for keyboard authentication.

[Authentication]
Select the authentication system of the user.
To use an external authentication server, select the [Server] checkbox and select the server type.
* If you selected [Microsoft Entra ID] for the server type, you can check the connection to the server by pressing [Menu] at the top right of the login screen ▶ [Check Server Connection].

[Number of Caches for Login Users]
Displays the user login history in a dropdown list on the login screen. Select "0" to not display this history, and select "1" to display only the history of the most recently logged in user.

[Display Button on Settings Menu]
Select this checkbox to enable the user to change the password with [Menu] at the top right of the login screen.

[Use Numeric Keys for Authentication]
Select this checkbox to enable login using only the numeric keys when the user name and password consist only of numbers.

[Restrict Password Reuse]
Select this checkbox to restrict the reuse of passwords that have been used in the past (passwords stored in the history), and enter the number of passwords to be stored in the history.

[Set Password Change Prohibition Period]
Select this checkbox to set a period in which to prohibit password changes, and enter the number of days for the prohibition period.
* This setting can be configured only when the [Restrict Password Reuse] checkbox is selected.

[Remote UI Authentication]

[Authentication Mode]
Select the authentication mode to use when logging in to Remote UI.

- To allow all users including unregistered users to log in as a general user, select [Guest Authentication Mode].
- To allow only users with administrator privileges to log in, select [Administrator Authentication Mode].

[Always Require Two-Factor Authentication]
To require users to enter a one-time password (two-factor authentication) when they log in to Remote UI, select [All users] or [Administrators Only] as the users to which this applies.

[Other Authentication]

[Web Service Authentication Method]
Select the local device authentication method to use when communicating with Web service applications.
* The selected authentication method is also used when performing user authentication during device information distribution. **Performing User Authentication When Receiving the Device Information (P. 1128)**

[Integrated Authentication]

[Disable integrated authentication]
Integrated authentication is a function that enables the authentication information used when logging in to be used when logging in at other times. Authentication is valid during the period the session is valid. Select this checkbox to disable integrated authentication.

- To disable integrated authentication using credentials for local device authentication and LDAP server authentication, select the [Disable integrated authentication using credentials for local device authentication] and [Disable integrated authentication using credentials for LDAP server authentication] checkboxes.
- To enable operation of the following folders and Advanced Space when integrated authentication is disabled, register a separate user name and password:
  - Personal Folder
  - LDAP server

- Shared folder, FTP Server, or WebDAV server
- Advanced Space

[Other Settings]

[User Recognition Settings]

[Match Case for User Name]
Select this checkbox when using case-sensitive user names.
* It is recommended to configure this setting together with the setting for determining users for print data. **[Match Case for User Name] (P. 1389)**

[Allow Use of @ in User Name]
Select this checkbox to allow use of the at sign (@) in the user name.

[User Group Management Settings]

[Use department ID as user group]
Select this checkbox to use a Department ID as a user group. **Sharing Destinations in a Group (User Group) (P. 919)**

[Department ID Settings for Users]

[Automatically set the department ID at user registration]
Select this checkbox to register a Department ID automatically and assign it to a user when registering and editing users with Remote UI.

- The Department ID is registered and assigned automatically in the following cases:
  - If the user name is a number of seven digits or less, that number is registered and assigned as the Department ID.
  - If the password registered to the user is a number of seven digits or less, that number is assigned as the Department ID PIN.
  - If the user name and password do not meet the above conditions, a sequentially numbered Department ID starting from "0000001" is registered and assigned in order. A PIN is not assigned.
  - A restriction on the number of pages is not set.
- The Department ID is not registered and assigned automatically in the following cases:
  - When a user is registered or edited on the control panel
  - When a user with an assigned Department ID is registered or edited
  - When 1,000 Department IDs are already registered
  - When 1,001 or more users are already registered

[Automatically Delete Department ID at User Deletion]
Select this checkbox to automatically delete the Department ID assigned to a user when the user is deleted.

- The total counter information linked to the Department ID is also deleted.
- If multiple users are registered to the Department ID, it is not automatically deleted.

[Set Default Role]

[Default Role When Registering User]
Specify the role that is initially selected by default when a user is registered.
* This setting is also applied in situations such as when no privileges are set in the imported user information.

[Setting Changes by Users Without Administrator Privileges]

[Allow e-mail address settings]
Select this checkbox to enable users without Administrator privileges to specify their own e-mail addresses in their user accounts.

[Device Settings]

[Functions to Restrict]
Select the checkboxes of functions that are not allowed to be used when using user authentication.

[Auto Delete Users]

[Delete users that have not logged in for the specified period]
Select this checkbox to automatically delete users registered in the local device who have not logged in to the machine for a specified period of time. In [Auto Delete After] and [Auto Delete Time], enter the number of days from the last login date until the automatic deletion is performed, and specify the time at which to perform deletion.

- These settings do not apply to the "-----" user registered by default and the administrators with Administrator privileges.
- If you set [Auto Delete After] to [0] days, all users are deleted at the time specified in [Auto Delete Time] (excluding users who are not subject to automatic deletion).
- If a user has never logged in before, the machine handles the registration date of the user as the last login date.
- If the user cannot be deleted automatically because the power of the machine is OFF or the machine is in Sleep Mode, the user will be deleted after the machine is turned ON or has recovered from Sleep Mode.

[Communication Mode for Kerberos Authentication Settings]
Select the communication method used for Kerberos authentication.

Using the Personalization Function

AW63-0FR

By default, the personalization function is enabled when using user authentication. You can use this function to create a personalized screen and Address Book. In addition, the personalized settings are stored automatically for efficient operation of the machine without the user having to change the same settings or operations each time.

Enabling and Disabling the Personalization Function (P. 898)
Settings That Can Be Personalized (P. 899)

NOTE

- For details about how to use the personalization function and its available functions, see the following:

Using a Personalized Screen, Data, and Settings (Personalization) (P. 227)

Enabling and Disabling the Personalization Function

AW63-0FS

The personalization function enables login users to use the machine with customized settings. You can enable or disable the personalization function, as needed.

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

Required Preparations

- Specify the login method and authentication system, and start user authentication. **Configuring the Login Method and Authentication System (P. 889)**

1 Log in to the machine as an administrator. **Logging In to the Machine (P. 225)**

2 On the control panel, press [Settings/Registration] in the [Home] screen or other screen. **[Home] Screen (P. 189)**

→ The [Settings/Registration] screen is displayed.

3 Press [Management Settings] ▶ [Device Management] ▶ [Personal Settings] ▶ [Enable Use of Personal Settings].

→ The [Enable Use of Personal Settings] screen is displayed.

4 Enable or disable the personalization function.

5 Press [OK].

→ The settings are applied.

NOTE

- You can also restrict usage of some personalization functions. **Settings That Can Be Personalized (P. 899)**

Settings That Can Be Personalized

AW63-0FU

The settings in the following table can be personalized as personal settings of the login user when the personalization function is enabled:

Restricting Usage of Some Personalization Functions

For each item below, you can set whether to enable the use of the personalization function and specify the range of use.

- [Home] screen **Configuring the Timeline Display and Operability Settings of the [Home] Screen (P. 1081)**
- Personal address list **[Use Personal Address List] (P. 1400)**
- User group address list **[Use User Group Address List] (P. 1401)**
- Personal SSID and network key **[Access Point Mode Settings] (P. 1255)**

Category	Item	Setting and usage method
Screen and default settings	[Home] screen*1*2*3 • Button and wallpaper settings • Personal button*4 • Timeline*5*6	**Customizing the [Home] Screen (P. 206)** **Adding Buttons to the [Home] Screen (Personal and Shared Buttons) (P. 208)** **Displaying and Operating the Timeline (P. 200)**
	Function screen shortcut*1*2	**Customizing the Scan, Fax, and Copy Screens (P. 212)**
	Default settings of functions*1*2*5	**Changing the Default Settings (P. 220)**
	Save file list order*6 (Print, Scan and Store, and other functions)	**[Mail Box] File Selection Screen (P. 806)** **[Advanced Space], [Network], and [Memory Media] File Selection Screen (P. 814)**
Setting history*1*5*6	Scan and Send*7 Fax Copy	**Sending Scanned Data (P. 466)** **Sending Faxes (P. 565)** **Copy Operations (P. 630)**
Display and operability*1*2	Screen display language and keyboard layout	**Changing the Display Language (P. 222)**
	Screen displayed and operation after the user logs in Keyboard response time, reversed display (color), and enlarged display (accessibility)	**Customizing the Display and Operations for Individual Users (Personal Settings) (P. 223)**
	Voice Navigation setting	See the manual of Voice Operation Kit or Voice Guidance Kit on the online manual site. **https://oip.manual.canon/**
Address Book	Personal address list*1 User group address list*1*8	**Address List Types and Usable Address Books (P. 309)**
Direct connection to a mobile device	Personal SSID and network key	**Customizing the Display and Operations for Individual Users (Personal Settings) (P. 223)**
Authentication information*1	Keychain	—

Category	Item	Setting and usage method
Web Access*9	Cookies	See the manual of Web Access on the online manual site. **https://oip.manual.canon/**

*1 If [Delete Oldest User Settings] is set to operate when the maximum number of users using the personalization function has been reached, personalized data is deleted. **[Action When Maximum Number of Users Exceeded] (P. 1426)**

*2 When the client machine synchronizes personalized data for the first time, the synchronization may not be complete until the machine is started.

*3 When you export the data, the configured personal settings are exported regardless of the settings in [Home Management Settings for Personal Use]. **[Home Management Settings for Personal Use] (P. 1427)**

*4 Depending on the model of the export source, you may not be able to import this item. For details, contact your dealer or service representative.

*5 When synchronizing personalized data, you can exclude it from synchronizing and make it device specific. **Configuring the Data to Be Synchronized (P. 937)**

*6 Personalized data cannot be imported or exported. **Importing and Exporting the Address Book and Settings (P. 1137)**

*7 Even if personalized data is synchronized, the destination of the send function will not be synchronized or specified.

*8 The login service must support the group function (User Authentication support).

*9 This item cannot be synchronized as personalized data.

NOTE

Keychain

- Authentication information separate from login authentication information may be required such as to use a shared folder or LDAP server when using this machine. In this case, you must enter your authentication information the first time, but after successful authentication, you do not need to enter it again. This authentication information is managed as a keychain linked to the user account and is retained even when the machine is turned OFF.

Using Multiple Canon Multifunction Machines with the Same Settings

- By synchronizing personalized data, the same settings can be used across multiple Canon multifunction machines on the same network. **Using Multiple Canon Multifunction Machines with the Same Settings (Synchronizing Personalized Data) (P. 929)**

Managing Groups with Department ID (Department ID Management)

AW63-0FW

Use Department ID Management to collectively manage users registered to the local device in a group (Department ID) such as a company department.

What You Can Do with Department ID Management (P. 901)
Department ID (P. 901)
Department ID Management Procedure (P. 902)

What You Can Do with Department ID Management

By using Department ID Management, you can do the following:

Enhance Security

- Restrict operations for an unknown Department ID.
- Set a PIN for Department ID to require authentication by entering the Department ID and PIN when a user logs in. (DepartmentID Authentication)

  * Normally, the User Authentication login service is used for user authentication. If you want to use DepartmentID Authentication instead, change the login service. **Changing the Login Service for User Authentication (P. 1181)**

Monitor Device Usage and Manage Costs

- Tally and keep track of the number of printed, scanned, and copied pages by Department ID.
- Set the maximum number of pages that can be printed, scanned, and copied by Department ID to manage the number of sheets of paper that can be used.

Department ID

To log in with Department ID Management, each user must have a Department ID assigned in advance.
Each Department ID can be assigned a PIN and restricted on the number of pages used.
You can register up to 1,000 Department IDs.

Department ID and PIN

- When a Department ID is configured to use a PIN, users with that Department ID will be asked to enter a PIN when logging in. (DepartmentID Authentication)
- Specify a number up to seven digits. If you specify a number less than seven digits, zeros are added to the beginning to create a seven-digit number.
- You cannot register a Department ID or PIN consisting of all zeros such as "00" or "0000000."

System Manager ID

The System Manager ID is a Department ID for an administrator. The System Manager ID has the Department ID and PIN registered in advance.
The System Manager ID belongs to users with Administrator privileges. The Department ID is set automatically when a user with Administrator privileges logs in with Department ID Management for the first time.
* You can also require that a seven-digit number be entered for the System Manager ID and PIN. For details, contact your dealer or service representative.

Department ID Management Procedure

To use Department ID Management, follow the procedure below.

* To configure user authentication and Department ID Management at the same time, see the procedure for configuring the local device authentication settings. **Procedure for Configuring the Local Device Authentication Settings (P. 857)**

Step 1	Set up Department ID Management. **Changing the Department ID and PIN for the Administrator (P. 903)** **Registering a Department ID and PIN (P. 905)**
Step 2	Start Department ID Management. **Enabling Department ID Management (P. 910)**
Step 3	When restricting operations from a user with an unknown Department ID, set the Department ID and PIN on each computer using the machine. **Configuring User Management Information on a Computer (P. 914)**
Step 4	Perform Department ID Management. **Confirming Usage by Department ID (P. 912)**

Changing the Department ID and PIN for the Administrator

AW63-0FX

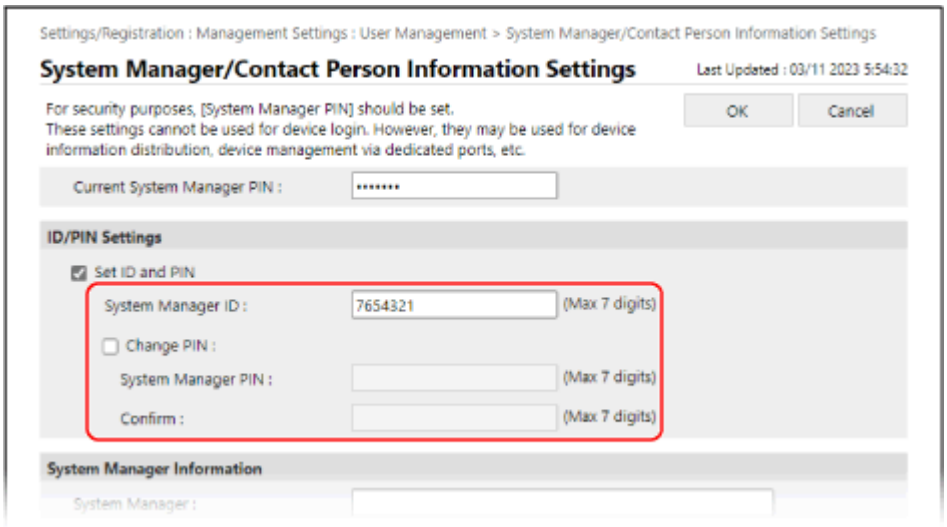
By default, the System Manager ID and PIN are both set to "7654321." However, for security reasons, it is recommended to avoid using the default settings. Change the System Manager ID and PIN before starting Department ID Management.

* These are not the administrator settings for User Authentication. To specify a user with administrator privileges in User Authentication, assign the required role to the user. **Registering User Information to a Local Device (P. 859)**

This section describes how to change the Department ID and PIN using Remote UI from a computer.
On the control panel, select [Settings/Registration] in the [Home] screen or other screen, and then select [Management Settings] to change this information. **[System Manager Information Settings] (P. 1406)**
Administrator privileges are required.

1. Log in to Remote UI as an administrator. **Starting Remote UI (P. 1095)**
2. On the Portal page of Remote UI, click [Settings/Registration]. **Remote UI Portal Page (P. 1099)**
3. Click [User Management] ▶ [System Manager/Contact Person Information Settings].

   → The [System Manager/Contact Person Information Settings] screen is displayed.
4. Enter the currently set PIN in [Current System Manager PIN].
5. In [ID/PIN Settings], select the [Set ID and PIN] checkbox.
6. Change the System Manager ID and PIN.



- In [System Manager ID], enter the new System Manager ID that you want to set.
- To change the PIN, select the [Change PIN] checkbox, and enter the same PIN in [System Manager PIN] and [Confirm].

7 Specify [System Manager Information] and [Contact Person Information], as needed.

8 Click [OK].

➔ The settings are applied.

9 Log out from Remote UI.

IMPORTANT

- Do not forget your System Manager ID and PIN. If you forget your System Manager ID and PIN, contact your dealer or service representative.

Registering a Department ID and PIN

AW63-0FY

Register the Department IDs for which to perform Department ID Management. After you register all the Department IDs to be managed, assign the Department IDs to the users registered in the machine. You can also register and assign the Department IDs in batch.

Registering a Department ID (P. 905)
Assigning a Department ID to a User (P. 906)
Batch Assigning Department IDs (P. 907)
Batch Registering and Assigning Sequential Department IDs (P. 908)
Batch Registering and Configuring Settings for Users with the Same Name As a Department ID (P. 909)

NOTE

Automatically Deleting Unused Department IDs

- By configuring the [Automatically Delete Department ID at User Deletion] setting in [Other Settings] for the authentication function, you can automatically delete the user's Department ID that is no longer used whenever the user is deleted. **[Edit Basic Settings] Screen (P. 893)**

Registering a Department ID

Register one Department ID at a time.

This section describes how to register a Department ID and PIN using Remote UI from a computer.
On the control panel, select [Settings/Registration] in the [Home] screen or other screen, and then select [Management Settings] to register this information. **[Department ID Management] (P. 1406)**
Administrator privileges are required.

1 Log in to Remote UI as an administrator. **Starting Remote UI (P. 1095)**

2 On the Portal page of Remote UI, click [Settings/Registration]. **Remote UI Portal Page (P. 1099)**

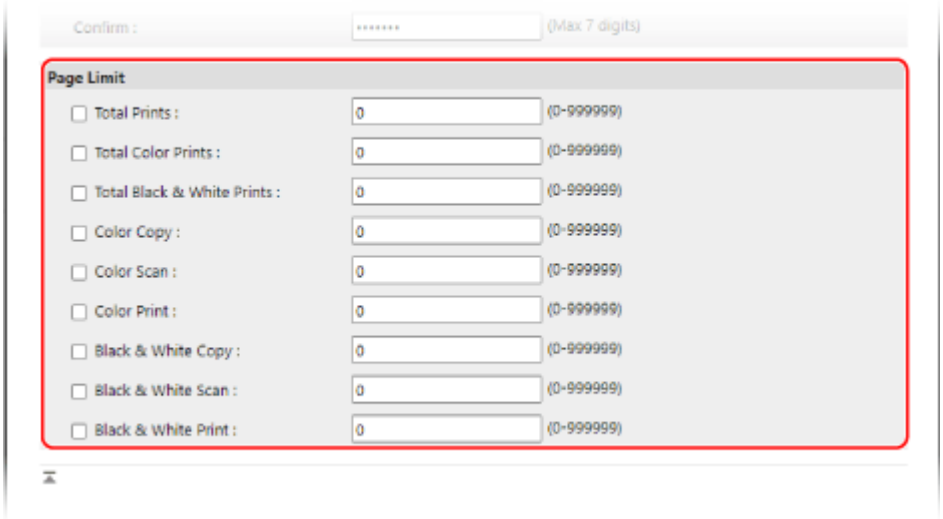
3 Click [User Management] ▶ [Department ID Management] ▶ [Register New Department].

→ The [Register New Department] screen is displayed.

4 Set the Department ID and PIN.

To set the PIN, enter the same PIN in [PIN] and [Confirm]. Leave blank if you do not want to set a PIN.

5 Configure the [Page Limit] settings, as needed.



To limit the number of pages that can be printed, scanned, or copied, select the desired item and enter the maximum number of pages.
* If the page limit for printing or copying color or black and white pages is reached for documents with both color and black and white pages, printing or copying stops.

6 Click [OK].

➔ The Department ID is registered.

7 Log out from Remote UI.

Assigning a Department ID to a User

You can edit the user information and assign a Department ID. You can also register a Department ID at setup.

This section describes how to assign a Department ID using Remote UI from a computer.
On the control panel, select [Settings/Registration] in the [Home] screen or other screen, and then select [Management Settings] to assign a Department ID. **[Register/Edit Authentication User] (P. 1409)**
Administrator privileges are required.

1 Log in to Remote UI as an administrator. **Starting Remote UI (P. 1095)**

2 On the Portal page of Remote UI, click [Settings/Registration]. **Remote UI Portal Page (P. 1099)**

3 Click [User Management] ▶ [Authentication Management].

➔ The [User Management] screen is displayed.

4 Click [Edit] for the user whose information you want to set.

➔ The [Edit User Information] screen is displayed.

5 Click [Department ID Settings].

→ The [Department ID Settings] screen is displayed.

6 Assign a Department ID.

When Assigning a Registered Department ID
From the list of Department IDs, select the Department ID to assign to the user.

When Registering and Assigning a New Department ID

1. Click [Register New Department].
   → The [Register New Department] screen is displayed.
2. Set the Department ID and PIN.
   To set the PIN, enter the same PIN in [PIN] and [Confirm]. Leave blank if you do not want to set a PIN.
3. Click [Add].
   The Department ID is added to the list of the Department IDs on the [Department ID Settings] screen.
4. Select the added Department ID from the list of the Department IDs.

7 Click [OK] ▶ [Update].

→ The settings are applied.

8 Log out from Remote UI.

Batch Assigning Department IDs

You can assign Department IDs to users by entering the Department IDs in a CSV file with saved user information and then importing that file to the machine. You can also assign unregistered Department IDs to users first, and then register the Department IDs later.

Administrator privileges are required to batch assign Department IDs.

1 Export the CSV file with saved user information. **Exporting User Information (P. 861)**

2 Enter the Department IDs in the CSV file. **Editing User Information Using a CSV File (P. 869)**
Enter the Department IDs in the "dept_id" column and PINs in the "dept_pin" column.

3 Import the CSV file with entered Department IDs. **Importing User Information Manually (P. 864)**

4 Check and register the Department IDs unregistered in the machine.

On the Portal page of Remote UI, click [Settings/Registration], and then click [User Management] ▶ [Authentication Management] ▶ [Check Unregistered Department ID]. The Department IDs registered as user information are compared with the Department IDs registered in the machine, and any Department IDs not registered in the machine are newly registered.

Batch Registering and Assigning Sequential Department IDs

You can batch register Department IDs and assign them to the users registered to the machine.

- If the user name is a number of seven digits or less, that number is registered and assigned as the Department ID. If the password assigned to the user is a number of seven digits or less, that number is assigned as the Department ID PIN.
- If the user name and password do not meet the above conditions, a sequentially numbered Department ID starting from "0000001" is registered and assigned. A PIN is not assigned.

Register and assign sequential Department IDs using Remote UI from a computer. You cannot use the control panel to register and assign sequential Department IDs.
Administrator privileges are required.

1 Log in to Remote UI as an administrator. **Starting Remote UI (P. 1095)**

2 On the Portal page of Remote UI, click [Settings/Registration]. **Remote UI Portal Page (P. 1099)**

3 Click [User Management] ▶ [Authentication Management].

→ The [User Management] screen is displayed.

4 Click [Batch Settings for Department ID].

→ The [Batch Settings for Department ID] screen is displayed.

5 In [Apply Settings To], select the users to which to apply the batch settings.

- To apply the settings only to users without an assigned Department ID, select [Users for which no department ID is set].
- To apply the settings to all users including those who already have an assigned Department ID, select [All users].

6 Click [Set].

→ Sequential Department IDs are registered and assigned to users.

7 Click [Back].

→ The [User Management] screen is displayed again.

8 Log out from Remote UI.

NOTE

Registering and Assigning a Department ID Automatically When Using Remote UI to Register a User

- By configuring the [Automatically set the department ID at user registration] setting in [Other Settings] for the authentication function, you can automatically register and assign Department IDs to users when you use Remote UI to register or edit users. **[Edit Basic Settings] Screen (P. 893)**

Batch Registering and Configuring Settings for Users with the Same Name As a Department ID

You can batch register users with the same name as a registered Department ID. If a PIN is set for a Department ID, that PIN is assigned as the password and PIN of the user.

Batch register and assign Department IDs and user names using Remote UI from a computer. You cannot use the control panel to batch register and assign Department IDs and user names.
Administrator privileges are required.

1 Log in to Remote UI as an administrator. **Starting Remote UI (P. 1095)**

2 On the Portal page of Remote UI, click [Settings/Registration]. **Remote UI Portal Page (P. 1099)**

3 Click [User Management] ▶ [Authentication Management].

→ The [User Management] screen is displayed.

4 Click [Add User Using Department ID].

→ The [Add User Using Department ID] screen is displayed.

5 Click [Add].

→ Users with the same name as the Department ID are batch registered.

6 Click [Back].

→ The [User Management] screen is displayed again.

7 Log out from Remote UI.

Enabling Department ID Management

AW63-0H0

Start Department ID Management. When you use Department ID Management, the machine counts the number of pages printed for each Department ID. By using Department ID Management when printing, scanning, or sending faxes from a computer, you can monitor the usage status for each Department ID and enhance security.

This section describes how to configure the settings using Remote UI from a computer.
On the control panel, select [Settings/Registration] in the [Home] screen or other screen, and then select [Management Settings] to configure the settings. **[Department ID Management] (P. 1406)**
Administrator privileges are required.

Required Preparations

- Assign Department IDs to users registered to the local device. **Registering a Department ID and PIN (P. 905)**

1 Log in to Remote UI as an administrator. **Starting Remote UI (P. 1095)**

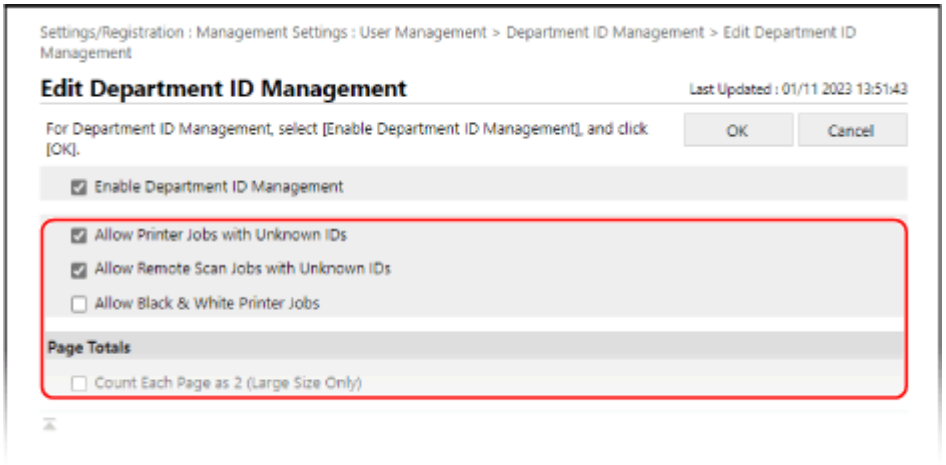
2 On the Portal page of Remote UI, click [Settings/Registration]. **Remote UI Portal Page (P. 1099)**

3 Click [User Management] ▶ [Department ID Management] ▶ [Edit].

→ The [Edit Department ID Management] screen is displayed.

4 Select the [Enable Department ID Management] checkbox.

5 Set the operation restrictions for users with an unknown Department ID, and specify how to count pages, as needed.



When Restricting Printing, Scanning, and Sending Faxes from a Computer with an Unknown Department ID
Clear the [Allow Printer Jobs with Unknown IDs] and [Allow Remote Scan Jobs with Unknown IDs] checkboxes.

- When the [Allow Printer Jobs with Unknown IDs] checkbox is cleared, you can select the [Allow Black & White Printer Jobs] checkbox to allow black and white printing for an unknown Department ID.
- When the [Allow Printer Jobs with Unknown IDs] and [Allow Remote Scan Jobs with Unknown IDs] checkboxes are cleared, you need to configure the user management information on the driver to be able to print, scan, and send faxes from a computer. **Configuring User Management Information on a Computer (P. 914)**

* If you select the [Allow Black & White Printer Jobs] checkbox and want to perform black and white printing from a computer with an unknown Department ID, you need to configure the user management information on the driver to enable black and white printing without setting a Department ID.

When Counting One Side of Paper Larger than B4 Size as Two Pages

Select the [Count Each Page as 2 (Large Size Only)] checkbox.

6 Click [OK].

→ The settings are applied.

7 Log out from Remote UI.

NOTE

Managing Other Functions (DepartmentID Authentication)

- When you use DepartmentID Authentication for the login service, you can also configure the following settings in Step 5:
  - To restrict functions other than printing and copying, select the checkboxes of the items you want to restrict in [Limit Functions].
  - To allow black and white printing and copying for an unknown Department ID, select the [Allow Black & White Copy/Print Jobs] checkbox.

Confirming Usage by Department ID

AW63-0H1

You can view the number of pages printed and copied for each Department ID when Department ID Management is enabled.

This section describes how to confirm usage using Remote UI from a computer.
On the control panel, select [Settings/Registration] in the [Home] screen or other screen, and then select [Management Settings] to confirm usage. **[Department ID Management] (P. 1406)**
Administrator privileges are required.

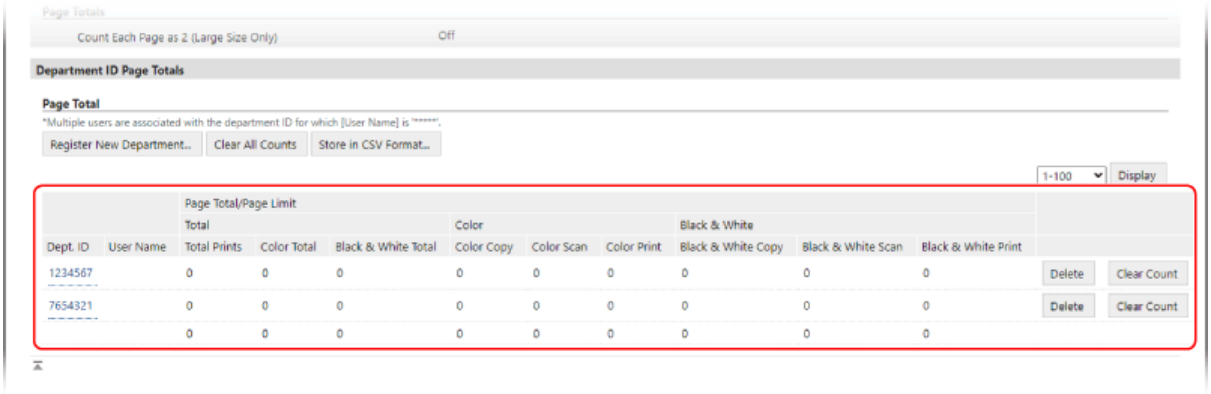
1 Log in to Remote UI as an administrator. **Starting Remote UI (P. 1095)**

2 On the Portal page of Remote UI, click [Settings/Registration]. **Remote UI Portal Page (P. 1099)**

3 Click [User Management] ▶ [Department ID Management].

➔ The [Department ID Management] screen is displayed.

4 In [Department ID Page Totals], view the usage.



- Blank pages, test pages for Adjust Gradation, and sample prints for adjusting the contrast of Secure Watermark are not counted.
- Click [Store in CSV Format] to store the usage status on a computer as a CSV file.

Resetting the Count for a Specific Department ID Only

For the Department ID with the count you want to reset, click [Clear Count] ▶ [OK].

Resetting the Count for All Department IDs

Click [Clear All Counts] ▶ [OK].

5 Log out from Remote UI after viewing the usage.

NOTE

Viewing the Page Count List

- You can print the page count list from the control panel to view the usage.
  Administrator privileges are required to print the page count list.

  Log in to the machine as an administrator ▶ press [Settings/Registration] ▶ [Management Settings] ▶ [User Management] ▶ [Department ID Management] ▶ [On] ▶ [Page Totals] ▶ [Print List] ▶ select the item to print ▶ press [Start Printing].

Configuring User Management Information on a Computer

AW63-0H2

In the following cases, you need to configure the user management information on each computer that uses the machine:

- When using user authentication for printing, scanning, or sending faxes from a computer **Using User Authentication When Printing, Scanning, and Sending Faxes from a Computer (P. 891)**
- When Department ID Management is enabled on the machine, and either of the following applies:
  - When operations from users with an unknown Department ID are restricted **Enabling Department ID Management (P. 910)**
  - When you want to include operations from a computer in the usage status for each Department ID

Configuring the Printer or Fax Driver (P. 914)
Configuring the Scanner Driver (Windows) (P. 917)

Configuring the Printer or Fax Driver

Configure the user management information on the printer or fax driver of the computer to be used with the machine.

When Using Windows (P. 914)
When Using macOS (P. 915)

When Using Windows

Administrator privileges are required on each computer.

1 Log on to the computer using an administrator account.

2 Click [ ] (Start) ▶ [ ] (Settings) ▶ [Bluetooth & devices] ▶ [Printers & scanners].

→ The [Printers & scanners] screen is displayed.

3 Click the driver of the machine ▶ [Printer properties].

→ The driver properties screen is displayed.

4 On the [Device Settings] tab, set the user management information.

When Using User Authentication

1. In [User Management], select [User Authentication], and click [Settings] at the bottom right.

   → The [User Authentication Settings] screen is displayed.

2. Select the [Allow Password Settings] checkbox, and enter the user name and password.

When Using Department ID Management

1. In [User Management], select [Department ID Management], and click [Settings] at the bottom right.

   → The [Department ID/PIN Settings] screen is displayed.

2. Select the [Allow PIN Setting] checkbox, and enter the Department ID and PIN.

5 To check that the entered user management information is correct, click [Verify].

This is not available when the machine is connected to the computer via the USB or Web Services on Devices (WSD) port.

6 Set the authentication process and applicable range, as needed.

Confirming the User Management Information When Printing or Sending Faxes
Select the [Confirm Authentication Information When Printing] and/or [Confirm Authentication Information When Sending Faxes] checkboxes.

Performing Black & White Printing Without Setting a Department ID
Select the [Do Not Use Department ID Management When B&W Printing] checkbox.
* If this checkbox is selected when the machine settings are configured to restrict printing from a computer with an unknown Department ID and to prohibit black and white printing with an unknown Department ID, black and white printing cannot be performed during Department ID Management.

When the Machine Is Connected to the Computer via the USB or WSD Port
Select the [Perform Authentication at Device] checkbox.

7 Click [OK] ▶ [OK].

→ The settings are applied.

When Using macOS

1 Click [ ] ▶ [System Settings] ▶ [Printers & Scanners].

→ The [Printers & Scanners] screen is displayed.

2 Select the machine, and then click [Options & Supplies].

3 On the [Options] tab, select the [Prioritize User Authentication] or [Department ID Management] checkbox, and click [OK].

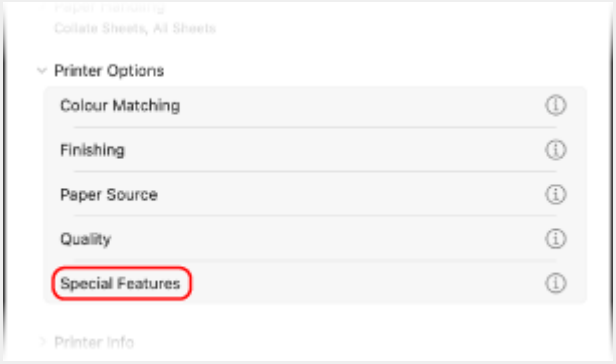
4 Click [Done].

5 Configure the user management information on the driver settings screen.

You need to configure the user management information each time you print or send a fax.

When Using the Printer Driver

1. Display the printing dialog box, and select the printer driver of the machine. **Printing (P. 403)**
2. Click [Printer Options] ▶ [Special Features].



3. Configure the user management information.

When Using User Authentication

Select [User Authentication] in [User Management], click [Settings], and enter the user name and password.

When Using Department ID Management

Select [Department ID Management] in [User Management], click [Settings], and enter the Department ID and PIN.

4. Set the authentication process and applicable range, as needed.

Confirming the User Management Information When Printing

Select the [Confirm Authentication Information When Printing] checkbox.

Performing Black & White Printing Without Setting a Department ID

Select the [Do Not Use Department ID Management When B&W Printing] checkbox.
* If this setting is selected while printing from a computer with an unknown Department ID is restricted by the settings on the machine, black and white printing cannot be performed during Department ID Management.

5. Click [OK] ▶ [OK].

When Using the Fax Driver

1. Display the printing dialog box, and select the fax driver of the machine. **Sending Faxes from a Computer (PC Faxing) (P. 578)**

2. Click [Printer Options] ▶ [Special Features].



3. Configure the user management information.

When Using User Authentication

Select [User Authentication] in [User Management], click [Settings], and enter the user name and password.

When Using Department ID Management

Select [Department ID Management] in [User Management], click [Settings], and enter the Department ID and PIN.

4. Click [OK] ▶ [OK].

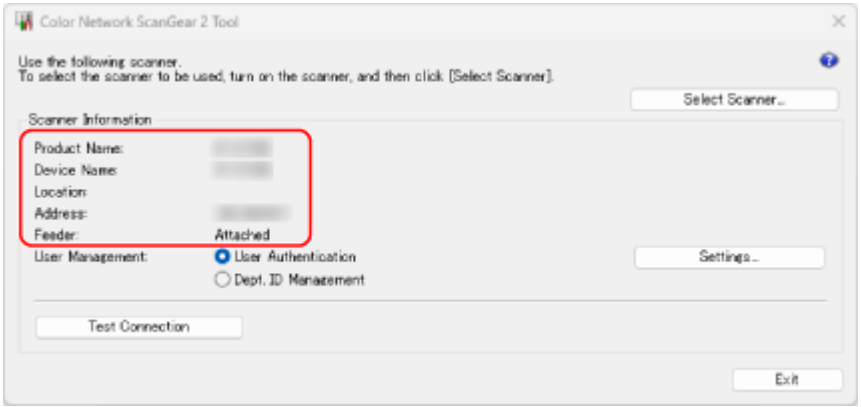
Configuring the Scanner Driver (Windows)

Configure the user management information on the scanner driver of the computer to be used with the machine.

1 Click [ ] (Start) ▶ [All apps] ▶ [Color Network ScanGear 2] ▶ [Color Network ScanGear 2 Tool].

➔ The [Color Network ScanGear 2 Tool] screen is displayed.

2 Check that the machine is displayed in [Scanner Information].



If the machine is not displayed in [Scanner Information], click [Select Scanner] and select the machine.

3 Configure the user management information.

When Using User Authentication

1. In [User Management], select [User Authentication] and click [Settings].

➔ The [User Authentication Settings] screen is displayed.

2. Select the [Save Password] checkbox, and enter the user name and password.

When Using Department ID Management

1. In [User Management], select [Department ID Management] and click [Settings].

   → The [Department ID/PIN Settings] screen is displayed.

2. Select the [Save PIN] checkbox, and enter the Department ID and PIN.

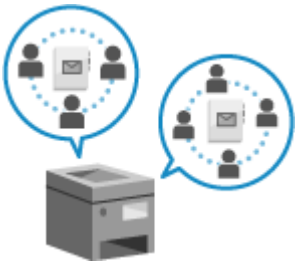
4 Set the authentication process, as needed.

Select the [Confirm Authentication Information When Scanning] checkbox to confirm the user management information when scanning.

5 Click [OK] ▶ [Exit].

Sharing Destinations in a Group (User Group)

AW63-0H3



You can register a group (user group) with whom to share destinations, and share a user group address list among specific users, such as within the same department.
One user group address list can be made public to only one user group.

Procedure for Sharing Destinations (P. 919)
Registering a User Group (P. 919)
Configuring the Public Destination of a User Group Address List (P. 921)

Procedure for Sharing Destinations

To share destinations, follow the procedure below:

Step 1	Register the users with whom you want to share destinations to the local device (this machine). **Registering User Information to a Local Device (P. 859)** * You can skip this step when using the external server authentication: Proceed to Step 2. * If user groups have been registered, you can specify the user group to which a user belongs in [User Group Association] when you register new user information or edit it. **[Add User] and [Edit User Information] Screen (P. 866)**
Step 2	Select the users who belong to the group and register a user group. **Registering a User Group (P. 919)**
Step 3	Make the user group address list public to the user group. **Configuring the Public Destination of a User Group Address List (P. 921)**

Registering a User Group

Select the users who belong to the group and register a user group.

Use Remote UI from a computer to register the user group. You cannot use the control panel to register a user group.
Administrator privileges are required.

1 Log in to Remote UI as an administrator. **Starting Remote UI (P. 1095)**

2 On the Portal page of Remote UI, click [Settings/Registration]. **Remote UI Portal Page (P. 1099)**

3 Click [User Management] ▶ [Authentication Management] ▶ [User Group Management].

→ The [User Group Management] screen is displayed.

4 Register the user group.

When the Local Device Authentication Is Used

1. Click [Add Group (Local Device Users)].

   → The [Add Group (Local Device Users)] screen is displayed.

2. Configure the user group.

   [Group ID]
   Enter a separate ID to be assigned to the user group.

   [User Group Name]
   Enter the user group display name.

   [User to Register to User Group]
   Specify the users who belong to this group. Select the users to add to the group in the list under [Local Device Users], and click [Add >>] to add the users to the list under [Local Device Users].

3. Click [Add].

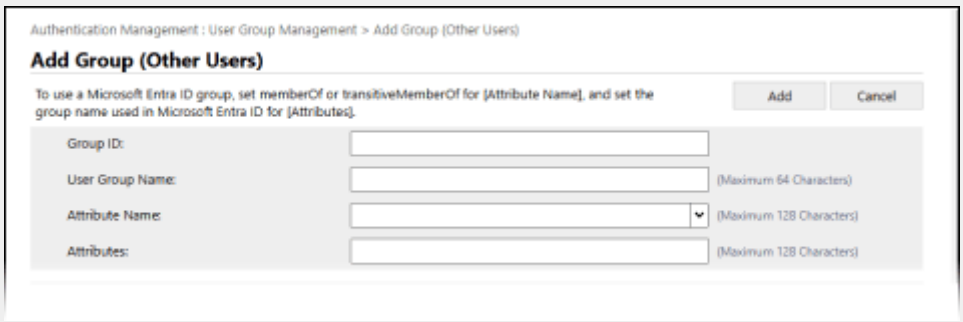
   → The user group is registered.

When the External Server Authentication Is Used

1. Click [Add Group (Other Users)].

   → The [Add Group (Other Users)] screen is displayed.

2. Configure the user group.



   [Group ID]
   Enter a separate ID to be assigned to the user group.

   [User Group Name]
   Enter the user group display name.

[Attribute Name]
Enter the attribute name (company name, department, position, etc.) to set for the user group from among the attribute names registered in the authentication server.

[Attributes]
Enter the attribute value to associate with the user group. All users with matching attribute values belong to that group.

3. Click [Add].

➔ The user group is registered.

5 Log out from Remote UI.

NOTE

- You can configure the settings to automatically change the name of the user group address list when the user group name is changed during user authentication.
  Administrator or DeviceAdmin privileges are required to configure the settings.

  Log in to Remote UI as an administrator ▶ click [Settings/Registration] ▶ [Set Destination] ▶ [Personal Address List/User Group Address List Settings] ▶ select the [Apply User Group Name Change to User Group Address List Name] checkbox.

- You can configure the settings to use the Department ID as a user group when using Department ID Management.
  Administrator privileges are required to configure the settings.

  Log in to Remote UI as an administrator ▶ click [Settings/Registration] ▶ [User Management] ▶ [Authentication Management] ▶ [Basic Settings] ▶ [Edit] ▶ in [User Group Management Settings] under [Other Settings], select the [Use department ID as user group] checkbox.

Configuring the Public Destination of a User Group Address List

You can make the address list of a user group public to a registered user group. Users can use an address list made public to the user group to which they belong.
A user group address list can be made public to only one user group. In addition, if a user group address list is already set to be made public to a user group, that user group cannot be set as the public view destination for another user group address list.

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 as an administrator. **Starting Remote UI (P. 1095)**

2 On the Portal page of Remote UI, click [Address Book]. **Remote UI Portal Page (P. 1099)**

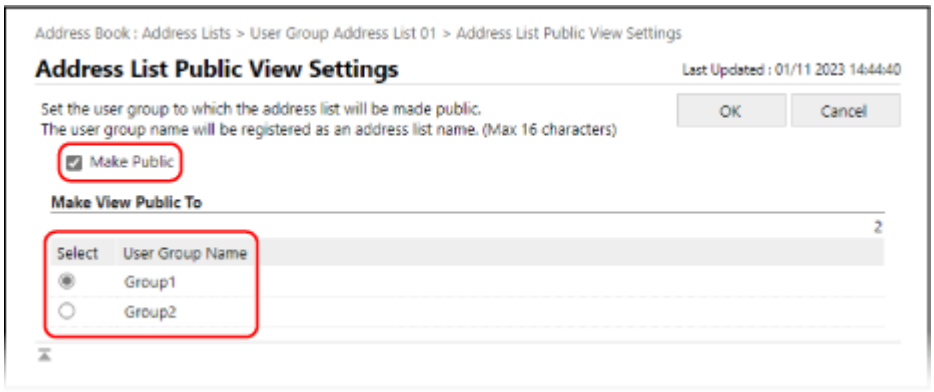
➔ The [Address Lists] screen is displayed.

3 Click the user group address list to be made public from the address lists.

4 Click [Public View Settings].

➔ The [Address List Public View Settings] screen is displayed.

5 Select the [Make Public] checkbox, and select the user group to which the address list is made public.



6 Click [OK].

➔ The settings are applied.

7 Log out from Remote UI.

Configuring a Personal Folder

AW63-0H4

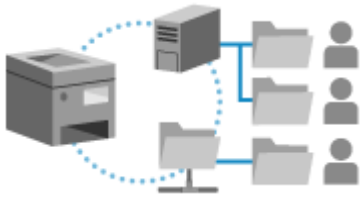
The Personal Folder function enables each login user to use a shared folder or a folder on the file server as their own dedicated folder.
Once a Personal Folder is set up, you can easily access it from [Personal Folder] displayed on the scan screen or other screen.

Specifying a Personal Folder (P. 923)
Setting the Personal Folder Specification Method (P. 924)

Specifying a Personal Folder

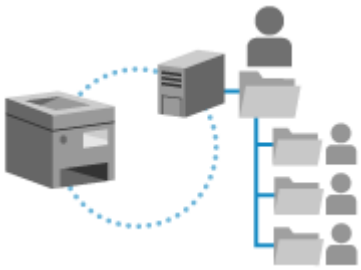
To specify a Personal Folder, administrator needs to select a method in advance from the following three methods. Each user uses their Personal Folder according to this specification method.

Specifying a Personal Folder (User)



The user can specify a favorite location as a Personal Folder. Users can send documents to a preferred folder.

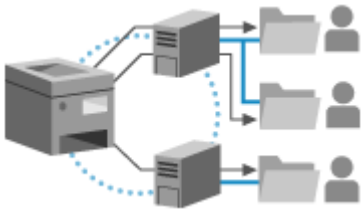
Specifying a Home Folder (Administrator)



The administrator specifies a parent folder (home folder). Individual user folders can be created within the home folder to centralize all Personal Folders in one location.
You can specify a Windows (SMB) shared folder or WebDAV server folder as the home folder.
When specifying a WebDAV server, make sure to create all user folders in advance.

The user name and password used to access the folder can be configured to be the same as those used to log in to the machine, or a dedicated user name and password can be used for the Personal Folder.

Specifying a Folder Using a Server



The folder information registered to an authentication server such as Active Directory can be used to specify a Windows (SMB) shared folder as a Personal Folder.

* The login service being used must support this function. For details, contact your dealer or service representative.
* When the login service is set to User Authentication, the folder specified in the "\\host name\folder path" format for the "homeDirectory" user attribute in Active Directory is used.

The user name and password used to access the folder can be configured to be the same as those used to log in to the machine (using keyboard authentication), or a dedicated user name and password can be used for the Personal Folder.

* The authentication information used to access the folder cannot be obtained from Active Directory.

IMPORTANT

- If the administrator specifies a home folder and the path hierarchy is too deep, the location may not be able to be specified as the home folder.

NOTE

- When the user wants to specify the folder or set the user name and password for the Personal Folder, the user can select [Menu] ▶ [Register/Edit Information for Each User] ▶ [Personal Folder] on the following screens to perform the operation:
  - [Scan and Send]
  - [Network] in [Scan and Store]
  - [Network] in [Access Stored Files]

  * The settings are the same regardless of the screen used for the operation.

Setting the Personal Folder Specification Method

This section describes how to configure the settings using Remote UI from a computer.
On the control panel, select [Settings/Registration] in the [Home] screen or other screen, and then select [Function Settings] to configure the settings. **[Personal Folder Specification Method] (P. 1336)**
Administrator or DeviceAdmin privileges are required.

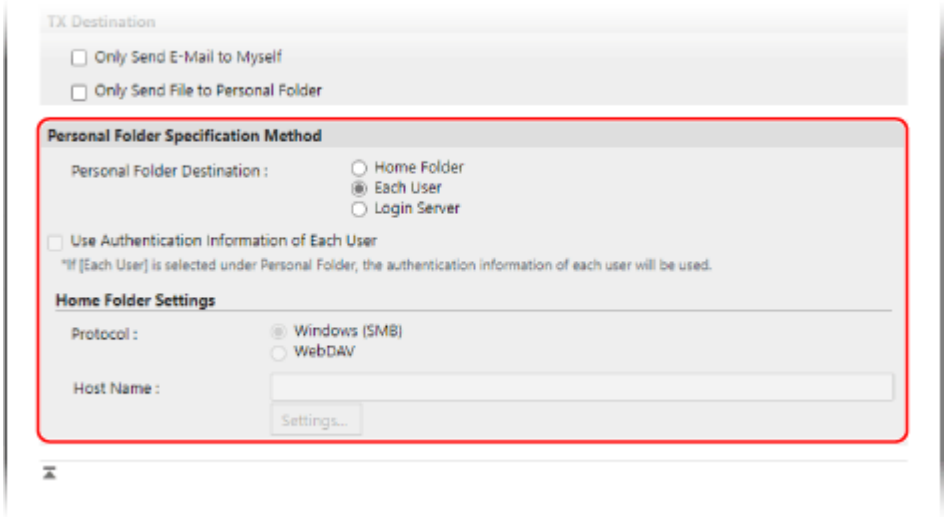
1 Log in to Remote UI as an administrator. **Starting Remote UI (P. 1095)**

2 On the Portal page of Remote UI, click [Settings/Registration]. **Remote UI Portal Page (P. 1099)**

3 Click [Send] ▶ [Limit Send Destination].

➔ The [Limit Send Destination] screen is displayed.

4 Set the Personal Folder specification method.



When the User Specifies a Personal Folder

In [Personal Folder Destination], select [Each User].

When the Administrator Specifies a Home Folder

Specify the home folder and authentication information you want to use.

1. In [Personal Folder Destination], select [Home Folder].
2. In [Home Folder Settings], specify the home folder.
   - In [Protocol], select the protocol to use when sending data to a Personal Folder.
   - In [Host Name], enter the host name or IP address of the computer or server with the home folder.
   - Click [Settings], enter the path to the home folder in [Folder Path] , and click [OK].
     Input example: when the path is "C:\users\public\share"
     users\public\share
3. In [Use Authentication Information of Each User], configure the authentication information you want to use.
   - To use the user name and password used at login, leave the checkbox cleared.
   - To use the user name and password of the Personal Folder, select the checkbox. In this case, each user must register their own user name and password.

   * The user name to use for authentication is the folder name.

When Specifying a Folder Using a Server

Specify the authentication information you want to use.

1. In [Personal Folder Destination], select [Login Server].
2. In [Use Authentication Information of Each User], configure the authentication information you want to use.
   - To use the user name and password used at login, leave the checkbox cleared.
   - To use the user name and password of the Personal Folder, select the checkbox. In this case, each user must register their own user name and password when logging in with keyboard authentication.

* The authentication information (user name and password) required when accessing the Personal Folder cannot be obtained from Active Directory.
* The user name to use for authentication is the folder name.

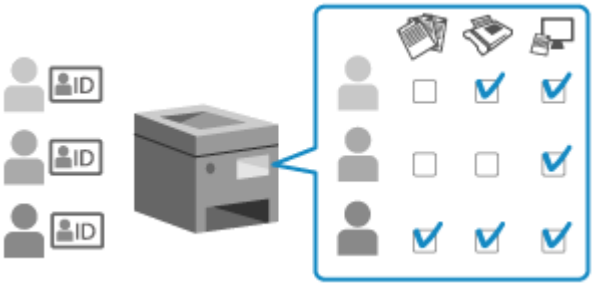
5 Click [OK].

➔ The settings are applied.

6 Log out from Remote UI.

Using ACCESS MANAGEMENT SYSTEM

AW63-0H5



You can use ACCESS MANAGEMENT SYSTEM for more precise control of functions available to each privilege level (role) and to create new roles. This enables you to configure different roles for each user for strict user management. For example, you can prohibit user A from copying while allowing user B to use all functions.

For details about the required environment and how to create and edit roles, see the ACCESS MANAGEMENT SYSTEM manual at the online manual site.
https://oip.manual.canon/

Enabling ACCESS MANAGEMENT SYSTEM

You must enable ACCESS MANAGEMENT SYSTEM to use this function.

This section describes how to configure the settings using Remote UI from a computer.
On the control panel, select [Settings/Registration] in the [Home] screen or other screen, and then select [Management Settings] to configure the settings. **[Use ACCESS MANAGEMENT SYSTEM] (P. 1430)**
Administrator privileges are required. The machine must be restarted to apply the settings.

1. Log in to Remote UI as an administrator. **Starting Remote UI (P. 1095)**
2. On the Portal page of Remote UI, click [Settings/Registration]. **Remote UI Portal Page (P. 1099)**
3. Click [License/Other] ▶ [ACCESS MANAGEMENT SYSTEM Settings].

   → The [ACCESS MANAGEMENT SYSTEM Settings] screen is displayed.
4. Select the [Use ACCESS MANAGEMENT SYSTEM] checkbox, and click [OK].
5. Restart the machine. **Restarting the Machine (P. 181)**

   → The settings are applied.

NOTE
When ACCESS MANAGEMENT SYSTEM Is Enabled

- User authentication is enabled.

* If you will not use user authentication after user authentication is enabled, disable ACCESS MANAGEMENT SYSTEM before disabling user authentication.

- The following settings are disabled:
  - Setting an Address Book PIN **Restricting Address Book Registration and Editing by Setting a PIN (P. 1038)**
  - Restricting the destinations to which faxes and scanned data can be sent **Sending Only to Registered Destinations (P. 1003)**

  * You can use ACCESS MANAGEMENT SYSTEM to restrict similar settings for each role.
  * These settings are not enabled automatically when ACCESS MANAGEMENT SYSTEM is changed from enabled to disabled. You must reconfigure the settings manually.
- The print data temporary saved in the memory of the machine as Scheduled Print data will be deleted.

Using Multiple Canon Multifunction Machines with the Same Settings (Synchronizing Personalized Data)

AW63-0H6

You can synchronize personalized data of multiple Canon multifunction machines on a network. This enables the login user to seamlessly use the same settings on any multifunction machine. For example, a user can use the Address Book or Personal button registered on one multifunction machine with the other machines. **Settings That Can Be Personalized (P. 899)**

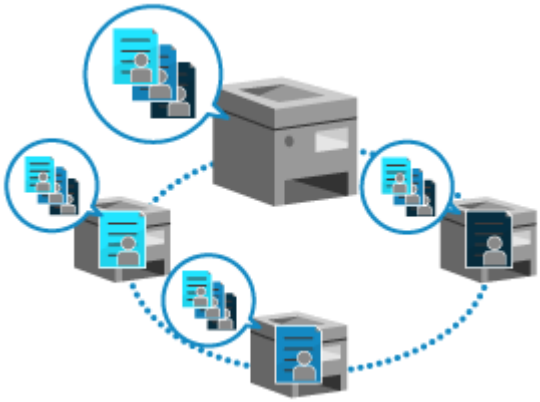
Among the multifunction machines to be synchronized, the machine that stores the data you want to synchronize is the server machine. The other machines are the client machines.
Up to 10 machines, including the server machine, can be synchronized. The personalized data for a maximum of 1,000 users can be managed on the server machine.

Server Machine

The server machine centrally manages the client machine settings. As these settings are managed separately from the server machine settings, they are not reflected to the server machine if the client function has not been started on the server machine. If you also want to synchronize the server machine settings, enable both the server function and the client function.

Client Machine

The settings managed on the server machine are reflected to the client machines. The same user can use their settings on any client machine after logging in.



Synchronized Data and Restricting Operations (P. 929)
Synchronization Procedure (P. 931)

Synchronized Data and Restricting Operations

Synchronization can be performed only for multifunction machines with the same user authentication and group management settings. When using Department ID Management to manage groups, use the same Department ID for each multifunction machine.

Data to Be Synchronized

- When the data to be synchronized exists on both the server machine and client machines, the data on the client machines is deleted and overwritten with the data on the server machine.
  To use the data on the client machines, delete the applicable data from the server machine before starting the synchronization. (The data is deleted when synchronization is enabled on the server machine.)

- If a user's data exists on multiple client machines but not on the server machine, the data of the client machine that connects first to the server machine will be registered.

  Example of data registered to the server machine

When data of user 1 exists on both client machine A and client machine B, and client machine A connects first to the server machine, the data on client machine A will be registered to the server machine.

- Registration data on client machine A (the client machine that connected first to the server machine)



 : Data of user 1

 : Data of user 2

- Registration data on client machine B



 : Different data of user 1

 : Data of user 3

- Data registered to the server machine



 : Data of user 1 on client machine A

 : Data of user 2 on client machine A

 : Data of user 3 on client machine B

- To correctly use the information related to Advanced Space or a file server on another machine on the network included in the keychain, the order that the connection destinations are registered must be the same on all machines. **Preparations for Using Another Machine or Server on the Network (P. 757)**

Settings Other Than Personalized Data That Can Be Synchronized

The following settings cannot be personalized, but the settings can be shared between multiple Canon multifunction machines using the personalized data synchronization function:

- Public view settings for user group address lists **Configuring the Public Destination of a User Group Address List (P. 921)**
- [Home] screen setting for users who are not logged in **Customizing the [Home] Screen (P. 206)**

Restricted Operations and Settings

- When you start data synchronization with a client machine, you can no longer import or export data for synchronization including the Address Book. It is recommended to export the data for synchronization before starting synchronization.
- When the maximum number of users using the personalization function is reached, the oldest user settings are deleted.

  * [Action When Maximum Number of Users Exceeded] is set to [Delete Oldest User Settings] and can no longer be changed. **[Action When Maximum Number of Users Exceeded] (P. 1426)**
- If one or more client machines are operating, the server machine will not enter Sleep Mode. Even if only the server machine is operating, when the client function "localhost" is connected via a proxy server, the server machine will not enter Sleep Mode.

IMPORTANT

- Depending on the options and device configuration of the multifunction machine, synchronized data may not be reflected.
- If the version of the firmware of the multifunction machine is old, the registered shortcuts and keychain may not be synchronized.
- If the server machine or a client machine has malfunctioned during synchronization, data whose sharing range is set to [Device-Specific (Not Shared)] on the malfunctioning multifunction machine cannot be recovered and will be reset to the default setting.

Synchronization Procedure

To synchronize personalized data, follow the procedure below:

Step 1

- Check that the multifunction machines to be synchronized are properly connected to the network.
- It is recommended to export the personalized data for backup purposes.

  Importing and Exporting the Address Book and Settings (P. 1137)

▼

Step 2

Enable the synchronization function on the server machine, and configure the data to be synchronized.
Starting Synchronization on the Server Machine (P. 933)

▼

Step 3

On each client machine, enable the the synchronization function, configure the settings to connect to the server machine, and start synchronization.
Starting Synchronization on a Client Machine (P. 948)

▼

Step 4

Check the synchronization status on the server machine.
Checking Information of a Client Machine (P. 938)

NOTE

Regularly Replicating and Backing Up Data on the Server Machine

- You can save replicated data to another machine and back up the latest data to the storage space on the server machine or an SMB server. **Replicating and Backing Up Data on the Server Machine (P. 941)**

Changing the Canon Multifunction Machines to Synchronize

- You can replace or change the server and client machines after starting synchronization. **Changing the Canon Multifunction Machines to Synchronize (P. 951)**

Starting and Stopping Synchronization (Server Machine)

AW63-0H7

This section describes how to start and stop synchronization on the server machine.

Starting Synchronization on the Server Machine (P. 933)
Stopping Synchronization on the Server Machine (P. 934)

Starting Synchronization on the Server Machine

Enable the synchronization function on the server machine, and configure the data to be synchronized.
This section describes how to configure the settings using Remote UI from a computer.
On the control panel, select [Settings/Registration] in the [Home] screen or other screen, and then select [Management Settings] to configure the settings. However, the control panel can only be used to enable the synchronization function. **[Synchronize Custom Settings (Server)] (P. 1422)**
Administrator privileges are required.

Required Preparations

- To maintain an accurate time on the machine, configure the settings to obtain the time information from the time server on the network. **Configuring SNTP (P. 167)**

1 Log in to Remote UI as an administrator. **Starting Remote UI (P. 1095)**

2 On the Portal page of Remote UI, click [Synchronize Custom Settings]. **Remote UI Portal Page (P. 1099)**

→ The [Synchronize Custom Settings] screen is displayed.

3 Click [Change Connection Destination].

→ The [Connection Settings] screen is displayed.

4 In [Service] under [Synchronize Custom Settings (Server)], select [Start].

5 Click [Change] ▶ [OK].

→ Synchronization of the server machine is enabled and the [Synchronize Custom Settings] screen is displayed again.

6 Click [To Portal] at the top right of the screen.

7 On the Portal page of Remote UI, click [Synchronize Custom Settings (Server)]. **Remote UI Portal Page (P. 1099)**

➔ The [Data Sharing Details] screen is displayed.

* When the [Synchronize Custom Settings (Server)] screen is displayed, click [Data Sharing Details] of [Device].

8 Configure the data to be synchronized.

1. Specify whether to synchronize the data.
   - To synchronize the data, select [Shared across All Devices]. To use device-specific information without synchronizing, select [Device-Specific (Not Shared)].
   - If you change the setting from [Device-Specific (Not Shared)] to [Shared across All Devices] while synchronization is in progress, all Shared button settings and data specific to each client machine are initialized before synchronization.
   - If you change the setting from [Shared across All Devices] to [Device-Specific (Not Shared)], all data in [Default Settings] and [Previous Settings] is initialized for users registered in the server machine.
   - All items without settings in [Data Sharing Details] will be synchronized. **Settings That Can Be Personalized (P. 899)**
2. Click [OK] ▶ [Yes].

9 Prepare the Synchronization and configure the settings for data replication or backup, as needed.

Preparing the Synchronization and Checking the Status (Server Machine) (P. 936)
Replicating and Backing Up Data on the Server Machine (P. 941)

10 Log out from Remote UI.

NOTE

Checking the Synchronization Communication Log

- On the screen shown in Step 3, you can check the synchronization communication log and store it as a file on a computer.
- If an error occurs, [Warning] or [Error] is displayed for [Level].
  - [Warning]: Server machine unable to communicate temporarily, etc.
  - [Error]: Data registration limit has been exceeded, etc.

Stopping Synchronization on the Server Machine

This section describes how to configure the settings using Remote UI from a computer.
On the control panel, select [Settings/Registration] in the [Home] screen or other screen, and then select [Management Settings] to configure the settings. **[Synchronize Custom Settings (Server)] (P. 1422)**
Administrator privileges are required.

1 Log in to Remote UI as an administrator. **Starting Remote UI (P. 1095)**

2 On the Portal page of Remote UI, click [Synchronize Custom Settings]. **Remote UI Portal Page (P. 1099)**

➔ The [Synchronize Custom Settings] screen is displayed.

3 Click [Change Connection Destination].

→ The [Connection Settings] screen is displayed.

4 In [Service] under [Synchronize Custom Settings (Server)], select [Stop].

5 Click [Change] ▶ [OK].

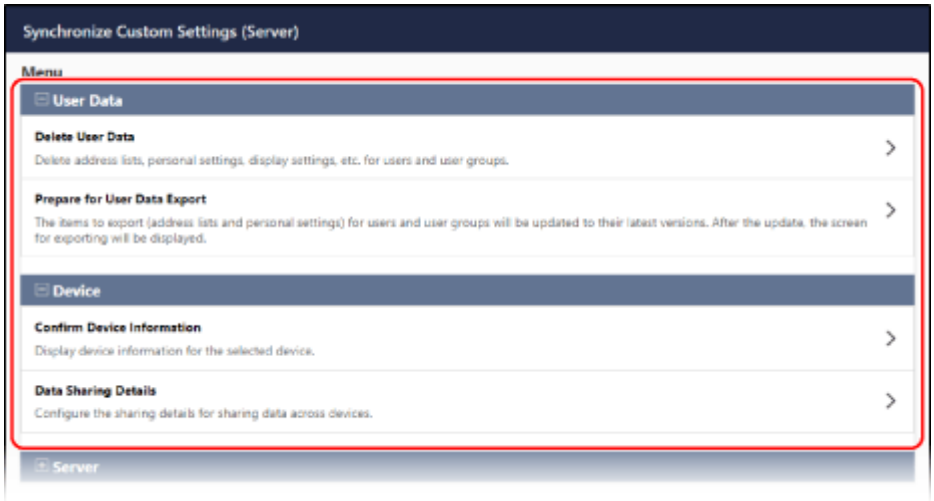
→ The settings are applied.

6 Log out from Remote UI.

Preparing the Synchronization and Checking the Status (Server Machine)

AW63-0H8

After starting synchronization on the server machine, click [Synchronize Custom Settings (Server)] on the Portal page of Remote UI to prepare the synchronization and check the status of synchronizing with the client machine.



Deleting Personalized Data on the Server Machine (P. 936)
Configuring the Data to Be Synchronized (P. 937)
Checking Information of a Client Machine (P. 938)
Preparing to Update Personalized Data on the Client Machine (P. 939)

Deleting Personalized Data on the Server Machine

Select the information of a user or user group and delete it.
When the data to be synchronized exists on both the server machine and a client machine, the data on the client machine is deleted and overwritten with the data on the server machine.
To use the data on a client machine, delete the applicable data from the server machine before starting the synchronization.

Delete personalized data using Remote UI from a computer. You cannot use the control panel to delete personalized data.
Administrator privileges are required.

1 Log in to Remote UI as an administrator. **Starting Remote UI (P. 1095)**

2 On the Portal page of Remote UI, click [Synchronize Custom Settings (Server)]. **Remote UI Portal Page (P. 1099)**

→ The [Synchronize Custom Settings (Server)] screen is displayed.

3 In [User Data], click [Delete User Data].

→ The [Delete User Data] screen is displayed.

4 Enter the user name or group ID to be deleted, and click [Search].

If you click [Search] with the search condition left blank, all registered users and user groups will be displayed.

5 Select the checkbox of the user and user group to be deleted.

6 Click [Delete] ▶ [Yes].

➔ The user and user group are deleted.

7 Log out from Remote UI.

Configuring the Data to Be Synchronized

For some of the personalized data items, you can configure whether to synchronize the settings across all client machines or use device-specific information.

* To change the settings during synchronization, stop synchronization on all client machines, change the settings, and then restart synchronization on the client machines. **Starting and Stopping Synchronization (Client Machine) (P. 948)**

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 as an administrator. **Starting Remote UI (P. 1095)**

2 On the Portal page of Remote UI, click [Synchronize Custom Settings (Server)]. **Remote UI Portal Page (P. 1099)**

➔ The [Synchronize Custom Settings (Server)] screen is displayed.

3 In [Device], click [Data Sharing Details].

➔ The [Data Sharing Details] screen is displayed.

4 Specify whether to synchronize the data.

- To synchronize the data, select [Shared across All Devices]. To use device-specific information without synchronizing, select [Device-Specific (Not Shared)].
- If you change the setting from [Device-Specific (Not Shared)] to [Shared across All Devices] during synchronization, all Shared button settings and data specific to each client machine are initialized before synchronization.
- If you change the setting from [Shared across All Devices] to [Device-Specific (Not Shared)], all data in [Default Settings] and [Previous Settings] is initialized for users registered in the server machine.
- All items without settings in [Data Sharing Details] will be synchronized. **Settings That Can Be Personalized (P. 899)**

5 Click [OK] ▶ [Yes].

→ The settings are applied.

6 Log out from Remote UI.

Checking Information of a Client Machine

You can check the name, serial number, and other information of a synchronized client machine. You can also stop synchronization of a client machine from the server machine.

Perform these operations using Remote UI from a computer. You cannot use the control panel to perform these operations.
Administrator privileges are required.

1 Log in to Remote UI as an administrator. **Starting Remote UI (P. 1095)**

2 On the Portal page of Remote UI, click [Synchronize Custom Settings (Server)]. **Remote UI Portal Page (P. 1099)**

→ The [Synchronize Custom Settings (Server)] screen is displayed.

3 In [Device], click [Confirm Device Information].

→ The [Confirm Device Information] screen is displayed.

4 Check the information of the client machine.



- Start entering the name of the client machine in [Filter] to filter the client machines that appear in the list by partial matches.
- To view the detailed information, click [›] on the client machine.
- To stop synchronization of a client machine, select the checkbox of the client machine, and click [Delete] ▶ [Yes].

5 Log out from Remote UI.

Preparing to Update Personalized Data on the Client Machine

Client machines save only the information of users logged in during synchronization. If you stop synchronization, the client machine no longer receives information from the server machine, and users not saved cannot log in.
If the user information on the server machine is required on a client machine where synchronization was stopped, export personalized data from the server machine and import it to the client machine. To prepare for this operation, export personalized data managed on the server machine.

* On a server machine with the client function enabled, you can use this function only when [Destination Server Address] is set to "localhost:8443."
  When you use this function, personalized data can be exported for only 15 minutes, even when synchronization is in progress.
* When using this function, do not allow users to log in until the export process is complete.

Export data using Remote UI from a computer. You cannot use the control panel to export data.
Administrator privileges are required.

1 Log in to Remote UI as an administrator. **Starting Remote UI (P. 1095)**

2 On the Portal page of Remote UI, click [Synchronize Custom Settings (Server)]. **Remote UI Portal Page (P. 1099)**

→ The [Synchronize Custom Settings (Server)] screen is displayed.

3 In [User Data], click [Prepare for User Data Export].

→ The [Prepare for User Data Export] screen is displayed.

4 Enter the user name or group ID to export, and click [Search].

If you click [Search] with the search condition left blank, all registered users and user groups will be displayed.

5 Select the checkbox of the user and user group to export.

You can select up to 500 users and 50 user groups.
Users logged in from the control panel are also included.

6 Click [Update and Export] ▶ [Yes].

7 Click [To [Export Address Lists] Page] or [To [Export] Page].

- To export personal address lists or user group address lists as individual files, click [To [Export Address Lists] Page].
- To batch export all of the personalized data together in one file, click [To [Export] Page].

→ The export screen is displayed.

8 Export the data within 15 minutes.

- To export address lists individually, select [Personal Address List (All)] or [User Group Address List (All)] in [Address List] when you perform the export operation. **Exporting Data Individually (P. 1141)**

- To batch export the personalized data, select [Personal Setting Information] or [User Group Address List] in [Select Item to Export] when you perform the export operation. **Exporting Data in Batch (P. 1150)**

9 Log out from Remote UI.

NOTE

Updating Personalized Data on a Client Machine That Has Been Synchronized

- Import the exported file to the client machine that has been synchronized.

Importing Data Individually (P. 1143)
Importing Data in Batch (P. 1151)

Replicating and Backing Up Data on the Server Machine

AW63-0H9

Click [Synchronize Custom Settings (Server)] on the Portal page of Remote UI to send replicated data to a Canon multifunction machine on the network on a regular basis and back up the latest data on the server machine.



You can replicate and back up data on the server machine in case of an accident.

Data Replication

This function regularly replicates the data on a server machine and sends it to a Canon multifunction machine on the same network specified as the replication destination, automatically updating the data.

Replicating Data (P. 941)

Data Backup

This function saves the latest data managed by the database on the server machine. In addition to the storage space on the server machine, data can also be saved to an SMB server on the network.

Backing Up and Restoring Data (P. 943)

* Data cannot be backed up or restored while the replication function is executing. Stop replication before you back up or restore data.

Replicating Data

Specify the replication destination and time for updating the replicated data. You can use the replicated data to recover the database of the server machine if any trouble occurs.

Starting the Replication (P. 941)
Recovering the Database of the Server Machine with Replicated Data (P. 942)

Starting the Replication

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 as an administrator. **Starting Remote UI (P. 1095)**

2 On the Portal page of Remote UI, click [Synchronize Custom Settings (Server)]. **Remote UI Portal Page (P. 1099)**

→ The [Synchronize Custom Settings (Server)] screen is displayed.

3 In [Server], click [Replication].

→ The [Replication] screen is displayed.

4 Specify the replication destination.

Enter the IP address, login user name, and password for the replication destination.

5 In [Interval], select the interval at which to execute replication.

6 Click [Start Replication] ▶ [Yes].

→ Replication starts, and the first replication is executed.

* An error message appears if replication does not start correctly. **Error Messages When Starting Replication (P. 946)**

7 Log out from Remote UI.

8 Regularly check that data is being replicated correctly.

Check a message displayed on the [Replication] screen.

When Data Is Replicated Correctly

The message shown below is displayed.
[Waiting for replication... To change the [Destination Device for Replication], first perform [Stop Replication], then change device. Last Replication : <yyyy/mm/dd hh:mm>]

When Data Is Not Replicated Correctly

The message shown below is displayed. Follow the instructions of the displayed message to fix the problem.
[Could not perform replication after <yyyy/mm/dd hh:mm> because an error occurred. Check the settings for [Destination Device for Replication] and the status of the destination device.]

NOTE

- The backup and restore functions are unavailable while the replication function is executing.
- If the updated data exceeds the limit or the client machine is restarted, replication is executed regardless of the interval specified in Step 5.

Recovering the Database of the Server Machine with Replicated Data

You can use the replicated data at the replication destination (replication data) to recover the database of the server machine.
* It is recommended that you stop replication before you start recovering the database of the server machine.

Recover the database of the server machine using Remote UI from a computer. You cannot use the control panel to recover the database.
Administrator privileges are required.

1 Log in to Remote UI as an administrator. **Starting Remote UI (P. 1095)**

2 On the Portal page of Remote UI, click [Synchronize Custom Settings (Server)]. **Remote UI Portal Page (P. 1099)**

→ The [Synchronize Custom Settings (Server)] screen is displayed.

3 In [Server], click [Recovery Using Replicated Data].

→ The [Recovery Using Replicated Data] screen is displayed.

4 Enter the information of the replication destination.

Enter the IP address, login user name, and password for the replication destination.

5 Click [Recover].

→ The replication date and time of the replication data is displayed.

6 Check that there is recovery data, and click [Yes].

→ The database of the server machine is recovered.

7 Log out from Remote UI.

Backing Up and Restoring Data

Specify the store location of the backup data and perform backup.
You can use the backup data to restore the database of the server machine if any trouble occurs.

Backing Up Data (P. 944)
Restoring the Database of the Server Machine with Backup Data (P. 944)

IMPORTANT

When Backup Data Is Saved to a Storage Space on the Server Machine

- After you back up the data, the stored backup data is deleted when any of the following operations are performed:
  - When the next backup is performed
  - When backup data is restored
  - When replication is started
  - When replication data is restored
- Backup data cannot be restored if the storage space on the server machine malfunctions.

Backing Up Data

Perform backup using Remote UI from a computer. You cannot use the control panel to perform backup.
Administrator privileges are required.

1. Log in to Remote UI as an administrator. **Starting Remote UI (P. 1095)**
2. On the Portal page of Remote UI, click [Synchronize Custom Settings (Server)]. **Remote UI Portal Page (P. 1099)**

   → The [Synchronize Custom Settings (Server)] screen is displayed.
3. In [Server], click [Back Up].

   → The [Back Up] screen is displayed.
4. In [Location], select the store location of the backup data.

   - To save the data to a storage space on the server machine, select [Device].
   - To save the data to an SMB server on the network, select [Network] and enter the path to the folder in which to store the backup data, along with the user name, domain name, and password used to log in to the SMB server.
5. Click [Execute] ▶ [Yes].

   → The backup of the data is executed.
6. Check the backup result and click [OK].

   If an error occurs during the backup, an error message and error code is displayed. You can check the possible cause using the displayed error code. **Error Codes During Backup and Restoration (P. 946)**
7. Log out from Remote UI.

Restoring the Database of the Server Machine with Backup Data

You can use the backup data to restore the database of the server machine.

Perform the restoration using Remote UI from a computer. You cannot use the control panel to perform the restoration.
Administrator privileges are required.

1. Log in to Remote UI as an administrator. **Starting Remote UI (P. 1095)**
2. On the Portal page of Remote UI, click [Synchronize Custom Settings (Server)]. **Remote UI Portal Page (P. 1099)**

   → The [Synchronize Custom Settings (Server)] screen is displayed.

3 In [Server], click [Restore].

→ The [Restore] screen is displayed.

4 In [Location], select the store location of the backup data to be restored.

If you select [Network], enter the path to the store location of the backup data, along with the user name, domain name, and password used to log in to the SMB server.

5 Click [Execute] ▶ [Yes].

→ The database of the server machine is restored.

6 Check the result of the restoration and click [OK].

If an error occurs during the restoration, an error message and error code is displayed. You can check the possible cause using the displayed error code. **Error Codes During Backup and Restoration (P. 946)**

7 Log out from Remote UI.

Errors During Replication, Backup, and Restoration

AW63-0HA

If an error message or error code appears when you start replication or perform data backup or restoration, check the possible cause and solution.

Error Messages When Starting Replication (P. 946)
Error Codes During Backup and Restoration (P. 946)

Error Messages When Starting Replication

If replication does not start correctly, the corresponding messages shown below appear on the screen displayed after the start operation.

The [Address] is incorrect.

- Check that the IP address is set correctly in the replication destination settings.
- Check that the server machine and the multifunction machine set as the replication destination are on the same network and can be connected.

The authentication information is incorrect.

Check that the login user name and password are specified correctly in the replication destination settings.

A device that cannot be used as the destination for replication is set. Select a different device.

- Check the network status of the multifunction machine specified as the replication destination.
- The following multifunction machines cannot be specified as the replication destination:
  - Server machine with synchronization enabled
  - Multifunction machine specified as the replication destination of another server machine
  - Multifunction machine that is using Department ID Management
  - Multifunction machine using an older version of the firmware

Error Codes During Backup and Restoration

If an error occurs while data backup or restoration is being performed, the corresponding error codes shown below appear on the screen displayed after the operation.

* The error codes are also displayed in [Result] in [Execution Log] on the [Back Up] screen or [Restore] screen.

Error code	Cause
DBBU01	Failed to generate the backup file (device)
DBBU02*1	Failed to save the backup data
DBBU05	Failed to generate the backup file (network)

Error code	Cause
DBBU06	Failed to generate the backup file due to insufficient space
DBBU07	Cannot access the network destination
DBBU08	Cannot find the network destination
DBRS01	Failed to restore from the device
DBRS02*1	Failed to restore from the network destination
DBRS07	Cannot access the network destination
DBRS08	Cannot find the network destination

*1 An error with no identifiable cause may have occurred. Check the following:

- Incomplete entry
- SMB server access privileges
- Network environment

Starting and Stopping Synchronization (Client Machine)

AW63-0HC

This section describes how to start and stop synchronization on the client machine.

Starting Synchronization on a Client Machine (P. 948)
Stopping Synchronization on a Client Machine (P. 950)

Starting Synchronization on a Client Machine

Enable the synchronization function and configure the settings for connecting to the server machine.
This section describes how to configure the settings using Remote UI from a computer.
On the control panel, select [Settings/Registration] in the [Home] screen or other screen, and then select [Management Settings] to configure the settings. However, the control panel can only be used to enable or disable the synchronization function. **[Synchronize Custom Settings (Client)] (P. 1421)**

Administrator privileges are required. The machine must be restarted to apply the settings.

Required Preparations

- Enable the synchronization function on the server machine, and configure the data to be synchronized. **Starting Synchronization on the Server Machine (P. 933)**

1 Log in to Remote UI as an administrator. **Starting Remote UI (P. 1095)**

2 On the Portal page of Remote UI, click [Synchronize Custom Settings]. **Remote UI Portal Page (P. 1099)**

→ The [Synchronize Custom Settings] screen is displayed.

3 Click [Change Connection Destination].

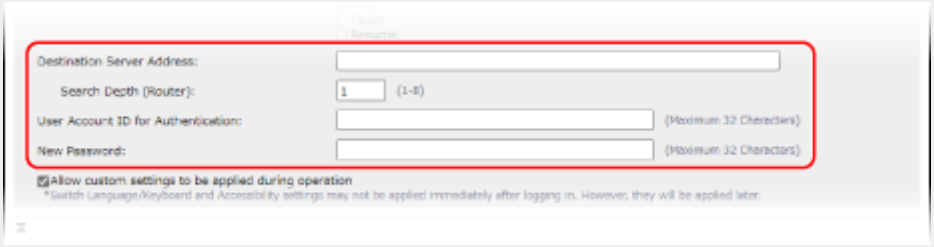
→ The [Connection Settings] screen is displayed.

4 In [Service] under [Synchronize Custom Settings (Client)], select [Start].

5 Configure the settings for connecting to the server machine.

You can skip this step when all of the conditions below are met. Proceed to Step 6.

- When the server machine is connected to the same router (including the server machine's client function)
- When there is only one server machine on the same network
- When [User Account ID for Authentication] in [Synchronize Custom Settings (Client)] is left blank



[Destination Server Address]
Enter the IP address or host name of the server machine.
To specify the port number, enter "8443" (optional).
To search for the server machine automatically, leave this blank.

Example: When specifying the port number
192.168.18.138:8443

* When you specify the port number for an IPv6 address, enclose the IP address in brackets [ ].
Example:
[fe80::65f0:82cb:b3d6:e6bc]:8443
* When you use a sub line for the network settings of the server machine, enter the information below.

- For the client machine: IP address of the sub line of the server machine
- For the server machine's client function: IP address of the main line, or "localhost"

[Search Depth (Router)]
Enter the router hop count (number of routers the data passes through) for network discovery. When not passing through a router, specify "1."

[User Account ID for Authentication] and [New Password]
Enter the user name and password of the user with Administrator privileges for the server machine.

6 Select the [Allow custom settings to be applied during operation] checkbox, as needed.

Normally, the synchronized data is applied immediately after the user logs in, but the following settings may not be applied:

- [Switch Language/Keyboard]
- [Accessibility]
- [Personal SSID and Network Key Settings]

To apply these settings during user operation, select this checkbox.

7 Click [Change] ▶ [OK].

8 Restart the machine. **Restarting the Machine (P. 181)**

➔ The settings are applied and synchronization starts.

NOTE
Checking the Synchronization Communication Log

- On the screen shown in Step 3, you can check the synchronization communication log and store it as a file on a computer.
- If an error occurs, [Warning] or [Error] is displayed for [Level].
  - [Warning]: Unable to communicate temporarily with the server machine, etc.
  - [Error]: Registration data limit has been exceeded, failed to authenticate the server machine, etc.

When a Client Machine Cannot Connect to the Server Machine During Discovery

- The client machine cannot connect to the server machine during discovery in the following cases. Enter the IPv4 address in [Destination Server Address] in Step 5.
  - When the network settings of the server machine use both IPv4 and IPv6 with priority given to IPv6, and IPv6 is disabled on the client machine
  - When the main line is used for the network settings of the server machine, and the sub line is used for the network settings of the client machine

If Data Is Not Synchronized Properly

- If a message appears on the control panel, follow the instructions of the message to fix the problem. **A Message Appears (P. 1781)**
- If no message appears on the control panel even though a data mismatch occurs between the client machine and server machine, delete the user setting information, and log in. **Deleting User Setting Information (P. 956)**

Stopping Synchronization on a Client Machine

This section describes how to configure the settings using Remote UI from a computer.
On the control panel, select [Settings/Registration] in the [Home] screen or other screen, and then select [Management Settings] to configure the settings. **[Synchronize Custom Settings (Client)] (P. 1421)**
Administrator privileges are required.

1. Log in to Remote UI as an administrator. **Starting Remote UI (P. 1095)**
2. On the Portal page of Remote UI, click [Synchronize Custom Settings]. **Remote UI Portal Page (P. 1099)**

   → The [Synchronize Custom Settings] screen is displayed.
3. Click [Change Connection Destination].

   → The [Connection Settings] screen is displayed.
4. In [Service] under [Synchronize Custom Settings (Client)], select [Stop].
5. Click [Change] ▶ [OK].

   → The settings are applied.
6. Log out from Remote UI.

NOTE

- Client machines save only the information of users logged in during synchronization. If you stop synchronization, the client machine no longer receives information from the server machine, and users without saved information cannot log in.
  If the user information on the server machine is required on a client machine where synchronization was stopped, export the personalized data from the server machine and import it to the client machine. **Preparing to Update Personalized Data on the Client Machine (P. 939)**

Changing the Canon Multifunction Machines to Synchronize

AW63-0HE

This section describes the procedure required to replace or change the server machine and client machines after starting synchronization of personalized data.

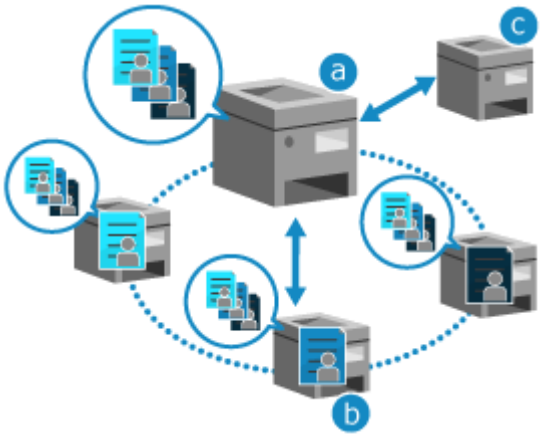
Changing the Server Machine (When Replication Is Not Set) (P. 951)
Changing the Server Machine (When Replication Is Set) (P. 952)
Changing a Client Machine (P. 954)

IMPORTANT

- When changing the server machine, it is recommended to adjust the network settings (IP address and host name) on the new server machine to match the settings of the old server machine. If the settings of the new server machine differ from those of the old server machine, the client machines may not synchronize properly until the information to connect to the server machine is changed.

Changing the Server Machine (When Replication Is Not Set)

You can replace the server machine with a synchronized client machine, or change the server machine to another Canon multifunction machine that is not synchronized.



When Replacing a Synchronized Client Machine (P. 951)
Changing to Another Canon Multifunction Machine That Is Not Synchronized (P. 952)

a: The server machine
b: A synchronized client machine
c: Another Canon multifunction machine that is not synchronized

When Replacing a Synchronized Client Machine

Administrator privileges are required to change the server machine.

1 Stop synchronization on each client machine. **Stopping Synchronization on a Client Machine (P. 950)**

2 On the server machine, save the backup data to an SMB server on the network. **Backing Up Data (P. 944)**

3 Stop synchronization on the server machine. **Stopping Synchronization on the Server Machine (P. 934)**

4 On the client machine that will be the new server machine, start synchronization as a server machine. **Starting Synchronization on the Server Machine (P. 933)**

5 Restore the backup data saved in Step 2 on the new server machine in Step 4. **Restoring the Database of the Server Machine with Backup Data (P. 944)**

6 Start synchronization on the client machines. **Starting Synchronization on a Client Machine (P. 948)**

Changing to Another Canon Multifunction Machine That Is Not Synchronized

Administrator privileges are required to change the server machine.

* If the client function is enabled on the original server machine, it is recommended to disable this beforehand. **Stopping Synchronization on a Client Machine (P. 950)**

1 On the server machine, save the backup data to an SMB server on the network. **Backing Up Data (P. 944)**

2 Stop synchronization on the server machine. **Stopping Synchronization on the Server Machine (P. 934)**

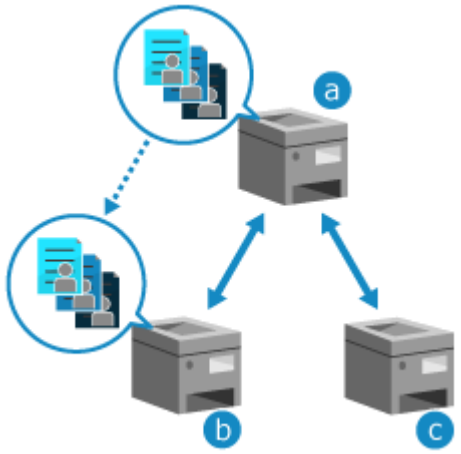
3 On the multifunction machine that will be the new server machine, start synchronization as a server machine. **Starting Synchronization on the Server Machine (P. 933)**

4 Restore the backup data saved in Step 1 on the new server machine in Step 3. **Restoring the Database of the Server Machine with Backup Data (P. 944)**

5 To enable the client function on the new server machine, start synchronization as a client machine. **Starting Synchronization on a Client Machine (P. 948)**

Changing the Server Machine (When Replication Is Set)

You can replace the server machine with a Canon multifunction machine that is a replication destination, or change the server machine to another Canon multifunction machine.



a: The server machine
b: Canon multifunction machine that is the replication destination
c: Another Canon multifunction machine

* When you use replication data to recover a server machine whose storage space has been replaced, see the procedure for changing to another Canon multifunction machine.

When Replacing the Server Machine with A Canon Multifunction Machine That Is a Replication Destination (P. 953)
Changing to Another Canon Multifunction Machine (P. 954)

When Replacing the Server Machine with A Canon Multifunction Machine That Is a Replication Destination

Administrator privileges are required to change the server machine.

1 Stop replication on the server machine. **Replicating Data (P. 941)**

You can skip this step if you cannot stop replication due to a malfunction of the server machine or other factor. Proceed to Step 2.

2 Stop synchronization on the server machine. **Stopping Synchronization on the Server Machine (P. 934)**

3 On the replication destination multifunction machine, start synchronization as a server machine. **Starting Synchronization on the Server Machine (P. 933)**

4 Configure the connection settings of each client machine.

1. Stop synchronization on each client machine. **Stopping Synchronization on a Client Machine (P. 950)**
2. On each client machine, enable the synchronization function and change the settings for connecting to the server machine. **Starting Synchronization on a Client Machine (P. 948)**

Changing to Another Canon Multifunction Machine

Administrator privileges are required to change the server machine.

1 Stop replication on the server machine. **Replicating Data (P. 941)**

You can skip this step if you cannot stop replication due to a malfunction of the server machine or other factor. Proceed to Step 2.

* If you cannot stop replication, the multifunction machine set as the replication destination cannot be set as the replication destination of another server machine.

In this case, on the multifunction machine acting as the replication destination, start synchronization as a server machine, and then stop synchronization. (Replication is canceled when synchronization as a server machine starts.)

Starting Synchronization on the Server Machine (P. 933)

Stopping Synchronization on the Server Machine (P. 934)

2 Stop synchronization on the server machine. **Stopping Synchronization on the Server Machine (P. 934)**

3 On the multifunction machine that will be the new server machine, start synchronization as a server machine. **Starting Synchronization on the Server Machine (P. 933)**

4 Recover the replication data on the new server machine in Step 3. **Recovering the Database of the Server Machine with Replicated Data (P. 942)**

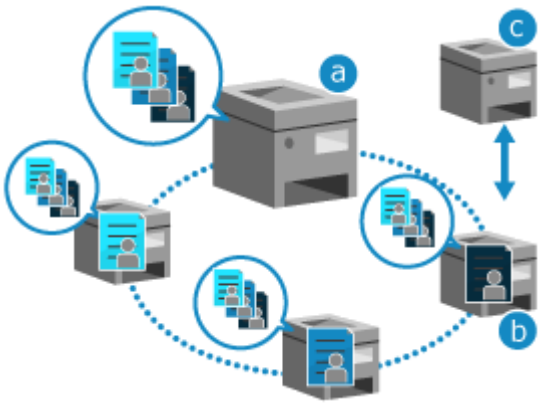
5 Configure the connection settings of each client machine.

You can skip this step if the new server machine has the same IP address and host name as the old server machine.

1. Stop synchronization on each client machine. **Stopping Synchronization on a Client Machine (P. 950)**
2. On each client machine, enable the synchronization function and change the settings for connecting to the server machine. **Starting Synchronization on a Client Machine (P. 948)**

Changing a Client Machine

You can change a synchronized client machine to another Canon multifunction machine that is not synchronized.



Administrator privileges are required to change the client machine.

ⓐ: The server machine
ⓑ: A synchronized client machine
ⓒ: Another Canon multifunction machine that is not synchronized

1 Stop synchronization on the old client machine. **Stopping Synchronization on a Client Machine (P. 950)**

If you cannot stop synchronization due to a malfunction on the old client machine, stop the client machine synchronization from the server machine. **Checking Information of a Client Machine (P. 938)**

* Until you stop synchronization of the client machine, it is still counted as a connected machine even after the change.

2 Start synchronization on the multifunction machine to be a new client machine. **Starting Synchronization on a Client Machine (P. 948)**

→ Synchronization starts after the machine is restarted.

Deleting User Setting Information

AW63-0HF

User setting information is a record of where and what settings have been configured by users.
The machine registers the user setting information automatically, and some information may remain even after a user is deleted. Manually delete any unnecessary user setting information, as needed. You also need to delete user setting information when the maximum number of users and user groups with user setting information is reached.

* User setting information can be registered for up to 500 users and 50 user groups.
* You can also configure the settings to automatically delete user setting information when the maximum number of users and user groups with user setting information is reached. **[Action When Maximum Number of Users Exceeded] (P. 1426)**
* When you delete the user setting information, the information of Personal buttons, Shared buttons, and keychains is deleted.

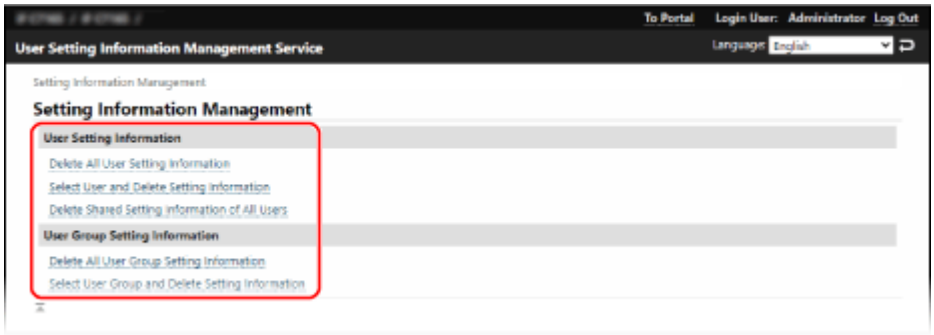
Delete user setting information using Remote UI from a computer. You cannot use the control panel to delete this information.
Administrator privileges are required. The machine must be restarted to delete the information.

1 Log in to Remote UI as an administrator. **Starting Remote UI (P. 1095)**

2 On the Portal page of Remote UI, click [User Setting Information Management]. **Remote UI Portal Page (P. 1099)**

→ The [Setting Information Management] screen is displayed.

3 Delete the user setting information.



Click an item according to the setting information you want to delete, and delete that information.

4 Wait a while, and then restart the machine. **Restarting the Machine (P. 181)**

→ The user setting information is deleted.

The deletion process takes time, so wait a while after the deletion is executed, and restart the machine.

NOTE

- User setting information that uses a MEAP application may not be able to be deleted.

Protecting the Network

AW63-0HH

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 Firewall Settings

Allows communications only with devices that have a specific IP address or MAC address to prevent unauthorized access.

Setting Up a Firewall (P. 958)

Using a Proxy Server

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.

Using a Proxy (P. 966)

Encryption of Communication Using TLS

You can use TLS to encrypt communication when using Remote UI and sending e-mail. This reduces the risks of data eavesdropping and tampering during communication.

Using TLS (P. 970)

Encryption of Communication Using IPSec

Use Internet Protocol Security (IPSec) to encrypt data at the IP protocol level. This reduces the risks of data eavesdropping and tampering during communication without relying on an application or network configuration.

Using IPSec (P. 973)

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. 979)

Managing and Verifying Keys and Certificates

You can generate a key and certificate used to encrypt communication and register keys and certificates obtained from a certification authority. By configuring the verification method of a certificate, you can check to see if a certificate received from a communicating device is valid.

Managing and Verifying a Key and Certificate (P. 982)

See Also

For the network settings at setup, see the following.

Configuring Your Machine for Your Network Environment (P. 150)

Setting Up a Firewall

AW63-0HJ

Set up a 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.

Setting Up IP Address Filtering (P. 958)
Setting MAC Address Filtering (P. 960)
Setting Up IP Address Filtering on the Sub Line (P. 962)
Setting up Mac Address Filtering on the Sub Line (P. 964)

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 Up IP Address Filtering

Set up IPv4 address filtering or IPv6 address filtering according to your usage environment. In addition, after you set up IP address filtering, you can configure the settings to exclude inbound and outbound ICMP traffic such as ping commands from the restrictions.

* When the machine is connected to two different networks at the same time, set up IP address filtering for the main line, as described in this section. To set up IP address filtering for the sub line, see the following:
Setting Up IP Address Filtering on the Sub Line (P. 962)

This section describes how to configure the settings using Remote UI from a computer.
On the control panel, select [Settings/Registration] in the [Home] screen or other screen, and then select [Preferences] to configure the settings. **[Firewall Settings] (P. 1246)**
Administrator or NetworkAdmin privileges are required.

IMPORTANT

- If you set an incorrect IP address, you may not be able to access Remote UI. If this happens, use the control panel to set the IP address again.

1 Log in to Remote UI as an administrator. **Starting Remote UI (P. 1095)**

2 On the Portal page of Remote UI, click [Settings/Registration]. **Remote UI Portal Page (P. 1099)**

3 Click [Network Settings].

4 Click [Outbound Filter] or [Inbound Filter] in the IP address filter.

→ The setting screen for the IP address filter is displayed.

- To restrict sending of data from the machine to other devices, click [Outbound Filter].

- To restrict receiving of data from other devices, click [Inbound Filter].

5 Select the [Use Filter] checkbox.

➔ The IP address filter is enabled.

6 In [Default Policy], set the filtering prerequisites.

As a filtering prerequisite, select whether to allow or block communication with other devices.

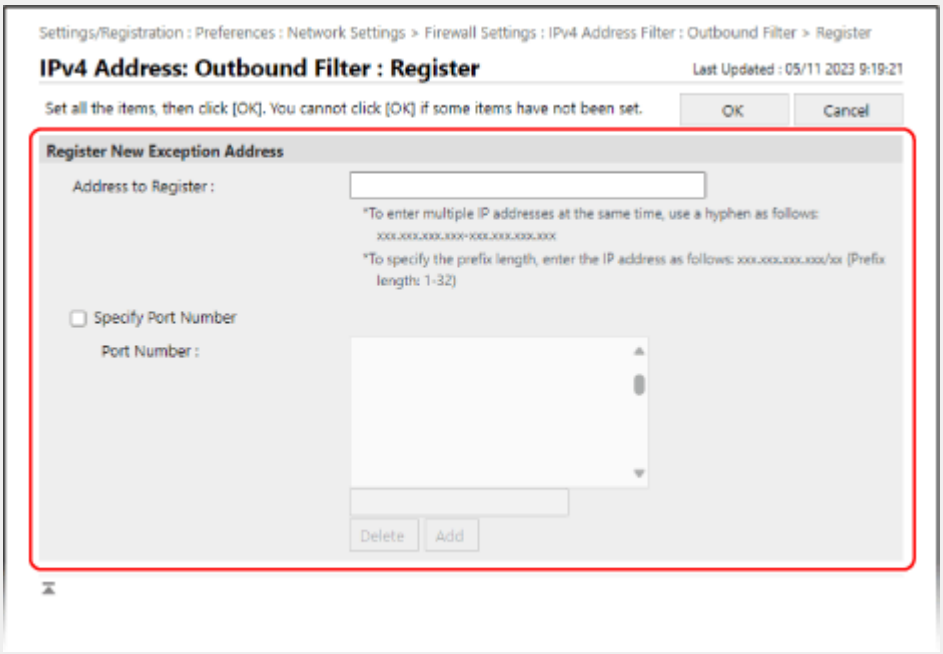
7 Register exception addresses.

You can register up to 16 exception addresses.

1. Click [Register New] for [Exception Addresses].

   ➔ The screen for registering exception addresses is displayed.

2. Specify the exception addresses.



[Address to Register]
Enter the IP addresses of devices whose communication you want to block or allow as exceptions to the filter.
You can also specify a range of IP addresses by using a hyphen (-) or prefix notation.

Input example: Specifying a range of IP addresses
192.168.0.10-192.168.0.20
192.168.0.32/27
fe80::1234/64

[Specify Port Number]
To set exception addresses only for communication that uses specific port numbers when communicating with the registered IP addresses, select this checkbox and add the port numbers to the list.

- To add a port number to the list, enter the port number in the input field above [Add], and click [Add].
- You can enter up to 50 port numbers per exception address.

3. Click [OK].

→ The exception address is registered, and the screen for configuring the IP address filter settings is displayed again.

8 Click [OK].

9 Exclude inbound and outbound ICMP traffic from the restrictions, as needed.

To exclude inbound and outbound ICMP traffic such as ping commands from the restrictions, click [ICMP Sending/Receiving Settings] for the IP address filter, select the [Always Allow Sending/Receiving Using ICMP] checkbox, and click [OK].

10 Click [Apply Setting Changes] ▶ [OK].

→ The settings are applied.

11 Log out from Remote UI.

NOTE

Viewing the Block History of the IP Address Filter

- When [Default Policy] is set to [Allow], you can check the log of communications blocked by the IP address filter.

  Log in to Remote UI in as an administrator ▶ click [Settings/Registration] ▶ [Network Settings] ▶ [IP Address Block Log].

  * You can check the 100 most recent communications in the log.
  * You can click [Store in CSV Format] on the [IP Address Block Log] screen to store the communication log on a computer as a CSV file.

Editing a Registered Exception Address

- To edit the registered information, click the exception address you want to edit on the settings screen for the IP address filter.

Setting MAC Address Filtering

When the machine is connected to two different networks at the same time, set up MAC address filtering for the main line, as described in this section. To set up MAC address filtering for the sub line, see the following:
Setting up Mac Address Filtering on the Sub Line (P. 964)

This section describes how to configure the settings using Remote UI from a computer.
On the control panel, select [Settings/Registration] in the [Home] screen or other screen, and then select [Preferences] to configure the settings. **[MAC Address Filter] (P. 1251)**
Administrator or NetworkAdmin privileges are required.

IMPORTANT

- If you set an incorrect MAC address, you may not be able to access Remote UI. If this happens, use the control panel to set the MAC address again.

1 Log in to Remote UI as an administrator. **Starting Remote UI (P. 1095)**

2 On the Portal page of Remote UI, click [Settings/Registration]. **Remote UI Portal Page (P. 1099)**

3 Click [Network Settings].

4 Click [Outbound Filter] or [Inbound Filter] for the MAC address filter.

→ The settings screen for the MAC address filter is displayed.

- To restrict sending of data from the machine to other devices, click [Outbound Filter].
- To restrict receiving of data from other devices, click [Inbound Filter].

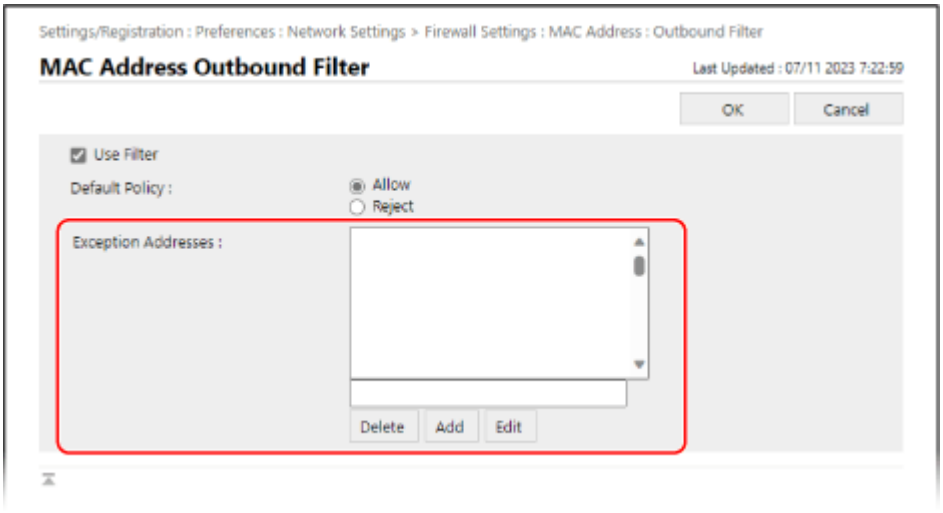
5 Select the [Use Filter] checkbox.

→ The MAC address filter 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 Add exception addresses to the list of [Exception Addresses].



- Add the MAC addresses of devices whose communication you want to block or allow as exceptions to the filter.
- To add an exception address to the list, enter the MAC address in the input field above [Add], and then click [Add].

  * Enter MAC addresses without including the hyphen (-) or colon (:) separators.
  Input example:
  123A456B789C
- You can add up to 100 exception addresses.

8 Click [OK].

9 Click [Apply Setting Changes] ▶ [OK].

→ The settings are applied.

10 Log out from Remote UI.

NOTE
Editing an Added Exception Address

- Select the exception address you want to edit in the [Exception Addresses] list, edit the exception address displayed in the input field above [Edit], and then click [Edit].

Setting Up IP Address Filtering on the Sub Line

When the machine is connected to two different networks at the same time, set the IPv4 address filter on the sub line.

* By default, the IP address filter is set automatically on the sub line. **Default Settings for the Firewall of the Sub Line (P. 95)**

This section describes how to configure the settings using Remote UI from a computer.
On the control panel, select [Settings/Registration] in the [Home] screen or other screen, and then select [Preferences] to configure the settings. **[IPv4 Address Filter] (P. 1261)**
Administrator or NetworkAdmin privileges are required.

1 Log in to Remote UI as an administrator. **Starting Remote UI (P. 1095)**

2 On the Portal page of Remote UI, click [Settings/Registration]. **Remote UI Portal Page (P. 1099)**

3 Click [Network Settings].

4 Click [Firewall Settings] ▶ [IPv4 Address Filter] for the sub line settings.

→ The settings screen for the IP address filter on the sub line is displayed.

5 Select the [Use Filter] checkbox.

→ The IP address filter is enabled.

- To restrict sending of data from the machine to other devices, use an outbound filter.
- To restrict receiving of data from other devices, use an inbound filter.

6 In [Default Policy], set the filtering prerequisites.

As a filtering prerequisite, select whether to allow or block communication with other devices.

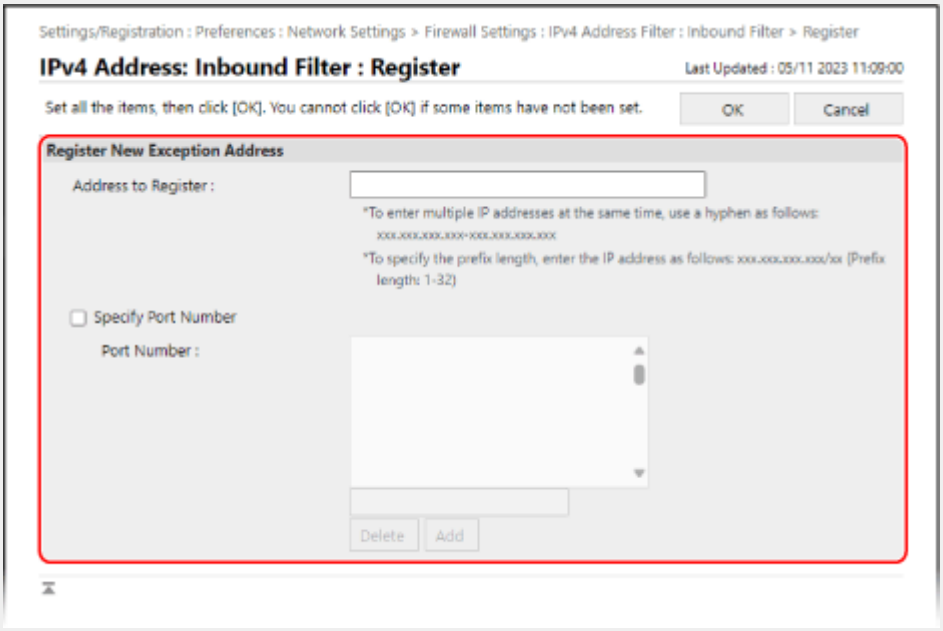
7 Register exception addresses.

You can register up to 16 exception addresses.

1. Click [Register New] for [Exception Addresses].

➔The screen for registering exception addresses is displayed.

2. Specify the exception addresses.



[Address to Register]
Enter the IP addresses of devices whose communication you want to block or allow as exceptions to the filter.
You can also specify a range of IP addresses by using a hyphen (-) or prefix notation.

Input example: When specifying a range of IP addresses
192.168.0.10-192.168.0.20
192.168.0.32/27

[Specify Port Number]
To set exception addresses only for communication that uses specific port numbers when communicating with the registered IP addresses, select this checkbox and add the port numbers to the list.

- To add a port number to the list, enter the port number in the input field above [Add], and click [Add].
- You can enter up to 50 port numbers per exception address.

3. Click [OK].

➔The exception address is registered, and the screen for configuring the IP address filter settings for the sub line is displayed again.

8 Click [OK].

9 Click [Apply Setting Changes] ▶ [OK].

➔The settings are applied.

10 Log out from Remote UI.

NOTE

Viewing the Block History of the IP Address Filter

- When [Default Policy] is set to [Allow], you can check the log of communications blocked by the IP address filter.

  Log in to Remote UI in as an administrator ▶ click [Settings/Registration] ▶ [Network Settings] ▶ [IP Address Block Log].

  * You can check the 100 most recent communications in the log.
  * You can click [Store in CSV Format] on the [IP Address Block Log] screen to store the communication log on a computer as a CSV file.

Editing a Registered Exception Address

- To edit the registered information, click the exception address you want to edit on the settings screen for the IP address filter on the sub line.

Setting up Mac Address Filtering on the Sub Line

When the machine is connected to two different networks at the same time, configure the Mac address filter settings for the sub line.

This section describes how to configure the settings using Remote UI from a computer.
On the control panel, select [Settings/Registration] in the [Home] screen or other screen, and then select [Preferences] to configure the settings. **[MAC Address Filter] (P. 1251)**
Administrator or NetworkAdmin privileges are required.

1 Log in to Remote UI as an administrator. **Starting Remote UI (P. 1095)**

2 On the Portal page of Remote UI, click [Settings/Registration]. **Remote UI Portal Page (P. 1099)**

3 Click [Network Settings].

4 In the sub line settings, click [MAC Address Filter] under [Firewall Settings].

→ The screen for setting the MAC address filter of the sub line is displayed.

5 Select the [Use Filter] checkbox.

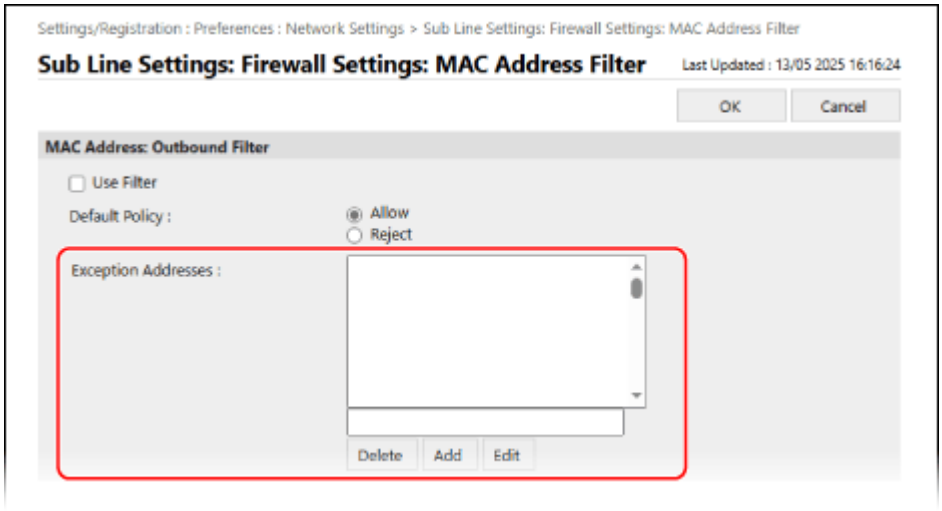
→ The MAC address filter is enabled.

- To restrict sending of data from the machine to other devices, configure the outbound filter settings.
- To restrict receiving of data from other devices, configure the inbound filter settings.

6 In [Default Policy], set the filtering prerequisites.

As a filtering prerequisite, select whether to allow or block communication with other devices.

7 Add exception addresses to the list of [Exception Addresses].



- Add the MAC addresses of devices whose communication you want to block or allow as exceptions to the filter.
- To add an exception address to the list, enter the MAC address in the input field above [Add], and then click [Add].

  * Enter MAC addresses without including the hyphen (-) or colon (:) separators.
  Input example:
  123A456B789C
- You can add up to 100 exception addresses.

8 Click [OK].

9 Click [Apply Setting Changes] ▶ [OK].

➔ The settings are applied.

10 Log out from Remote UI.

NOTE

Editing an Added Exception Address

- Select the exception address you want to edit in the [Exception Addresses] list, edit the exception address displayed in the input field above [Edit], and then click [Edit].

Using a Proxy

AW63-0HK

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.

* When the machine is connected to two networks at the same time, and a proxy is used to send and receive specific system data via the sub line, you must also configure the proxy on the sub line in addition to configuring this setting. **Configuring the Proxy of the Sub Line (P. 968)**

This section describes how to configure the settings using Remote UI from a computer.
On the control panel, select [Settings/Registration] in the [Home] screen or other screen, and then select [Preferences] to configure the settings. **[Proxy Settings] (P. 1236)**
Administrator or NetworkAdmin privileges are required.

Required Preparations

- Prepare the address, port number, and authentication information of the proxy server.

1 Log in to Remote UI as an administrator. **Starting Remote UI (P. 1095)**

2 On the Portal page of Remote UI, click [Settings/Registration]. **Remote UI Portal Page (P. 1099)**

3 Click [Network Settings] ▶ [Proxy Settings].

→ The [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 the Specified Proxy Server Also 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, enter the user name to use for authentication, and enter the same password in [Password] and [Confirm] using alphanumeric characters.

7 Click [OK].

8 Click [Apply Setting Changes] ▶ [OK].

→ The settings are applied.

9 Log out from Remote UI.

Configuring the Proxy of the Sub Line

AW63-0HL

When the machine is connected to two different networks at the same time, and a proxy is used to send and receive specific system data via the sub line, configure the proxy settings of the sub line.

* The proxy settings of the sub line can only be used to send and receive specific system data and cannot be used via normal Internet connection.
* When using a proxy via the sub line for purposes other than sending and receiving specific system data, set the proxy server used for the sub line in the proxy settings of the main line. **Using a Proxy (P. 966)**

This section describes how to configure the settings using Remote UI from a computer.
On the control panel, select [Settings/Registration] in the [Home] screen or other screen, and then select [Preferences] to configure the settings. **[Proxy Settings] (P. 1264)**
Administrator or NetworkAdmin privileges are required.

Required Preparations

- Prepare the address, port number, and authentication information of the proxy server.

1 Log in to Remote UI as an administrator. **Starting Remote UI (P. 1095)**

2 On the Portal page of Remote UI, click [Settings/Registration]. **Remote UI Portal Page (P. 1099)**

3 Click [Network Settings].

4 Click [Settings for System Data Communication] for the sub line settings.

→ The settings screen for system data communication of the sub line is displayed.

5 Select the [Use Proxy] checkbox under [Proxy Settings].

6 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.

7 Configure the authentication information if authentication is required when connecting to the proxy server.

Select the [Use Proxy Authentication] checkbox, enter the user name to use for authentication, and enter the same password in [Password] and [Confirm] using alphanumeric characters.

8 Click [OK].

9 Click [Apply Setting Changes] ▶ [OK].

→ The settings are applied.

10 Log out from Remote UI.

Using TLS

AW63-0HR

Transport Layer Security (TLS) is a mechanism for encrypting data sent and 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, configure the TLS settings and enable TLS for each function.

Step 1: Configuring the TLS Settings (P. 970)
Step 2: Enabling TLS for Each Function (P. 971)

Step 1: Configuring the TLS Settings

Specify the key and certificate (server certificate) that you want to use with TLS encrypted communication, and then specify the versions and algorithms for TLS.

This section describes how to configure the settings using Remote UI from a computer.
On the control panel, select [Settings/Registration] in the [Home] screen or other screen, and then select [Preferences] to configure the settings. **[TLS Settings] (P. 1235)**
Administrator or NetworkAdmin 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. 982)**

  * You can also use the key and certificate already registered in the machine.

1 Log in to Remote UI as an administrator. **Starting Remote UI (P. 1095)**

2 On the Portal page of Remote UI, click [Settings/Registration]. **Remote UI Portal Page (P. 1099)**

3 Click [Network Settings] ▶ [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].

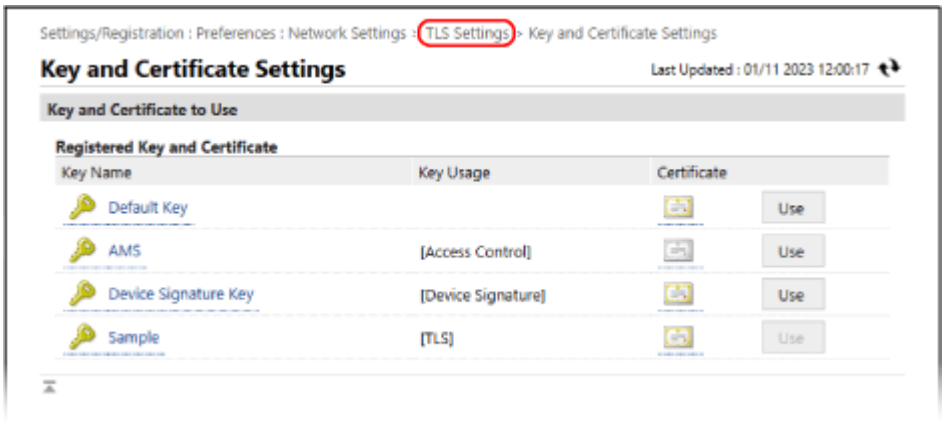
   → The [Key and Certificate Settings] screen is displayed.
2. Click [Use] to the right of the key and certificate to use.
   - Click the key name (or certificate icon) to display the certificate details.
   - On the certificate details screen, click [Verify Certificate] to verify that the certificate is valid.
   - To use the key and certificate already registered in the machine, select "Default Key."

     * TLS encrypted communication cannot be used with the following keys and certificates:

       - AMS (for access restriction)

- Device Signature Key (for device signature)

5 Click [TLS Settings] at the top of the Remote UI screen.



➔ The [TLS Settings] screen is displayed again.

6 Specify the versions and algorithms for TLS.

Some combinations of versions and algorithms cannot be used. For the supported combinations of versions and algorithms, see the TLS specifications. **TLS (P. 95)**

[Specify Allowed Versions]
Select the maximum and minimum versionsof TLS.

[Algorithm Settings]
Select the checkbox of the algorithm to use for TLS.

7 Click [OK].

8 Restart the machine. **Restarting the Machine (P. 181)**

➔ The settings are applied.

NOTE
Conforming the Encryption Method to FIPS 140

- You can conform the encryption method of TLS encryption communication to FIPS 140. **Algorithm Compliant with FIPS140 (P. 98)**
- When the encryption method conforms to FIPS 140, the TLS settings and communications are restricted as follows.
  - If you try to specify a certificate that uses an algorithm not recognized by FIPS (RSA keys with less than 2048 bits) for TLS, an error will occur.
  - A communication error will occur with parties that do not support FIPS-recognized encryption algorithms.
  - The algorithms used for TLS, [CHACHA20-POLY1305] and [X25519], are disabled.

Step 2: Enabling TLS for Each Function

Specify the TLS settings, and then enable TLS encrypted communication for each function that can use TLS.

- Remote UI **[Remote UI] (P. 1428)**

- LDAP server **Registering LDAP Servers (P. 159)**
- IPP printing **Setting the IPP Printing Function of the Machine (P. 384)**
- E-mail and I-Fax **Configuring Information of the E-mail Server (P. 454)**
- Opening Advanced Space as a WebDAV server **Preparations for Using Advanced Space (P. 747)**
- IEEE 802.1X authentication **Using IEEE 802.1X (P. 979)**
- MEAP **[Use TLS] (P. 1432)**
- Network Link Scan **[Use Network Link Scan] (P. 1238)**
- Syslog sending **Sending the Logs to the SIEM System (P. 1071)**
- IP FAX
  For details, see the manual of IP FAX Expansion Kit at the online manual site.

  https://oip.manual.canon/

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 IPSec

AW63-0HS

Use IP Security Protocol (IPSec) to prevent eavesdropping and tampering of IP packets sent and received over an IP network. This performs encryption at the IP protocol level to ensure security without relying on an application or network configuration.

IPSec Applicable Conditions and Supported Modes (P. 973)
IPSec Policy Configuration (P. 973)
Configuring IPSec (P. 974)

IPSec Applicable Conditions and Supported Modes

Packets to Which IPSec Is Not Applied

- Packets specifying a loopback, multicast, or broadcast address
- IKE packets sent from UDP port 500
- ICMPv6 Neighbor Solicitation and Neighbor Advertisement packets

Operation Mode of Key Exchange Protocol (IKE Modes)

The IKE modes supported by the machine are the main mode that is used to encrypt packets and aggressive mode without encryption.

IPSec Communication Mode

The communication mode supported by the machine is only the transport mode, which encrypts only the part excluding the IP header. Tunnel mode, which encrypts the entire IP packet, is not supported.

Conforming to FIPS 140

- During IPSec communication, regardless of the [Format Encryption Method to FIPS 140] setting, an encryption module that has obtained FIPS 140 authentication is always used. **[Format Encryption Method to FIPS 140] (P. 1447)**
- To ensure that IPSec communication conforms to FIPS 140, you need to set the key length of both the DH and RSA keys for IPSec communication to 2048 bits or longer in the network environment to which the machine belongs.

  * You can specify the key length only for the DH key on the machine. There is no setting for the RSA key on the machine, so take this into consideration when building the environment.

Using IPSec Together with IP Address Filtering

- When packets are sent, the IP address filter settings are applied first. **Setting Up a Firewall (P. 958)**
- When packets are received, the IPSec settings are applied first.

IPSec Policy Configuration

To perform IPSec communication on the machine, you must create an IPSec policy that includes the applicable range and algorithms for authentication and encryption. The policy is mainly made up of the following items:

Selector

Specify to which IP packets to apply IPSec communication. In addition to specifying the IP address of the machine and communicating devices, you can also specify their port numbers.

Operation Mode of Key Exchange Protocol (IKE Mode)

The key exchange protocol supports Internet Key Exchange version 1 (IKEv1). For the authentication method, select the Pre-Shared Key Method or Digital Signature Method.

- Pre-Shared Key Method
  This authentication method uses a common keyword called a shared key for communication between the machine and other devices.

- Digital Signature Method
  The machine and other devices authenticate each other by mutually verifying their digital signatures.

  * You need to configure the settings to enable the use of SNTP.

ESP/AH
Configure the settings for the ESP or AH protocols to be used for IPSec communication. Use Perfect Forward Secrecy (PFS) for even greater security.

Configuring IPSec

Enable the use of IPSec, and then create and register an IPSec policy. If multiple policies have been created, specify the order in which they are applied. You can create up to 10 policies.

This section describes how to configure the settings using Remote UI from a computer.
On the control panel, select [Settings/Registration] in the [Home] screen or other screen, and then select [Preferences] to configure the settings. **[IPSec Settings] (P. 1237)**
Administrator or NetworkAdmin privileges are required.

Required Preparations

- Connect the machine directly to a computer on the same virtual private network (VPN) as the machine. Confirm the operation conditions, and finish the settings on the computer in advance. **IPSec (P. 96)**
- Prepare the following according to the IKE authentication method:
  - When using the Pre-Shared Key Method, enable TLS for Remote UI communication. **Using TLS (P. 970)**
  - When using the Digital Signature Method, prepare the key and certificate to use, and configure the settings to enable the use of SNTP.

    Managing and Verifying a Key and Certificate (P. 982)
    Configuring SNTP (P. 167)
- When using PFS, check that PFS is enabled on the communicating device.

1 Log in to Remote UI as an administrator. **Starting Remote UI (P. 1095)**

2 On the Portal page of Remote UI, click [Settings/Registration]. **Remote UI Portal Page (P. 1099)**

3 Click [Network Settings].

→ The network settings screen is displayed.

4 Click [IPSec Settings].

→ The [IPSec Settings] screen is displayed.

5 Select the [Use IPSec] checkbox.

To receive only packets that meet the policy, select [Reject] in [Receive Non-Policy Packets].

6 Click [OK].

→ The network settings screen is displayed again.

7 Click [IPSec Policy List].

→ The [IPSec Policy List] screen is displayed.

8 Click [Register New IPSec Policy].

→ The [Register Policy] screen is displayed.

9 Specify the policy name, and select [On] in [Policy On/Off].

For the policy name, enter a name to identify the policy using alphanumeric characters.

10 Restrict the AES key length, as needed.

To restrict the AES key length to 256 bits, such as when you want to meet CC authentication standards, select the [Only Allow 256-bit for AES Key Length] checkbox.
* Canon multifunction machines support two key lengths for the AES encryption method: 128-bit and 256-bit.

11 Set the selector.

1. Click [Selector Settings].

   → The [Selector] screen is displayed.

2. Set the selector.

[Local Address Settings] and [Remote Address Settings]
Set the IP address to which to apply IPSec communication. Specify the IP address of the machine in [Local Address Settings] and the IP address of the communicating device in [Remote Address Settings].

[All IP Addresses]
Select this to apply IPSec to all IP packets.

[IPv4 Address] or [All IPv4 Addresses]
Select this to apply IPSec communication to IP packets sent and received using an IPv4 address.

[IPv6 Address] or [All IPv6 Addresses]
Select this to apply IPSec communication to IP packets sent and received using an IPv6 address.

[IPv4 Manual Settings]
Select this to specify an IPv4 address to which to apply IPSec communication. Use any of the following methods to specify the IPv4 address to which to apply the settings.

- When specifying a single IPv4 address
  Select [Single Address], and enter the IPv4 address in [First Address].
- When specifying a range of IPv4 addresses
  Select [Range Address], and enter the IPv4 addresses in [First Address] and [Last Address].

- When specifying a range of IPv4 addresses using a subnet mask
  Select [Subnet Settings], enter the IPv4 address in [First Address], and enter the subnet mask in [Subnet Settings].

[IPv6 Manual Settings]
Select this to specify an IPv6 address to which to apply IPSec communication. Use any of the following methods to specify the IPv6 address to which to apply the settings.

- When specifying a single IPv6 address
  Select [Single Address], and enter the IPv6 address in [First Address].
- When specifying a range of IPv6 addresses
  Select [Range Address], and enter the IPv6 addresses in [First Address] and [Last Address].
- When specifying a range of IPv6 addresses using a prefix
  Select [Prefix Address], enter the IPv6 address in [First Address], and enter the prefix length in [Prefix Length].

[Port Settings]
Set the ports to which to apply IPSec communication.

[Specify by Port Number]
Select this to use port numbers when specifying the ports to which IPSec communication applies. Specify the port number of the machine in [Local Port], and specify the port number of the communicating device in [Remote Port].

- To apply IPSec communication to all port numbers, select [All Ports].
- To apply IPSec communication to a specific port number, press [Single Port], and enter the port number.

[Specify by Service Name]
Select this to use service names when specifying the ports to which IPSec communication applies. Select the checkboxes of the services to which to apply IPSec communication.

3. Click [OK].

   → The [Register Policy] screen is displayed.

12 Configure the IKE settings.

1. Click [IKE Settings].

   → The [IKE] screen is displayed.

2. Configure the IKE settings.

[IKE Mode]
Select the operation mode of the key exchange protocol. When [Main] is selected, security is enhanced because the IKE session itself is encrypted, but communication is slower than [Aggressive], which does not perform encryption.

[Validity]
Enter the valid period of IKE SA (ISAKMP SA) to use as the control communication path in minutes.

[Authentication Method]
Select the authentication method of the machine.

- If you select [Pre-Shared Key Method], click [Shared Key Settings] ▶ enter the string to use as the shared key using alphanumeric characters ▶ click [OK].
- If you select [Digital Signature Method], click [Key and Certificate] ▶ [Use] of the key and certificate to use.

[Authentication/Encryption Algorithm]
Configure the authentication and encryption algorithm for IKE phase 1.

- To automatically set an algorithm that can be used by both this machine and the communicating device, select [Auto].
- To specify a particular algorithm, select [Manual Settings], and configure the [Authentication], [Encryption], and [DH Group] settings.
  - [Authentication]: Select the hash algorithm.
  - [Encryption]: Select the encryption algorithm.
  - [DH Group]: Select the Diffie-Hellman group used to determine the key strength.

When [IKE Mode] Is Set to [Main] and [Authentication Method] Is Set to [Pre-Shared Key Method]
If you specify more than one address in [Remote Address Settings] in the selector settings, the following restrictions apply when you create multiple policies:
- For policies with more than one address specified, all shared keys need to be set to the same string.
- Policies with more than one address specified cannot be set to a higher priority than policies with a single address specified.

3. Click [OK].

   ➔ The [Register Policy] screen is displayed again.

13 Configure the IPSec network settings.

1. Click [IPSec Network Settings].

   ➔ The [IPSec Network] screen is displayed.

2. Configure the IPSec network settings.

[Validity]
Specify the valid period of IPSec SA to use as the data communication path by time, size, or both.
- If you select the [Time] checkbox, enter the valid period in minutes.
- If you select the [Size] checkbox, enter the valid period in megabytes.
- If you select both, the item whose specified value is reached first is applied.

[PFS]
Select this checkbox to configure PFS for the session key.

[Authentication/Encryption Algorithm]
Set the authentication and encryption algorithm for IKE phase 2.
- To automatically set the ESP authentication and encryption algorithm, select [Auto].
- To specify a particular authentication method, select [Manual Settings], and select one of the following authentication methods.
  - [ESP]:
    Authentication and encryption are both performed.
    Select the algorithm in [ESP Authentication] and [ESP Encryption]. If you do not want to set the algorithm, select [NULL].
  - [ESP (AES-GCM)]:
    Authentication and encryption are both performed.
    AES-GCM is used as the algorithm.
  - [AH (SHA1)]:
    Authentication is performed, but data is not encrypted.
    SHA1 is used as the algorithm.

[Connection Mode]

The machine only supports the transport mode.

3. Click [OK].

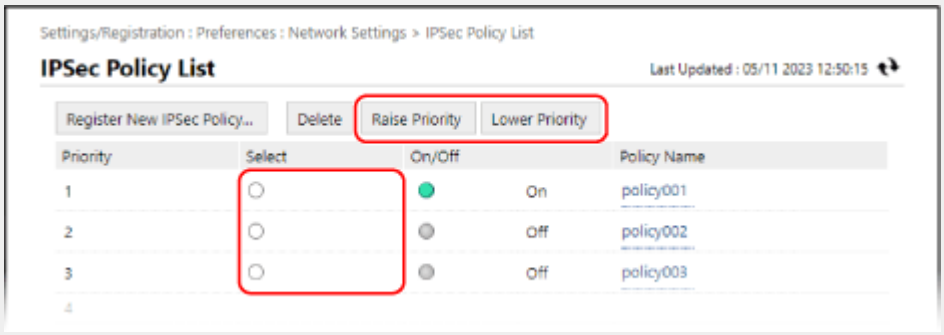
→ The [Register Policy] screen is displayed again.

14 Click [OK].

→ The created policy is added to the [IPSec Policy List] screen.

When Multiple Policies Are Registered

Select a policy, and click [Raise Priority] or [Lower Priority] to change the order of the priority. Higher level policies have priority when applied to IPSec communication.



15 Click [Apply Setting Changes] ▶ [OK].

→ The settings are applied.

16 Log out from Remote UI.

NOTE

Editing Registered Policies

- To edit the registered information, click the policy name you want to edit on the [IPSec Policy List] screen.

Using IEEE 802.1X

AW63-0HU

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. To connect 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.

* When the machine is connected to two different networks at the same time, you can use IEEE 802.1X on either the main line or the sub line. You can change these settings, as needed. You cannot use IEEE 802.1X on the main line and sub line at the same time.

IEEE 802.1X Authentication Methods (P. 979)
Configuring the IEEE 802.1X Settings (P. 979)

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.

Configuring the IEEE 802.1X Settings

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 [Settings/Registration] in the [Home] screen or other screen, and then select [Preferences] to configure the settings. **[IEEE 802.1X Settings] (P. 1222)**
Administrator or NetworkAdmin privileges are required. The machine must be restarted to apply the sub line 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. 982)**
  * 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, use TLS to encrypt communication using Remote UI. **Using TLS (P. 970)**

1 Log in to Remote UI as an administrator. **Starting Remote UI (P. 1095)**

2 On the Portal page of Remote UI, click [Settings/Registration]. **Remote UI Portal Page (P. 1099)**

3 Click [Network Settings] ▶ [IEEE 802.1X Settings].

→ The [IEEE 802.1X Settings] screen is displayed.

When Changing the Sub Line Settings
Click [Network Settings] ▶ [IEEE 802.1X Settings] under [Sub Line Settings].

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 alphanumeric characters.
* When you select the [Use IEEE 802.1X] checkbox for either the main line or sub line, you cannot select the checkbox for the other line.

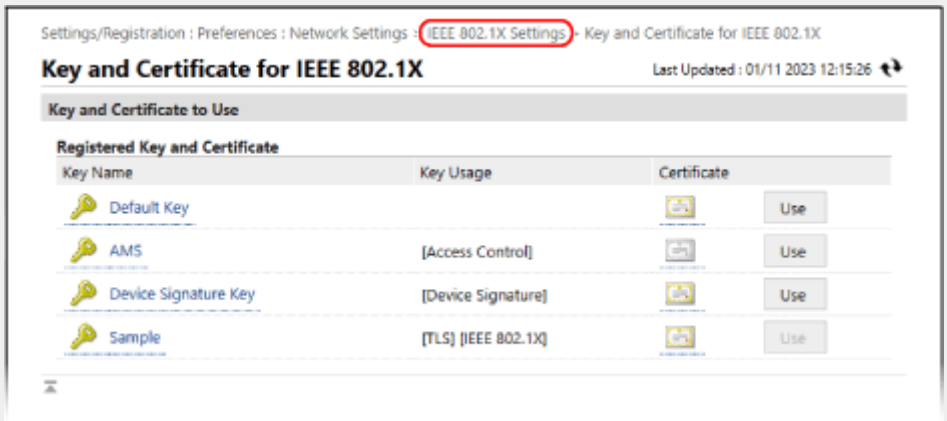
When Verifying the Certificate of an Authentication Server
Select the [Verify Authentication Server Certificate] checkbox.
To verify the Common Name of the certificate, select the [Verify Authentication Server Name] checkbox, and enter the name of the authentication server to which the user is registered.

5 Configure the settings according to the authentication method to be used.

When Using TLS

1. Select the [Use TLS] checkbox.
2. Click [Key and Certificate].

   → The [Key and Certificate for IEEE 802.1X] screen is displayed.
3. Click [Use] to the right of the key and certificate to use.
   - 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.
4. Click [IEEE 802.1X Settings] at the top of the Remote UI screen.



→ The [IEEE 802.1X Settings] screen is displayed again.

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. Click [Change User Name/Password].

   ➔ The [User Name/Password Settings] screen is displayed.

4. Set the user name and password.

   - Enter the user name using alphanumeric characters.
   - To set a password, enter the same password in both [Password] and [Confirm].

5. Click [OK].

   ➔ The [IEEE 802.1X Settings] screen is displayed again.

6 Click [OK].

7 Click [Apply Setting Changes] ▶ [OK].

➔ The settings are applied.
If you change the sub line settings, click [Apply Setting Changes] ▶ [Restart].
In [Basic Functions Status], check that there are no functions operating, and then click [Perform Restart].

8 Log out from Remote UI.

Managing and Verifying a Key and Certificate

AW63-0HW

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 on the machine 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. 983)

Registering a Certificate Issued by a Certificate Authority to a Self-generated Key

When generating a key on the machine, generate a Certificate Signing Request (CSR), request the certificate authority to issue a certificate, and then register that certificate to the key.

Generating a Key and CSR and Obtaining and Registering a Certificate (P. 985)

Registering a Certificate Obtained from an SCEP Server to a Self-generated Key

When generating a key on the machine, request a Simple Certificate Enrollment Protocol (SCEP) server to issue a certificate, and then register the obtained certificate. You can also configure the settings to request certificate issuance at a specified date and time.

Generating a Key and Obtaining and Registering a Certificate from an SCEP Server (P. 988)

Registering a Key and Certificate or CA Certificate Obtained from an Issuing Authority

Register the key and certificate or CA certificate obtained from a digital certificate issuing 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. 995)

Registering an S/MIME Certificate

When you use S/MIME to encrypt e-mail or I-Faxes, register the public key certificate (S/MIME certificate) to use for encryption.

Registering an S/MIME Certificate (P. 997)

* The machine has a previously registered key and certificate with the name "Default Key," and an X.509 DER format CA certificate.

Verifying a Certificate

You can configure the settings to verify the validity of a certificate that the machine receives from a communicating device, using the Certificate Revocation List (CRL) or Online Certificate Status Protocol (OCSP).

Configuring the Verification Method of a Received Certificate (P. 998)

Generating a Key and Certificate

AW63-0HX

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 algorithms of the keys and certificates that can be generated with the machine, see the specifications of the self-generated key and self-signed certificate. **Keys and Certificates (P. 97)**

This section describes how to generate the key and certificate using Remote UI from a computer.
On the control panel, select [Settings/Registration] in the [Home] screen or other screen, and then select [Management Settings] to generate the key and certificate. **[Certificate Settings] (P. 1417)**
Administrator privileges are required.

1 Log in to Remote UI as an administrator. **Starting Remote UI (P. 1095)**

2 On the Portal page of Remote UI, click [Settings/Registration]. **Remote UI Portal Page (P. 1099)**

3 Click [Device Management] ▶ [Key and Certificate Settings].

→ The [Key and Certificate Settings] screen is displayed.

4 Click [Generate Key] ▶ [Network Communication].

→ The [Generate Network Communication Key] screen is displayed.

5 Enter the name of the key, and select the signature and key algorithms.

- Enter the key name using alphanumeric characters.
- For the key generation 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)] and [Validity End Date (YYYY/MM/DD)]
Enter the start and end dates of the certificate validity period.

[Country/Region]
Select [Select Country/Region Name], 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], and [Organization Unit]
Enter the items as needed using alphanumeric characters.

[Common Name]
Enter the name of the certificate subject using alphanumeric characters, as needed. This corresponds to the Common Name (CN).

[Issued To (Alternate Name)]
Enter the IP address or domain to be set for the Subject Alternative Name (SAN), as needed.

- If you are not configuring the [Issued To (Alternate Name)] setting, select the [Do Not Set] checkbox.
- Only IPv4 addresses can be set in [IP Address].

7 Click [OK].

→ The generated key and certificate are added to the list of keys and certificates on the [Key and Certificate Settings] screen.

8 Log out from Remote UI.

NOTE

Viewing and Verifying Detailed Information of a Generated Certificate

- On the [Key and Certificate Settings] screen, 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 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 CSR and Obtaining and Registering a Certificate

AW63-0HY

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) file. The machine generates a CSR at the same time it generates a key.
For information about the algorithm of the key and CSR that can be generated by the machine, see the self-generated key and CSR specifications. **Keys and Certificates (P. 97)**

Generating a Key and CSR (P. 985)
Registering a Certificate Issued by a Certificate Authority to a Key (P. 986)

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 certificate.
Administrator privileges are required.

1 Log in to Remote UI as an administrator. **Starting Remote UI (P. 1095)**

2 On the Portal page of Remote UI, click [Settings/Registration]. **Remote UI Portal Page (P. 1099)**

3 Click [Device Management] ▶ [Key and Certificate Settings].

→ The [Key and Certificate Settings] screen is displayed.

4 Click [Generate Key] ▶ [Key and Certificate Signing Request (CSR)].

→ The [Generate Key and Certificate Signing Request (CSR)] screen is displayed.

5 Enter the name of the key, and select the signature and key algorithms.

- Enter the key name using alphanumeric characters.
- For the key generation 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 Name], 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], and [Organization Unit]
Enter the items as needed using alphanumeric characters.

[Common Name]
Enter the name of the certificate subject using alphanumeric characters, as needed. This corresponds to the Common Name (CN).

[Issued To (Alternate Name)]
Enter the IP address or domain to be set for the Subject Alternative Name (SAN), as needed.

- If you are not configuring the [Issued To (Alternate Name)] setting, select the [Do Not Set] checkbox.
- Only IPv4 addresses can be set in [IP Address].

7 Click [OK].

→ The [Key and Certificate Signing Request (CSR) Details] screen is displayed.

8 Click [Store in File] to store 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 this. Administrator privileges are required.

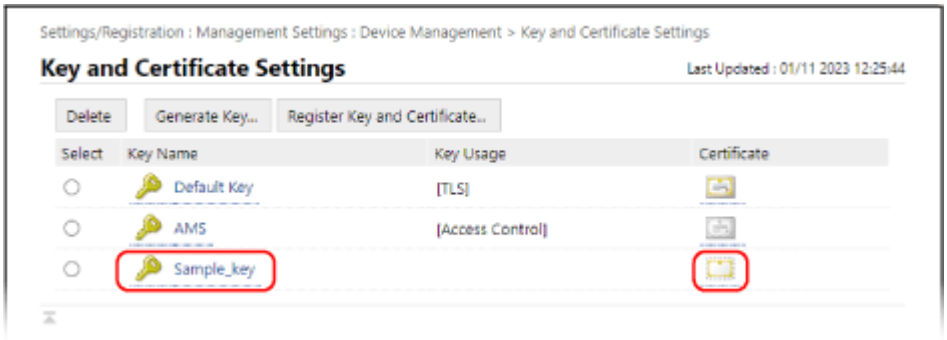
1 Log in to Remote UI as an administrator. **Starting Remote UI (P. 1095)**

2 On the Portal page of Remote UI, click [Settings/Registration]. **Remote UI Portal Page (P. 1099)**

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 Click [Choose File], and specify the file of the certificate issued by the certificate authority.

7 Click [Register].

➔ The icon of the certificate displayed in the list of keys and certificates 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

- In the list of keys and certificates on the [Key and Certificate Settings] screen, 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 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 Obtaining and Registering a Certificate from an SCEP Server

AW63-0J0

When generating a key on the machine, you can request a Simple Certificate Enrollment Protocol (SCEP) server that manages certificates to issue a certificate. The certificate issued by an SCEP server is registered automatically to the machine.
For information about the algorithms of the keys that can be generated with this machine and certificates that can be requested to be issued, see the specifications of the self-generated key and Certificate Signing Request (CSR). **Keys and Certificates (P. 97)**
This machine only supports Network Device Enrollment Service (NDES) in Windows Server 2008 R2, Server 2012 R2, and Server 2016 for the SCEP server. HTTPS communication is not supported.

To obtain and register a certificate from an SCEP server, configure the settings for communicating with the SCEP server, and then generate a key and request certificate issuance. You can also configure the settings to request certificate issuance at a specified date and time.

Configuring the SCEP Server Communication Setting (P. 988)
Requesting Key Generation and Certificate Issuance (P. 989)
Requesting Certificate Issuance at a Specified Date and Time (P. 990)

Configuring the SCEP Server Communication Setting

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

Required Preparations

- Prepare the URL and port number of the SCEP server.

1 Log in to Remote UI as an administrator. **Starting Remote UI (P. 1095)**

2 On the Portal page of Remote UI, click [Settings/Registration]. **Remote UI Portal Page (P. 1099)**

3 Click [Device Management] ▶ [Settings for Certificate Issuance Request (SCEP)] ▶ [Communication Settings].

➔ The [Communication Settings] screen is displayed.

4 Specify the SCEP server information.

[SCEP Server URL]
Enter the URL of the SCEP server to connect to.

[Port Number]
Enter the port number used to communicate with the SCEP server.

[Communication Timeout]
Enter the time from start of communication to timeout in seconds.

5 Click [Update].

➔ The settings are applied.

6 Log out from Remote UI.

Requesting Key Generation and Certificate Issuance

Request key generation and certificate issuance using Remote UI from a computer. You cannot use the control panel to do this.
Administrator privileges are required. The machine must be restarted after obtaining the certificate.

* This method cannot be used to request issuance of a certificate when the setting for requesting issuance of a certificate at a specified date and time is enabled. **Requesting Certificate Issuance at a Specified Date and Time (P. 990)**

1 Log in to Remote UI as an administrator. **Starting Remote UI (P. 1095)**

2 On the Portal page of Remote UI, click [Settings/Registration]. **Remote UI Portal Page (P. 1099)**

3 Click [Device Management] ▶ [Settings for Certificate Issuance Request (SCEP)] ▶ [Certificate Issuance Request].

➔ The [Certificate Issuance Request] screen is displayed.

4 Set the key and certificate information.

[Key Name]
Enter the key name using alphanumeric characters.

[Signature Algorithm]
Select the signature algorithm from the pulldown menu.

[Key Length (bit)]
Select the key length from the pulldown menu. The larger the value, the better the security, but this slows down communication processing.

[Organization]
Enter the organization name, as needed, using alphanumeric characters.

[Common Name]
Enter the name of the certificate subject using alphanumeric characters, as needed. This corresponds to the Common Name (CN).

[Issued To (Alternate Name)]
Enter the IP address or domain to be set for the Subject Alternative Name (SAN), as needed.

- If you are not configuring the [Issued To (Alternate Name)] setting, select the [Do Not Set] checkbox.
- Only IPv4 addresses can be set in [IP Address].

[Challenge Password]
If a password is set for the SCEP server, enter the password used to request issuance using alphanumeric characters.

[Key Use Location]
Select where to use the generated key. If the location is not decided, select [None]. If you select [IPSec], select the IPSec to be used at the location from the pulldown menu.

5 Click [Send Request] ▶ [OK].

➔ The request to issue a certificate is sent to the SCEP server.

6 When [A certificate has been acquired. Click [Restart] to restart the device.] is displayed, click [Restart].

➔ The machine restarts, and the key and certificate are registered.

NOTE

Checking the Issuance Request Status and Error Information

- Click [Settings/Registration] ▶ [Device Management] ▶ [Settings for Certificate Issuance Request (SCEP)] ▶ [Certificate Issuance Request Status] to view detailed information.
  If a certificate is not issued, an error is displayed in the issuance request status. For details about the message and how to resolve it, see the following:
  If an Error Is Displayed in the Certificate Issuance Request Status (P. 993)

Viewing and Verifying Detailed Information of a Registered Certificate

- Click [Settings/Registration] ▶ [Device Management] ▶ [Key and Certificate Settings], and then click the key name (or certificate icon) in the list of keys and certificates 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.

Requesting Certificate Issuance at a Specified Date and Time

You can request certificate issuance to occur at a specified date and time. You can also set the request for certificate issuance to occur regularly.

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 as an administrator. **Starting Remote UI (P. 1095)**

2 On the Portal page of Remote UI, click [Settings/Registration]. **Remote UI Portal Page (P. 1099)**

3 Click [Device Management] ▶ [Settings for Certificate Issuance Request (SCEP)] ▶ [Settings for Certificate Issuance Auto Request].

➔ The [Settings for Certificate Issuance Auto Request] screen is displayed.

4 Select the [Enable Timer for Certificate Issuance Auto Request] checkbox, and enter the start date and time to request issuance of a certificate.

5 Configure the settings for auto issuance request, as needed.

[Auto Adjust Issuance Request Time]
To adjust the certificate issuance request time, select this checkbox.
The start time for requesting a certificate may be adjusted randomly by up to 10 minutes to reduce the load on the SCEP server.

[Perform Polling When Communication Error Occurs or When Issuance Request Is Deferred]
Check the status of the SCEP server, such as when certificate issuance has been deferred. Select the checkbox, and enter the number of polling retries and interval.

* Polling is not performed and an error occurs in the following cases:

- When the machine has exceeded the limit of keys and certificates that can be registered
- When an error occurs in the obtained response data
- When an error occurs in the SCEP server

[Send Periodic Issuance Requests]
The request for certificate issuance occurs automatically and regularly. Select the checkbox, and select the issuance request interval from the pulldown menu.
Enabling this setting resets the start date and time to request issuance of a certificate.

[Automatically Restart Device After Acquiring Certificate]
Select this checkbox to restart the machine after obtaining a certificate.

[Delete Old Key and Certificate]
Select this checkbox to overwrite the key and certificate at the same location where the key will be used.

6 Set the key and certificate information in [Settings for Key and Certificate To Be Issued].

[Key Name]
Enter the key name using alphanumeric characters.

[Signature Algorithm]
Select the signature algorithm from the pulldown menu.

[Key Length (bit)]
Select the key length from the pulldown menu. The larger the value, the better the security, but this slows down communication processing.

[Organization]
Enter the organization name, as needed, using alphanumeric characters.

[Common Name]
Enter the name of the certificate subject using alphanumeric characters, as needed. This corresponds to the Common Name (CN).

[Issued To (Alternate Name)]
Enter the IP address or domain to be set for the Subject Alternative Name (SAN), as needed.

- If you are not configuring the [Issued To (Alternate Name)] setting, select the [Do Not Set] checkbox.
- Only IPv4 addresses can be set in [IP Address].

[Challenge Password]

If a password is set for the SCEP server, enter the password used to request issuance using alphanumeric characters.

[Key Use Location]
Select where to use the generated key. If the location is not decided, select [None]. If you select [IPSec], select the IPSec to be used at the location from the pulldown menu.

7 Click [Update].

➔ The settings are applied.

8 Log out from Remote UI.

NOTE

Checking the Issuance Request Status and Error Information

- Click [Settings/Registration] ▶ [Device Management] ▶ [Settings for Certificate Issuance Request (SCEP)] ▶ [Certificate Issuance Request Status] to view detailed information.
  If a certificate is not issued, an error is displayed in the issuance request status. For details about the message and how to resolve it, see the following:

  If an Error Is Displayed in the Certificate Issuance Request Status (P. 993)

Viewing and Verifying Detailed Information of a Registered Certificate

- Click [Settings/Registration] ▶ [Device Management] ▶ [Key and Certificate Settings], and then click the key name (or certificate icon) in the list of keys and certificates 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.

If an Error Is Displayed in the Certificate Issuance Request Status

AW63-0J1

If a certificate is not issued, an error is displayed in the issuance request status. Select the message from the list below, and check how to troubleshoot the problem.

Key and Certificate Registration Limit Error (P. 993)
Communication Error (HTTP ERROR<HTTP Status Code>) (P. 993)
Communication Error (SCEP ERROR Fail Info 0 - Unknown or Unsupported Algorithm) (P. 993)
Communication Error (SCEP ERROR Fail Info 1 - CMS Message Integrity Check Error) (P. 993)
Communication Error (SCEP ERROR Fail Info 2 - Transaction Not Allowed or Unsupported) (P. 994)
Communication Error (SCEP ERROR Fail Info 3 - signingTime Attribute of CMS Does Not Match System Time) (P. 994)
Communication Error (SCEP ERROR Fail Info 4 - No Certificate Matches Standard) (P. 994)
Communication Error (TCP ERROR) (P. 994)
Deferred (P. 994)

NOTE

- If the problem persists even after trying the troubleshooting methods, contact your SCEP server administrator.

Key and Certificate Registration Limit Error

The maximum number of keys and certificates that can be registered to the machine has been reached.
Delete unused keys and certificates.

Communication Error (HTTP ERROR<HTTP Status Code>)

HTTP error occurred.

Set the Communication Settings of the SCEP Server Correctly.
Generating a Key and Obtaining and Registering a Certificate from an SCEP Server (P. 988)

Communication Error (SCEP ERROR Fail Info 0 - Unknown or Unsupported Algorithm)

The algorithm of the certificate is unknown or is not supported.

Set [Signature Algorithm] and [Key Length (bit)] Correctly for Requesting Certificate Issuance.
Generating a Key and Obtaining and Registering a Certificate from an SCEP Server (P. 988)

Communication Error (SCEP ERROR Fail Info 1 - CMS Message Integrity Check Error)

Certificate integrity check (CMS message signature verification) failed.

Request Certificate Issuance Again.

Generating a Key and Obtaining and Registering a Certificate from an SCEP Server (P. 988)

Communication Error (SCEP ERROR Fail Info 2 - Transaction Not Allowed or Unsupported)

Communication with the SCEP server is not allowed or supported.

Set the Communication Settings of the SCEP Server Correctly.

Generating a Key and Obtaining and Registering a Certificate from an SCEP Server (P. 988)

Communication Error (SCEP ERROR Fail Info 3 - signingTime Attribute of CMS Does Not Match System Time)

The time of the signingTime attribute in the authenticated attribute of CMS (PKCS#7) does not match the time of the SCEP server.

Check the Date and Time Settings on the Machine and Request Certificate Issuance Again.

If the settings are not correct, set the time zone, and then set the current date and time.

Setting the Date and Time (P. 1078)

Generating a Key and Obtaining and Registering a Certificate from an SCEP Server (P. 988)

Communication Error (SCEP ERROR Fail Info 4 - No Certificate Matches Standard)

Unable to identify if the certificate matches the standard.
Contact the SCEP server administrator.

Communication Error (TCP ERROR)

Connection to SCEP server failed or timed out.

Set the Communication Settings of the SCEP Server Correctly.

Generating a Key and Obtaining and Registering a Certificate from an SCEP Server (P. 988)

Deferred

SCEP server returned a deferred status.

Wait a While, and Request Certificate Issuance Again.

Generating a Key and Obtaining and Registering a Certificate from an SCEP Server (P. 988)

Registering a Key and Certificate or CA Certificate Obtained from an Issuing Authority

AW63-0J2

Install and register a key and certificate file or CA certificate file obtained from a digital certificate issuing authority to the machine to enable use.

Register the key and certificate or CA certificate using Remote UI from a computer. You cannot use the control panel to perform registration.
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. 97)**
- When registering a key and certificate, check the password of the private key set in the file.

1 Log in to Remote UI as an administrator. **Starting Remote UI (P. 1095)**

2 On the Portal page of Remote UI, click [Settings/Registration]. **Remote UI Portal Page (P. 1099)**

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 [Choose File], and specify the file to be installed.
3. Click [Start Installation].

   → The installed file is added to the list of the installed keys, certificates, or CA certificates on the [Register Key and Certificate] screen or the [Register CA Certificate] screen.

6 Register the key and certificate or CA certificate.

When Registering a Key and Certificate

1. Select the key and certificate file to register, and click [Register].

   → The [Enter Private Key Password] screen is displayed.

2. Enter the key name and password using alphanumeric characters, and click [OK].

   → The registered key and certificate are added to the list of keys and certificates on the [Key and Certificate Settings] screen.

When Registering a CA Certificate

Select the CA certificate to register, and click [Register].

→ The registered CA certificate is added to the list of CA certificates on the [CA Certificate Settings] screen.

7 Log out from Remote UI.

NOTE

Viewing and Verifying Detailed Information of a Registered Certificate

- In the list of keys and certificates on the [Key and Certificate Settings] screen, 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.

Viewing and Verifying Detailed Information of a Registered CA Certificate

- When you click the icon of the certificate in the list of CA certificates on the [CA Certificate Settings] screen, the CA certificate details are displayed.
- On the CA certificate details screen, click [Verify Certificate] to verify that the CA 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 an S/MIME Certificate

AW63-0J3

When you use S/MIME to encrypt e-mail or I-Faxes, register the public key certificate (S/MIME certificate) to be used for encryption in the machine.

Register the S/MIME certificate using Remote UI from a computer. You cannot use the control panel to register this. Administrator privileges are required.

Required Preparations

- Check the conditions of the S/MIME certificate usable with the machine. **Keys and Certificates (P. 97)**

1 Log in to Remote UI as an administrator. **Starting Remote UI (P. 1095)**

2 On the Portal page of Remote UI, click [Settings/Registration]. **Remote UI Portal Page (P. 1099)**

3 Click [Device Management] ▶ [S/MIME Certificate Settings].

→ The [S/MIME Certificate Settings] screen is displayed.

4 Click [Register S/MIME Certificate].

→ The [Register S/MIME Certificate] screen is displayed.

5 Click [Choose File], and specify the file to register.

6 Click [Register].

→ The registered S/MIME certificate is added to the list of S/MIME certificates on the [S/MIME Certificate Settings] screen.

7 Log out from Remote UI.

NOTE

Viewing and Verifying Detailed Information of a Registered S/MIME Certificate

- When you click the icon of the certificate in the list of S/MIME certificates on the [S/MIME Certificate Settings] screen, the S/MIME certificate details are displayed.
- On the S/MIME certificate details screen, click [Verify Certificate] to verify whether the S/MIME certificate is valid.

Configuring the Verification Method of a Received Certificate

AW63-0J4

You can configure the settings to verify the validity of a certificate that the machine receives from a communicating device, using the Certificate Revocation List (CRL) or Online Certificate Status Protocol (OCSP).

CRL

A CRL is a file issued by a certification authority that lists information on revoked certificates.
By registering a CRL obtained from the certificate authority in the machine, you can check the CRL to verify the validity of certificates that the machine receives from communicating devices.
The CRL registered to the machine is not updated automatically, so you must register it again each time it is updated by the certificate authority.
Registering a CRL to Verify a Certificate (P. 998)

OCSP

OCSP is a protocol used to inquire to an OCSP responder (server that supports OCSP) about the revocation status of a certificate issued by 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.
Verifying a Received Certificate with OCSP (P. 999)

Registering a CRL to Verify a Certificate

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

Required Preparations

- Check the conditions of the CRL usable with the machine. **Keys and Certificates (P. 97)**

1 Log in to Remote UI as an administrator. **Starting Remote UI (P. 1095)**

2 On the Portal page of Remote UI, click [Settings/Registration]. **Remote UI Portal Page (P. 1099)**

3 Click [Device Management] ▶ [Certificate Revocation List (CRL) Settings].

→ The [Certificate Revocation List (CRL) Settings] screen is displayed.

4 Click [Register CRL].

→ The [Register Certificate Revocation List (CRL)] screen is displayed.

5 Click [Choose File], and specify the file to register.

6 Click [Register].

→ The registered CRL is added to the CRL list on the [Certificate Revocation List (CRL) Settings] screen.

7 Log out from Remote UI.

NOTE

Viewing and Verifying Detailed Information of a Registered CRL

- When you click the the icon of the CRL in the CRL list on the [Certificate Revocation List (CRL) Settings] screen, the CRL details are displayed.
- On the CRL details screen, click [Verify CRL] to verify that the CRL is valid.

Verifying a Received Certificate with OCSP

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 as an administrator. **Starting Remote UI (P. 1095)**

2 On the Portal page of Remote UI, click [Settings/Registration]. **Remote UI Portal Page (P. 1099)**

3 Click [Device Management] ▶ [OCSP (Online Certificate Status Protocol) Settings].

→ The [OCSP (Online Certificate Status Protocol) Settings] screen is displayed.

4 Select the [Use OCSP (Online Certificate Status Protocol)] checkbox.

5 Configure the verification level and OCSP responder settings.

[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]
Select the URL of the OCSP responder you want to use. If you select [Use custom URL] or [Use Certificate URL (Use Custom URL If Certificate URL Cannot Be Retrieved)], enter the URL of the OCSP responder in [Custom URL].

[Communication Timeout]
Enter the time from start of communication to timeout in seconds.

6 Click [OK].

→ The settings are applied.

7 Log out from Remote UI.

Preventing Sending Data by Mistake, Data Leakage, and Tampering

AW63-0J5

Unintentionally sending a fax to the wrong destination or leaving a printed document on the machine poses a risk of information leakage. In addition, while sending a fax from a computer and using memory media are easy and convenient, these can lead to operation errors and information theft. When you manage confidential documents, they may also be exposed to threats from malicious third parties, such as unauthorized copying or scanned document tampering.
You can take measures to prevent sending data by mistake, leaking information, and document tampering, according to the usage status of the function, to ensure safer use of the machine.

Restricting and Confirming the Send Destination

You can restrict the destinations to which scanned data and faxes are sent and display a screen prompting the user to confirm the fax number when sending.

Restricting Destinations That Can Be Specified (P. 1002)
Prohibiting Fax Sending to Multiple Destinations (P. 1006)
Checking the Fax Number Before Sending (P. 1007)

Appropriately Restricting Functions

You can restrict access to part or all of a function when sending a fax or using memory media.

Prohibiting Fax Sending from a Computer (P. 1006)
Restricting Use of Memory Media (P. 1009)

Preventing Unattended Printed Documents and Information Theft

You can restrict printing from a computer, or configure the settings so that the machine does not immediately print received faxes.

Restricting Printing (P. 1011)

Preventing Unauthorized Copying

You can have user information or a concealed watermark embedded into a document when printing and copying.

Preventing Unauthorized Copying of Documents (P. 1023)

Adding a Digital Signature and Encrypting E-mail

Adding a digital signature to scanned data can guarantee the author of the file and prove that the document has not been tampered with. You can set S/MIME to encrypt or add a digital signature to an e-mail or I-Fax.

Adding a Digital Signature to Scanned Data (P. 1031)
Encrypting E-mail with S/MIME (P. 1035)

See Also

Measures Available to Users

Users can also take security measures when using individual functions.

- Print **Enhancing Security in Printing (P. 418)**
- Scan **Enhancing the Security of Scanned Data (P. 497)**
- Fax **Securely Sending PC Faxes (P. 581)**
- Copy **Embedding a Watermark When Copying (Secure Watermark) (P. 722)**

Restricting Destinations That Can Be Specified

AW63-0J6

By restricting the destinations to which you can send scanned data and faxes, you can prevent sending data by mistake and data leaks.

Prohibiting the Use of Destinations in the TX Log (P. 1002)
Sending Only to Registered Destinations (P. 1003)
Restricting Sending Destinations to a Specific Domain (P. 1003)
Restricting the Sending Destination to the E-mail Address or Personal Folder of the Login User (P. 1005)

IMPORTANT

You cannot restrict 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 a computer. **Prohibiting Fax Sending from a Computer (P. 1006)**

When you use ACCESS MANAGEMENT SYSTEM, you cannot configure some functions to restrict send destinations.

- For details, see the manual of ACCESS MANAGEMENT SYSTEM at the online manual site.

  https://oip.manual.canon/

Prohibiting the Use of Destinations in the TX Log

You can prevent users from specifying destinations in the TX log for scanning and faxing.

This section describes how to configure the settings using Remote UI from a computer.
On the control panel, select [Settings/Registration] in the [Home] screen or other screen, and then select [Function Settings] to configure the settings. **[Restrict Resending from Log] (P. 1336)**
Administrator privileges are required.

1. Log in to Remote UI as an administrator. **Starting Remote UI (P. 1095)**
2. On the Portal page of Remote UI, click [Settings/Registration]. **Remote UI Portal Page (P. 1099)**
3. Click [Send] ▶ [Common Settings].

   → The [Common Settings] screen is displayed.
4. 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

You can configure the settings so that the destinations that can be specified as sending destinations are limited to the following:

- Destinations registered in the Address Book or one-touch buttons **Registering Destinations (Address Book) (P. 306)**
- Destinations registered to [Favorite Settings] **Registering Favorite Settings (P. 215)**
- E-mail addresses of login users registered in the user information **Registering User Information (P. 859)**
- Destinations that can be searched on an LDAP server **Registering LDAP Servers (P. 159)**

When this function is enabled, users cannot enter a destination using the numeric keys. In addition, the TX log recorded before enabling this function is deleted, leaving only the aforementioned available destinations in the TX log.

This section describes how to configure the settings using Remote UI from a computer.
On the control panel, select [Settings/Registration] in the [Home] screen or other screen, and then select [Function Settings] to configure the settings. **[Limit New Destination] (P. 1334)**
Administrator or DeviceAdmin privileges are required.

1 Log in to Remote UI as an administrator. **Starting Remote UI (P. 1095)**

2 On the Portal page of Remote UI, click [Settings/Registration]. **Remote UI Portal Page (P. 1099)**

3 Click [Send] ▶ [Limit New Destination].

→ The [Limit New Destination] screen is displayed.

4 In [Limit New Destination], select the checkboxes of the functions for which to limit the destinations.

5 Click [OK].

→ The settings are applied.

6 Log out from Remote UI.

Restricting Sending Destinations to a Specific Domain

You can restrict e-mail and I-Fax destinations to addresses in a specific domain. In addition, you can allow sending to a specific domain while restricting sending to subdomains.

This section describes how to configure the settings using Remote UI from a computer.

On the control panel, select [Settings/Registration] in the [Home] screen or other screen, and then select [Function Settings] to configure the settings. **[Restrict TX Destination Domain] (P. 1345)**
Administrator or DeviceAdmin privileges are required.

1 Log in to Remote UI as an administrator. **Starting Remote UI (P. 1095)**

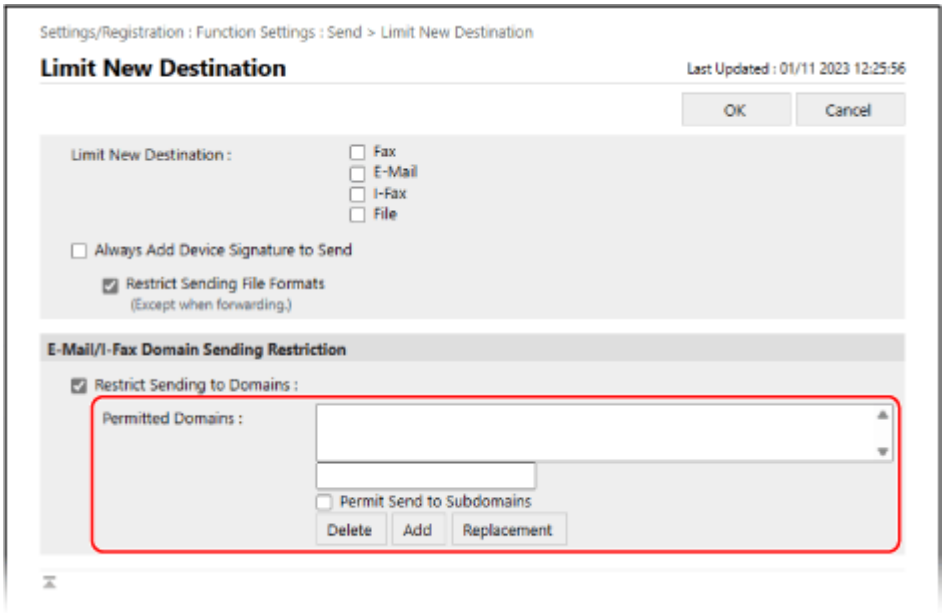
2 On the Portal page of Remote UI, click [Settings/Registration]. **Remote UI Portal Page (P. 1099)**

3 Click [Send] ▶ [Limit New Destination].

→ The [Limit New Destination] screen is displayed.

4 Select the [Restrict Sending to Domains] checkbox.

5 In the [Permitted Domains] list, add the domains to be permitted as sending destinations.



- To add a domain to the list, enter the domain in the input field above [Add], and then click [Add].
- To allow sending to a subdomain of the domain that you entered, select the [Permit Send to Subdomains] checkbox, and then click [Add].
- You can add up to three domains.

6 Click [OK].

→ The settings are applied.

7 Log out from Remote UI.

NOTE

Editing an Added Domain

- Select the domain you want to edit in the [Permitted Domains] list, edit the domain displayed in the input field above [Replacement], and then click [Replacement].

Restricting the Sending Destination to the E-mail Address or Personal Folder of the Login User

You can restrict the destination when sending e-mail and the store location when sending files, to the following destinations and storage locations:

- The login user's e-mail address registered in the user information **Registering User Information (P. 859)**
- The login user's own dedicated folder (Personal Folder) **Configuring a Personal Folder (P. 923)**

This section describes how to configure the settings using Remote UI from a computer.
On the control panel, select [Settings/Registration] in the [Home] screen or other screen, and then select [Function Settings] to configure the settings. **[Common Settings] (P. 1328)**
Administrator or DeviceAdmin privileges are required.

1 Log in to Remote UI as an administrator. **Starting Remote UI (P. 1095)**

2 On the Portal page of Remote UI, click [Settings/Registration]. **Remote UI Portal Page (P. 1099)**

3 Click [Send] ▶ [Limit Send Destination].

→ The [Limit Send Destination] screen is displayed.

4 In [TX Destination], select the checkboxes of the items for which to limit the sending destination.

- To restrict the e-mail sending destination so that login users can only send to their own e-mail address, select the [Only Send E-Mail to Myself] checkbox.
- To restrict the store location when sending files, so that login users can only send to their Personal Folder, select the [Only Send File to Personal Folder] checkbox.

5 Click [OK].

→ The settings are applied.

6 Log out from Remote UI.

Restricting Fax Sending and Confirming the Destination

AW63-0J7

You can prohibit fax sending from a computer (PC faxing) and fax sending to multiple destinations (sequential broadcast) and display a confirmation screen for the fax number before sending to prevent information leakage via fax.

Prohibiting Fax Sending from a Computer (P. 1006)
Prohibiting Fax Sending to Multiple Destinations (P. 1006)
Checking the Fax Number Before Sending (P. 1007)

Prohibiting 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 [Settings/Registration] in the [Home] screen or other screen, and then select [Function Settings] to configure the settings. **[Allow Fax Driver TX] (P. 1355)**
Administrator or DeviceAdmin privileges are required.

1. Log in to Remote UI as an administrator. **Starting Remote UI (P. 1095)**
2. On the Portal page of Remote UI, click [Settings/Registration]. **Remote UI Portal Page (P. 1099)**
3. Click [Send] ▶ [Allow Fax Driver TX].

   → The [Allow Fax Driver TX] screen is displayed.
4. 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

You can prohibit users from sending to multiple destinations (sequential broadcast) when a fax destination is specified.

* Faxes can be sent to multiple destinations when a group is specified.

This section describes how to configure the settings using Remote UI from a computer.
On the control panel, select [Settings/Registration] in the [Home] screen or other screen, and then select [Function Settings] to configure the settings. **[Restrict Sequential Broadcast When Fax Dest. Included] (P. 1355)**
Administrator privileges are required.

1 Log in to Remote UI as an administrator. **Starting Remote UI (P. 1095)**

2 On the Portal page of Remote UI, click [Settings/Registration]. **Remote UI Portal Page (P. 1099)**

3 Click [Send] ▶ [TX Settings - Fax Settings].

→ The [TX Settings - Fax Settings] screen is displayed.

4 Select the [Restrict Sequential Broadcast When Fax Destination Included] checkbox.

5 Click [OK].

→ The settings are applied

6 Log out from Remote UI.

Checking the Fax Number Before Sending

You can configure the settings to display a screen confirming the destination before a 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 sending a fax

  When you specify a fax destination and send the fax, a screen for confirming the destination is displayed. Set whether to display this only when a fax is sent to multiple destinations (sequential broadcast) or every time a fax is sent.
  * The confirmation screen is not displayed when you specify a group, even if the group includes fax destinations.

- When entering a fax number using the numeric keys

  A screen for re-entering the number is displayed when you enter a fax number.

This section describes how to configure the settings using Remote UI from a computer.
On the control panel, select [Settings/Registration] in the [Home] screen or other screen, and then select [Function Settings] to configure the settings. **[Fax Settings] (P. 1348)**
Administrator privileges are required. Users with DeviceAdmin privileges can only configure the setting to display the screen for confirming the entered fax number.

1 Log in to Remote UI as an administrator. **Starting Remote UI (P. 1095)**

2 On the Portal page of Remote UI, click [Settings/Registration]. **Remote UI Portal Page (P. 1099)**

3 Click [Send].

4 Configure the setting so that the screen confirming the destination is displayed.

To Display the Screen When Sending Faxes

1. Click [TX Settings - Fax Settings].

   → The [TX Settings - Fax Settings] screen is displayed.

2. Select the [Confirm Before Sending When Fax Destination Included] checkbox, and select the item to display.
   When sequential broadcast is prohibited, you cannot select the item to display. **Prohibiting Fax Sending to Multiple Destinations (P. 1006)**

To Display the Screen When Entering a Fax Number Using the Numeric Keys

1. Click [Confirm Entered Fax Number].

   → The [Confirm Entered Fax Number] screen is displayed.

2. Select the [Confirm Entered Fax Number] checkbox.

5 Click [OK].

→ The settings are applied.

6 Log out from Remote UI.

NOTE

- If only one number is entered for a destination when the settings are configured to display confirmation screens both when sending a fax and when entering a number, only the screen for re-entering the number is displayed, and the confirmation screen for sending is not displayed.

Restricting Use of Memory Media

AW63-0J8

USB memory devices and other memory media can be easy and convenient, but they can also lead to information leakage. You can prohibit the use of memory media for specific functions or all functions.

Preventing Use of Memory Media When Scanning and Printing (P. 1009)
Preventing All Use of Memory Media (P. 1009)

NOTE

- Even if you use this setting to restrict the use of memory media, a computer can still be connected to the USB port on the back right side of the machine. To also restrict computer connections, see the following:

  Preventing Connection to a Computer via the USB Port (P. 1042)

Preventing Use of Memory Media When Scanning and Printing

This section describes how to configure the settings using Remote UI from a computer.
On the control panel, select [Settings/Registration] in the [Home] screen or other screen, and then select [Function Settings] to configure the settings. **[Use Scan/Print Function] (P. 1386)**
Administrator or DeviceAdmin privileges are required. The machine must be restarted to apply the settings.

1. Log in to Remote UI as an administrator. **Starting Remote UI (P. 1095)**
2. On the Portal page of Remote UI, click [Settings/Registration]. **Remote UI Portal Page (P. 1099)**
3. Click [Store/Access Files] ▶ [Memory Media Settings].

   → The [Memory Media Settings] screen is displayed.
4. Clear the checkbox of the functions you want to restrict, and click [OK].

   To Prevent Storing Scanned Data to Memory Media
   Clear the [Use Scan Function] checkbox.

   To Prevent Printing Data Stored in Memory Media
   Clear the [Use Print Function] checkbox.
5. Restart the machine. **Restarting the Machine (P. 181)**

   → The settings are applied.

Preventing All Use of Memory Media

This section describes how to configure the settings using Remote UI from a computer.

On the control panel, select [Settings/Registration] in the [Home] screen or other screen, and then select [Preferences] to configure the settings. **[Use USB Storage Device] (P. 1267)**
Administrator or DeviceAdmin privileges are required. The machine must be restarted to apply the settings.

1 Log in to Remote UI as an administrator. **Starting Remote UI (P. 1095)**

2 On the Portal page of Remote UI, click [Settings/Registration]. **Remote UI Portal Page (P. 1099)**

3 Click [External Interface] ▶ [USB Settings].

→ The [USB Settings] screen is displayed.

4 Clear the [Use USB Storage Device] checkbox, and click [OK].

5 Restart the machine. **Restarting the Machine (P. 181)**

→ The settings are applied.

Restricting Printing

AW63-0J9

You can restrict printing from a computer, or configure the settings so that the machine does not immediately print received faxes. In addition to preventing printed documents from being left unattended or stolen, this also enables you to save paper by preventing unneeded printing.

Restricting Printing from a Computer

You can configure the settings to prevent printing from a computer, or to forcibly hold print data sent from a computer in the machine so that the data is not printed immediately.
You can also reduce the risks of data eavesdropping and tampering during communication by setting restrictions to allow only Encrypted Secure Print documents to be printed from a computer.

Prohibiting Printing from a Computer (P. 1012)
Preventing Documents from Being Printed Immediately from a Computer (Forced Hold) (P. 1013)
Restricting Printing from a Computer to Encrypted Secure Print (P. 1017)

Restricting Printing of Faxes

You can configure the settings so that instead of immediately printing received faxes, the machine temporarily stores them in the memory of the machine or stores them to a storage location specified in advance.

Preventing Immediate Printing of Received Faxes (P. 1018)

See Also

Measures Available to Users

Users can also take security measures when using print functions.

Printing a Document with a PIN (Secure Print) (P. 419)
Embedding a Watermark When Printing (Secure Watermark) (P. 423)

Prohibiting Printing from a Computer

AW63-0JA

You can prohibit printing from a computer.

* When printing from a computer is prohibited, you can store the files from a computer to Mail Box, and then print the stored files from Mail Box.

This section describes how to configure the settings using Remote UI from a computer.
On the control panel, select [Settings/Registration] in the [Home] screen or other screen, and then select [Function Settings] to configure the settings. **[Restrict Printer Jobs] (P. 1322)**
Administrator or DeviceAdmin privileges are required.

1 Log in to Remote UI as an administrator. **Starting Remote UI (P. 1095)**

2 On the Portal page of Remote UI, click [Settings/Registration]. **Remote UI Portal Page (P. 1099)**

3 Click [Printer] ▶ [Restrict Printer Jobs].

→ The [Restrict Printer Jobs] screen is displayed.

4 Select the [Restrict Printer Jobs] checkbox.

5 Click [OK].

→ The settings are applied.

6 Log out from Remote UI.

Preventing Documents from Being Printed Immediately from a Computer (Forced Hold)

AW63-0JC

Documents (print data) sent from a computer to the machine can be temporarily held in the machine and prevented from being printed immediately.
You can configure the settings so that login users can view and print only their own documents. This reduces the risk of other people viewing or inadvertently picking up important documents.

If a document held in the machine is not printed within the set period of time, it is automatically deleted and can no longer be printed. You can change the storage time for held documents, as needed.

Configuring the Forced Hold Settings (P. 1013)
Changing the Storage Period for Held Documents (P. 1016)

NOTE

- For details on how to print held documents, see the following:

  Printing Documents in Forced Hold State (P. 437)
- For details on the number of users that can use the Hold function and the documents that are supported, see the specifications of the Hold Print function. **Printing with the Hold Print Function*1 (P. 85)**
- If you want to hold data to be printed using JDF, the settings need to be configured separately from the Forced Hold settings. **[Use JDF] (C7100 Series Only) (P. 1325)**

Configuring the Forced Hold Settings

This section describes how to configure the settings using Remote UI from a computer.
On the control panel, select [Settings/Registration] in the [Home] screen or other screen, and then select [Function Settings] to configure the settings. **[Forced Hold] (P. 1387)**
Administrator privileges are required.

1 Log in to Remote UI as an administrator. **Starting Remote UI (P. 1095)**

2 On the Portal page of Remote UI, click [Settings/Registration]. **Remote UI Portal Page (P. 1099)**

3 Click [Printer] ▶ [Print].

→ The [Print] screen is displayed.

4 In [Forced Hold Settings], select the [Force Hold] checkbox.

5 Register the conditions for holding documents, as needed.

- Register the conditions for printing documents without holding them or for canceling printing, based on the user name and IP address. If you register multiple conditions, set the order of priority.

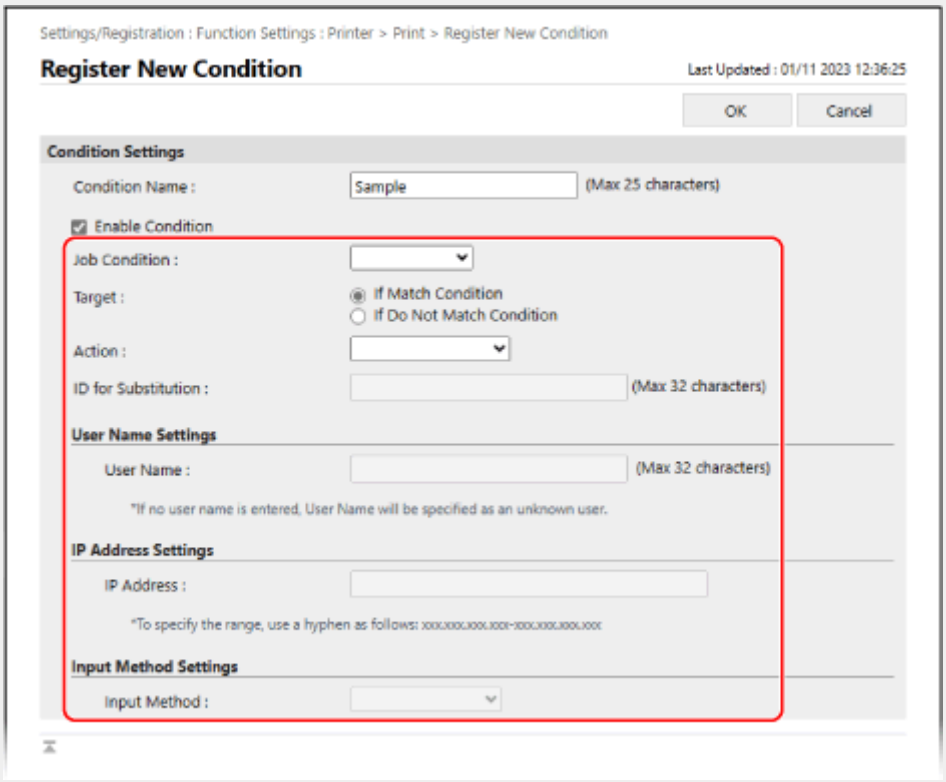
- If Forced Hold is enabled without registering a condition, documents from a computer are handled as follows:
  - Documents of all users are held.
  - Documents of unknown users are deleted.

Registering Conditions

1. In [Registered Condition], click [Register New].

   ➔The [Register New Condition] screen is displayed.

2. Enter the condition name.
3. Select the [Enable Condition] checkbox.
4. Set the condition type and details.



When Setting a User Name As a Condition

Select [User Name] in [Type], and enter the user name to set as the condition in [User Name Settings].

When Setting Documents of Unknown Users As a Condition

Select [User Name] in [Type], and leave [User Name Settings] blank.

When Setting an IP Address As a Condition

Select [IP Address] in [Type], and enter the IP address to set as the condition in [IP Address Settings].
You can also specify a range of IP addresses by using a hyphen (-).
Input example: When specifying a range of IP addresses
192.168.0.10-192.168.0.20

When Setting a Document Protocol As a Condition

Select [Input Method] in [Type], and select the protocol to set as the condition in [Input Method Settings].

5. In [Target], specify the target.

- To specify the document that meets the conditions as the target, select [If Match Condition].
- To specify the document that does not meet the conditions as the target, select [If Do Not Match Condition].

6. In [Action], select how to handle the document.
   - To delete without holding the document, select [Cancel].
   - To print without holding the document, select [Print]. However, when using Secure Print or Encrypted Secure Print, the print data is held as a shared document.
   - To hold the document, select [Hold as Shared Job]. In [ID for Substitution], you can specify the user name when holding the document.
7. Click [OK].

   → The registered condition is added to [Registered Condition] on the [Print] screen.

Setting the Priority of a Condition
In [Registered Condition], click [Up] or [Down] for [Change Priority].

6 In [Other], configure the detailed Forced Hold settings, as needed.

Select the checkboxes of the items to be enabled.

[Delete Job After Printing]
Deletes held documents after printing.

[Only Allow Encrypted Secure Print Jobs]
Restricts printing from a computer to Encrypted Secure Print only. **Restricting Printing from a Computer to Encrypted Secure Print (P. 1017)**

[Require Domain Name to Determine My Job]
Includes the domain name in determining the documents of the login user.
If the document of the login user cannot be determined correctly, clear the checkbox and use only the user name for determination.

[Display Other User Jobs]
Displays documents for users other than the login user.

[Restrict Deletion of Other User Jobs]
Prevents login users from deleting documents of other users.

[Match Case for User Name]
Enables case sensitivity when determining users for documents.
* It is recommended to configure this setting together with the setting for determining users with user authentication. **[Match Case for User Name] (P. 1411)**

[Display Same Group User Jobs]
Displays documents of the Department ID to which the login user belongs.

[Enable Auto Print Function When Logging In]
Enables automatic printing of held documents.
When you select this checkbox, the login user can set [Auto Print User Jobs When Logging In]. **[Auto Print User Jobs When Logging In] (P. 1391)**
* This setting is disabled in the following cases:
  - When user authentication is disabled **[Use User Authentication] (P. 1409)**
  - When the personalization function is disabled **[Enable Use of Personal Settings] (P. 1426)**
  - When ACCESS MANAGEMENT SYSTEM is enabled **[Use ACCESS MANAGEMENT SYSTEM] (P. 1430)**
  - When the setting is configured not to display the documents for the login user on the print screen of the machine **[Job List Display Settings] (P. 1389)**
  - When the [Only Allow Encrypted Secure Print Jobs] checkbox is selected in the detailed Forced Hold setting

- When the [Display Warning When Starting to Print] checkbox is selected in [Held Jobs Warning Settings] in the detailed Forced Hold setting

[Held Jobs Warning Settings]
Specify whether to display a warning when displaying or printing held documents.
When displaying a warning, set the conditions.

[PIN Settings for Secure Print Jobs]
Specify whether to prompt the user to enter a PIN when operating Secure Print documents.
* Regardless of this setting, the user must enter a PIN when using Encrypted Secure Print documents.

[Require PIN for Job Deletion]
Requires users to enter a PIN when they delete print data held in the machine.

7 Click [OK].

→ The settings are applied.

8 Log out from Remote UI.

NOTE
Editing Registered Conditions

- To edit the registered information, click the name of the condition you want to edit in [Registered Condition] on the [Print] screen.

Changing the Storage Period for Held Documents

You can change the amount of time until documents held in the machine are deleted.

Use the control panel to change the storage period. You cannot change the storage period using Remote UI from a computer.
Administrator privileges are required.

1 Log in as an administrator. **Logging In to the Machine (P. 225)**

2 On the control panel, press [Settings/Registration] in the [Home] screen or other screen. **[Home] Screen (P. 189)**

→ The [Settings/Registration] screen is displayed.

3 Press [Function Settings] ▶ [Print] ▶ [Job Storage Period].

→ The [Job Storage Period] screen is displayed.

4 Change the document storage period (amount of time until held documents are deleted).

5 Press [OK].

→ The change is applied.

Restricting Printing from a Computer to Encrypted Secure Print

AW63-0JE

When you print from a computer, you can use the Encrypted Secure Print function to encrypt documents with a set password (secure data) and send them to the machine.
By restricting printing so that only Encrypted Secure Print documents can be printed from a computer, you can reduce the risks of data eavesdropping and tampering during communication.

This section describes how to configure the settings using Remote UI from a computer.
On the control panel, select [Settings/Registration] in the [Home] screen or other screen, and then select [Function Settings] to configure the settings. **[Only Allow Encrypted Print Jobs] (P. 1388)**
Administrator privileges are required.

1 Log in to Remote UI as an administrator. **Starting Remote UI (P. 1095)**

2 On the Portal page of Remote UI, click [Settings/Registration]. **Remote UI Portal Page (P. 1099)**

3 Click [Printer] ▶ [Print].

→ The [Print] screen is displayed.

4 In [Other], select the [Only Allow Encrypted Secure Print Jobs] checkbox.

5 Click [OK].

→ The settings are applied.

6 Log out from Remote UI.

NOTE

- For details about Encrypted Secure Print, see the following:

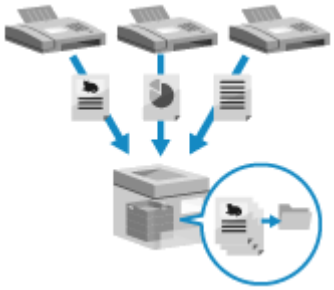
  Printing a Document with a PIN (Secure Print) (P. 419)

Preventing Immediate Printing of Received Faxes

AW63-0JF

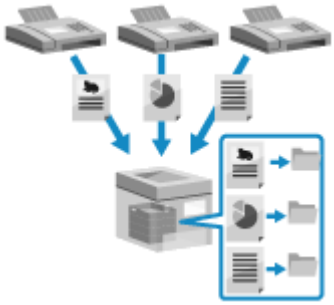
Instead of immediately printing received faxes, you can temporarily store them in the memory of the machine (Memory RX Inbox) or in a storage location specified in advance (Confidential Fax Inbox).
You can use the control panel or Remote UI to check the content of faxes stored in each box before printing them. In addition to preventing printed faxes from being left unattended or stolen, you can save paper by deleting any unnecessary faxes without printing them.
You can also set a PIN for each box to restrict the users that can check or print the received faxes.

Memory Lock



Memory Lock temporarily stores received faxes in the memory of the machine (Memory RX Inbox) without printing them immediately. You can forward faxes stored in the Memory RX Inbox to a specified destination.
You can also configure the settings so that Memory Lock is active only on specified days of the week or at specified time periods, such as on weekends or at night.
Setting Memory Lock (P. 1018)

Received Confidential Faxes



Received documents that match conditions set in advance, such as a destination fax number, are stored in a storage location (Confidential Fax Inbox) specified in advance. The machine has multiple Confidential Fax Inboxes.
For example, you can specify a condition to store all faxes from a particular company to a specific inbox to easily confirm the required documents.
Configuring Settings for Receiving Confidential Faxes (P. 1020)

Setting Memory Lock

To use Memory Lock, configure the settings to allow the use of Memory Lock, and then configure the settings to store received faxes in the memory of the machine (Memory RX Inbox).

This section describes how to configure the settings using Remote UI from a computer.
On the control panel, select the [Home] screen, and then configure the settings in the following order:

- Setting to allow use of Memory Lock: Click [Menu] ▶ [Function Settings] **[Set Fax/I-Fax Inbox] (P. 1369)**
- Memory RX Inbox: Click [Fax/I-Fax Inbox] ▶ [Memory RX Inbox] ▶ [Memory RX Inbox]

Administrator or DeviceAdmin privileges are required.

1 Log in to Remote UI as an administrator. **Starting Remote UI (P. 1095)**

2 On the Portal page of Remote UI, click [Settings/Registration]. **Remote UI Portal Page (P. 1099)**

3 Configure the settings to allow the use of Memory Lock.

1. Click [Receive/Forward] ▶ [Memory Lock Settings].

   → The [Memory Lock Settings] screen is displayed.

   If the [Enter PIN] screen appears, enter the Memory RX Inbox PIN, and then click [OK].
2. Select the [Use Fax Memory Lock] or [Use I-Fax Memory Lock] checkbox.
3. Specify the days of the week and the time periods for using Memory Lock, as needed.

   When Specifying the Same Time Period for Every Day
   Select [Everyday] in [Specify Memory Lock Start Time] and [Specify Memory Lock End Time], and enter the start and end times in the corresponding input fields for [Everyday].

   When Specifying a Different Time Period for Each Day
   Select [Specify Days] in [Specify Memory Lock Start Time] and [Specify Memory Lock End Time], and enter the start and end times in the corresponding input fields for each day in [Specify Days].
4. Click [OK].

   → The settings are applied.

4 Click [To Portal].

→ The Portal page is displayed.

5 Configure the Memory RX Inbox settings.

1. Click [Access Received/Stored Files] ▶ [Memory RX Inbox] ▶ [Memory RX Inbox].

   → The Memory RX Inbox screen is displayed.

   If the [Enter PIN] screen appears, enter the Memory RX Inbox PIN, and then click [OK].
2. Click [Memory Lock Settings].

   → The [Memory Lock Settings] screen is displayed.
3. Set [Fax Memory Lock] and/or [I-Fax Memory Lock] to [On].
4. Click [OK].

   → The settings are applied.
5. Set a PIN, as needed.
   Click [Settings] to set the PIN of Memory RX Inbox. Select the [Set PIN] checkbox, enter the same number in [PIN] and [Confirm], and click [OK].

6 Log out from Remote UI.

IMPORTANT

- When Memory Lock is disabled in the following cases, all faxes and I-Faxes stored in the memory are printed automatically:
  - When the Memory Lock end time specified in Step 3 -3 has been reached.
  - When [Fax Memory Lock] or [I-Fax Memory Lock] is changed to [Off] in Step 5 -3

NOTE

- For how to use received faxes stored in Memory Lock, see the following:

Checking, Printing, and Forwarding Faxes Stored with Memory Lock (P. 608)

Configuring Settings for Receiving Confidential Faxes

To receive confidential faxes, configure the settings to automatically forward received faxes to the Confidential Fax Inbox. You can also configure the Confidential Fax Inbox settings, as needed.

Configuring Settings for Automatically Forwarding to the Confidential Fax Inbox

Register the forwarding conditions (conditions for automatically forwarding to the Confidential Fax Inbox), and specify the Confidential Fax Inbox as the forwarding destination for faxes that meet those conditions.

Automatically Forwarding and Backing Up Received Faxes (P. 560)

Setting Confidential Fax Inbox

You can set a name and PIN for each Confidential Fax Inbox, as needed. You can also configure the settings to send an e-mail notice when a fax is stored.

Setting Confidential Fax Inbox (P. 1021)

NOTE

- For how to use received confidential faxes, see the following:

Checking and Printing Received Confidential Faxes (P. 610)

Setting Confidential Fax Inbox

AW63-0JH

Confidential Fax Inboxes can be specified with a name and PIN. You can also configure the settings to send an e-mail notice when a fax is stored.

This section describes how to configure the settings using the control panel.
You can also configure the settings by using Remote UI from a computer. In Remote UI, click [Access Received/Stored Files] on the Portal page ▶ select a Confidential Fax Inbox ▶ configure the settings in [Settings]. However, you cannot use Remote UI to configure some of the settings. **Managing the Machine from a Computer (Remote UI) (P. 1094)**

1 On the control panel, press [Settings/Registration] in the [Home] screen or other screen.

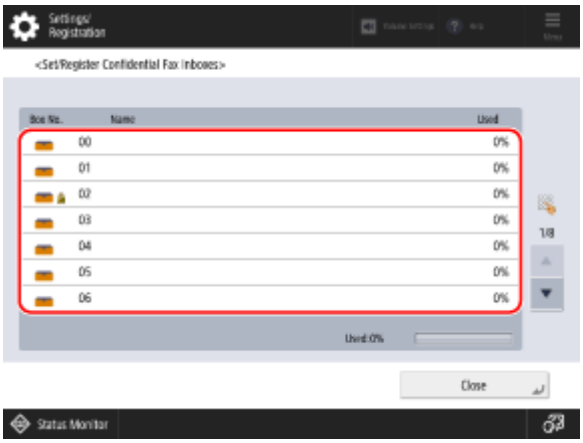
[Home] Screen (P. 189)

→ The [Settings/Registration] screen is displayed.

2 Press [Function Settings] ▶ [Receive/Forward] ▶ [Common Settings] ▶ [Set Fax/I-Fax Inbox] ▶ [Set/Register Confidential Fax Inboxes].

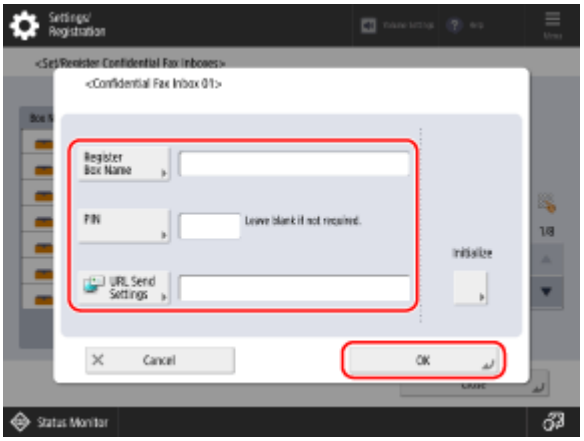
→ The [Set/Register Confidential Fax Inboxes] screen is displayed.

3 Select the Confidential Fax Inbox to be configured.



- You can also directly specify the Confidential Fax Inbox by using the numeric keys to enter the box number.
- If the PIN input screen appears, enter the PIN set for the selected Confidential Fax Inbox, and press [OK].

4 Set the Confidential Fax Inbox and press [OK].



[Register Box Name]
Set the box name.

[PIN]
Set the PIN. Enter the same number in [PIN] and [Confirm].

- You cannot set a PIN consisting of all zeros, such as "00" or "0000000."
- There is no way to confirm the set PIN. Be sure not to forget the PIN.
- If a PIN is set, the inbox name and URL send settings are not sent during device information distribution.

[URL Send Settings]
To send an e-mail notice of the store location URL when a fax is saved, set the notice destination.
By opening the sent URL in a web browser on your computer, you can check the details of the fax on the Remote UI screen.
* You can only specify a destination registered in the Address Book as the notice destination (excluding destinations in a personal address list or user group address list).

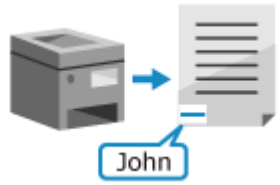
[Initialize]
Initializes the Confidential Fax Inbox settings and resets them to the factory settings.
* The settings cannot be initialized when a fax is saved.

Preventing Unauthorized Copying of Documents

AW63-0JJ

You can have user information or concealed text embedded into a document when printing and copying to prevent unauthorized copying.

Adding User Information



The following information (recognition information) is printed on the document when printing and copying:

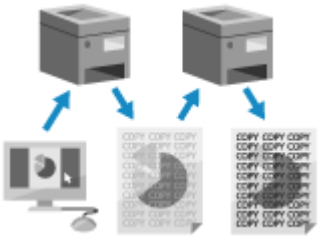
- User name
- Date/time
- IPv4 address of the machine
- Machine serial number

This makes it possible to see who printed or copied the document, thereby preventing unauthorized copying or information leakage.

Adding User Information (Forced Print of Recognition Information) (P. 1024)

* You cannot use Forced Secure Watermark at the same time.

Embedding Concealed Text



You can have concealed text (a watermark) such as "CONFIDENTIAL" or "TOP SECRET" embedded into a document when printing or copying.
When a document with an embedded watermark is copied, the watermark is visible across the entire page, alerting the user to unauthorized copying and information leakage.

Embedding Concealed Text (Forced Secure Watermark) (P. 1025)

* You cannot use Forced Print of Recognition Information at the same time.

NOTE

Concealed Text Embedded by Users

- Users can also configure concealed watermarks such as "TOP SECRET" or "CONFIDENTIAL," and embed them when printing or copying.

Embedding a Watermark When Printing (Secure Watermark) (P. 423)
Embedding a Watermark When Copying (Secure Watermark) (P. 722)

Adding User Information (Forced Print of Recognition Information)

This section describes how to configure the settings using Remote UI from a computer.
On the control panel, select [Settings/Registration] in the [Home] screen or other screen, and then select [Function Settings] to configure the settings. **[Forced Print of Recognition Information] (P. 1300)**
Administrator or DeviceAdmin privileges are required.

1 Log in to Remote UI as an administrator. **Starting Remote UI (P. 1095)**

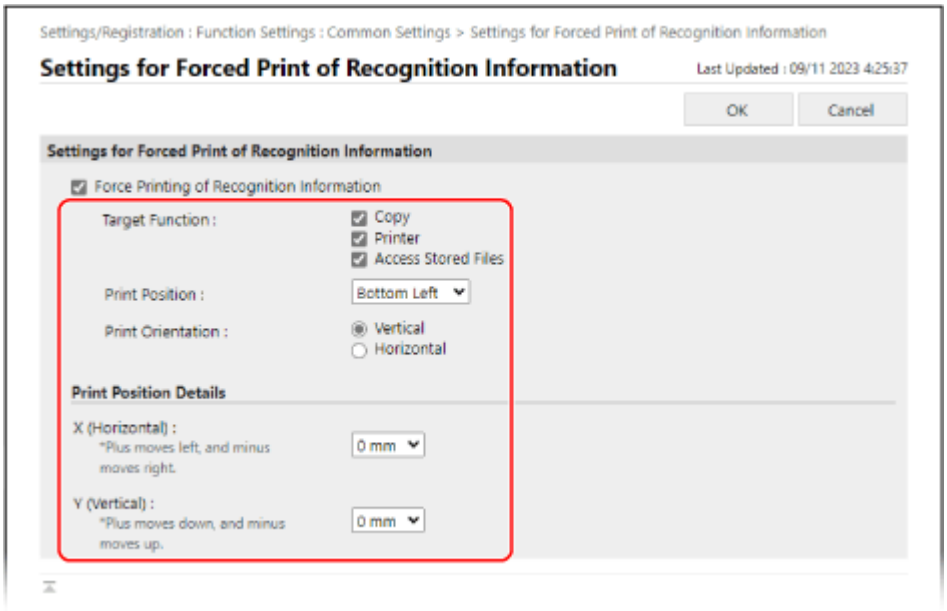
2 On the Portal page of Remote UI, click [Settings/Registration]. **Remote UI Portal Page (P. 1099)**

3 Click [Common Settings] ▶ [Settings for Forced Print of Recognition Information].

➔ The [Settings for Forced Print of Recognition Information] screen is displayed.

4 Select the [Force Printing of Recognition Information] checkbox.

5 Specify the functions where recognition information is printed and the print position.



[Target Function]
Select the checkboxes of the functions where recognition information is printed.

[Print Position]
Select the position where to print the user information on the paper.

[Print Orientation]
Select the orientation in which the user information is printed.

[Print Position Details]
To fine-tune the print position, select the adjustment distance in [X (Horizontal)] and [Y (Vertical)].

6 Click [OK].

➔ The settings are applied.

7 Log out from Remote UI.

Embedding Concealed Text (Forced Secure Watermark)

This section describes how to configure the settings using Remote UI from a computer.
On the control panel, select [Settings/Registration] in the [Home] screen or other screen, and then select [Function Settings] to configure the settings. **[Forced Secure Watermark] (P. 1303)**
Administrator or DeviceAdmin privileges are required.

1 Log in to Remote UI as an administrator. **Starting Remote UI (P. 1095)**

2 On the Portal page of Remote UI, click [Settings/Registration]. **Remote UI Portal Page (P. 1099)**

3 Click [Common Settings].

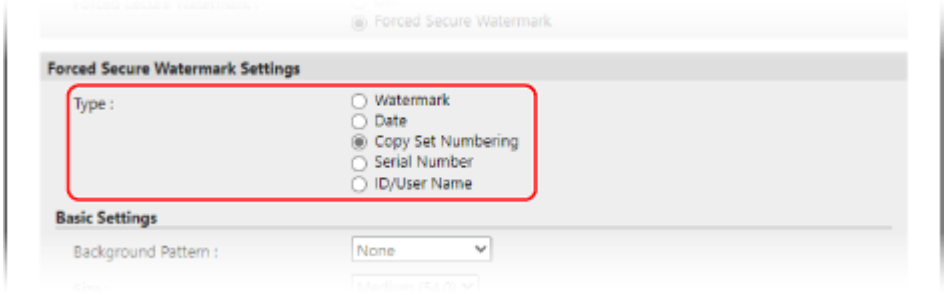
4 Under [Forced Secure Watermark], click the function to which to apply the secure watermark.



➔ The settings screen of the secure watermark for the selected function is displayed.

5 In [Forced Secure Watermark], select [Forced Secure Watermark].

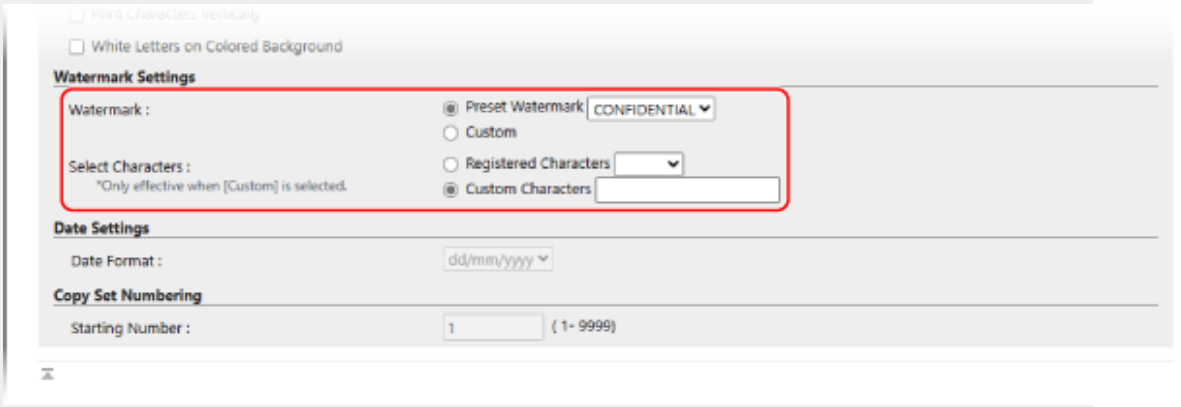
6 Configure the watermark settings.



When Embedding a Watermark Such As "TOP SECRET" or "CONFIDENTIAL"

1. In [Type], select [Watermark].

2. In [Watermark Settings], set the watermark content.

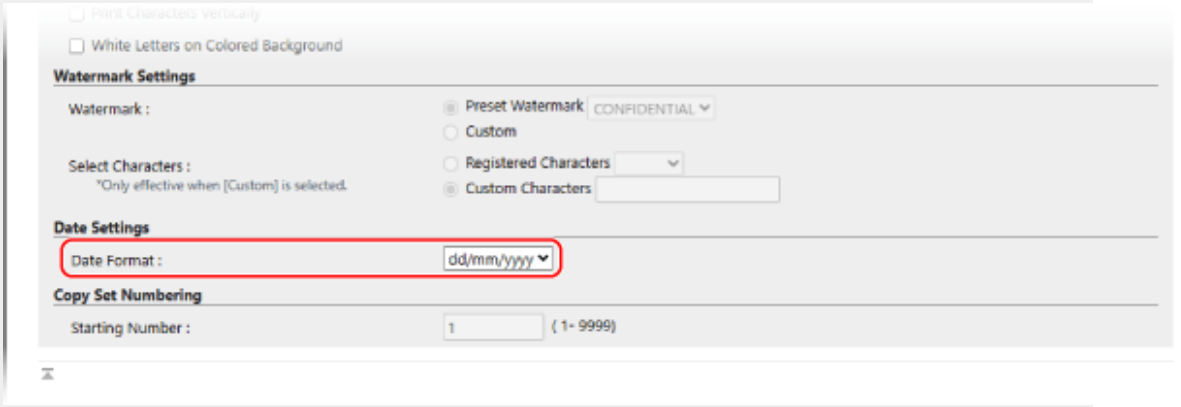


- To embed a preset character string, select [Preset Watermark] in [Watermark], and select the character string to be embedded.
- To embed a custom character string, select [Custom] in [Watermark]. Select [Custom Characters] in [Select Characters], and enter the character string to be embedded.

  * If a custom character string is registered in the machine, you can select it in [Registered Characters]. **[Register Characters for Page Numbering/Watermark] (P. 1299)**

When Embedding the Print or Copy Date

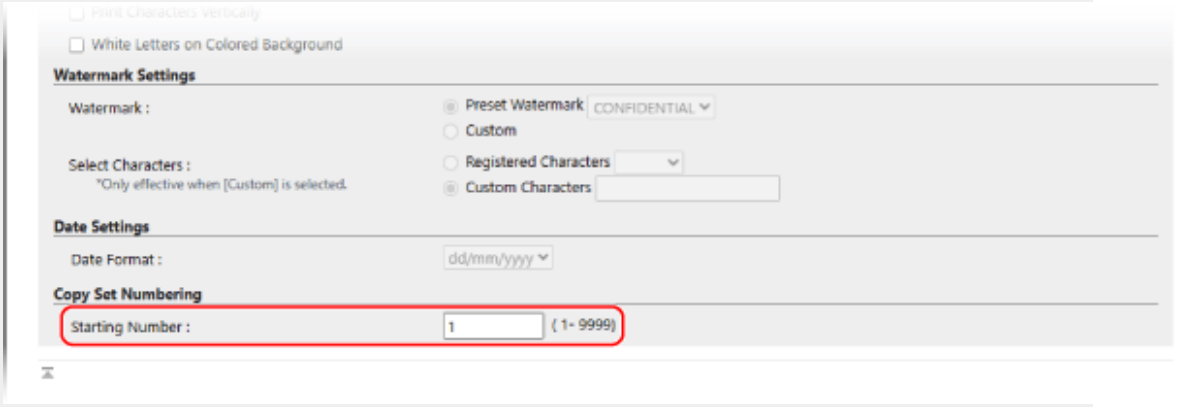
1. In [Type], select [Date].
2. In [Date Settings], select the date format.



When Embedding Copy Set Numbers

You can embed copy set numbers (to indicate the order of the copy sets) when printing or copying is performed. These can be used as control numbers for each copy set.

1. In [Type], select [Copy Set Numbering].
2. In [Copy Set Numbering], enter the starting number.



When Embedding the Serial Number of the Machine
In [Type], select [Serial Number].

When Embedding the Name (or Department ID) of the Login User
In [Type], select [ID/User Name].
* If User Authentication and Department ID Management are not performed, the "CONFIDENTIAL" watermark is embedded in the document.

7 In [Basic Settings], configure the watermark style.

8 Click [OK].

→ The settings are applied.

9 Log out from Remote UI.

NOTE

- Adjust the contrast of the watermark and background if the embedded watermark is visible in the document, or if the text of the original is difficult to see. **Adjusting the Contrast of the Watermark and Background (P. 1028)**

Adjusting the Contrast of the Watermark and Background

AW63-0JK

You can print a sample print of the watermark and background, and adjust the contrast (density balance) of the watermark and background while referring to the sample print.
Perform this adjustment in cases such as when the watermark content is visible due to poor contrast between the watermark and background, or when the text of the original is difficult to read because the background density is too dark.

Use the control panel to perform adjustment. You cannot perform adjustment using Remote UI from a computer.
Administrator or DeviceAdmin privileges are required.

Required Preparations

- Load any of the following sizes of Plain or Heavy paper in the machine: **Loading Paper (P. 244)**
  - A3
  - A4
  - Letter
  - 11" x 17"

1 Log in as an administrator. **Logging In to the Machine (P. 225)**

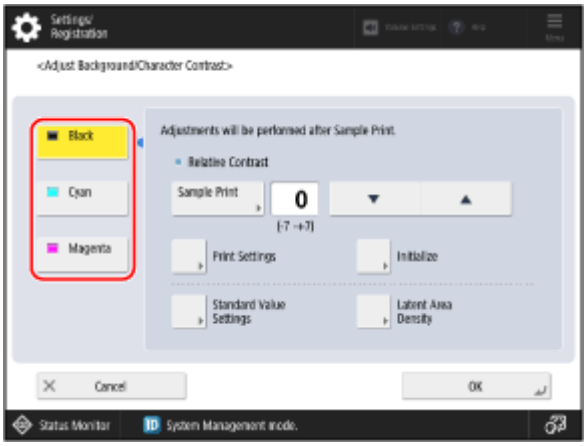
2 On the control panel, press [Settings/Registration] in the [Home] screen or other screen. **[Home] Screen (P. 189)**

→ The [Settings/Registration] screen is displayed.

3 Press [Function Settings] ▶ [Common] ▶ [Print Settings] ▶ [Secure Watermark Settings] ▶ [Adjust Background/Character Contrast].

→ The [Adjust Background/Character Contrast] screen is displayed.

4 Select the color you want to adjust.



5 Configure the sample print settings.

1. Press [Print Settings].

   ➔ The [Print Settings] screen is displayed.

2. Set the background pattern and character format for the sample print.

   These character format settings are applied only to the sample print for adjusting the contrast. The settings are not applied to the watermark that is embedded when documents are actually printed or copied.

3. Press [OK].

   ➔ The settings are applied, and the [Adjust Background/Character Contrast] screen is displayed again.

6 Adjust the contrast of the watermark and background.

When Adjusting the Density Balance Between the Watermark and Background

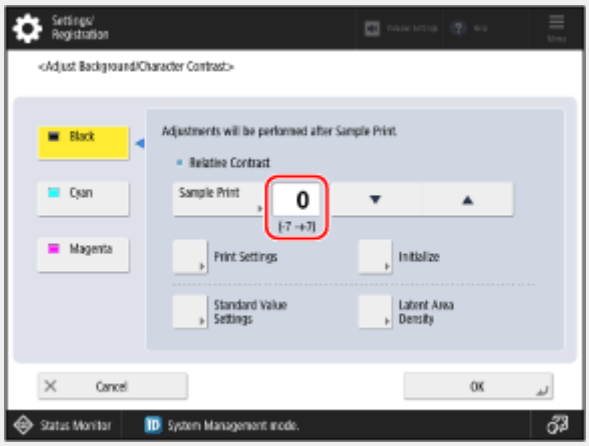
1. Press [Sample Print].

   ➔ The [Sample Print] screen is displayed.

2. Select the paper to use for the sample print, and press [Start Printing].

   ➔ The sample print is printed, and the [Adjust Background/Character Contrast] screen is displayed again.

3. Adjust the contrast values.



- The sample print shows samples of the combined watermark and background printed using different contrast values. Refer to the sample print to set the optimal contrast value.

  * The framed sample in the sample print shows the result of printing with the currently set contrast value.

- The background becomes darker when you increase the contrast value, and it becomes lighter when you decrease the contrast value.

  * When white letters are used in the watermark, the watermark becomes darker when you increase the contrast value, and it becomes lighter when you decrease the value.

When Adjusting the Density of the Watermark and Background

1. Press [Standard Value Settings].

➔ The [Standard Value Settings] screen is displayed.

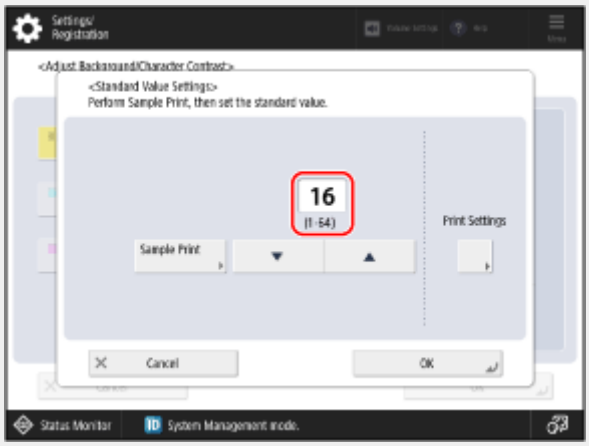
2. Press [Sample Print].

➔ The [Sample Print] screen is displayed.

3. Select the paper to use for the sample print, and press [Start Printing].

➔ The sample print is printed, and the [Standard Value Settings] screen is displayed again.

4. Adjust the standard value (density of the background).



- The sample print shows samples of the combined watermark and background printed using different standard values. Refer to the sample print to adjust the standard value.

  * The framed sample in the sample print shows the result of printing with the currently set standard value.

- When white letters are used in the watermark, the watermark becomes darker when you increase the standard value, and it becomes lighter when you decrease the value.

5. Press [OK].

➔ The [Adjust Background/Character Contrast] screen is displayed again.

6. Press [Latent Area Density].

➔ The [Latent Area Density] screen is displayed.

7. Adjust the latent area density (density of the watermark).

- Refer to the standard value sample print, and adjust the latent area density so that it is similar to the background density (density of the outer square) of the standard value set in Step 4.
- When white letters are used in the watermark, the background becomes darker when you increase the latent area density, and it becomes lighter when you decrease the latent area density.

8. Press [OK].

➔ The [Adjust Background/Character Contrast] screen is displayed again.

7 Press [OK].

➔ The settings are applied.

NOTE

Resetting the Adjusted Contrast Values to the Factory Default Settings

- On the [Adjust Background/Character Contrast] screen, press [Initialize] ▶ [Yes].

Adding a Digital Signature to Scanned Data

AW63-0JL

Adding a digital signature to scanned data when sending it as a PDF or XPS file can guarantee the author of the file and prove that the document has not been tampered with.
To add a digital signature to scanned data, you must generate and register a key and certificate according to the digital signature type in advance.

Digital Signature Types (P. 1031)
Generating and Registering a Device Signature Key and Certificate (P. 1032)
Registering a User Signature Key and Certificate (P. 1033)

NOTE

Adding a Digital Signature When Actually Scanning

- For details about how to add a digital signature when actually scanning, see the following:

Adding a Digital Signature to Scanned Data (P. 499)

Verifying a Digital Signature on the Viewer Side

- For details about verifying a certificate and registering it to a trusted certificate list, see the manual of the applications to be used to view scanned data.

Digital Signature Types

You can select from a device signature or user signature when having the machine add a digital signature to a file.

* A user signature cannot be added when forwarding a received I-Fax from the machine.

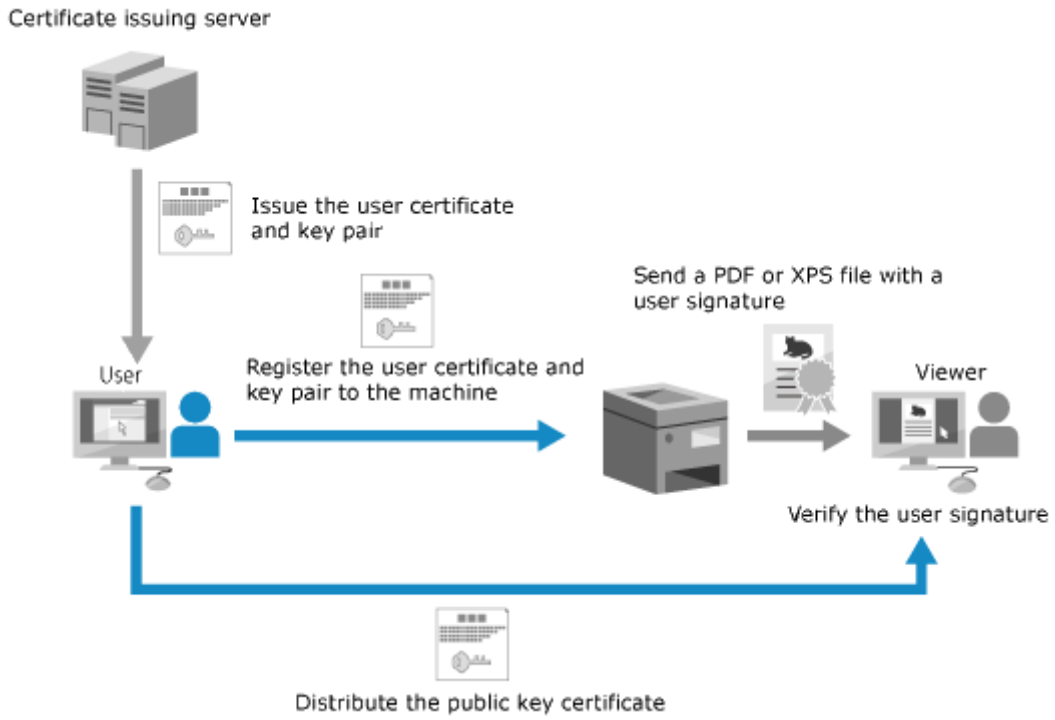
Device Signature

Adds a signature using a key and certificate to prove to the viewer the device that was used to create the scanned data. The viewer can confirm whether the document has been tampered with.
To add a device signature, you must generate and register a key and certificate (device certificate) to use for the device signature in advance on the machine. **Generating and Registering a Device Signature Key and Certificate (P. 1032)**

User Signature

Adds a signature after performing user authentication to prove to the viewer the person who created the scanned data. In the same way as a device signature, a user signature enables the viewer to also confirm whether the document was tampered with after being signed.

To add a user signature, you must generate a key and certificate (user certificate) issued in advance and register them to the machine.



- The user certificate has an expiration date. If a user signature was added before the expiration date and the viewer tries to verify the signature after the certificate has expired, the user signature is no longer valid. It is recommended to have a new user certificate issued while considering when signature verification will be performed.

NOTE

Displaying a Digital Signature (Visible Signatures) (PDF Files Only)

- By setting a visible signature when adding a digital signature, you can display the signature information on the first page so that it is easy to see that a digital signature has been added to the PDF file. **Adding a Digital Signature to Scanned Data (P. 499)**

When Adding Multiple Signatures

- A device signature and user signature are added in that order.
- Only the signature added last is valid for verification. All other signatures are treated as having been modified when another signature is added.

Generating and Registering a Device Signature Key and Certificate

You can generate and register to the machine the key and certificate (device certificate) to be used for a device signature. After you register a device certificate, you can add the machine name as a signature to a scanned document.

* You can register only one key and certificate for device signature.

This section describes how to generate and register a certificate using Remote UI from a computer.
On the control panel, select [Settings/Registration] in the [Home] screen or other screen, and then select [Management Settings] to generate and register a certificate. **[Certificate Settings] (P. 1417)**
Administrator privileges are required.

1 Log in to Remote UI as an administrator. **Starting Remote UI (P. 1095)**

2 On the Portal page of Remote UI, click [Settings/Registration]. **Remote UI Portal Page (P. 1099)**

3 Click [Device Management] ▶ [Key and Certificate Settings].

→ The [Key and Certificate Settings] screen is displayed.

4 Click [Generate Key] ▶ [Device Signature].

→ The [Device Signature] screen is displayed.

5 Click [Generate/Update] ▶ [OK].

→ The generated key and certificate are registered with the name "Device Signature Key" to the list of keys and certificates on the [Key and Certificate Settings] screen.

6 Log out from Remote UI.

NOTE

When the Device Signature Key Icon Is Displayed as [ ]

- The key is corrupted or invalid. Repeat the procedure above to update the key and certificate.

Confirming and Verifying a Generated Certificate

- Click the key name (or certificate icon) in the list of keys and certificates on the [Key and Certificate Settings] screen to display the certificate details.

  * You can use [Certificate Thumbprint] on the certificate details screen to confirm sender information that the viewer of the file can use to confirm the reliability of the certificate by matching it with the SHA-1 message digest number.
- You can click [Verify Certificate] on the certificate details screen to verify the validity of the certificate.

Always Adding a Device Signature When Sending

- You can configure the settings to always add a device signature when scanned data is sent as a PDF or XPS file, regardless of the settings used when scanning. In addition, by setting restrictions to allow only PDF or XPS files to be sent, you can ensure that files without a device signature cannot be sent. **[Always Add Device Signature to Send] (P. 1335)**

Registering a User Signature Key and Certificate

You can register to the machine the key and certificate (user certificate) to use for the user signature, and send the public key certificate to the viewer. After you register the key and certificate, you can add the login user name as a signature to a scanned document.

Register a certificate using Remote UI from a computer. You cannot use the control panel to register a certificate.

Required Preparations

- Check the conditions of the key and certificate that can be used with the machine. **Security and Management Function Specifications (P. 94)**
- Prepare the key and certificate file for the user signature.

- When you want to add a digital signature that can only be used for proof within a limited scope (such as within a company), you can generate the key and certificate for the user signature by installing the Internet Information Services (IIS) module of a Windows Server on the computer.

  * This digital signature cannot be used for proof to a viewer outside the scope.

- Check the password of the private key set in the key and certificate file.

1 Log in to Remote UI. **Starting Remote UI (P. 1095)**

2 On the Portal page of Remote UI, click [Settings/Registration]. **Remote UI Portal Page (P. 1099)**

3 Click [Device Management] ▶ [User Key and Certificate Settings].

→ The [User Key and Certificate Settings] screen is displayed.

4 Click [Install].

→ The [Install User Key and Certificate] screen is displayed.

5 Click [Choose File], and specify the file to be installed.

6 Enter the private key password, and click [Start Installation].

→ The installed key and certificate is registered to the list of keys and certificates on the [User Key and Certificate Settings] screen.

7 Log out from Remote UI.

8 Send a public key certificate to the viewer.

A public key certificate that can be used to verify a user signature added to scanned data can be sent to the viewer in advance.

NOTE

Viewing and Verifying Detailed Information of a Registered Certificate

- You can check the details of a certificate by clicking the login name (or certificate icon) in the list of keys and certificates on the [User Key and Certificate Settings] screen.

  * When the user is logged in as an administrator, all keys and certificates for user signatures registered in the machine are displayed. When the user is not logged in as an administrator, only the keys and certificates for the login user are displayed.

- On the certificate details screen, you can click [Verify Certificate] to verify whether the certificate is valid.

Encrypting E-mail with S/MIME

AW63-0JR

You can set S/MIME to encrypt or add a digital signature to an e-mail or I-Fax.

This section describes how to configure the settings using Remote UI from a computer.
On the control panel, select [Settings/Registration] in the [Home] screen or other screen, and then select [Function Settings] to configure the settings. **[S/MIME Settings] (P. 1341)**
Administrator or DeviceAdmin privileges are required.

Required Preparations

- Register the public key certificate (S/MIME certificate) to use for encryption. **Registering an S/MIME Certificate (P. 997)**

1 Log in to Remote UI as an administrator. **Starting Remote UI (P. 1095)**

2 On the Portal page of Remote UI, click [Settings/Registration]. **Remote UI Portal Page (P. 1099)**

3 Click [Send] ▶ [S/MIME Settings].

→ The [S/MIME Settings] screen is displayed.

4 Configure the encryption and digital signature settings.

[Encryption Settings]
To encrypt e-mail and I-Faxes, select [Always Encrypt] or [Only Encrypt If Certificate].

- Select [Always Encrypt] if you want to encrypt all e-mail and I-Faxes sent from the machine.
- Select [Only Encrypt If Certificate] if you want to perform encryption only when the sending destination is included in the S/MIME certificate.

[Add Digital Signatures]
Select this checkbox to add a digital signature to e-mails and I-Faxes. A digital signature is always added when encrypting e-mail and I-Faxes.
* Make sure to select this checkbox, as a digital signature is required when e-mail and I-Faxes are encrypted.

[Encryption Algorithm]
When encrypting e-mails and I-Faxes, select the encryption algorithm to be used.

[Signature Algorithm]
When adding the digital signature to e-mails and I-Faxes, select the signature algorithm to be used.

[Verify Signature upon Receipt]
Select this checkbox to verify a digital signature of e-mails and I-Faxes upon receipt.

[Print Signature upon Receipt]
Select this checkbox to print the digital signature information of e-mails and I-Faxes upon receipt. When the checkbox is selected, the e-mail message will be printed with the digital signature information added.

5 Click [OK].

→ The settings are applied.

6 Log out from Remote UI.

Preventing Unauthorized Use

AW63-0JS

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 Use of the Address Book (P. 1038)
Disabling Remote UI (P. 1041)

Disabling Unused Functions

You can disable unused functions to prevent intrusion from the outside.

Preventing Connection to a Computer via the USB Port (P. 1042)
Using LPD, RAW, and WSD (P. 1043)
Disabling HTTP Communication (P. 1045)

See Also

For details about the administrator account and how to manage users and groups with access to the machine, see the following:

Administrator Privileges and Password (P. 50)
Authenticating Users and Managing Groups (P. 854)

Restricting Use of the Address Book

AW63-0JU

You can set a PIN for the Address Book and hide destinations and the Address Book to prevent unauthorized editing or use of the Address Book.

Restricting Address Book Registration and Editing by Setting a PIN (P. 1038)
Hiding Destinations (Access Number Management) (P. 1039)
Hiding the Address Book (P. 1039)

NOTE

- To better prevent sending data by mistake and information leakage, you can restrict the destinations that can be specified when scanned data and faxes are sent. **Restricting Destinations That Can Be Specified (P. 1002)**

Restricting Address Book Registration and Editing by Setting a PIN

You can require the use of PIN to add a new entry to the Address Book or edit existing entries.

* Administrators with Administrator privileges can register and edit the destinations without having to use a PIN.

This section describes how to configure the settings using Remote UI from a computer.
On the control panel, select [Settings/Registration] in the [Home] screen or other screen, and then select [Set Destination] to configure the settings. **[Address Book PIN] (P. 1398)**
Administrator privileges are required.

1. Log in to Remote UI as an administrator. **Starting Remote UI (P. 1095)**
2. On the Portal page of Remote UI, click [Settings/Registration]. **Remote UI Portal Page (P. 1099)**
3. Click [Set Destination] ▶ [Address Book PIN].

   → The [Address Book PIN] screen is displayed.
4. Select the [Set Address Book 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

Changing the PIN

- Select the [Change PIN] checkbox, and set a new PIN.

Clearing the PIN

- Clear the [Set Address Book PIN] checkbox, and click [OK].

Hiding Destinations (Access Number Management)

By setting an access number, you can register destinations that you do not want to disclose to all users, such as important clients, to the Address Book in a hidden state. Destinations with a set access number can only be displayed by entering the correct access number.
Follow the procedure below to enable access number management, so that you can set an access number to destinations in the Address Book.

* When access number management is enabled, you cannot use the setting history on the scan (Scan and Send) or fax screen of the control panel.

This section describes how to configure the settings using Remote UI from a computer.
On the control panel, select [Settings/Registration] in the [Home] screen or other screen, and then select [Set Destination] to configure the settings. **[Manage Address Book Access Numbers] (P. 1398)**
Administrator privileges are required.

1 Log in to Remote UI as an administrator. **Starting Remote UI (P. 1095)**

2 On the Portal page of Remote UI, click [Settings/Registration]. **Remote UI Portal Page (P. 1099)**

3 Click [Set Destination] ▶ [Manage Address Book Access Numbers].

→ The [Manage Address Book Access Numbers] screen is displayed.

4 Select the [Manage Address Book Access Numbers] checkbox, and click [OK].

→ The settings are applied.

5 Log out from Remote UI.

NOTE

- For details about setting an access number to destinations in the Address Book, see the following:

Registering Destinations to the Address Book (Control Panel) (P. 313)
Registering Destinations to the Address Book (Remote UI) (P. 328)

Hiding the Address Book

You can hide the Address Book and one-touch buttons from the scan (Scan and Send) and fax screens on the control panel. Configure whether to hide the Address Book and one-touch buttons for each function.

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

1 Log in as an administrator. **Logging In to the Machine (P. 225)**

2 On the control panel, press [Settings/Registration] in the [Home] screen or other screen. **[Home] Screen (P. 189)**

→ The [Settings/Registration] screen is displayed.

3 Press [Function Settings] ▶ [Send].

4 Configure the settings so that the Address Book and one-touch buttons are not displayed.

When Preventing the Address Book and one-touch buttons from Being Displayed on the Scan (Scan and Send) Screen

1. Press [Common Settings] ▶ [Restrict Address Book Use].

   → The [Restrict Address Book Use] screen is displayed.

2. Select [On], and press [OK].

   → The setting is applied.

When Preventing the Address Book and one-touch buttons from Being Displayed on the Fax Screen

1. Press [Fax Settings] ▶ [Restrict Address Book Use].

   → The [Restrict Address Book Use] screen is displayed.

2. Select [On], and press [OK].

   → The setting is applied.

Disabling Remote UI

AW63-0JW

While Remote UI is convenient for operating the machine from a computer, it also poses a risk of third-party access to the machine.
If you do not use Remote UI, it is recommended that you disable the function.

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.

1 Log in as an administrator. **Logging In to the Machine (P. 225)**

2 On the control panel, press [Settings/Registration] in the [Home] screen or other screen. **[Home] Screen (P. 189)**

→ The [Settings/Registration] screen is displayed.

3 Press [Management Settings] ▶ [License/Other] ▶ [Remote UI].

→ The [Remote UI] screen is displayed.

4 Select [Off], and press [OK].

5 Press [Settings/Registration] ▶ [Yes].

→ The machine restarts, and the settings are applied.

Preventing Connection to a Computer via the USB Port

AW63-0JX

You can disable the USB port for computer connection on the back right side of the machine to reduce the risk of external use of the machine without going through a secure network.

This section describes how to configure the settings using Remote UI from a computer.
On the control panel, select [Settings/Registration] in the [Home] screen or other screen, and then select [Preferences] to configure the settings. **[Use as USB Device] (P. 1266)**
Administrator privileges are required. The machine must be restarted to apply the settings.

1 Log in to Remote UI as an administrator. **Starting Remote UI (P. 1095)**

2 On the Portal page of Remote UI, click [Settings/Registration]. **Remote UI Portal Page (P. 1099)**

3 Click [External Interface] ▶ [USB Settings].

➔ The [USB Settings] screen is displayed.

4 Clear the [Use as USB Device] checkbox, and click [OK].

5 Restart the machine. **Restarting the Machine (P. 181)**

➔ The settings are applied.

NOTE

- Even if you use this setting to restrict the use of the USB port for computer connection, memory media can still be connected to the USB port on the front right side of the machine. To also restrict USB connection of memory media, see the following:

  Restricting Use of Memory Media (P. 1009)

Using LPD, RAW, and WSD

AW63-0JY

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 [Settings/Registration] in the [Home] screen or other screen, and then select [Preferences] to configure the settings. **[TCP/IP Settings] (P. 1228)**
Administrator or NetworkAdmin privileges are required.

1 Log in to Remote UI as an administrator. **Starting Remote UI (P. 1095)**

2 On the Portal page of Remote UI, click [Settings/Registration]. **Remote UI Portal Page (P. 1099)**

3 Click [Network Settings].

4 Configure the settings of LPD, RAW, or WSD.

When Using LPD

1. Click [LPD Print Settings].
   → The [LPD Print Settings] screen is displayed.
2. Set whether to use LPD.
   When not using LPD, clear the [Use LPD] 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 Using RAW

1. Click [RAW Print Settings].
   → The [RAW Print Settings] screen is displayed.
2. Set whether to use RAW.

When not using RAW, clear the [Use RAW] checkbox, and proceed to Step 5.

3. Set whether to use bidirectional communication.
   Select [Use Bidirectional Communication] checkbox to send notification of the machine's status and when printing is completed to the computer.
4. 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 Using WSD

1. Click [WSD Settings].

   ➔ The [WSD Settings] screen is displayed.

2. Set whether to use WSD for each function.
   When not using WSD, clear the checkboxes of the functions for restricting use of WSD.

   Using WSD to Print Data
   Select the [Use WSD] 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 Scan] checkbox. You can perform scanning from a computer without having to install a scanner driver.

5 Click [OK].

➔ The settings are applied.

6 Log out from Remote UI.

NOTE

Outputting an LPD Banner Page

- If you use LPD, you can set whether to output banner pages when banner pages are configured for the print data. **[LPD Print Settings] (P. 1231)**

  * Use the control panel to configure the banner page output settings. You cannot configure the settings using Remote UI from a computer.

Adding a WSD Network Device

- Click [ ] (Start) ▶ [ ] (Settings) ▶ [Bluetooth & devices] ▶ [Printers & scanners] ▶ [Add device] for [Add a printer or scanner] ▶ [Add device] for the machine, 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/

Disabling HTTP Communication

AW63-0K0

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.

* If HTTP communication is enabled even though you are not using functions that require HTTP communication, there is a risk of unauthorized access by a third party.

This section describes how to configure the settings using the control panel.
You can also configure the settings by using Remote UI from a computer. **Managing the Machine from a Computer (Remote UI) (P. 1094)**
Administrator or NetworkAdmin privileges are required. The machine must be restarted to apply the settings.

1 Log in as an administrator. **Logging In to the Machine (P. 225)**

2 In the [Home] screen or other screen, press [Settings/Registration]. **[Home] Screen (P. 189)**

3 Press [Preferences] ▶ [Network] ▶ [TCP/IP Settings] ▶ [Use HTTP].

→ The [Use HTTP] screen is displayed.

4 Press [Off] ▶ [OK].

5 Press [Settings/Registration] ▶ [Yes].

→ The machine restarts, and the settings are applied.

NOTE

- When [Use HTTP] is set to [Off], the following settings are also set to [Off]:
  - [Remote UI]
  - [IPP Print Settings]
  - [Use WSD] and [Use WSD Scan] in [WSD Settings]
  - [Use WebDAV Server]

Protecting Data on the Machine

AW63-0K1

The data stored in storage spaces such as Mail Boxes, along with other data such as the information registered to the Address Book and password information is stored in the storage of the machine. This data is encrypted to prevent unauthorized access. **Data Saved to the Machine (P. 1052)**
The machine uses a Trusted Platform Module (TPM) chip to encrypt confidential information and validate and protect the system for enhanced security.

Machine's Encryption Technology

The machine is equipped with a Canon MFP Security Chip, which conforms to FIPS 140 Level 2 of the U.S. government's Federal Information Processing Standard for security. The Canon MFP Security Chip is certified for cryptographic modules based on the Cryptographic Module Validation Program (CMVP) in the U.S. and Canada as well as the Japan Cryptographic Module Validation Program (JCMVP). The cryptographic module certification obtained by the Canon MFP Security Chip certifies that the test object conforms to the prescribed requirements as a result of testing based on prescribed criteria.
The machine generates a 256-bit encryption key based on NIST SP 800-90A, a pseudo-random generation method. The AES algorithm based on FIPS PUB 197 is used for encryption.

Protecting Confidential Information

You can enable TPM to encrypt and securely manage confidential information such as passwords and keys and certificates saved on the machine. **Using TPM to Protect Confidential Information in the Machine (P. 1047)**

Detecting System Tampering

You can enable the system verification function to verify the integrity of the firmware and MEAP applications when the machine is started. In this case, you can also enable the system protection function to prevent the unauthorized modification of programs and the execution of unauthorized programs to enhance system reliability. **[System Verification Settings] (P. 1437)**

IMPORTANT

- Encryption of data in storage does not protect against all threats. Be sure to carefully manage your data.
- Data cannot be transferred by removing the storage from the machine and installing it to another Canon multifunction machine.

See Also

Deleting All Data

You can reset all settings to their factory settings and clear all stored data including logs. Initialize the machine to prevent access to confidential information and unauthorized use such as when replacing or disposing of the machine.
Initializing All Settings and Data (P. 1187)

Using TPM to Protect Confidential Information in the Machine

AW63-0K2

By enabling TPM, you can encrypt and securely manage confidential information such as passwords and keys and certificates saved on the machine.
When TPM is enabled, be sure to back up the TPM key to a USB memory device. If the TPM chip malfunctions, you can restore the backed up TPM key to recover the system.

* The machine may take some time to start up after TPM has been enabled.

Enabling TPM (P. 1047)
Backing Up the TPM Key (P. 1048)
Restoring the TPM Key (P. 1049)

IMPORTANT

TPM does not guarantee complete protection of data and hardware.

- Canon is not responsible for failure or damage resulting from the use of TPM.

When Using the Administrator with the "Administrator" User Name

- Before you enable TPM, change the default password for the "Administrator" user name so that only specific administrators know the new password. **Administrator Privileges and Password (P. 50)**

  * If you leave the password at its default setting, there is a risk that a third party could back up the TPM key and steal the backup data.
  The TPM key can only be backed up one time, so if a third party steals the backup data, you will not be able to restore the TPM key.

When Initializing All Settings and Data on the Machine

- All data encrypted using TPM is erased and the TPM setting is disabled. **Initializing All Settings and Data (P. 1187)**

Enabling TPM

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.

Required Preparations

- When you use the administrator with the "Administrator" user name, check that the password has been changed from the default setting. **Administrator Privileges and Password (P. 50)**

1 Log in to the machine as an administrator. **Logging In to the Machine (P. 225)**

2 On the control panel, press [Settings/Registration] in the [Home] screen or other screen. **[Home] Screen (P. 189)**

→ The [Settings/Registration] screen is displayed.

3 Press [Management Settings] ▶ [Data Management] ▶ [TPM Settings].

→ A screen for confirming the TPM settings is displayed.

4 Press [Yes].

5 Press [Settings/Registration] ▶ [Yes].

→ The machine restarts, and the settings are applied.

6 Immediately back up the TPM key to a USB memory device. **Backing Up the TPM Key (P. 1048)**

Backing Up the TPM Key

After enabling TPM, immediately back up the TPM key.
The TPM key is required to recover confidential information if the TPM chip should malfunction.
Use a commercial USB memory device for the backup of the TPM key.

* The TPM key is encrypted when backed up. The backup data cannot be managed or viewed on a computer.

Use the control panel to back up the TPM key. You cannot back up the TPM key using Remote UI from a computer.
Administrator privileges are required.

Required Preparations

- Provide a USB memory device that satisfies the following conditions. Do not connect anything other than the USB memory device that you are using.
  - USB memory device usable with the machine **Inserting and Removing a USB Memory Device (P. 363)**
  - Less than 60 GB capacity and at least 10 MB available space
  - Unpartitioned
  - Unencrypted

IMPORTANT

Precautions When Backing Up the TPM Key

- To enhance security, the TPM key can only be backed up one time. Carefully manage the password you set during backup so that you do not forget it.
- You cannot use the machine during backup.
- Do not remove the USB memory device or subject it to shock or vibration during backup. Do not turn OFF the machine during backup.

1 Log in to the machine as an administrator. **Logging In to the Machine (P. 225)**

2 On the control panel, press [Settings/Registration] in the [Home] screen or other screen. **[Home] Screen (P. 189)**

→ The [Settings/Registration] screen is displayed.

3 Press [Management Settings] ▶ [Data Management] ▶ [TPM Settings].

→ The [TPM Settings] screen is displayed.

4 Press [Back Up TPM Key].

→ The password setting screen is displayed.

5 Enter the password to be set for the TPM key.

The password will be required to restore the TPM key.

1. Press [Password].
2. Enter the password, and press [OK].
3. Enter the same password again, and press [OK].

6 Press [OK].

→ A screen for confirming the backup is displayed.

7 Insert the USB memory device into the USB port on the machine. **Inserting a USB Memory Device (P. 363)**

8 Press [OK].

→ The TPM key backup starts.

9 When [TPM key backup is complete.] is displayed, press [OK].

If an error message appears, follow the instructions of the message and perform the backup again.

10 Remove the USB memory device. **Removing the USB Memory Device (P. 364)**

NOTE

If a USB Memory Device Is Not Recognized

- When the setting to use the MEAP driver for the USB storage device is enabled, the USB memory device may not be recognized even if connected correctly. **[Use MEAP Driver for USB Input Device] (P. 1266)**

Restoring the TPM Key

If the TPM chip malfunctions, use the backup data of the TPM key to restore the TPM key on a new TPM chip. You can recover encrypted confidential information by restoring the TPM key.

* For details on troubleshooting or replacing the TPM chip, contact your dealer or service representative.

Use the control panel to restore the TPM key. You cannot restore the TPM key using Remote UI from a computer.

Administrator privileges are required. The machine must be restarted to apply the restoration.

Required Preparations

- Prepare the USB memory device with the backed up TPM key. Do not connect anything other than the USB memory device that you are using.

IMPORTANT

Restoring the TPM Key Does Not Recover the Memory Area Itself.

- The TPM key restore function recovers access to the storage and SRAM resulting from the TPM chip malfunction. It does not recover the memory area itself.

Precautions When Restoring the TPM Key

- You cannot use the machine when restoring the TPM key.
- Do not remove the USB memory device or subject it to shock or vibration during restoration. Do not turn OFF the machine during restoration.

  * Removing the USB memory device when restoring the TPM key can cause the machine to malfunction.

1 Log in to the machine as an administrator. **Logging In to the Machine (P. 225)**

2 On the control panel, press [Settings/Registration] in the [Home] screenor other screen. **[Home] Screen (P. 189)**

→ The [Settings/Registration] screen is displayed.

3 Press [Management Settings] ▶ [Data Management] ▶ [TPM Settings].

→ The [TPM Settings] screen is displayed.

4 Press [Restore TPM Key].

→ The password input screen is displayed.

5 Enter the password of the TPM key.

Press [Password], enter the password that you set during backup, and press [OK].

6 Press [OK].

→ A screen for confirming the restoration is displayed.

7 Insert a USB memory device into the USB port on the machine. **Inserting a USB Memory Device (P. 363)**

8 Press [OK].

→ The TPM key restoration starts.

9 When [TPM Key restoration is complete. Restart the main unit.] is displayed, press [OK].

If an error message appears, follow the instructions of the message and perform the restoration again.

10 Remove the USB memory device. **Removing the USB Memory Device (P. 364)**

11 Restart the machine. **Restarting the Machine (P. 181)**

→ The TPM key restoration is applied.

NOTE

If a USB Memory Device Is Not Recognized

- When the setting to use the MEAP driver for the USB storage device is enabled, the USB memory device may not be recognized even if connected correctly. **[Use MEAP Driver for USB Input Device] (P. 1266)**

Data Saved to the Machine

AW63-0K3

The following data is saved to the machine. This data is encrypted by the machine to prevent information leakage. With the exception of some data, the data can be deleted automatically or deleted and initialized manually.

* The applicable data varies depending on the model.

Data That Is Deleted Automatically (Temporarily Saved Data)

- Temporary image data that has been generated during printing, scanning, faxing, or copying

Data That Can Be Deleted and Initialized

- Address Book and settings
- Machine storage space data
- User information registered on the machine (such as user names, e-mail addresses, and the system manager information)
- MEAP applications and data saved in the MEAP applications
- Job logs

* For details on how to delete and initialize data, see the following:
Initializing the Settings and Data (P. 1186)

Data That Cannot Be Deleted and Initialized

- Number of pages used (counters)
- Status of consumables

Security Settings That Match the Environment

AW63-0K4

The machine provides functions to assist in configuring security settings that match the usage environment. Use these functions according to your needs to ensure safer use of the machine.

Batch Security Settings

By simply selecting the usage environment that matches the environment of the machine, you can collectively configure the recommended security settings.

[Recommended Security Set. for Usage Environment] (P. 1438)

If you require more flexible security management, use the security policy function. The machine can collectively configure and manage multiple security settings according to a policy.

Applying a Security Policy (P. 1055)

Security Issue Notification

You can be notified when a security issue is detected in the settings or installation environment of the machine.

Configuring Security Notification (P. 1054)

IMPORTANT

- You cannot use recommended security settings and a security policy at the same time.

NOTE

- You can check the status of the machine's security measures in [Security] in the operation status of the machine. **Checking the Operation Status of the Machine (P. 1106)**

  * Administrator privileges are required in order to check [Security] in the operation status of the machine. **Administrator Privileges and Password (P. 50)**

Configuring Security Notification

AW63-0K5

If a security issue is detected in the settings or installation environment of the machine, a message can be displayed on the control panel to notify the user. The settings can be changed for each item to be 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. 1094)**
Administrator privileges are required.

1 Log in to the machine as an administrator. **Logging In to the Machine (P. 225)**

2 On the control panel, press [Settings/Registration] in the [Home] screen or other screen. **[Home] Screen (P. 189)**

→ The [Settings/Registration] screen is displayed.

3 Press [Management Settings] ▶ [Security Settings] ▶ [Recommended Security Set. for Usage Environment] ▶ [Security-Related Notification Settings].

→ The [Security-Related Notification Settings] screen is displayed.

4 Specify whether to display a message when a security issue is detected.

When you select [On], a message is displayed on the control panel if a security issue is detected.

[When Recommended Usage Environment Is Updated]
A message is displayed when the previously recommended usage environment is changed.
* For the usage environment settings, see the following:
[Recommended Security Set. for Usage Environment] (P. 1438)

[When Internet Security Issue Is Detected]
A message is displayed when the machine is connected to the Internet.

[When Encryption Method Vuln. Is Found for Selected Wireless LAN]
A message is displayed when the machine is connected to an unencrypted access point or an access point that uses the WEP or WPA security standard.

5 Press [OK].

→ The settings are applied.

IMPORTANT

- If a security policy has been applied to the machine, you cannot configure this setting.
- When the machine is connected to two different networks, the following notifications are provided only to the main line:
  - [When Recommended Usage Environment Is Updated]
  - [When Internet Security Issue Is Detected]

Applying a Security Policy

AW63-0K6

Canon multifunction machines and printers have a security policy function for collectively configuring and managing multiple security settings according to a policy.
On the machine, security policies can be managed from Remote UI.

* When you manage security policies, you need to use TLS to encrypt the communication performed using Remote UI.
Using TLS (P. 970)

Configuring the Security Policy

It is recommended to set a dedicated password in advance so that only information security personnel who know the password can configure the security policy.

Protecting the Security Policy Settings with a Password (P. 1056)
Configuring the Security Policy (P. 1058)
Security Policy Items (P. 1061)

Confirming the Security Policy

You can check the items of the security policy and their usage.

Checking the Security Policy Applied to the Machine (P. 1060)
Security Policy Items (P. 1061)

IMPORTANT

- The security policy function aims to centrally manage the functions and settings related to information security. It does not prevent information leakage itself.

See Also

Importing and Exporting a Security Policy

You can import and export the security policy settings of the machine. By applying the same security policy to multiple devices[*1], you can manage devices throughout your organization using identical settings.

Importing and Exporting the Address Book and Settings (P. 1137)

[*1] This applies only to Canon devices that support security policy settings.

Protecting the Security Policy Settings with a Password

AW63-0K7

Set a password for the security policy settings in advance, so that only information security personnel who know the password can configure the security policy.

* You must also perform authentication using the password set here when initializing the settings of the machine. **Initializing the Settings and Data (P. 1186)**

Use Remote UI from a computer to set the password. You cannot use the control panel to set the password. Administrator privileges are required.

1 Log in to Remote UI as an administrator. **Starting Remote UI (P. 1095)**

2 On the Portal page of Remote UI, click [Settings/Registration]. **Remote UI Portal Page (P. 1099)**

3 Click [Security Settings] ▶ [Security Policy Settings] ▶ [Password Settings].

→ The [Password Settings] screen is displayed.

4 Enter a password.

- Enter the same password in [New Password] and [Confirm].
- Use alphanumeric characters and symbols to enter the password.
- If restrictions on the input characters are set in [Password Settings Policy], enter a password that complies with the password policy. **[Authentication] (P. 1064)**

5 Click [OK] ▶ [OK].

→ The password is set.

6 Log out from Remote UI.

IMPORTANT

- Carefully manage the password you set so that you do not forget it. If you forget the password, contact your dealer or service representative.

NOTE

Changing the Set Password

- On the [Password Settings] screen, enter the current password in [Current Password], and enter the new password in both [New Password] and [Confirm].

When Clearing the Password

- On the [Password Settings] screen, enter only the current password in [Current Password], and leave [New Password] and [Confirm] blank.

  * You cannot clear the password if restrictions on the input characters are set in [Password Settings Policy]. **[Authentication] (P. 1064)**

Configuring the Security Policy

AW63-0K8

Apply the security policy to the machine according to the policy of your organization.

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

1 Log in to Remote UI as an administrator. **Starting Remote UI (P. 1095)**

2 On the Portal page of Remote UI, click [Settings/Registration]. **Remote UI Portal Page (P. 1099)**

3 Click [Security Settings] ▶ [Security Policy Settings] ▶ [Security Policy Settings].

➔ [Important Information Regarding Settings] is displayed.

4 Enter a password while checking the precautions, and then click [Log In].

If the security policy settings are not password-protected, check the precautions, and then click [OK].

5 Configure the security policy. **Security Policy Items (P. 1061)**



- The selected items are changed to the settings according to the policy, and the corresponding settings cannot be changed individually.
- Items whose settings were changed according to the policy will not be reset to the prior settings simply by clearing the checkbox. You must change the corresponding setting individually.

6 Click [OK] ▶ [OK].

➔ The machine is restarted, and the settings are applied.

NOTE

- When the security policy is configured, a message indicating that functions and operations are restricted is displayed on the [Settings/Registration] screen of the control panel and Remote UI.

Checking the Security Policy Applied to the Machine

AW63-0K9

You can check the security policy items and their usage.

Check the security policy using Remote UI from a computer. You cannot use the control panel to check the security policy.
Administrator privileges are required.

1 Log in to Remote UI as an administrator. **Starting Remote UI (P. 1095)**

2 On the Portal page of Remote UI, click [Settings/Registration]. **Remote UI Portal Page (P. 1099)**

3 Click [Security Settings] ▶ [Security Policy Settings].

→ The [Confirm Security Policy] screen is displayed.

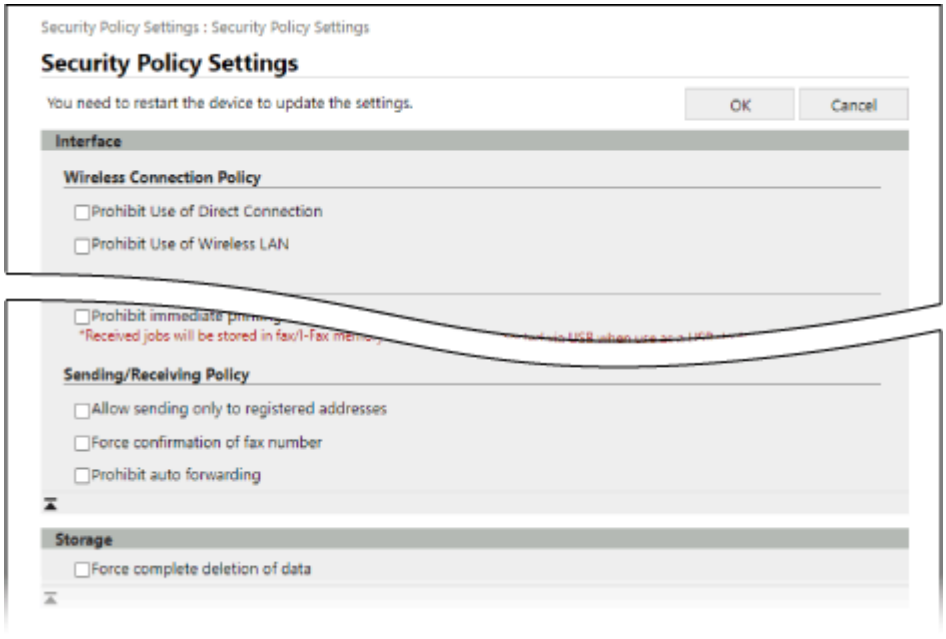
4 Check the security policy items and their usage. **Security Policy Items (P. 1061)**

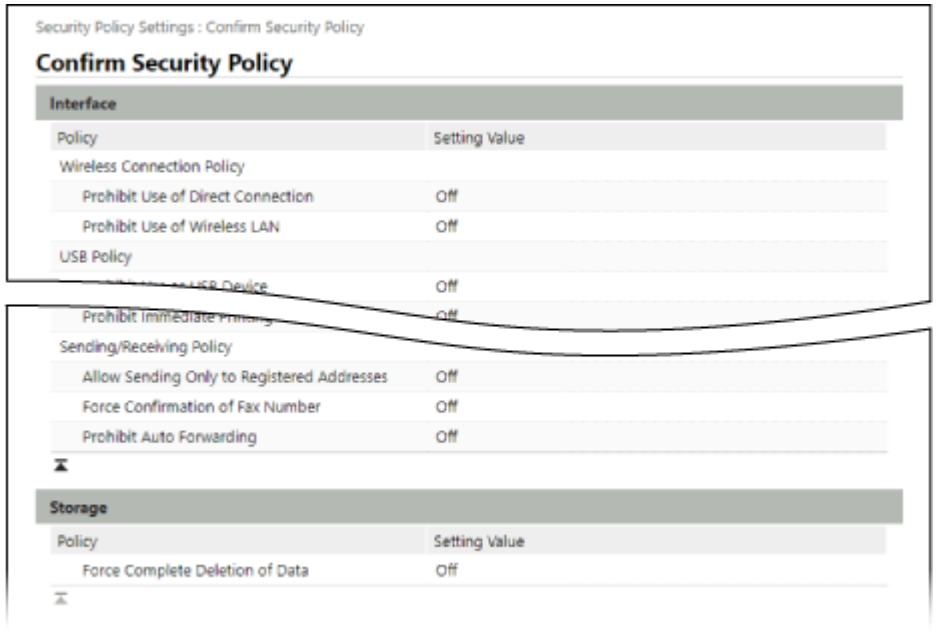
5 Log out from Remote UI after viewing the usage.

Security Policy Items

AW63-0KA

You can configure and check the following items on the [Security Policy Settings] screen or [Confirm Security Policy] screen of Remote UI.





- [Interface] (P. 1062)
- [Network] (P. 1062)
- [Authentication] (P. 1064)
- [Key/Certificate] (P. 1065)
- [Log] (P. 1065)
- [Job] (P. 1066)
- [Storage] (P. 1066)

[Interface]

[Wireless Connection Policy]
Disables the wireless connection to prevent unauthorized access.

[Prohibit Use of Direct Connection]
Prohibits access from mobile devices.
[Use Direct Connection] (P. 1254)
[Always Keep Enabled If SSID/Network Key Specified] (P. 1255)

[Prohibit Use of Wireless LAN]
Prohibits wireless access via a wireless LAN router or access point. **[Select Interface] (P. 1225)**

[USB Policy]
Disables the USB connection to prevent unauthorized access and data theft.

[Prohibit Use as USB Device]
Prohibits a computer from connecting to the machine via the USB port. **[Use as USB Device] (P. 1266)**

[Prohibit Use as USB Storage Device]
Prohibits use of USB memory devices with the machine. **[Use USB Storage Device] (P. 1267)**

[Network]

[Communication Operational Policy]
Requires a signature or certificate verification for safer communication.

[Always Verify Signatures for SMS/WebDAV Server Functions]
Verifies certificate signatures when using the machine as an SMB server or WEbDAV server.
[SMB Server Settings] (P. 1229)
[WebDAV Server Settings] (P. 1381)

[Always Verify Server Certificate When Using TLS]
Verifies the certificate including Common Name (CN) when using TLS-encrypted communication.
[Confirm TLS Certificate for WebDAV TX] (P. 1334)
[Confirm TLS Certificate for FTPS TX] (P. 1334)
[Confirm TLS Certificate for SMTP TX] (P. 1341)
[Confirm TLS Certificate for POP RX] (P. 1341)
[Confirm TLS Certificate for Network Access] (P. 1384)
[Confirm TLS Certificate Using MEAP Application] (P. 1432)
[Confirm TLS Certificate for LDAP Server Access] (P. 1399)
[SIP Settings] (P. 1238)
[Visual Message Settings] (P. 1429)

* The following items are hidden and Adobe LiveCycle Rights Management cannot be linked. Americas
[Rights Management Server Settings] [Americas] (P. 1313)
[Information Used for Rights Management Server Auth.] [Americas] (P. 1314)

* This does not apply to communication with an IEEE 802.1X network.

[Prohibit Cleartext Authentication for Server Functions]
Limits verification information to secure methods only. When you are using the machine as a server, cleartext authentication and functions using cleartext authentication are not available.
[FTP Print Settings] (P. 1232)
[Communication Settings] (P. 1339)
[Dedicated Port Authentication Method] (P. 1221)

[WebDAV Server Settings] (P. 1381)

* If you are using an older version of the device management software or driver, you may not be able to connect to the machine. Use an updated version.

[Prohibit Use of SNMPv1]
Prohibits use of SNMPv1 when obtaining device information from a computer. **[SNMP Settings] (P. 1220)**

[Port Usage Policy]
Closes unused ports to prevent external intrusion.

[Restrict LPD Port (Port Number: 515)]
Prohibits printing using the LPD protocol. **[LPD Print Settings] (P. 1231)**

[Restrict RAW Port (Port Number: 9100)]
Prohibits printing using the RAW protocol. **[RAW Print Settings] (P. 1231)**

[Restrict FTP Port (Port Number: 21)]
Prohibits printing using the FTP protocol. **[FTP Print Settings] (P. 1232)**

[Restrict WSD Port (Port Number: 3702, 60000)]
Prohibits use of functions using the WSD protocol. **[WSD Settings] (P. 1233)**

[Restrict BMLinkS Port (Port Number: 1900)]
As this function is not available on the machine, it is not applied to the security policy.

[Restrict IPP Port (Port Number: 631)]
Prohibits printing using IPP protocol. Also disables certain print functions that use mobile apps and prohibits related printing.
[IPP Print Settings] (P. 1233)
[Use Mopria] (P. 1224)

[Restrict SMB Port (Port Number: 139, 445)]
Prohibits use of the machine as an SMB server. **[SMB Server Settings] (P. 1229)**

[Restrict SMTP Port (Port Number: 25)]
Prohibits SMTP RX. **[Communication Settings] (P. 1339)**

[Restrict Dedicated Port (Port Number: 9002, 9006, 9007, 9011-9015, 9017-9019, 9022, 9023, 9025, 20317, 47545-47547)]
Prohibits use of dedicated ports. **[Dedicated Port Settings] (P. 1221)**

[Restrict Remote Operator's Software Port (Port Number: 5900)]
Prohibits use of remote operation. **[Remote Operation Settings] (P. 1430)**

[Restrict SIP (IP Fax) Port (Port Number: 5004, 5005, 5060, 5061, 49152)]
Prohibits use of IP Fax. **[SIP Settings] (P. 1238)**

[Restrict mDNS Port (Port Number: 5353)]
Disables the mDNS settings (IPv4/IPv6) and certain print functions that use a mobile app. This disables network discovery and automatic settings using mDNS as well as related printing.
[mDNS Settings] (P. 1245)
[Use Mopria] (P. 1224)

[Restrict SLP Port (Port Number: 427)]
Disables response to discovery in Multicast Discovery Settings as well as network discovery and automatic settings using SLP. **[Multicast Discovery Settings] (P. 1234)**

[Restrict SNMP Port (Port Number: 161)]
Prohibits use of functions using the SNMP protocol. This may prohibit a computer from obtaining and configuring device information using SNMP.
[SNMP Settings] (P. 1220)
[Display Scan for Mobile] (P. 1212)

[Authentication]

[Authentication Operational Policy]
Uses user authentication to prevent unauthorized operations by unregistered users.

[Prohibit Guest Users to Use Device]
Prevents anyone other than login users from using the machine. In addition, operations such as printing or sending faxes from a computer are canceled when no authentication information is set.
[Authentication Management] (P. 1383)
[Use User Authentication] (P. 1409)
[Login Screen Display Settings] (P. 1409)
[Restrict Job from Remote Device without User Auth.] (P. 1410)

* [Guest Authentication Mode] is disabled as an authentication mode to use when logging in to Remote UI. If you selected [Guest Authentication Mode], this is changed to [Standard Authentication Mode]. **[Edit Basic Settings] Screen (P. 893)**
* When using ACCESS MANAGEMENT SYSTEM, see the manual of ACCESS MANAGEMENT SYSTEM at the online manual site.
https://oip.manual.canon/

[Force Setting of Auto Logout]
If no operations are performed for a specified period of time after login, the user is logged out automatically. Specify the time until the user is logged out when setting the security policy items. **[Auto Reset Time] (P. 1215)**

[Password Operational Policy]
Strictly regulates how passwords are used.

[Prohibit Caching of Password for External Servers]
Requires use of a password to access an external server. Authentication information of the logged-in user is no longer stored.
[Prohibit Caching of Authentication Password] (P. 1443)
Registering Authentication Server Information (P. 879)

[Display Warning When Default Password Is in Use]
Displays the screen prompting the user to change the password, when an administrator with the "Administrator" user name logs in to the machine using the default password. **[Display Warning When Default Password Is in Use] (P. 1443)**

[Prohibit Use of Default Password for Remote Access]
Prevents an administrator with the "Administrator" user name from logging in to Remote UI using the default password. **[Allow Use of Default Password for Remote Access] (P. 1443)**

[Password Settings Policy]
Sets passwords used for user authentication with a specific complexity and validity period so they cannot be easily guessed by a third party.

[Set minimum number of characters for password]
Requires passwords to have a specified character length. Specify the minimum number of characters when setting the security policy items. **[Minimum Length Settings] (P. 1444)**

[Set password validity period]
Sets the validity period of passwords to require the change of passwords regularly. Specify the validity period when setting the security policy items. **[Validity Period Settings] (P. 1444)**

[Prohibit Use of 3 or More Identical Consecutive Characters]
Prohibits passwords from using three or more consecutive repeating characters. **[Prohibit Use of 3 or More Identical Consecutive Char.] (P. 1444)**

[Force Use of at Least 1 Uppercase Character]

Requires passwords to have at least one uppercase character. **[Use at Least 1 Uppercase Character] (P. 1445)**

[Force Use of at Least 1 Lowercase Character]
Requires passwords to have at least one lowercase character. **[Use at Least 1 Lowercase Character] (P. 1445)**

[Force Use of at Least 1 Digit]
Requires passwords to have at least one number. **[Use at Least 1 Digit] (P. 1445)**

[Force Use of at Least 1 Symbol]
Requires passwords to have at least one symbol. **[Use at Least 1 Symbol] (P. 1445)**

[Lockout Policy]
Prevents unauthorized login by locking out a user for a specified period of time if the password is incorrect at login.

[Enable Lockout]
Enables lockout. Specify how many failed login attempts until the user is locked out (lockout threshold) and the time until lockout is released when setting the security policy items. **[Lockout Settings] (P. 1441)**

[Key/Certificate]

By preventing weak encryption and securely managing confidential information such as passwords and keys, you can protect sensitive data.

[Prohibit Use of Weak Encryption]
Prohibits use of weak encryption. **[Prohibit Use of Weak Encryption] (P. 1447)**

[Prohibit Use of Key/Certificate with Weak Encryption]
Prohibits use of keys and certificates with weak encryption.

[Use TPM to Store Password and Key]
Enables TPM (Trusted Platform Module). Confidential information such as passwords and keys are encrypted with the TPM chip for secure management. **[TPM Settings] (P. 1434)**
* After enabling TPM, immediately back up the TPM key. The TPM key is required to recover confidential information if the TPM chip should malfunction. **Backing Up the TPM Key (P. 1048)**

IMPORTANT
TPM does not guarantee complete protection of data and hardware.

- Canon is not responsible for failure or damage resulting from the use of TPM.

When Using the Administrator with the "Administrator" User Name

- Before you enable TPM, change the default password for the "Administrator" user name so that only specific administrators know the new password. **Administrator Privileges and Password (P. 50)**

  * If you leave the password at its default setting, there is a risk that a third party could back up the TPM key and steal the backup data.
  The TPM key can only be backed up one time, so if a third party steals the backup data, you will not be able to restore the TPM key.

[Log]

By recording logs, you can track the machine operations in the event of trouble, and more quickly detect unauthorized use of the machine. You can also use SNTP to obtain accurate time information.

[Force Recording of Audit Log]
Various logs for the machine are always recorded.
[Save Operation Log] (P. 1383)
[Display Job Log] (P. 1420)
[Save Audit Log] (P. 1420)
[Retrieve Network Authentication Log] (P. 1420)

[Use Login Name as User Name for Print Jobs] (P. 1257)

[Force SNTP Settings]
Enables the machine to obtain the time information from the time server on the network. Specify the server name (IP address of NTP or SNTP server) to be used when you configure the policy settings. **[SNTP Settings] (P. 1232)**
* When you are using a DNS server, you can also enter the host name or the FQDN of the server name instead of the IP address.
Input example:
ntp.example.com

[Job]

[Printing Policy]
Prevents printed documents from being left unattended or stolen.

[Prohibit Immediate Printing of Received Jobs]
Temporarily saves the received faxes and print data in the memory of the machine, instead of printing them straight away.
Setting Memory Lock (P. 1018)
[Use Fax Memory Lock] (P. 1369)
[Use I-Fax Memory Lock] (P. 1370)
[Memory Lock End Time] (P. 1370)
[Forced Hold] (P. 1387)
[Set/Register Mail Boxes] (P. 1378)
[Display Print When Storing from Printer Driver] (P. 1380)
[Handle Files with Forwarding Errors] (P. 1367)

[Sending/Receiving Policy]
Restricts use of destinations when sending data and how received data is handled.

[Allow Sending Only to Registered Addresses]
Prevents users from specifying new destinations. Users can send data only to destinations registered in the Address Book. **[Limit New Destination] (P. 1334)**

[Force Confirmation of Fax Number]
Requires users to enter the fax number again when sending a fax. **[Confirm Entered Fax Number] (P. 1355)**

[Prohibit Auto Forwarding]
Prohibits auto forwarding of faxes. **[Use Forwarding Settings] (P. 1367)**

[Storage]

As this function is not available on the machine, it is not applied to the security policy.

[Force Complete Deletion of Data]

Management of Logs

AW63-0KC

When you start collecting the logs, information such as the operation dates and times, user names, operation details, and operation results are recorded.
In addition to being able to track the machine operations if any information leakage or trouble occurs, you can also quickly detect unauthorized use of the machine by reviewing and analyzing the collected logs.
For the log types, see the log specifications. **Log Type (P. 99)**

Starting to Collect Logs (P. 1067)
Exporting the Logs Automatically (P. 1068)
Exporting the Logs Manually (P. 1069)
Deleting the Logs (P. 1070)
Sending the Logs to the SIEM System (P. 1071)

NOTE

- You can enable [Do Not Store Personal Information in Job Log] to prevent the machine from writing personal information to the audit log. **[Display Job Log] (P. 1420)**

Starting to Collect Logs

You can configure the machine to start collecting logs and record the logs.

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

Required Preparations

- Enable audit log generation. **[Save Audit Log] (P. 1420)**
- Enable the Advanced Space operation log generation. **[Save Operation Log] (P. 1383)**
- Check that the log generation for authentication operations performed over the network is enabled. **[Retrieve Network Authentication Log] (P. 1420)**

1 Log in to Remote UI as an administrator. **Starting Remote UI (P. 1095)**

2 On the Portal page of Remote UI, click [Settings/Registration]. **Remote UI Portal Page (P. 1099)**

3 Click [Device Management] ▶ [Export/Clear Audit Log].

→ The [Audit Log Information] screen is displayed.

4 In [Audit Log Collection], click [Start].

→ Log collection is started.

5 Log out from Remote UI.

NOTE

When an Error Occurs

- If any error occurs to the storage on the machine while the audit logs are collected, an error screen appears after initialization is performed automatically. Perform the following operations following the instructions on the screen.
  - If [Download Audit Log] is displayed, click it to retrieve the logs before the error occurrence, and then click [OK].
  - If [Download Audit Log] is not displayed, just click [OK].

  When the initialization is complete, log collection resumes and the automatic initialization process is logged.

Recording of Logs During Sleep Mode

- When the power consumption during Sleep Mode is set to [Low], logs are not recorded. **[Sleep Mode Energy Use] (P. 1217)**

When the Log Collection Is Stopped

- If the power of the machine is turned OFF due to power outage or other reason while collecting logs, log collection resumes from the last log before the power is turned OFF.

Exporting the Logs Automatically

You can configure the settings to export the logs as a CSV file automatically at a specified time every day and save them on a specified SMB server. Export is executed when the number of logs exceeds 95% of the limit (about 38,000) even before the specified time.

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

Required Preparations

- Prepare the information for accessing the SMB server, such as the host name, IP address, and authentication information for the SMB server on which to store the log file.

  * Use an SMB server that satisfies the following conditions:
    - Windows 8 or later, or Windows Server 2012 or later
    - Support for SMB v3.0 encrypted communication

1 Log in to Remote UI as an administrator. **Starting Remote UI (P. 1095)**

2 On the Portal page of Remote UI, click [Settings/Registration]. **Remote UI Portal Page (P. 1099)**

3 Click [Device Management] ▶ [Export/Clear Audit Log] ▶ [Settings for Auto Export Audit Logs].

→ The [Settings for Auto Export Audit Logs] screen is displayed.

4 Select the [Use Auto Export] checkbox.

5 Configure the store location settings for the log file.

1. Enter the user name and password.
   In [User Name] and [Password], enter the user name and password for logging in to the SMB server on which to store the log file.
2. Enter the store location for the log file.
   - In [SMB Server Name], enter the host name or IP address of the SMB server on which to store the log file.
   - In [Destination Folder Path], enter the path to the folder in which to store the log file.
   - Specify the path that requires authentication by including it in [SMB Server Name].
     Input example:
     \\192.168.1.21\share

6 In [Perform At], set the time at which to perform the export operation.

Depending on the usage environment, the export operation may be performed later than the specified time.

7 Click [Check Connection] to verify that you can connect to the configured store location.

8 Click [Update].

➔ The settings are applied.

9 Log out from Remote UI.

NOTE

When the Automatic Export Has Completed

- The exported logs are deleted from the machine automatically.
- When the automatic export and automatic deletion of the logs are completed successfully, a log of each operation is recorded. If no logs other than these are recorded until the next export execution time, automatic export will not be executed.

When the Automatic Export Has Failed

- The process is retried several times. If the process fails even once, an error message appears on the control panel of the machine.

When the Machine Is Not Powered or It Is in Sleep Mode at the Export Execution Time

- If the machine is not powered, automatic export is not executed. Even if you turn ON the power again, automatic export will not be executed.
- If the machine is in Sleep Mode, automatic export will be executed when the machine recovers from the Sleep Mode.

Exporting the Logs Manually

Export the logs as a CSV file and save them on a computer.

Perform manual export using Remote UI from a computer. You cannot use the control panel to export the logs.

Administrator privileges are required.

Required Preparations

- Encrypt the communication using TLS or IPSec.
  - **Using TLS (P. 970)**
  - **Using IPSec (P. 973)**

1 Log in to Remote UI as an administrator. **Starting Remote UI (P. 1095)**

2 On the Portal page of Remote UI, click [Settings/Registration]. **Remote UI Portal Page (P. 1099)**

3 Click [Device Management] ▶ [Export/Clear Audit Log] ▶ [Export Audit Logs].

→ The [Export Audit Logs] screen is displayed.

4 Click [Export] to save the exported file on a computer.

- If you want to delete the exported logs from the machine automatically, select the [Delete logs from device after export] checkbox, and then click [Export].
  In this case, if you cancel the export process by clicking [Cancel] while the export is being processed, the logs are deleted from the machine even if the file is not saved.
- Log collection is stopped while the export is being processed.

5 Log out from Remote UI.

Deleting the Logs

You can delete all the collected logs from the machine.

* You cannot delete the logs when the automatic export is set.

Delete the logs using Remote UI from a computer. You cannot use the control panel to delete the logs.
Administrator privileges are required.

1 Log in to Remote UI as an administrator. **Starting Remote UI (P. 1095)**

2 On the Portal page of Remote UI, click [Settings/Registration]. **Remote UI Portal Page (P. 1099)**

3 Click [Device Management] ▶ [Export/Clear Audit Log] ▶ [Delete Audit Logs].

→ The [Delete Audit Logs] screen is displayed.

4 Click [Delete] ▶ [Yes].

→ The logs are deleted.

5 Log out from Remote UI.

Sending the Logs to the SIEM System

You can configure the settings to send Syslog to SIEM, which is a security information and event management system. By linking the machine with the SIEM system, you can collect various logs in real time and centrally manage and analyze the collected logs.

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

Required Preparations

- Prepare the information for accessing the Syslog server, such as the host name, IP address, and port number of the Syslog server.
- When you want to encrypt communication with the Syslog server, specify the key and certificate to use for TLS encrypted communication. **Using TLS (P. 970)**

1 Log in to Remote UI as an administrator. **Starting Remote UI (P. 1095)**

2 On the Portal page of Remote UI, click [Settings/Registration]. **Remote UI Portal Page (P. 1099)**

3 Click [Device Management] ▶ [Export/Clear Audit Log] ▶ [Syslog Settings].

→ The [Syslog Settings] screen is displayed.

4 Select the [Use Syslog Send] checkbox.

5 Configure the settings to send Syslog.

[Syslog Server Address]
Enter the host name or IP address of the Syslog server to connect.

[Syslog Server Port Number]
Enter the port number the Syslog server uses for the Syslog communication. If this is left blank, the following port numbers specified by RFC will be set.

- UDP: 514
- TCP: 1468
- TCP (TLS): 6514

[Facility]
Select the log message types to send from the message types specified by RFC.

[Connection Type]
Select [UDP] or [TCP].

[Use TLS]

Select this checkbox when you have selected [TCP] for [Connection Type] and use TLS to encrypt the communication with the Syslog server.

[Confirm TLS Certificate]
Select this checkbox to verify the server certificate when performing TLS encrypted communication with the Syslog server.
To add a Common Name (CN) to the verification items, also select the [Add CN to Verification Items] checkbox.

6 Click [Update].

→ The settings are applied.

7 Log out from Remote UI.

NOTE

- Some logs are sent by Syslog communication after polling every 30 seconds, so there may be a time lag from the occurrence of an error.
- The applicable RFC is 5424 (Syslog format), 5425 (TLS), and 5426 (UDP).

Compliance with HCD PP Information Security Standards Asia/Oceania Americas

AW63-0KE

This machine complies with the Protection Profile for Hardcopy Devices (HCD PP) v1.0., an international standard for information security on multifunction machines and printers.

HCD PP security requirements	Machine functions meeting the requirements
Preventing unauthorized access using user authentication and user information management	Authentication Application (User Authentication) User authentication is performed using the user name and password registered for each user, and the privileges (roles) and other user information are managed. **Authenticating Users and Managing Groups (P. 854)**
Management of accessed content and restriction of operations for individual users	ACCESS MANAGEMENT SYSTEM Access to functions is controlled on an individual basis by assigning usable functions to each user. For details, see the manual of ACCESS MANAGEMENT SYSTEM at the online manual site. **https://oip.manual.canon/**
Logging and monitoring security-related user operations with an audit log*1	Generating and Exporting Audit Log The machine records a user authentication log and job log. These logs can be exported and sent to an SIEM system. **Management of Logs (P. 1067)**
Protection of data and confidential information stored in storage*2	Storage Data Encryption Data in the storage space such as Mail Box, registered data in the Address Book, password information, and other storage data are encrypted and saved. **Protecting Data on the Machine (P. 1046)**
Protection of network data using encrypted communication	IPSec The data portion of IP packets is encrypted to protect the data sent and received over IP networks from threats. **Using IPSec (P. 973)**
Self-verification of security functions	IPSec The encryption module is self-tested when the machine is started.

*1 Operations performed from [Scan and Store] and [Access Stored Files] for other machines or servers on the network, or for USB memory devices inserted into the machine, are exempt from audits.

*2 Data in USB memory devices inserted into the machine is not encrypted.

Managing the Machine

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Managing the Machine

AW63-0KF

This section describes the management functions required to operate the machine.

Setting the Date and Time and Screen

Setting the Date and Time

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

Setting the Date and Time (P. 1078)

Managing and Setting the Screen

You can configure the display and operability settings of the [Home] screen, and configure the settings to quickly call up frequently used functions and settings. You can also display notices to users on the machine screens.

Management and Settings of the Machine Screens (P. 1080)

Monitoring the Usage Status and Settings of the Machine

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 remotely. You can also perform time-consuming setting and registration operations efficiently on the computer.

Managing the Machine from a Computer (Remote UI) (P. 1094)

Checking the Usage Status and Settings

You can check the total numbers of pages used on the machine and the option configuration, and you can print and view the communication results, settings, and other reports and lists. You can also receive e-mail notifications when a toner cartridge needs to be changed or there is a problem that needs to be fixed, such as jammed paper.

Checking the Usage Status and Settings (P. 1105)

Managing the Settings and Data

Sharing the Settings with Multiple Canon Multifunction Machines

You can distribute information such as the setting values and Address Book information on the Canon multifunction machine used as the host machine to other Canon multifunction machines used as client machines on the network and set such information automatically on the client machines. This saves you the time and effort to configure the settings on new multifunction machines installed on the network and allows you to manage and operate the multiple machines using the same configuration.

Using the Same Settings Among Multiple Canon Multifunction Machines (Device Information Distribution) (P. 1123)

Managing and Backing Up the Settings and Data

You can use the import and export functions to back up the Address Book and other settings information or share such information with other Canon multifunction machines.

Importing and Exporting the Address Book and Settings (P. 1137)

You can also back up the data saved in the storage space on the machine, such as the Mail Box and the Memory RX Inbox. If by any chance the data on the machine is corrupted, you can restore the data using the backup data.

Backing Up and Restoring Data (P. 1153)

Initializing the Settings and Data

You should 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. You can initialize some functions individually.

Initializing the Settings and Data (P. 1186)

Managing Firmware and System Options

Updating the Firmware

An updated version of the firmware is available whenever functions are added or the software is upgraded. Update the firmware on the machine when a firmware update is available.

Updating the Firmware (P. 1161)

Installing System Options and MEAP Applications

You can expand the number of available functions and further enhance the performance of the machine by installing system options and MEAP applications.

Installing the System Options (P. 1167)
Enhancing the Functions (MEAP) (P. 1170)

See Also

Configuring the Initial Settings of the Machine

For details on the settings required to operate the machine, such as the network settings and fax settings, see the following:

Setting Up (P. 113)

Performing User Management and Security Measures

For details on managing the users of the machine and providing measures against security risks, see the following:

Security (P. 853)

Setting the Date and Time

AW63-0KH

Set the date and time for the machine. The date and time set here are used as the reference for the functions that use the 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 [Settings/Registration] in the [Home] screen or other screen, and then select [Preferences] to configure the settings. **[Date/Time Settings] (P. 1213)**
Administrator privileges are required. Depending on the item to be configured, you may have to restart the machine.

1 Log in to Remote UI as an administrator. **Starting Remote UI (P. 1095)**

2 On the Portal page of Remote UI, click [Settings/Registration]. **Remote UI Portal Page (P. 1099)**

3 Click [Timer/Energy Settings] ▶ [Date/Time Settings].

➔ The [Date/Time Settings] screen is displayed.

4 In [Date/Time Settings], enter the current date and time.

Enter the time using 24-hour format regardless of the time display format setting. **[Time Format] (P. 1214)**

5 In [Time Zone Settings], select the time zone according to the region where the machine is used.

Use the time zone based on the Coordinated Universal Time (UTC).
To use the machine by connecting it to the Internet, it is a prerequisite to set the UTC correctly.
* The Coordinated Universal Time (UTC) is the coordinated time standard used to regulate time in all parts of the world.

6 Set the daylight saving time, as needed.

When you set the daylight saving time, you can set the time one hour ahead of the standard time for a certain period of time during the summer.
Select the [Use Daylight Saving Time] checkbox in [Daylight Saving Time Settings], and set the start date/time and end date/time. For the day, specify which day of which week (first, second, etc.) of the month.

7 Click [OK].

➔ The settings are applied.
When you have changed the time zone or the daylight saving time settings, the machine must be restarted for the settings to be applied. **Restarting the Machine (P. 181)**

8 Log out from Remote UI.

NOTE

- You can also obtain the time information from the time server on the network, and automatically set the date and time. **Configuring SNTP (P. 167)**

Management and Settings of the Machine Screens

AW63-0KJ

You can configure the display and operability settings of the [Home] screen, or configure the settings to quickly display the functions and settings you use frequently.

Configuring the Timeline Display and Operability Settings of the [Home] Screen (P. 1081)
Adding the Display Language Switching Button (P. 1084)
Registering Shortcuts to Frequently Used Functions (P. 1085)
Registering Shortcuts in the Settings Menu (P. 1087)

You can also display notices to users on the machine screens to call their attention or share information.

Displaying a Notice on the Machine Screens (P. 1089)

NOTE

Settings Configured by General Users

- General users can configure settings other than those described above. **Customizing the Control Panel Screen (P. 204)**

Configuring the Timeline Display and Operability Settings of the [Home] Screen

AW63-0KK

You can configure settings such as whether to display the Timeline on the [Home] screen, and the items that general users can customize on the [Home] screen.

Showing or Hiding the Timeline (P. 1081)
Configuring the Operations and Screen Displays Allowed for Users (P. 1082)

Showing or Hiding the Timeline

You can configure whether or not to show the Timeline (setting history and print jobs waiting to be processed) on the right side of the [Home] screen.

* For details about the Timeline, see the following:
Displaying and Operating the Timeline (P. 200)

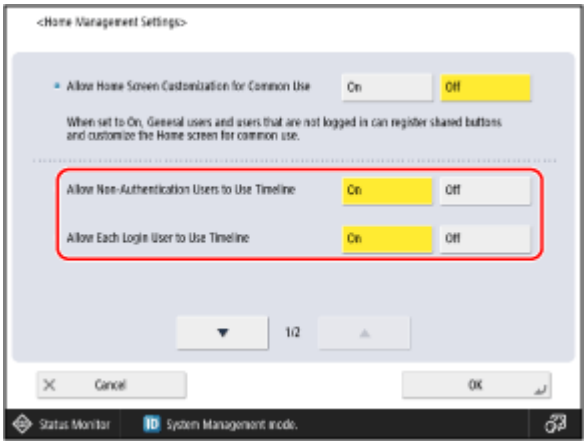
Use the control panel to configure the settings. You cannot configure the settings using Remote UI from a computer. Administrator privileges are required.

1 Log in to the machine as an administrator. **Logging In to the Machine (P. 225)**

2 On the control panel, press [Menu] in the [Home] screen, and then select [Home Management Settings]. **[Home] Screen (P. 189)**

➔ The [Home Management Settings] screen is displayed.

3 Configure the settings to show the Timeline.



[Allow Non-Authentication Users to Use Timeline]
Set this to [On] to show the Timeline common to non-authentication users when users are not logged in to the machine or are guest users.
* If the Quick Startup setting is disabled and then the machine is turned OFF, or if Quick Startup does not function, the Timeline common to non-authentication users will not be shown, regardless of this setting. **[Quick Startup Settings for Main Power] (P. 1214)**

[Allow Each Login User to Use Timeline]
Set this to [On] to show the Timeline for each login user when they are logged in to the machine.

4 Press [OK].

➔ The settings are applied.

Configuring the Operations and Screen Displays Allowed for Users

You can configure settings such as the items that each user can customize on the [Home] screen, and whether to display the functions and setting buttons on the [Home] screen.

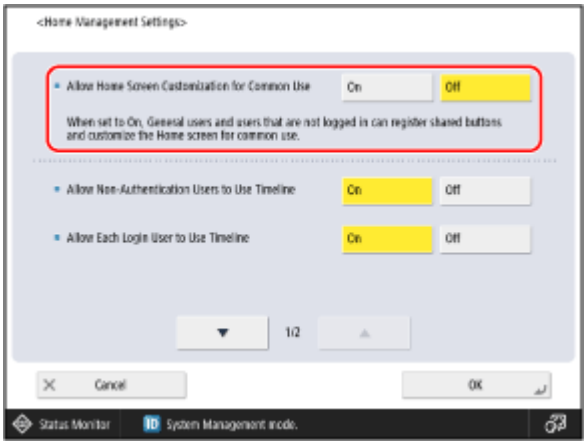
Use the control panel to configure the settings. You cannot configure the settings using Remote UI from a computer. Administrator privileges are required.

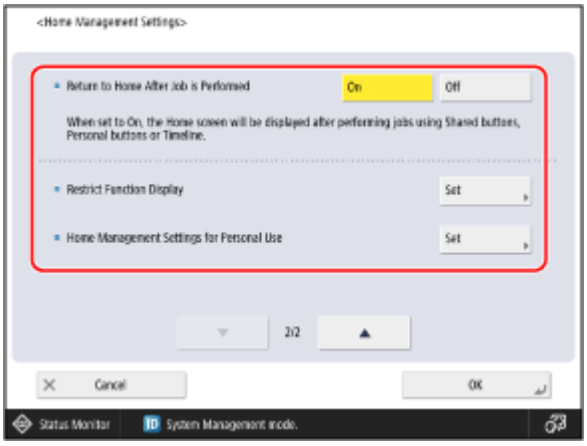
1 Log in to the machine as an administrator. **Logging In to the Machine (P. 225)**

2 On the control panel, press [Menu] in the [Home] screen, and then select [Home Management Settings]. **[Home] Screen (P. 189)**

➔ The [Home Management Settings] screen is displayed.

3 Configure the operations and screen displays allowed for users.





[Allow Home Screen Customization for Common Use]
Set this to [On] to allow users other than administrators to add Shared buttons and make changes to the [Customize for Common Use] settings.

[Return to Home After Job is Performed]
Set this to [On] to display the [Home] screen again after an operation using a Shared button, a Personal button, or the Timeline.

[Restrict Function Display]
To hide some of the functions and settings buttons displayed in the middle of the [Home] screen, press [Set], select the target functions and settings, and press [OK].

[Home Management Settings for Personal Use]
To restrict the items that each user can customize on the [Home] screen, press [Set], select [Off] for each item to be restricted, and then press [OK].

- These settings can be configured only when the personalization function is enabled. **Enabling and Disabling the Personalization Function (P. 898)**
- When [Allow Registration/Editing of Personal Buttons] is set to [Off], previously added Personal buttons will no longer be displayed.
- When [Allow Use of Move Buttons When Customizing for Personal Use] is set to [Off], the display positions of previously moved buttons will be retained.
- When [Allow Use of Home Screen Layout Settings When Customizing for Personal Use] or [Allow Use of Wallpaper Settings When Customizing for Personal Use] is set to [Off], the previously configured personal settings will not be retained. (The settings configured in [Device Settings] are applied.)

4 Press [OK].

→ The settings are applied.

Adding the Display Language Switching Button

AW63-0KL

You can add the display language switching button ([ ]) at the bottom of the [Home] screen and other screens.
The display language switching button enables you to call up the display language setting screen with the press of a button, which is convenient if you frequently switch the display language.

Use the control panel add the display language switching button. You cannot add the button using Remote UI from a computer.

1 On the control panel, press [Settings/Registration] in the [Home] screen or other screen.

[Home] Screen (P. 189)

→ The [Settings/Registration] screen is displayed.

2 Press [Preferences] ▶ [Display Settings] ▶ [Display Switch Language/Keyboard Button].

→ The [Display Switch Language/Keyboard Button] screen is displayed.

3 Press [On] ▶ [OK].

→ The display language switching button is displayed at the bottom of the screen.

NOTE

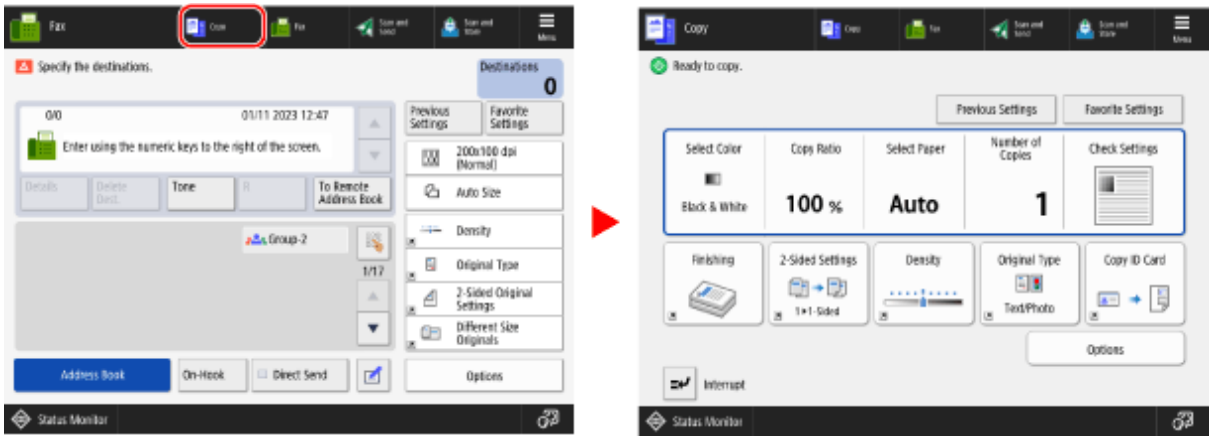
- For details about the procedure of switching the display language, see the following:

Changing the Display Language (P. 222)

Registering Shortcuts to Frequently Used Functions

AW63-0KR

You can register up to four function shortcuts to be displayed at the top of the control panel screen.
The shortcuts are always displayed, so you can call up the functions without returning to the [Home] screen, even while operating other functions.



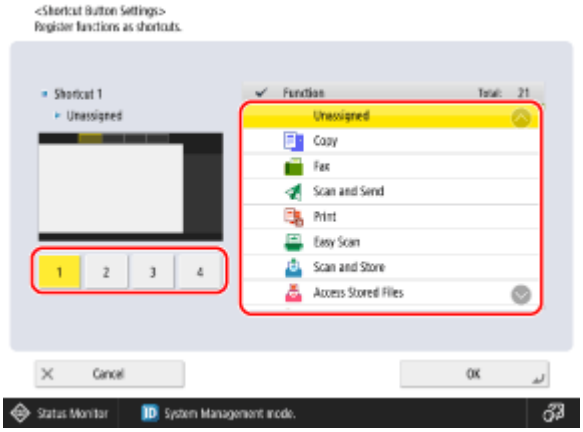
Use the control panel to add shortcuts. You cannot register shortcuts using Remote UI from a computer.
Administrator privileges are required.

1 Log in to the machine as an administrator. **Logging In to the Machine (P. 225)**

2 On the control panel, press [Menu] in the [Home] screen, and then select [Function Shortcut Button Settings]. **[Home] Screen (P. 189)**

→ The [Function Shortcut Button Settings] screen is displayed.

3 Select the number to which to register the shortcut, and select the function to assign.



- The shortcut is placed in the position according to the selected number. You can check the position of the shortcut in the preview display on the left side of the screen.
- If you select a number that already has a registered shortcut, the registered details are overwritten.

4 Press [OK].

→ The settings are applied.

NOTE

Deleting a Registered Shortcut

- On the screen in Step 3, select the number of the shortcut you want to delete, and then select [Unassigned].

Registering Shortcuts in the Settings Menu

AW63-0KS

You can register up to 10 shortcuts to setting items displayed when you press [Settings/Registration] in [Settings/Regist. Shortcut] in the [Home] screen.
This is useful when you want to quickly recall desired settings such as when frequently changing settings in a deep hierarchy.

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

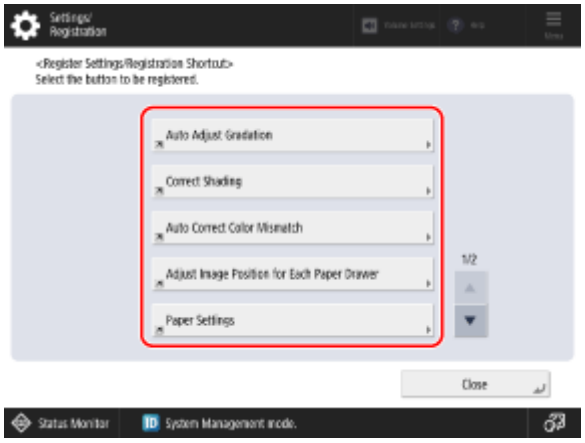
1 Log in as an administrator. **Logging In to the Machine (P. 225)**

2 On the control panel, press [Settings/Regist. Shortcut] in the [Home] screen. **[Home] Screen (P. 189)**

→ The [Settings/Regist. Shortcut] screen is displayed.

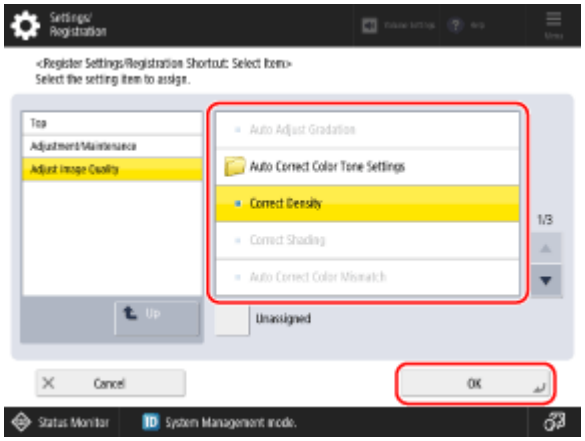
3 Press [Register].

4 Select the button you want to register as a shortcut.



If you select a button that is already registered as a shortcut, the registered information is overwritten.

5 Select the setting item to be registered as a shortcut, and press [OK].



6 Press [Close].

➔A shortcut is registered.

NOTE

Deleting a Registered Shortcut

- Select the button you want to delete on the screen in Step 4, select [Unassigned] on the screen in Step 5, and press [OK].

Displaying a Notice on the Machine Screens

AW63-0KU

You can display a notice on the machine screens in the two ways below. You can use either way according to the content or purpose of the notice.

Displaying Text

The text that you enter when configuring the settings can be displayed in the following locations:

- At the bottom of the control panel screen (status display)
- Over the entire control panel screen
- In [Message Board] on the Portal page of Remote UI

The text can be displayed at all times, which is useful for operation tips and notices about suspension of use or maintenance.

Displaying Text on the Control Panel and Remote UI (P. 1089)

Displaying File or Website Content

Image files and other files stored in the Advanced Space or on a file server on the same network can be displayed as content over the entire control panel screen.
You can also display the content of an Internet website if the machine is connected to the network using a proxy server.
The content can be displayed graphically, which is useful for company notices and event announcements.

Displaying File or Website Content on the Control Panel (Visual Message) (P. 1091)

Displaying Text on the Control Panel and Remote UI

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

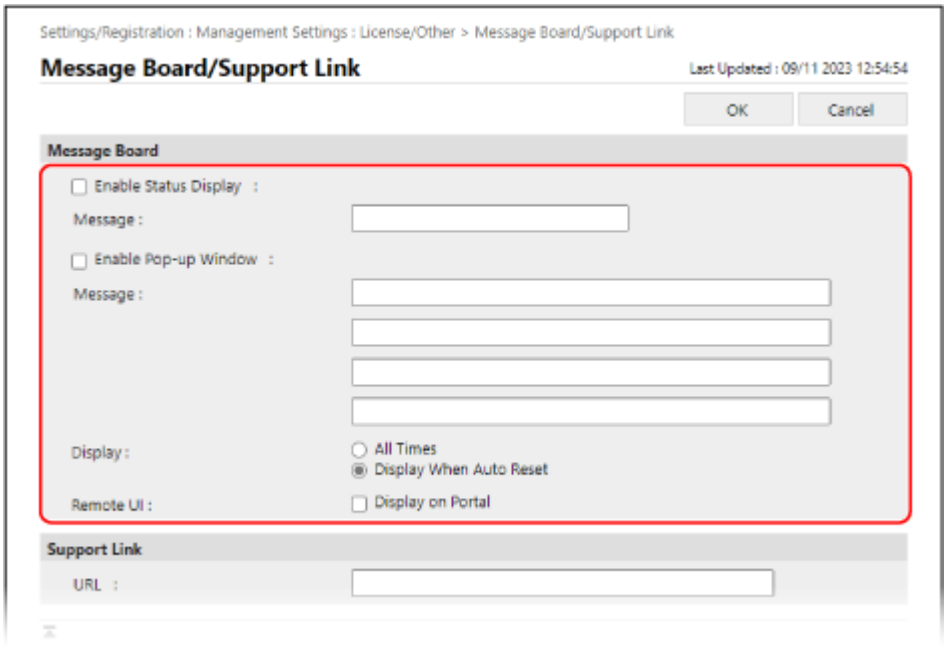
1 Log in to Remote UI as an administrator. **Starting Remote UI (P. 1095)**

2 On the Portal page of Remote UI, click [Settings/Registration]. **Remote UI Portal Page (P. 1099)**

3 Click [License/Other] ▶ [Message Board/Support Link].

→ The [Message Board/Support Link] screen is displayed.

4 In [Message Board], set the notice content and display methods.



When Displaying at the Bottom of the Control Panel Screen

Select the [Enable Status Display] checkbox, and enter the notice content in [Message] below it.
* The entered content will be displayed at all times in the status display. This is suitable for displaying short text such as operation tips.

When Displaying Over the Entire Control Panel Screen or in Remote UI

1. Select the [Enable Pop-up Window] checkbox, and enter the notice content in [Message] below it.
   You can enter up to four lines for the notice content.
2. Set the display method for the notice.
   - For [Display], select the timing of when to display the notice over the entire control panel screen.
     - When you select [All Times], users cannot close the notice screen and operate the machine. This is suitable for notices in situations such as when machine use is suspended.
     - When you select [Display When Auto Reset], users can close the notice screen and operate the machine. This is suitable for messages such as advance notifications of scheduled maintenance.
   - When you also want to display the notice in [Message Board] on the Portal page of Remote UI, select the [Display on Portal] checkbox for [Remote UI].

5 Click [OK].

→ The settings are applied.

6 Log out from Remote UI.

NOTE

Deleting a Notice

- Clear the [Enable Status Display], [Enable Pop-up Window], and [Remote UI] checkboxes.
- You can also delete the notice from the control panel. **[Delete Message Board Contents] (P. 1429)**

Displaying File or Website Content on the Control Panel (Visual Message)

For the format and size of file or website content that can be displayed, see the specifications for Visual Messages. **Visual Message (P. 100)**

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

Required Preparations

- When displaying content of a website on the Internet, configure the proxy settings, as needed. **Using a Proxy (P. 966)**

1 Log in to Remote UI as an administrator. **Starting Remote UI (P. 1095)**

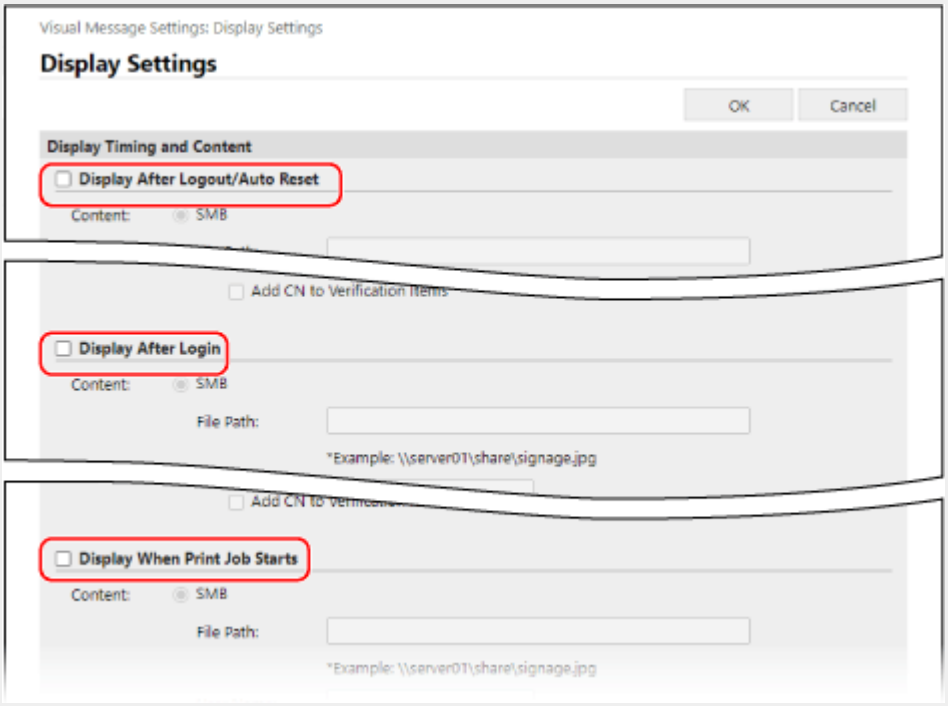
2 On the Portal page of Remote UI, click [Settings/Registration]. **Remote UI Portal Page (P. 1099)**

3 Click [License/Other] ▶ [Visual Message Settings].

→ The [Display Settings] screen is displayed.

4 Specify [Display Timing and Content].

1. Set the timing to display the content.



[Display After Logout/Auto Reset]
To display the content after the user has logged out or Auto Reset is performed, select this checkbox.
* To display the content after the user has logged out, you need to configure the login screen to be displayed when the user starts an operation. **[Login Screen Display Settings] (P. 1409)**
* To display the content after Auto Reset, you need to set the time until Auto Reset is executed to one minute or more. **[Auto Reset Time] (P. 1215)**

[Display After Login]
To display the content after the user has logged in, select this checkbox.
* You need to configure the login screen to be displayed when the user starts an operation. **[Login Screen Display Settings] (P. 1409)**

[Display When Print Job Starts]
Select this checkbox to display the content when users start printing from the print screen, such as when they start printing a Forced Hold document.

2. Configure the content information for each display timing setting.
   - For [Content] in each display timing setting, select the protocol ([SMB] or [HTTP/WebDAV]) used to access the content to be displayed, and enter the path to the content.
   - If authentication is required when accessing the content, enter the user name and password to access the content.
   - When [HTTP/WebDAV] is selected, select the [Confirm Certificate for TLS Communication] checkbox to verify the server certificate when using TLS encrypted communication.
     To add a Common Name (CN) to the verification items, also select the [Add CN to Verification Items] checkbox.

5 Set [Content to Display When an Error Occurs].

You can select whether to display an error message if the content is not displayed for some reason.

6 Click [OK].

➔ The settings are applied and the [License/Other] screen is displayed again.

7 Configure the useful functions, as needed.

You can notify the specified web server of the login information (user name and domain name) of users who display the content, and collect that information. You can also use the machine to print out the PDF files linked from the content.

1. Click [Visual Message Settings] ▶ [Security Settings].

   ➔ The [Security Settings] screen is displayed.

2. Configure the functions to be used.

   When Notifying the Web Server of the User Login Information
   Select the [Notify Server of Login Information When Content Is Displayed] checkbox, and enter the address of the web server.
   * You can specify multiple addresses (up to 255 characters) by separating them with commas (,).

   When Enabling the Printing of PDF Files Linked from the Content
   Select the [Allow Printing from Content] checkbox.

3. Click [OK].

   ➔ The settings are applied.

8 Log out from Remote UI.

NOTE

Operating the Machine When a Visual Message Is Displayed

- Close the Visual Message screen before you operate the machine.

Displaying a Visual Message at Any Time

- You can press [Visual Message] on the [Home] screen of the control panel to display a Visual Message regardless of the set display timing.

  * If multiple timing and content settings have been configured in the Visual Message settings, the most recently displayed content will be displayed.

If Content Is Not Displayed When Using a Proxy

- Content stored in the Advanced Space or on a file server may not be displayed when the machine is connected to the network using a proxy server. If this occurs, follow the procedure below to set the address of the content that is not displayed as an exception address (an address that does not use a proxy).
  Administrator privileges are required to configure this setting.

  Log in to Remote UI as an administrator ▶ click [Settings/Registration] ▶ [License/Other] ▶ [Visual Message Settings] ▶ [Proxy Settings] ▶ enter an exception address ▶ [OK]

  * You can specify multiple addresses (up to 255 characters) by separating them with commas (,).

Managing the Machine from a Computer (Remote UI)

AW63-0KW

With 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 in the Address Book. You can manage the machine remotely and efficiently perform time-consuming settings and registrations on the computer.

The functions available with Remote UI vary depending on the privileges (role) the login user has.

Remote UI Functions Available for Each Privilege

User type	Privileges	Remote UI functions available
General user	GeneralUser	Limited functions are available, such as checking the usage and logs, canceling printing, and changing some settings.
Administrator	DeviceAdmin	A DeviceAdmin can use the functions available to general users, and can change settings related to basic functions such as printing, scanning, faxing, and copying, as well as settings related to device information settings.
	NetworkAdmin	A NetworkAdmin can use the functions available to general users, and can change network-related settings.
	Administrator	An Administrator can use all Remote UI functions.

* For details on the settings that can be changed by a DeviceAdmin and NetworkAdmin, see the following:
[Settings/Registration] Menu List (P. 1193)

Starting Remote UI (P. 1095)
Remote UI Portal Page (P. 1099)
Checking the Usage and Logs Using Remote UI (P. 1102)

See Also

User Authentication
User authentication helps to prevent operation of the machine by third parties and unauthorized access to the machine by allowing you to manage the users of the machine and perform authentication when they use the machine.
Authenticating Users and Managing Groups (P. 854)

Starting Remote UI

AW63-0KX

To use Remote UI, enter the IP address of the machine into a web browser on a computer, and log in as an administrator or general user. The functions available with Remote UI vary depending on the privileges the login user has.

Required Preparations

- Check the operating environment of Remote UI. **Supported Environment (P. 101)**
- Connect the computer you are using to operate Remote UI to the machine over a network. **Setting Up the Network (P. 124)**
- Check the IP address of the machine. **Checking the IP Address of the Machine (P. 171)**
- When logging in with the user name "Administrator," change the default password "7654321" to a new password. **[Register/Edit Authentication User] (P. 1409)**

  * You can also enable login using the default password. **[Allow Use of Default Password for Remote Access] (P. 1443)**
- When you use two-factor authentication, have your smartphone, tablet, or other mobile device ready, and make the following preparations:
  - Install a one-time password generator app such as "Microsoft Authenticator" or "Google Authenticator" on the mobile device.
  - Match the time on the mobile device to the time on the machine.

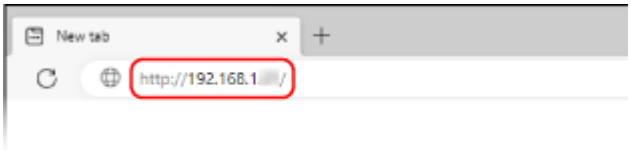
1 From the web browser on the computer, access the following URL:

```
http://<IP address of the machine>/
```

* When entering an IPv6 address, enclose the IP address in brackets [ ].

Input example:

http://[fe80:2e9e:fcff:fe4e:dbce]/



➔ The Remote UI login screen is displayed.

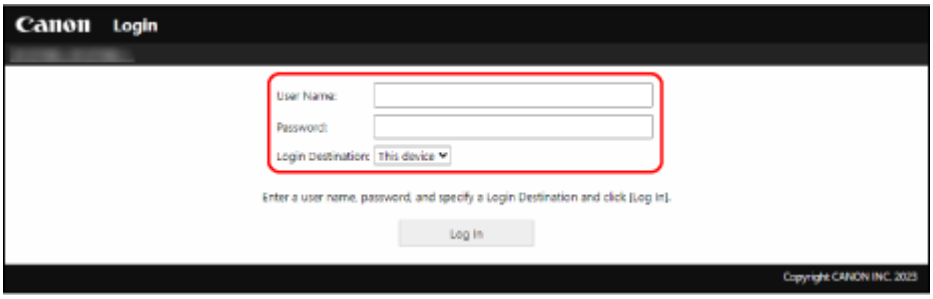
When Remote UI communication is encrypted, a warning message about the security certificate may appear. If there are no problems with the certificate or TLS settings, you can continue operations.

If the Remote UI Login Screen Is Not Displayed

Delete the cache of the web browser, and repeat Step 1.

* If user authentication is not used, the Portal page is displayed immediately, so the user can perform operations directly. **Remote UI Portal Page (P. 1099)**

2 Enter the user name and password, and select the login destination from the pulldown menu.



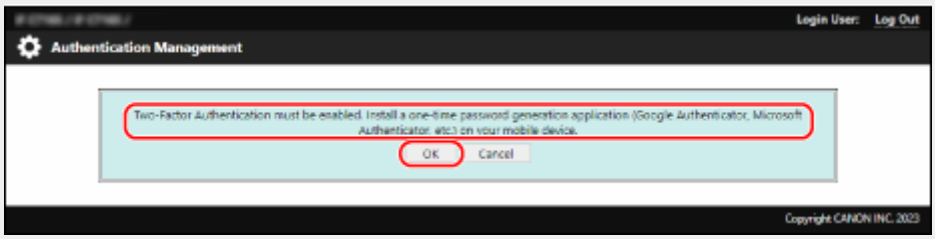
When [Log In (Guest)] Is Displayed
An unregistered user can also log in as a general user by clicking this button.

3 Click [Log In].

➔ The Remote UI Portal page is displayed. **Remote UI Portal Page (P. 1099)**

When the Message for Enabling Two-Factor Authentication Is Displayed

1. Check the message, and click [OK].

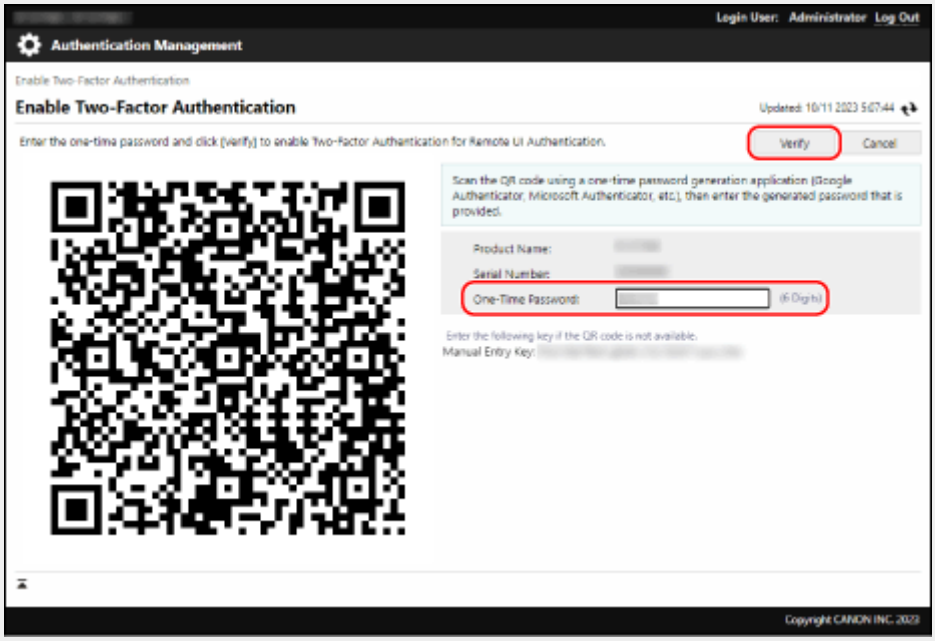


➔ A QR code is displayed on the Remote UI screen.

2. Scan the QR code with the one-time password generator app on the mobile device.

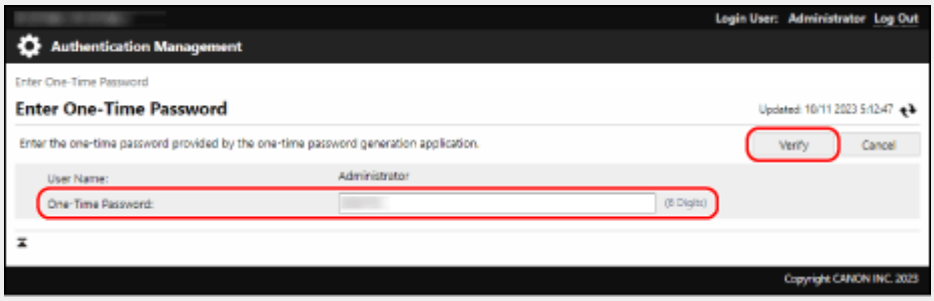
➔ The account is registered in the one-time password generator app, and the one-time password is displayed.

3. Enter the one-time password on the Remote UI screen, and click [Verify].



When the One-Time Password Entry Screen Is Displayed

Enter the one-time password displayed in the one-time password generator app on the mobile device, and click [Verify].



4 When you have completed your operations, click [Log Out].

➔ The login screen is displayed again after logging out from Remote UI.

5 Close the web browser.

IMPORTANT

Points to Note When Using Remote UI

- Do not access other websites while using Remote UI.
- Do not use the [←] (back button) of the web browser while using Remote UI. It may not operate properly.
- If multiple users perform operations on the same item from Remote UI or the control panel at the same time, the last operation will be effective.
- After using Remote UI, be sure to log out and close the web browser.
  If you close the web browser without logging out from Remote UI, it may take longer to log in the next time.

When Using a Proxy Server

- You cannot access the machine via a proxy server. Configure the web browser so that you can access the machine without communicating through a proxy server.

NOTE

Encrypting Communication When Using Remote UI

- Configure the TLS settings for the machine, and then enable use of TLS on Remote UI. **Using TLS (P. 970)**

Setting the Time Until a User Is Automatically Logged Out

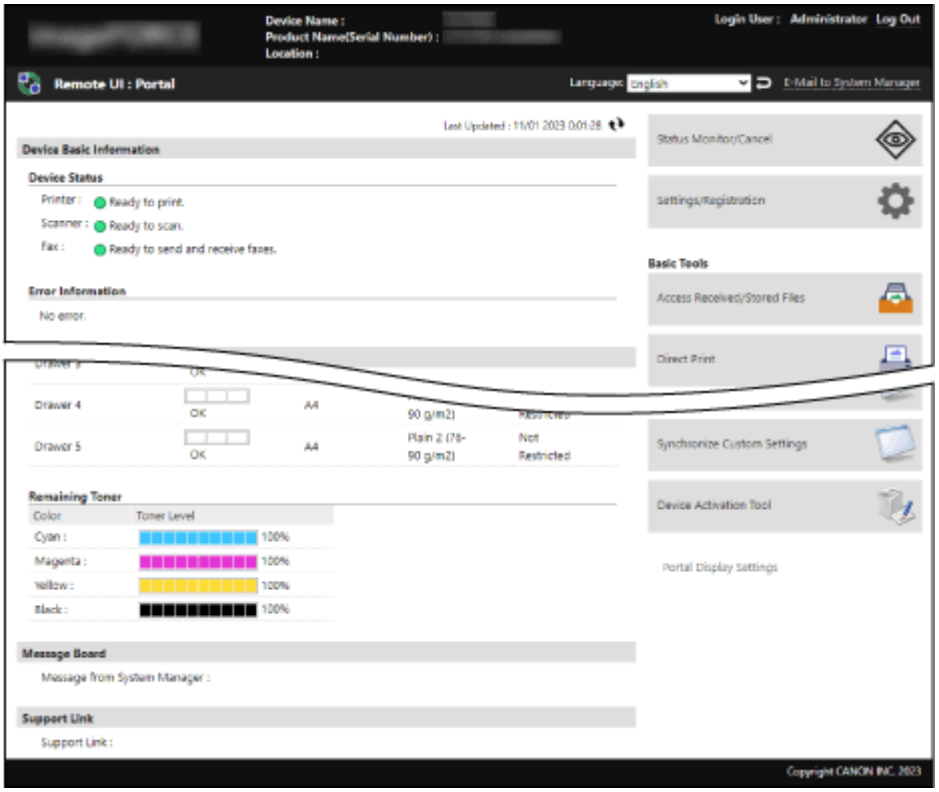
- A user is automatically logged out from Remote UI if no operations are performed for a certain period of time. You can set the time until the user is logged out, using the following procedure.

  Log in to Remote UI as an administrator ▶ click [Settings/Registration] ▶ [Network Settings] ▶ [Session Settings] ▶ enter the time until a user is logged out ▶ click [OK].

Remote UI Portal Page

AW63-0KY

When you log in to Remote UI, the Portal page (Remote UI top page) is displayed. You can check the operation status of the machine, view various information, and change the settings by clicking the buttons.



[Device Name]
Displays the device name set in the following location: [Settings/Registration] ▶ [Device Management] ▶ [Device Information Settings].

[Product Name(Serial Number)]
Displays the product name and serial number of the machine.

[Location]
Displays the installation location set in the following location: [Settings/Registration] ▶ [Device Management] ▶ [Device Information Settings].

[Login User]
Displays the information of the logged in user.

[Log Out]
Logs you out from Remote UI and displays the login screen again.

[Language]
Switches 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, information you enter may not be displayed correctly, or you may not be able to reference a folder, server, or other specified destinations.

[E-Mail to System Manager]
Creates an e-mail to the administrator set in the following location: [Settings/Registration] ▶ [User Management] ▶ [System Manager/Contact Person Information Settings].

[Last Updated]
Displays the date and time when the information displayed on the Portal page was last updated.

Click [ ] to the right of the date and time to update them.

[Device Basic Information]
Displays the current status and error information of the machine.
If an error has occurred, the link to the [Error Information] screen appears.

[Consumables Information]
Displays the paper source information and the remaining amounts of toners.

[Message Board]
Displays notices from the administrator. **Displaying Text on the Control Panel and Remote UI (P. 1089)**

[Support Link]
Displays the link to the support information for the machine that is set in the following location: [Settings/Registration] ▶ [License/Other] ▶ [Message Board/Support Link].

[Status Monitor/Cancel]
When clicked, displays the [Status Monitor/Cancel] screen.
You can check the processing status and logs of each function, operation status of the machine, and error information.
Checking the Usage and Logs Using Remote UI (P. 1102)

[Settings/Registration]
When clicked, displays the [Settings/Registration] screen.
Settings and operations are available according to the login user's privileges. **Managing the Machine from a Computer (Remote UI) (P. 1094)**

- The items that can be set on the [Settings/Registration] screen are almost the same as those of the [Settings/Registration] menu on the control panel, but some items can only be set using either the control panel or Remote UI. **[Settings/Registration] Menu List (P. 1193)**
- Depending on the item, you may have to restart the machine for the setting changes to be applied.

[Basic Tools]
When you click a button, each screen is displayed.

[Access Received/Stored Files]
You can check, print, and forward the data stored in the following locations:

- Mail Box **Operating and Editing Files in Mail Box (P. 766)**
- Memory RX Inbox **Checking, Printing, and Forwarding Faxes Stored with Memory Lock (P. 608)**
- Confidential Fax Inbox **Checking, Printing, and Forwarding Faxes Stored with Memory Lock (P. 608)**

[Direct Print]
You can print files stored on a computer or network directly by specifying them in Remote UI. **Using a Web Browser to Print (Direct Print) (P. 429)**

[Address Book]
You can register destinations to the Address Book and edit registered destinations.
Registering Destinations to the Address Book (Remote UI) (P. 328)
Editing and Deleting Destinations in the Address Book (Remote UI) (P. 339)

[Management Tools]
When you click each button, the corresponding screen is displayed.
* Only an administrator with Administrator privileges can display these screens.
* The displayed buttons may vary depending on the installation status of the system options and MEAP applications.

[Service Management Service]
You can install and manage the MEAP application. **Enhancing the Functions (MEAP) (P. 1170)**

[User Setting Information Management]
You can delete the user setting information. **Deleting User Setting Information (P. 956)**

[Synchronize Custom Settings]
You can configure the settings to synchronize the personalized data among multiple Canon multifunction machines on the same network. **Using Multiple Canon Multifunction Machines with the Same Settings (Synchronizing Personalized Data) (P. 929)**

[Synchronize Custom Settings (Server)]
Displayed when synchronization is started on the machine as the server machine using [Synchronize Custom Settings].
You can prepare to synchronize the settings, check the synchronization status, and duplicate or back up the server machine data.
Preparing the Synchronization and Checking the Status (Server Machine) (P. 936)
Replicating and Backing Up Data on the Server Machine (P. 941)

NOTE

- You can change the list order of the buttons in [Basic Tools] and [Management Tools] using [Portal Display Settings] at the bottom right of the screen.

Checking the Usage and Logs Using Remote UI

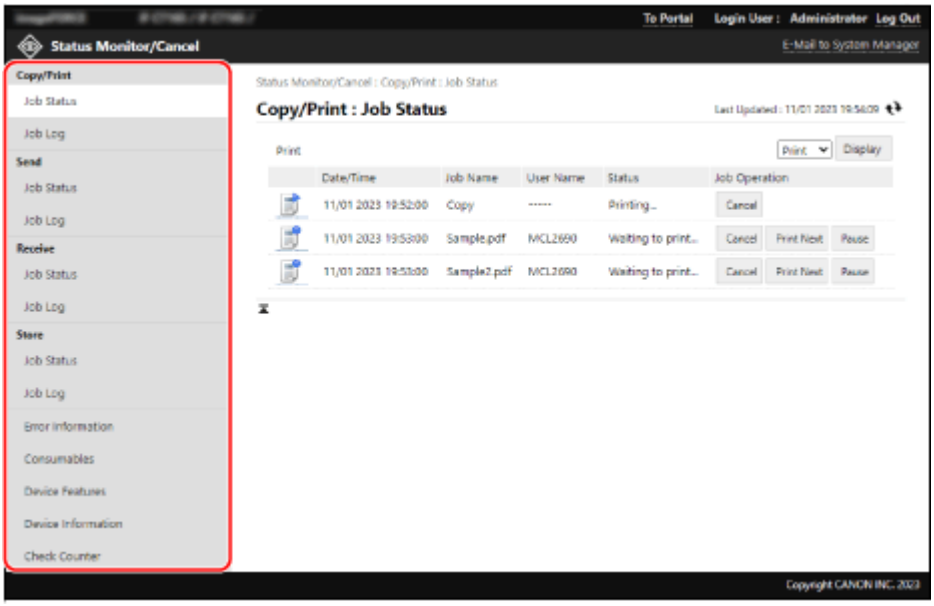
AW63-0L0

You can check the processing status and logs of each function, operation status of the machine, and error information from [Status Monitor/Cancel] in Remote UI.

1 Log in to Remote UI. **Starting Remote UI (P. 1095)**

2 On the Portal page of Remote UI, click [Status Monitor/Cancel]. **Remote UI Portal Page (P. 1099)**

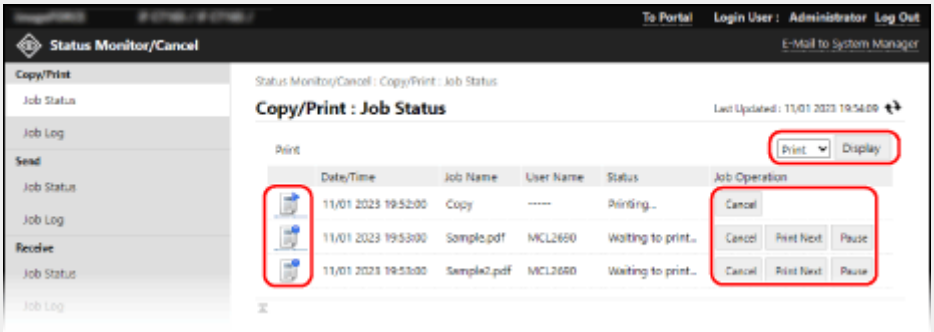
3 Select an item to view the status or log.



[Job Status]

Displays the following job status (being processed or waiting to be processed) in each category.

- Printing and copying
- Sending the scanned data and faxes
- Receiving faxes and I-Faxes and forwarding faxes
- Saving the scanned data



- When there is a pulldown menu at the top right of the screen, you can switch the jobs to display what you need in the list. Select the function you need from the pulldown menu, and click [Display].
- You can click the icon to the left of each job to check the details of the job.
- You can click the buttons under [Job Operation] for each job to perform the operations below.
  - [Cancel]:
    Cancels a job being processed or waiting to be processed. Canceled jobs are deleted from the list.
  - [Print Next]*1:
    Moves a job waiting to be processed to the top of the waiting list. When you click [Print Next] for a job, the job is performed after the current job in progress is completed.
  - [Pause]*2:
    Pauses a job being processed or waiting to be processed. You can resume a paused job by clicking [Resume].

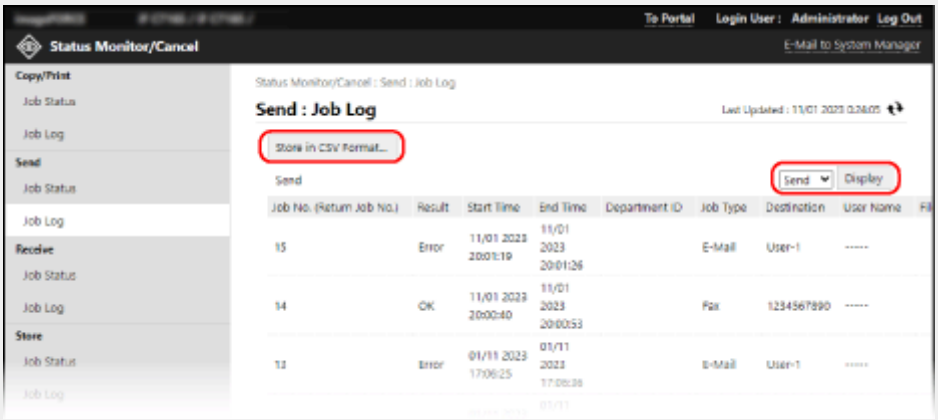
*1 Available only for print and copy jobs

*2 Available only for print jobs from a computer

[Job Log]

Displays the logs of the following jobs in each category.

- Printing and copying
- Sending the scanned data and faxes
- Receiving faxes and I-Faxes
- Saving the scanned data



- When there is a pulldown menu at the top right of the screen, you can switch the jobs to display and save what you need. Select the function you need from the pulldown menu, and click [Display].
- Click [Store in CSV Format] to save the job logs as a CSV file on the computer.

[Error Information]

Displays the information of errors present on the machine.

* You can check the same information by clicking the link displayed in [Error Information] on the Portal page.

[Consumables]

Displays information in each paper source, the status of the consumables, and the memory usage on the machine.

Click [Details] to check the names of the consumables.

[Device Features]

Displays the specifications of the machine and the installation 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, communication, system manager, and service representative information.

- For [Device Name] and [Location], the information set in the following location is displayed: [Settings/Registration] ▶ [Device Management] ▶ [Device Information Settings].
- For [Communication Information], the e-mail address set in the following location is displayed: [Settings/Registration] ▶ [Send] ▶ [Network Settings - E-Mail/I-Fax Settings].
- For [Telephone Number], The fax number set in the following location is displayed: [Settings/Registration] ▶ [Send] ▶ [Set Line].
- For [System Manager Information] and [Contact Person Information], the information set in the following location is displayed: [Settings/Registration] ▶ [User Management] ▶ [System Manager/Contact Person Information Settings].

[Check Counter]
Displays the numbers of printed and copied pages and the numbers of the scanned and sent pages and faxed pages to date. **Checking the Numbers of Pages Used (Counters) (P. 1109)**

4 Log out from Remote UI after viewing the usage.

NOTE

- You can restrict users from performing operations on the jobs of other login users. **[Restrict Access to Other User Jobs] (P. 1419)**

Checking the Usage Status and Settings

AW63-0L1

You can check the total numbers of pages used on the machine and the option configuration, and print and look at reports and lists that include the communication results and settings. You can also receive e-mail notifications when a toner cartridge needs to be changed or there is a problem that needs to be fixed, such as jammed paper.

Operation Status of the Machine

You can display a screen to check the status of multiple items together, such as the remaining amount of paper and toner, the status of the machine's security measures, support information for troubleshooting problems that occur during faxing and printing, and the print job status and power consumption within a specified time period.

Checking the Operation Status of the Machine (P. 1106)

The Numbers of Pages Used on the Machine

You can display the counters and check the numbers of printed and copied pages and the numbers of the scanned and sent pages and faxed pages to date.

Checking the Numbers of Pages Used (Counters) (P. 1109)

Communication Results

You can print a report of communication results to check the logs such as the sending and receiving results and saving results all together.

Printing and Checking a Communication Management Report (P. 1110)

You can also configure the settings to print a report automatically for every sending or receiving or saving event. You can also configure the settings to print a report automatically only when an error occurs.

Printing Reports Automatically on Sending, Receiving and When Error Occurs (P. 1114)

Registration Information and Settings of the Machine and Option Configuration

You can print and view lists that summarize the registration information and settings of the machine.

Printing the Registration Information and Settings (P. 1117)

You can also check the names of the optional equipment attached to the machine and the optional functions.

Checking the Options Attached to the Machine (P. 1120)

Error Notices

You can receive e-mail notices when a toner cartridge needs to be changed or there is a problem that needs to be fixed, such as jammed paper.

Sending Error Notifications by E-mail (P. 1121)

See Also

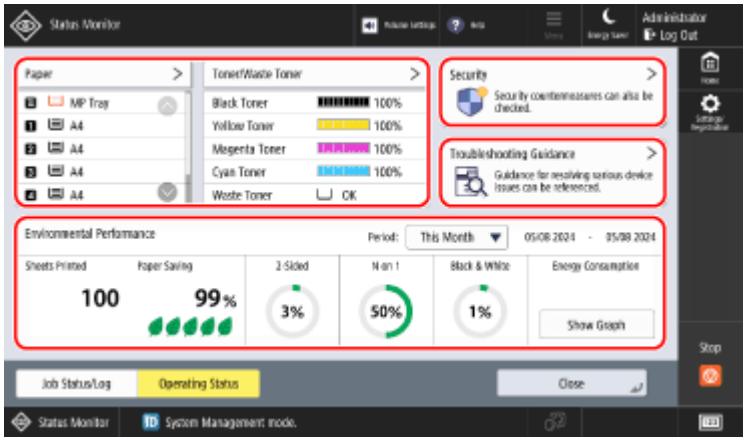
Checking the Usage Status and Settings from a Computer

You can also check the counters and the registration information and settings of the machine using a web browser on a computer. **Checking the Usage and Logs Using Remote UI (P. 1102)**

Checking the Operation Status of the Machine

AW63-0L2

You can display a screen to check the status of multiple items together, such as the remaining amount of paper and toner, the status of the machine's security measures, support information for troubleshooting problems that occur during faxing and printing, and the print job status and power consumption within a specified time period.



1 On the control panel, press [Status Monitor] in the [Home] screen or other screen.

2 Press [Operating Status], and check the operation status of the machine.

[Paper] and [Toner/Waste Toner]

You can check the status of the machine, such as the remaining amount of paper and toner and the amount of space available in the waste toner container.

[Security]

You can check the machine's network type and security-related information.

- A yellow mark is displayed on the icon if the security status has recently changed.
- You can press [Countermeasures] to check the status of the security measures. For details on the security measures, read the online manual by scanning the displayed QR code.
- This item is displayed only when you are logged in as an administrator.

[Troubleshooting Guidance]

Displays support information for troubleshooting problems with the Print, Fax, and Scan and Send functions. Select the problem that you want to solve, and check the possible cause and solution that are displayed. If multiple causes or solutions are displayed, check the details in the order that they are listed.

- If a list of jobs is displayed, select the job that caused the trouble. If there is no corresponding job when a print item is selected, select [No Jobs to Check].
- If a QR code is displayed, scan the QR code and read how to troubleshoot the problem in the online manual.

[Environmental Performance]

You can check the printing status and energy consumption for the time period specified in [Period].

* Depending on the model or environment, some items may not be displayed correctly.

[Sheets Printed]

Displays the number of sheets that have been printed.

[Paper Saving]
Displays the amount of paper saved by using 2-sided printing or N on 1.

- The [Paper Saving] value is calculated as follows. (Decimal values are rounded up.)
  [Paper Saving] = ((Total number of original pages - Number of printed sheets) ÷ Total number of original pages) x 100

[2-Sided]
Displays the ratio of output paper that was printed using 2-sided printing.

- The [2-Sided] value is calculated as follows. (Decimal values are rounded up.)
  [2-Sided] = (Total number of sheets printed using 2-sided printing ÷ Number of printed sheets) x 100

[N on 1]
Displays the ratio of output paper that was printed using N on 1.

- The [N on 1] value is calculated as follows. (Decimal values are rounded up.)
  [N on 1] = (Number of pages printed using N on 1 ÷ Number of printed pages) x 100

[Black & White]
Displays the ratio of output paper that was printed in black and white (the color printing reduction ratio).

- The [Black & White] value is calculated as follows. (Decimal values are rounded up.)
  [Black & White] = (Total number of pages printed in black and white ÷ Number of printed pages) x 100
- This item is displayed only on color models.

[Energy Consumption]
Displays the amount of energy consumed to print one page of an original during the specified period, and the ratio (%) of energy consumed per page during the previous period (previous day, week, or month).

- The [Energy Consumption] value is calculated as follows.
  - For copying:
    (Printing energy consumption + System energy consumption + Scanner energy consumption) ÷ Number of sheets of originals
  - For printing from a printer driver:
    (Printing energy consumption + System energy consumption) ÷ Estimated number of sheets of originals
    * Estimated number of sheets of originals = Number of sheets to be output x Number of pages to be combined x Number of copies

  When you want to reduce energy consumption

  - Copy color originals in black and white. On the [Home] screen of the control panel, press [Copy] ▶ [Select Color], and select [Black & White]. (Color models only)



  - Copy using [N on 1]. On the [Home] screen of the control panel, press [Copy] ▶ [Options], and select [N on 1].



  - When you print from a printer driver, configure the following settings.
    - In [Color Mode] on the [Basic Settings] tab, select [Black and White]. (Color models only)
    - In [Page Layout] on the [Basic Settings] tab, select an item such as [2 on 1].

3 Press [Close].

NOTE

- You can also change the [Status Monitor] screen so that the [Operating Status] screen is displayed by default. **[Default Screen (Status Monitor)] (P. 1206)**

Checking the Numbers of Pages Used (Counters)

AW63-0L3

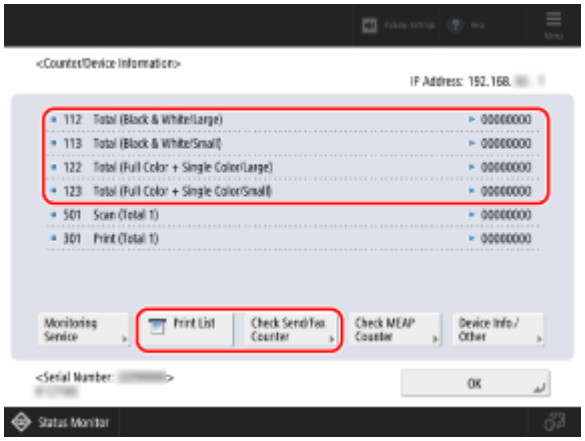
You can display the counters and check the numbers of printed and copied pages and the numbers of the scanned and sent pages and faxed pages to date by black and white printing and color printing.

This section describes how to check the counters using the control panel.
You can also check the counters using Remote UI from a computer. **Checking the Usage and Logs Using Remote UI (P. 1102)**

1 On the control panel, press [123] in the [Home] screen or other screen. **[Home] Screen (P. 189)**

→ The [Counter/Device Information] screen is displayed.

2 Check the numbers of pages used.



For details about the count conditions, contact your dealer or service representative.

When Checking the Numbers of Printed Pages

You can check the numbers of printed and copied pages by referring to the items indicated by "Total" or "Copy" on the [Counter/Device Information] screen.

When Checking the Numbers of Sent Pages

Press [Check Send/Fax Counter] to check the numbers of scanned and sent pages and faxed pages.

When Printing and Checking the Report

Press [Print List] ▶ [Yes] to check the numbers of printed and sent pages in the printed report.

NOTE

- You can check the numbers of printed pages for each Department ID when Department ID Management is enabled. **Confirming Usage by Department ID (P. 912)**
- Press [Check MEAP Counter] to check the numbers of pages used for each MEAP application.
- For information on [Monitoring Service], contact your dealer or service representative.

Printing and Checking a Communication Management Report

AW63-0L4

Print a Communication Management Report to check the following communication results logs.

- Results of the sent and received faxes
- Results of the sent e-mails and I-Faxes
- Results of saving to the storage space such as the file server and Mail Box

A communication management Report can also be printed automatically by specifying the number or the time of communication events reached, or sent and saved as a CSV file to a specified destination.

* You can also check the results of sent and received faxes by printing or sending a Communication Management Report containing only fax results (Fax Activity Report).

Printing or Sending a Communication Management Report Automatically (P. 1110)
Printing a Communication Management Report Manually (P. 1112)

NOTE

2-Sided Printing of Reports

- Reports are printed on one side of paper by default. You can change the setting to print on both sides of paper. **[Output Report Default Settings] (P. 1302)**

Display of Reports

- When settings are configured so that the login user cannot access jobs that do not belong to them, other users' jobs are hidden, such as "***." When a user logs in as an administrator with the Administrator privileges, all users' jobs are shown. **[Restrict Access to Other User Jobs] (P. 1419)**
- If [NG] is shown in a report, sending or receiving has been canceled, or an error has occurred. If a three-digit number (error code) preceded by "#" is displayed, you can check the cause and solution using the error code. **An Error Code Is Displayed (#xxx) (P. 1826)**
- The results of e-mail sending shows the results of sending e-mails to the e-mail server.
- The destination unit name shown in the fax sending result varies depending on how the destination is specified when sending a fax.
  - When the destination is selected from the Address Book: unit name registered in the address list
  - When the fax number is entered using the numeric keys: unit name (TSI) if retrieved from the sending destination

Printing or Sending a Communication Management Report Automatically

Configure the settings to print a Communication Management Report automatically by specifying the timing by the number of communication events or time. You can also configure the settings to send or save the report as a CSV file to a specified destination without printing it.
By default, a Communication Management Report is printed for every 100 communication events, but a Communication Management Report containing only fax results (Fax Activity Report) is not printed.
If you do not want to print or send a report automatically, disable this setting.

* If the logs are set not to be displayed, you cannot configure the Communication Management Report settings. In addition, if you configure the settings not to display the logs after configuring the Communication Management Report settings, the Communication Management Report settings will be disabled. **[Display Job Log] (P. 1420)**

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. 1094)**
Administrator or DeviceAdmin privileges are required.

Required Preparations

- When sending the Communication Management Report, register a destination to be specified as a send destination to the Address Book. **Registering Destinations (Address Book) (P. 306)**

1 Log in to the machine as an administrator. **Logging In to the Machine (P. 225)**

2 On the control panel, press [Settings/Registration] in the [Home] screen or other screen. **[Home] Screen (P. 189)**

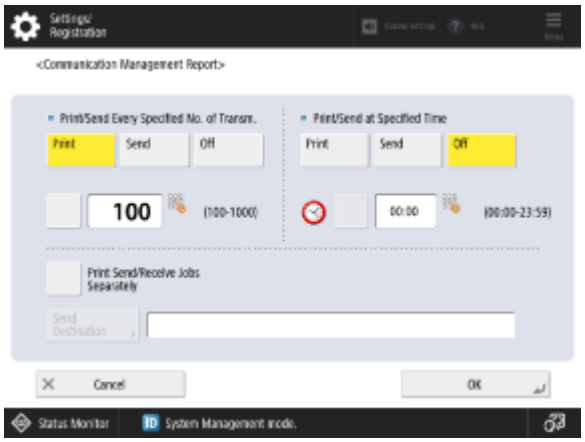
→ The [Settings/Registration] screen is displayed.

3 Press [Function Settings] ▶ [Send] ▶ [Common Settings] ▶ [Communication Management Report].

→ The [Communication Management Report] screen is displayed.

When Configuring the Fax Activity Report Settings
Press [Function Settings] ▶ [Send] ▶ [Fax Settings] ▶ [Fax Activity Report].

4 Configure the report settings.



When Printing or Sending a Report for Every Specified Number of Communication Events
A communication result report can be printed or sent after the specified number of communication events are completed.
Select [Print] or [Send] for [Print/Send Every Specified No. of Transm.], and set the number of communication events with the button to the left of the setting pressed to be selected.

When Printing or Sending a Report at a Specified Time
A communication result report can be printed or sent at a specified time every day.
Select [Print] or [Send] for [Print/Send at Specified Time], and set the time with the button to the left of the setting pressed to be selected.

- The following numbers of the communication results in the reverse chronological order are printed or sent.

- When printed: 100 results for a Communication Management Report, 40 results for a Fax Activity Report
- When sent: 2,000 results

- If the communication results exceed the above numbers before the specified time, the older communication results will not be printed or sent.

When Not Printing or Sending a Report Automatically
Set [Print/Send Every Specified No. of Transm.] and [Print/Send at Specified Time] to [Off].

5 To print a report, configure the [Print Send/Receive Jobs Separately] setting.

To print the sending and saving results and receiving results separately, press the button to select it.

6 To send a report, press [Send Destination] and specify the destination from the Address Book. **Registering Destinations (Address Book) (P. 306)**

7 Press [OK].

→ The settings are applied.

Printing a Communication Management Report Manually

You can print a Communication Management Report using the control panel.

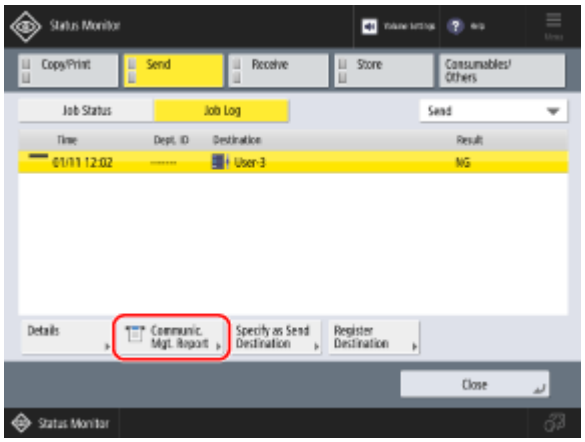
* You can use Remote UI from a computer to save the report as a CSV file on a computer. **Checking the Usage and Logs Using Remote UI (P. 1102)**

1 On the control panel, press [Status Monitor] in the [Home] screen or other screen. **[Home] Screen (P. 189)**

→ The [Status Monitor] screen is displayed.

2 Press [Send] or [Receive], and then press [Job Log].

3 Press [Communication Management Report].



→ The [Communication Management Report] screen is displayed.

When Printing a Fax Activity Report
Select [Fax] from the pulldown menu at the top right of the screen, and press [Fax Activity Report].

4 Specify the number of communication logs to be printed, as needed.

By default, the latest 100 results are printed for a Communication Management Report, and the latest 40 results are printed for a Fax Activity Report. Press [Output Spec. No. of Transm.] to specify the number of communication results to be printed, as needed.

5 Press [Start Printing].

→ Printing starts.
To cancel printing, press [Cancel].

Printing Reports Automatically on Sending, Receiving and When Error Occurs

AW63-0L5

Configure the settings to print a communication result report automatically every time sending or receiving or saving takes place. You can also configure the settings to print a communication result report automatically only when an error occurs.

Report Types That Can Be Printed

Report type	Content that can be checked	Default setting
TX Report*1*2	• Result of sending a fax • Result of sending an e-mail or I-Fax • Result of saving to the storage space such as the file server or Mail Box • Result of forwarding a fax	Automatically printed only when an error occurs.
Fax TX Report	Result of sending a fax	Not printed automatically.
Fax RX Report	Result of receiving a fax	Not printed automatically.
Confidential Fax Inbox RX Report*3	Result of saving a received fax to the Confidential Fax Inbox	Printed automatically.

*1 A fax sent from a computer is not included.
*2 A remote fax sent from the machine as a client machine is included.
*3 Automatic printing only when an error occurs cannot be 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. 1094)**
To configure the settings for a TX Report and Fax TX Report, you need the Administrator or DeviceAdmin privileges. To configure the settings for a Fax RX Report and Confidential Fax Inbox RX Report, you need the Administrator privileges.

1 Log in to the machine as an administrator. **Logging In to the Machine (P. 225)**

2 On the control panel, press [Settings/Registration] in the [Home] screen or other screen. **[Home] Screen (P. 189)**

→ The [Settings/Registration] screen is displayed.

3 Configure the automatic print settings for each type of report.

When Configuring the TX Report Settings

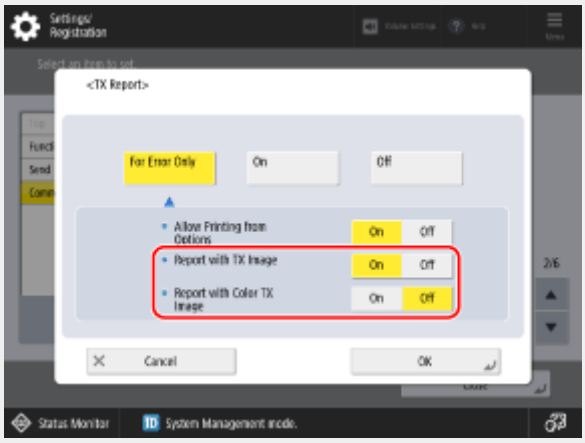
1. Press [Function Settings] ▶ [Send] ▶ [Common Settings] ▶ [TX Report].

   → The [TX Report] screen is displayed.

2. Select [For Error Only] or [On].

- To print a report only when an error occurs, select [For Error Only]. In this case, set [Allow Printing from Options] to [On] when you want to be able to set whether to print the report from the scan or fax screen.
- To print a report each time you send, select [On].

3. Select whether to print the original on a report.



When printing the first page of the original on a report, set [Report with TX Image] and/or [Report with Color TX Image] to [On].
* In the following cases, the original will not be printed.

- When an encrypted PDF was sent
- When [Report with Color TX Image] was set to [Off], and a color original was sent. (for C7100 Series and C5100 Series)

When Configuring the Fax TX Report Settings

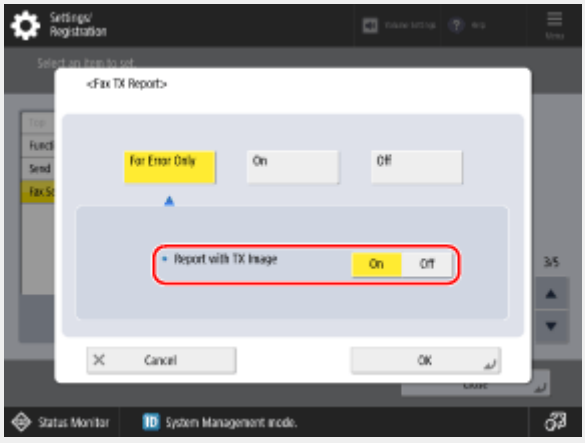
1. Press [Function Settings] ▶ [Send] ▶ [Fax Settings] ▶ [Fax TX Report].

   ➔ The [Fax TX Report] screen is displayed.

2. Select [For Error Only] or [On].

- To print a report only when an error occurs, select [For Error Only].
- To print a report each time you send, select [On].

3. Select whether to print the original on a report.



When printing the first page of the original on a report, set [Report with TX Image] to [On].
* The original will not be printed on the report when you use Direct Send or manual sending.

Checking the Connection to the Recipient Before Sending (Direct Send) (P. 572)
Sending Faxes Manually (Manual Sending) (P. 575)

When Configuring the Fax RX Report Settings

1. Press [Function Settings] ▶ [Receive/Forward] ▶ [Fax Settings] ▶ [Fax RX Report].

   → The [Fax RX Report] screen is displayed.

2. Select [For Error Only] or [On].

   - To print a report only when an error occurs, select [For Error Only].
   - To print a report each time you receive, select [On].

When Configuring the Confidential Fax Inbox RX Report Settings

1. Press [Function Settings] ▶ [Receive/Forward] ▶ [Fax Settings] ▶ [Confidential Fax Inbox RX Report].

   → The [Confidential Fax Inbox RX Report] screen is displayed.

2. Select [On].

   A report is printed automatically every time a received fax is saved to the Confidential Fax Inbox.

4 Press [OK].

→ The settings are applied.

Printing the Registration Information and Settings

AW63-0L6

You can print the following lists to check information such as the registration information and settings of the machine:

Address List (P. 1117)
Files in the Mail Box (P. 1117)
Settings of the Machine (P. 1118)
MEAP Application Information (P. 1119)
Printer Functions (P. 1119)

NOTE

2-Sided Printing of Lists

- By default, lists are printed on one side of paper. You can change the setting to print on both sides of paper. **[Output Report Default Settings] (P. 1302)**

Paper Sizes and Types That Can Be Used for Printing Lists

- Paper size: A3, B4, A4, legal, letter, 11" x 17"
- Paper type: Plain, Recycled, Thin, Color
- The above paper needs to be loaded in a paper source for which [Other Settings] in [Paper Source Auto Selection] is set to [On]. **[Paper Source Auto Selection] (P. 1291)**

  * Color paper can be used when [Consider Paper Type] for [Copy] of [Paper Source Auto Selection] is disabled.

Address List

You can print a list of the destinations registered in each address list in the Address Book.
* Destinations set with an access number are also printed.
* Personal address lists and user group address lists cannot be printed.

This section describes how to print a list using the control panel.
You can also print a list using Remote UI from a computer. **Managing the Machine from a Computer (Remote UI) (P. 1094)**

Press [Settings/Registration] ▶ [Set Destination] ▶ [Address Lists] ▶ select the address list to print ▶ press [Print List] ▶ [Yes]

Files in the Mail Box

You can print the list of the files saved in each Mail Box.

Print the list of the files in the Mail Box using the control panel. You cannot print it using Remote UI from a computer.

Press [Access Stored Files] on the [Home] screen ▶ [Mail Box] ▶ select the Mail Box you want to print ▶ press [Print List] ▶ [Yes]

Settings of the Machine

You can print a list of the setting information of the machine.
You can print a list for each type of information you want to check, such as the sending and receiving settings and network settings.

This section describes how to print a list using the control panel.
You can also print a list using Remote UI from a computer. **Managing the Machine from a Computer (Remote UI) (P. 1094)**
* You cannot print a list of distribution destinations of the device information using Remote UI.

Configuring the Sending and Receiving Settings

Press [Settings/Registration] ▶ [Function Settings] ▶ [Send] or [Receive/Forward] ▶ [Output Report] ▶ [TX/RX User Data List] ▶ [Yes]

The items changed from the default settings have "*" next to the set value.

Configuring the Fax Settings

Press [Settings/Registration] ▶ [Function Settings] ▶ [Send] or [Receive/Forward] ▶ [Output Report] ▶ [Fax User Data List] ▶ [Yes]

The items changed from the default settings have "*" next to the set value.

Configuring the Forwarding Settings of Received Faxes and I-Faxes

Administrator or DeviceAdmin privileges are required.

Log in to the machine as an administrator ▶ press [Settings/Registration] ▶ [Function Settings] ▶ [Receive/Forward] ▶ [Common Settings] ▶ [Forwarding Settings] ▶ [Print List] ▶ [Yes]

Configuring the Network Settings

Press [Settings/Registration] ▶ [Preferences] ▶ [Network] ▶ [Output Report] ▶ [Yes]

- The items changed from the default settings have "*" next to the set value.
- The following items generated from the unique information of the machine always have "*."
  - IPv4 host name
  - IPv6 host name
  - mDNS name (mDNS setting)
  - Communication speed during operation (Ethernet driver setting)

Configuring the Settings for the LDAP Server Used for Destination Search and Registration

Administrator privileges are required.

Log in to the machine as an administrator ▶ press [Settings/Registration] ▶ [Set Destination] ▶ [Register LDAP Server] ▶ [Print List] ▶ [Yes]

Setting the IPSec Policy

Administrator or NetworkAdmin privileges are required.

Log in to the machine as an administrator ▶ press [Settings/Registration] ▶ [Preferences] ▶ [Network] ▶ [TCP/IP Settings] ▶ [IPSec Settings] ▶ [Print List] ▶ [Yes]

Distribution Destinations of the Device Information

Administrator privileges are required.

Log in to the machine as an administrator ▶ press [Settings/Registration] ▶ [Management Settings] ▶ [Device Management] ▶ [Device Information Distribution Settings] ▶ [Register Destinations] in [Transmitting Settings] ▶ [Print List] ▶ [Yes]

MEAP Application Information

You can print a list of information such as the MEAP application and license information.

Print a list of application information using the control panel. You cannot print it using Remote UI from a computer.
Administrator privileges are required.

Log in to the machine as an administrator ▶ press [Settings/Registration] ▶ [Management Settings] ▶ [License/Other] ▶ [MEAP Settings] ▶ [Print System Information] ▶ [Yes]

Printer Functions

You can print a list of the printer functions such as the setting details of Personality and a font list.

This section describes how to print a list using the control panel.
You can also print a list using Remote UI from a computer. **Managing the Machine from a Computer (Remote UI) (P. 1094)**

Press [Settings/Registration] ▶ [Function Settings] ▶ [Printer] ▶ [Output Report] ▶ select a printer operating mode (Personality) ▶ select the item you want to print ▶ [Yes]

Checking the Options Attached to the Machine

AW63-0L7

You can check the names of the optional equipment attached to the machine and the optional functions.
You can also check the version information of the security chip related to the encryption of the data in the storage and the version information of the firmware.

This section describes how to check the information using the control panel.
You can check the information using Remote UI from a computer. **Checking the Usage and Logs Using Remote UI (P. 1102)**

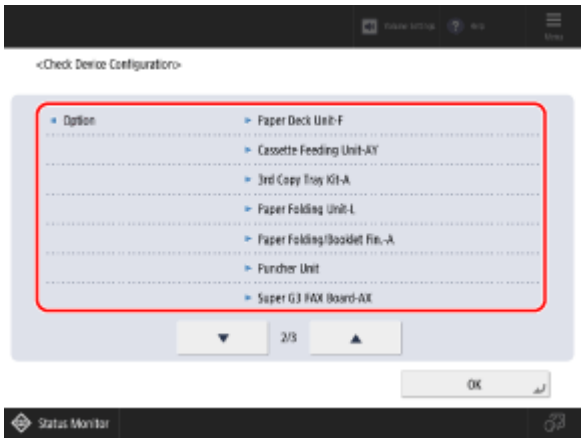
1 On the control panel, press [ ] in the [Home] screen or other screen. **[Home] Screen (P. 189)**

→ The [Counter/Device Information] screen is displayed.

2 Press [Device Info./Other] ▶ [Check Device Configuration].

→ The [Check Device Configuration] screen is displayed.

3 Check the optional information and version information of the machine.



Some functions may be displayed as options even if they are standard in the machine.

Sending Error Notifications by E-mail

AW63-0L8

You can receive e-mail notices when a toner cartridge needs to be changed or there is a problem that needs to be fixed, such as jammed paper.
You can register up to 5 e-mail addresses to which notifications will be sent.

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 as an administrator. **Starting Remote UI (P. 1095)**

2 On the Portal page of Remote UI, click [Settings/Registration]. **Remote UI Portal Page (P. 1099)**

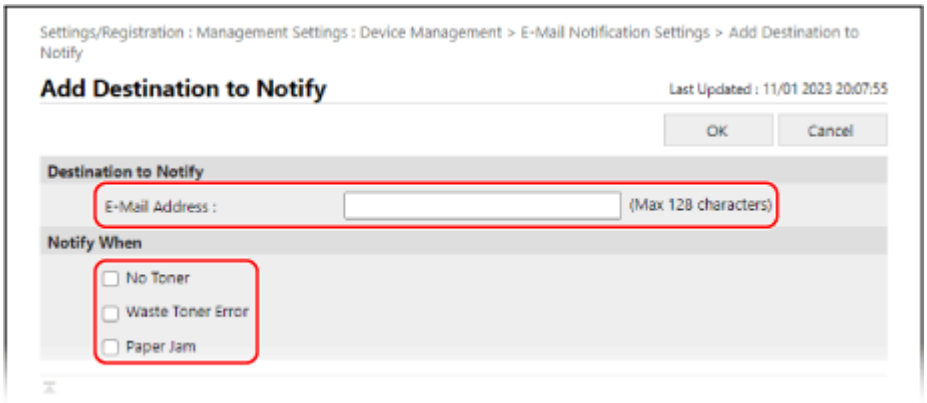
3 Click [Device Management] ▶ [E-Mail Notification Settings].

→ The [E-Mail Notification Settings] screen is displayed.

4 Click [Add Destination to Notify].

→ The [Add Destination to Notify] screen is displayed.

5 Set the notice destinations and items.



- Enter the e-mail address to which notifications will be sent in [Destination to Notify].
- Under [Notify When], select the checkboxes of the error types about which you want to send notifications.

6 Click [OK].

→ The registered notice destinations are added to the list of notice destinations on the [E-Mail Notification Settings] screen.

7 Log out from Remote UI.

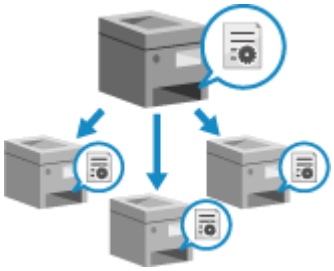
NOTE

- For the sending results of the notifications, you can check the log of sending jobs.

Checking the Usage and Logs Using Remote UI (P. 1102)
Checking the Send or Save Status and Log of Scanned Data (P. 544)

Using the Same Settings Among Multiple Canon Multifunction Machines (Device Information Distribution)

AW63-0L9



You can distribute the device information (such as various setting values and Address Book information) set on the Canon multifunction machine used as the host machine to other Canon multifunction machines used as client machines on the network and set such information automatically on the client machines. This saves you the time and effort to setting the device information on each machine when new multifunction machines are installed on the network and allows you to manage and operate the multiple multifunction machines using the same configuration.

* The device information is distributed after being encrypted using TLS.

Device Information Distribution Overview and Points to Note (P. 1123)
Device Information Distribution Flow (P. 1124)

Device Information Distribution Overview and Points to Note

Models That Support Device Information Distribution

- You can distribute the device information when both the host machine and client machines are imageFORCE or imageRUNNER ADVANCE series models.
- Depending on the settings of the client machine, it can receive the device information distributed from a Canon multifunction machine of a different model.

Device Information to Be Distributed

- Set the device information to be distributed on the host machine. Set whether or not to receive that information on each client machine.
- Whether the [Settings/Registration] menu items are included in the device information to be distributed depends on the setting items. For details about whether each item is included in the Device Information Distribution, see the following lists: **Settings That Can Be Distributed, Imported, and Exported (P. 1513)**
- Depending on the installation status of optional equipment, some device information may not be distributed properly.

Points to Note for Device Information Distribution

- Do not turn OFF the multifunction machine until the distribution preparation on the host machine or the update of the received data on the client machine is complete. Otherwise, the multifunction machine may fail.

* It may take a few minutes until the distribution preparation or the update after receiving the information is complete.

- It is recommended that the device information be distributed when no users are using the machines.
  - The settings update screen is displayed on the client machine that has received the device information, and you cannot perform any operation on the machine until the update is complete.
  - The device information may not be received when the client machine is processing other data.

Canceling the Distribution

You can perform the operations described below on the client machine to restore the device information that existed before the update was performed.
Administrator privileges are required. The machine must be restarted to apply the cancellation.

Log in to the machine as an administrator ▶ [Settings/Registration] ▶ [Management Settings] ▶ [Device Management] ▶ [Device Information Distribution Settings] ▶ [Restore Data] ▶ select the data to be restored ▶ [Start] ▶ [Yes]

* You can only undo the last update.
* When you use a Confidential Fax Inbox, the [URL Send Settings] configuration of the Confidential Fax Inbox may be deleted unless you restore both the [Settings/Regist. Value] and [Address Book] data at the same time.

Device Information Distribution Flow

The following is the flow of Device Information Distribution.

Step 1

- Check that the host machine and client machines are connected properly.
- Set the key and certificate to use for TLS encrypted communication on each client machine.
  Step 1: Configuring the TLS Settings (P. 970)

▼

Step 2

Set the device information to be received on each client machine.
Setting the Device Information to Be Received (Client Machine) (P. 1125)

▼

Step 3

Register the client machines to be the distribution destinations on the host machine.
Registering Distribution Destinations of the Device Information (Host Machine) (P. 1126)

▼

Step 4

If you want user authentication to be performed when receiving the device information, configure the user authentication settings on the host machine and client machines.
Performing User Authentication When Receiving the Device Information (P. 1128)

* If you do not want user authentication to be performed when the device information is received, the System Manager ID and PIN of the host machine and client machine need to match. **Changing the Department ID and PIN for the Administrator (P. 903)**

▼

Step 5

Distribute the device information.
Distributing the Device Information (Host Machine) (P. 1131)

▼

Step 6

Check the logs for the distribution and reception on the host machine and client machines.
Checking the Device Information Distribution and Reception Log (P. 1135)

Setting the Device Information to Be Received (Client Machine)

AW63-0LA

When the machine is used as a client machine, configure whether or not the machine receives the distributed device information for each function.
By default, the machine is restricted from receiving the device information of any function.

Use the control panel to set the device information to be received. You cannot configure the settings using Remote UI from a computer.
Administrator privileges are required. The machine must be restarted to apply the settings.

1 Log in to the machine as an administrator. **Logging In to the Machine (P. 225)**

2 On the control panel, press [Settings/Registration] in the [Home] screen or other screen. **[Home] Screen (P. 189)**

→ The [Settings/Registration] screen is displayed.

3 Press [Management Settings] ▶ [Device Management] ▶ [Device Information Distribution Settings].

→ The [Device Information Distribution Settings] screen is displayed.

4 Press [Restrict Receiving for Each Function] in [Receiving Settings].

→ The [Restrict Receiving for Each Function] screen is displayed.

5 Set the device information to be received to [Off].

The device information set to [On] will be restricted from being received so that the existing information will not be updated.

6 Press [OK] ▶ [OK].

7 Press [Settings/Registration] ▶ [Yes].

→ The machine restarts, and the setting is applied.

NOTE

- It is also possible to receive device information from a Canon multifunction machine of a different model by setting [Restrict Receiving Device Information] in [Receiving Settings] on the [Device Information Distribution Settings] screen to [Off]. However, some device information may not be distributed properly.

Registering Distribution Destinations of the Device Information (Host Machine)

AW63-0LC

When the machine is used as the host machine, register the client machines to be the distribution destinations of the device information.

Use the control panel to register the distribution destinations of the device information. You cannot register them using Remote UI from a computer.
Administrator privileges are required.

Required Preparations

- If you are using automatic search to find and register the destinations, check that the destinations (client machines) are able to perform SLP communication. **Configuring SLP Communication (P. 169)**

1 Log in to the machine as an administrator. **Logging In to the Machine (P. 225)**

2 On the control panel, press [Settings/Registration] in the [Home] screen or other screen. **[Home] Screen (P. 189)**

→ The [Settings/Registration] screen is displayed.

3 Press [Management Settings] ▶ [Device Management] ▶ [Device Information Distribution Settings].

→ The [Device Information Distribution Settings] screen is displayed.

4 Press [Register Destinations] in [Transmitting Settings].

→ The [Register Destinations] screen is displayed.

5 Register the client machines to be the distribution destinations.

To Use Automatic Search to Find and Register the Machines

1. Press [Auto Search/Register].

   → The [Auto Search/Register] screen is displayed.
2. In [Search Depth (Router)], specify the network range to be searched.
   Enter the router hop count (number of routers the data passes through) for the destination search. If the search does not pass through any routers, specify [1].
3. Press [Start Auto Search].

   → The multifunction machines found in the search are displayed in the list of destinations.
4. In the list of destinations, select the checkboxes of the multifunction machines to be set as destinations.

Press [Display Host Name] to display the host names for the multifunction machines shown in the list.

5. Press [OK].

→ The registered distribution destinations are added to the list of destinations on the [Register Destinations] screen.

To Register Manually

If automatic search cannot be performed to find the distribution destinations (multifunction machines), enter the IP address or host name to register each machine manually.

1. Press [Register].
2. Enter the IP address or host name of the multifunction machine to be the distribution destination.
   When entering the host name, enter the whole address including the domain name and subdomain name.
   Input example:
   device1.example.com
3. Press [OK].

→ The registered distribution destinations are added to the list of destinations on the [Register Destinations] screen.

6 Press [OK] ▶ [OK].

NOTE

If the Message [Could not retrieve the device information details. Do you want to register the device as a destination?] Appears

- The above message appears when one of the following conditions is met.
  - The specified client machine cannot be connected.
  - The client machine is restricted from receiving the device information of any function. **Setting the Device Information to Be Received (Client Machine) (P. 1125)**
- If you press [Yes], the machine can be registered as the distribution destination, but the device information will not be distributed to the client machine until the connection is established or the setting is changed to receive the information.

Checking the Information of the Registered Client Machines

- Select the client machines on the [Register Destinations] screen and press [Details] to check the detailed information of the client machines.
- Press [Print List] on the [Register Destinations] screen to print the list of the client machines.

Performing User Authentication When Receiving the Device Information

AW63-0LE

By configuring the settings to perform user authentication when receiving the device information, you can prevent the client machines from receiving unauthorized device information.

* The host machine and client machines need to perform user authentication. **Authenticating Users and Managing Groups (P. 854)**

Setting the Authentication Information on the Host Machine (P. 1128)
Enabling the Authentication Function on the Client Machine (P. 1129)

IMPORTANT

- If you do not want user authentication to be performed when the device information is received, the System Manager ID and PIN of the host machine and client machine need to match. **Changing the Department ID and PIN for the Administrator (P. 903)**

  * If the System Manager ID and PIN of the client machine are different from those of the host machine, the device information will not be received.

Setting the Authentication Information on the Host Machine

Set the administrator information of the client machines to be used for authentication on the host machine.

Use the control panel to set the authentication information. You cannot set the information using Remote UI from a computer.
Administrator privileges are required.

1 Log in to the machine as an administrator. **Logging In to the Machine (P. 225)**

2 On the control panel, press [Settings/Registration] in the [Home] screen or other screen. **[Home] Screen (P. 189)**

→ The [Settings/Registration] screen is displayed.

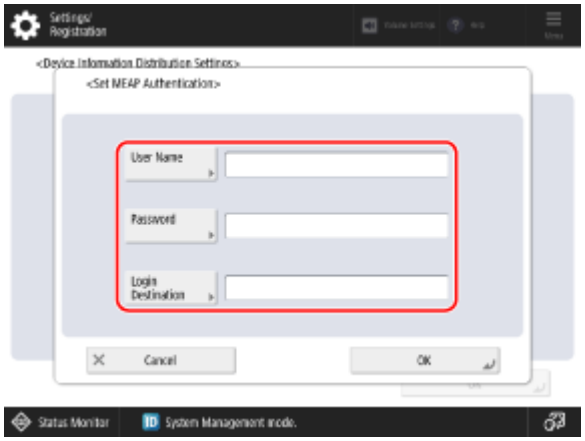
3 Press [Management Settings] ▶ [Device Management] ▶ [Device Information Distribution Settings].

→ The [Device Information Distribution Settings] screen is displayed.

4 Press [Set MEAP Authentication] in [Transmitting Settings].

→ The [Set MEAP Authentication] screen is displayed.

5 Set the authentication information.



- In [User Name] and [Password], enter the user name and password to use for authentication.
  The user associated with this user name and password needs to be registered as an administrator with Administrator privileges on the client machine or the authentication server used by the client machine.
- If the user for which to perform authentication is registered on the authentication server, enter the NetBIOS domain name in [Login Destination].

6 Press [OK] ▶ [OK].

➔ The settings are applied.

Enabling the Authentication Function on the Client Machine

Enable the authentication function on the client machine to perform user authentication when receiving the device information.

Use the control panel to set the authentication function. You cannot set the function using Remote UI from a computer.
Administrator privileges are required. The machine must be restarted to apply the settings.

Required Preparations

- Check that the administrator with Administrator privileges associated with the authentication information (user name and password) configured on the host machine is registered on the client machine or the authentication server used by the client machine. **Authenticating Users and Managing Groups (P. 854)**

1 Log in to the machine as an administrator. **Logging In to the Machine (P. 225)**

2 On the control panel, press [Settings/Registration] in the [Home] screen or other screen. **[Home] Screen (P. 189)**

➔ The [Settings/Registration] screen is displayed.

3 Press [Management Settings] ▶ [Device Management] ▶ [Device Information Distribution Settings].

➔ The [Device Information Distribution Settings] screen is displayed.

4 Press [Use MEAP Authentication When Receiving] in [Receiving Settings].

→ The [Use MEAP Authentication When Receiving] screen is displayed.

5 Set [Use MEAP Authentication When Receiving] to [On].

6 Press [OK] ▶ [OK].

7 Press [Settings/Registration] ▶ [Yes].

→ The machine restarts, and the setting is applied.

Distributing the Device Information (Host Machine)

AW63-0LF

Distribute the device information to the client machines registered as the distribution destinations. There are two ways to distribute the information: distribute manually, and distribute automatically at a specified time.

Distributing the Device Information Manually (P. 1131)
Distributing the Device Information at a Specified Time Automatically (P. 1132)

IMPORTANT

- For the points to note when distributing the device information, see the following:

Device Information Distribution Overview and Points to Note (P. 1123)

Distributing the Device Information Manually

Specify the device information to be distributed and the distribution destinations, and start the distribution immediately.

Use the control panel to distribute the device information manually. You cannot distribute the information manually using Remote UI from a computer.
Administrator privileges are required.

Required Preparations

- Because the device information is encrypted using TLS before it is distributed, make sure that the key and certificate used for TLS encrypted communication are configured on the client machine. **Step 1: Configuring the TLS Settings (P. 970)**

1 Log in to the machine as an administrator. **Logging In to the Machine (P. 225)**

2 On the control panel, press [Settings/Registration] in the [Home] screen or other screen.

[Home] Screen (P. 189)

→ The [Settings/Registration] screen is displayed.

3 Press [Management Settings] ▶ [Device Management] ▶ [Device Information Distribution Settings].

→ The [Device Information Distribution Settings] screen is displayed.

4 Press [Manual Distribution] in [Transmitting Settings].

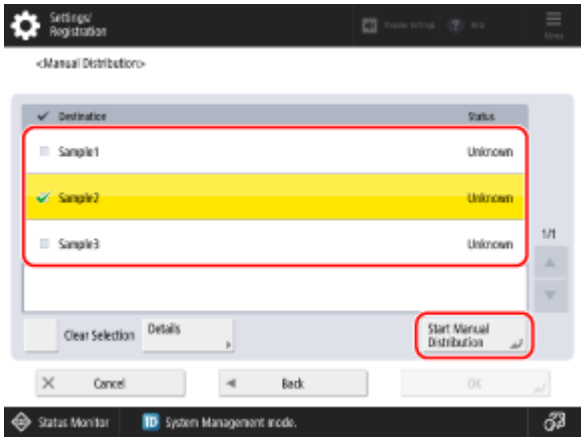
→ The [Manual Distribution] screen is displayed.

5 Set the device information to be distributed to [On].

When setting [Settings/Regist. Value] to [On], select whether or not to include the network settings, and click [OK].

6 Press [Next].

7 Select the checkboxes for the destinations, and press [Start Manual Distribution].



→ The distribution starts.

- To cancel the distribution, press [Cancel]. However, the distribution cannot be canceled while in progress. Cancellation will be applied from the next distribution.
- When the distribution is complete, the distribution result is displayed in [Status] in the destination list.

8 Press [OK] ▶ [OK].

Distributing the Device Information at a Specified Time Automatically

Specify the time and the day of the week and configure the settings to distribute the device information to the specified distribution destinations regularly. If you set the distribution to take place late at night or on a non-working day, the device information can be updated without interrupting business operations.

* If the client machines cannot receive the device information distributed at the specified time, the distribution will not take place until the next set time.

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

Required Preparations

- Because the device information is encrypted using TLS before it is distributed, make sure that the key and certificate used for TLS encrypted communication are configured on the client machine. **Step 1: Configuring the TLS Settings (P. 970)**

1 Log in to the machine as an administrator. **Logging In to the Machine (P. 225)**

2 On the control panel, press [Settings/Registration] in the [Home] screen or other screen.

[Home] Screen (P. 189)

→ The [Settings/Registration] screen is displayed.

3 Press [Management Settings] ▶ [Device Management] ▶ [Device Information Distribution Settings].

→ The [Device Information Distribution Settings] screen is displayed.

4 Press [Set Auto Distribution] in [Transmitting Settings].

→ The [Set Auto Distribution] screen is displayed.

5 Set the distribution frequency and time.

To Distribute the Device Information Every Day
Press [Everyday], select the number, and set the time.

To Distribute the Device Information on a Specified Day of the Week
Press [Specify Days], select the day of the week and number, and set the time.

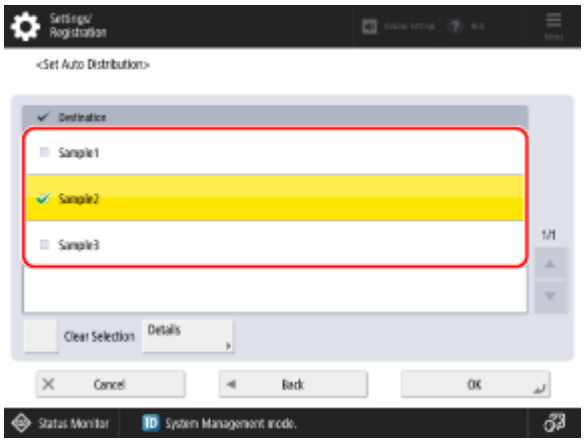
6 Press [Next].

7 Set the device information to be distributed to [On].

When you set [Settings/Regist. Value] to [On], select whether or not to distribute the device information of [Network Settings], and click [OK].

8 Press [Next].

9 Select the checkboxes for the distribution destinations.



10 Press [OK] ▶ [OK].

➔ The automatic distribution is set. The distribution starts automatically at the specified time.

Checking the Device Information Distribution and Reception Log

AW63-0LH

By checking the device information distribution and reception log, you can check whether the device information was distributed or received correctly and determine the cause of any errors that occur.

Use the control panel to check the device information distribution and reception log. You cannot check them using Remote UI from a computer.
Administrator privileges are required.

1 Log in to the machine as an administrator. **Logging In to the Machine (P. 225)**

2 On the control panel, press [Settings/Registration] in the [Home] screen or other screen. **[Home] Screen (P. 189)**

→ The [Settings/Registration] screen is displayed.

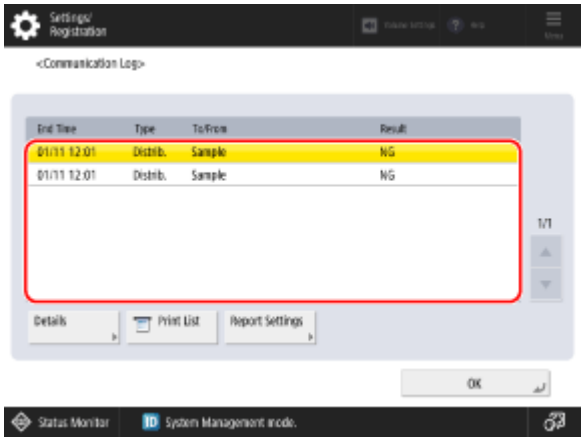
3 Press [Management Settings] ▶ [Device Management] ▶ [Device Information Distribution Settings].

→ The [Device Information Distribution Settings] screen is displayed.

4 Press [Communication Log].

→ The [Communication Log] screen is displayed.

5 Check the distribution and reception log items.



- The distribution log items are displayed for each destination.
- The reception log items are displayed for each time the device information is received.
- You can press [Print List] to print the log list.

6 Select a log item with the details you want to check, and press [Details].

➔ The details of the log item are displayed.

7 Check the details of the distributed or received device information.

If [NG] Is Displayed for [Communication Result]

Distributing or receiving was canceled, or an error occurred.
If a three-digit number (error code) preceded by "#" is displayed, you can check the cause and solution using the error code. **An Error Code Is Displayed (#xxx) (P. 1826)**

NOTE

Printing the Log List Automatically

- You can press [Report Settings] on the [Communication Log] screen to configure the settings to print the log list automatically.
  - To print each time the log reaches 100 items, set [Auto Print (100 Transmissions)] to [On].
  - To print at a specified time, set [Specify Print Time] to [On], and enter the time.
  - If you want to print the distribution log items and reception log items separately, press [Separate Report Type] to select it.

Importing and Exporting the Address Book and Settings

AW63-0LJ

You can write the Address Book and settings to files and save (export) them to a computer. You can also load an exported file and apply (import) the Address Book and settings to the machine.
You can use this function in case of an unexpected event. In addition, an exported file can be imported to other Canon multifunction machines, so the Address Book and the settings data can be shared with other machines without the need to register the information and configure the settings.

Items That Can Be Imported and Exported (P. 1137)
Points to Note When Importing and Exporting Data (P. 1138)
When Personalized Data Is Synchronized (P. 1139)

Items That Can Be Imported and Exported

There are two ways to import and export files. You can either import and export individual files containing only the required settings, or you can batch import and export all settings together in one file.
Importing and Exporting Data Individually (P. 1141)
Importing and Exporting Data in Batch (P. 1150)

The items that can be imported and exported vary depending on the import or export method you use.

Items That Can Be Imported and Exported Individually

- Address Book
- Device Settings (Forwarding Settings, Address Book, Favorite Settings for sending)
- Favorites of the Web Access function
- Printer Settings
- Paper Information

Items That Can Be Imported and Exported in Batch

For batch export, you can either export all of the items below or just the ones that you specify.
* Support for importing and exporting the [Settings/Registration] menu items may vary depending on the setting items. For details, see the lists that show which items support the import and export functions, and which items are included in the settings below. **Settings That Can Be Distributed, Imported, and Exported (P. 1513)**

- Settings/Registration Basic Information
- Paper Type Management Settings
- Settings for Printer Settings
- Download Profile for Printer Settings
- Forwarding Settings
- Box Settings
- Department ID Management Settings
- Key Settings
- Certificate/Certificate Revocation List (CRL) Settings
- Visual Message Settings
- Home Settings*1*2

- Web Access Settings
- Favorite Settings
- Address Book
- User Group Address List
- Authentication User Management
- Security Policy Settings*3
- Personal Setting Information*4
- MEAP Application Setting Information

*1 These settings can only be imported to Canon multifunction machines that support the [Home] screen.
*2 Depending on the model of the export source, you may not be able to import Shared buttons. For details, contact your dealer or service representative.
*3 If the security policy settings are password-protected, you can import them in the following cases:

- When the password for the security policy settings matches between the export source and import destination
- When no password is set for the import destination
  * The same password set for the export source will be set for the import destination.

*4 For the items available for Personal Setting Information, see the following list: **Settings That Can Be Personalized (P. 899)**

Points to Note When Importing and Exporting Data

Importing and Exporting Between Machines Using the Same Display Language

The display language must be the same between the import destination and export source. If the display language is different, the setting values may be garbled and the import destination may not operate correctly.

Points to Note for Execution

- Do not turn OFF the machine until the import or export is complete. Turning OFF the machine during processing may cause data corruption or machine failure.
  * It may take a few minutes until the process is completed.
- It is recommended that import and export be executed when no users are using the machine. Some operations and processes are not allowed while import or export is in progress.

Operations and Processes Not Allowed During Import or Export

✓: Allowed —: Not allowed

Operation or process	Execution during import or export	Import or export while operation or process is in progress
Send job	—	—
Forwarding job	—	—
Fax or I-Fax job	—	—
Report print job	—	—
Scan and Store (Advanced Space, network, memory media)	—	—
Individual import or export	—	—
Batch import or export	—	—

Operation or process	Execution during import or export	Import or export while operation or process is in progress
Device information distribution	—	—
Mail Box backup	—	—
Import or export of iW Function Flow/Workflow Composer	—	—
Software update process	—	—
Synchronization of personalized data	—	—
Operation of the control panel	—	✓
Operation of Remote UI	—	✓
Web Access function (web page content acquisition)	—	—
Web Access function (error screen display)	—	—
Use of Remote Address Book	—	—
Sleep of the machine	—	✓
Shutdown process of the machine	✓	—
Error code display	✓	—

When Personalized Data Is Synchronized

When you start the synchronization of personalized data while using the machine as a client machine*1, the import and export of the following data to be synchronized will be restricted:

- Personal setting information*2
- User group address list

*1 This also includes server machines with the client function enabled.

*2 For details on the Personal Setting Information items that are supported, see the following list: **Settings That Can Be Personalized (P. 899)**

If you want to import or export the data to be synchronized while personalized data synchronization is in progress, you need to stop the synchronization and perform operations on the server machine.

When Importing Data from Another Machine While Synchronization Is in Progress (P. 1139)
When Exporting Data While Synchronization Is in Progress (P. 1140)

When Importing Data from Another Machine While Synchronization Is in Progress

If you want to import data from another machine that is not synchronized while personalized data synchronization is in progress, follow the procedure below.

Administrator privileges are required to import data.

Required Preparations

- Prepare the data to be imported. On another machine, export the user data and user group data to be added. **Exporting Data Individually (P. 1141)**

1 Stop the synchronization on the client machine to which the data will be imported. **Stopping Synchronization on a Client Machine (P. 950)**

2 Back up the existing data on the server machine. **Backing Up and Restoring Data (P. 943)**

3 On the server machine, delete the user and user group information corresponding to the data to be imported to the client machine. **Deleting Personalized Data on the Server Machine (P. 936)**

4 On the client machine for which synchronization was stopped, import the data to be synchronized.
Importing Data Individually (P. 1143)
Importing Data in Batch (P. 1151)

5 Start synchronization on the client machine to which the data was imported. **Starting Synchronization on a Client Machine (P. 948)**

NOTE

When Importing the Personal Address Lists and User Group Address Lists on the Server Machine Where Synchronization Is in Progress

- When [Destination Server Address] is set to "localhost:8443" on the server machine with the client functions enabled, you can import the personal address lists and user group address lists individually even while synchronization is in progress. **Importing Data Individually (P. 1143)**

When Exporting Data While Synchronization Is in Progress

On a client machine, you cannot export the data to be synchronized while personalized data synchronization is in progress.
On a server machine with the client function enabled, you can export the data to be synchronized only when [Destination Server Address] is set to "localhost:8443." **Preparing to Update Personalized Data on the Client Machine (P. 939)**

Importing and Exporting Data Individually

AW63-0LK

You can import and export individual files containing only the settings you need, such as the Address Book or printer settings.

Exporting Data Individually (P. 1141)
Importing Data Individually (P. 1143)

IMPORTANT

- For the points to note when importing and exporting data, see the following:
  Changing the Server Machine (When Replication Is Set) (P. 952)

Exporting Data Individually

Select the items to export and write them to a file (individual export). When exporting the Address Book, select the file format that suits your needs.

Perform individual export using Remote UI from a computer. You cannot use the control panel to export the data individually.
Administrator privileges are required.

Required Preparations

- Configure the settings so that if you set a password for the data to be exported, the passwords set for the destinations are included when you export the Address Book. **[Include Password When Exporting Address Book] (P. 1398)**

1 Log in to Remote UI as an administrator. **Starting Remote UI (P. 1095)**

2 On the Portal page of Remote UI, click [Settings/Registration]. **Remote UI Portal Page (P. 1099)**

3 Click [Data Management].

4 In [Import/Export Individually], click the items you want to export, and configure the export settings.

When Exporting the Address Book

1. Click [Address Lists] ▶ [Export].

   → The [Export Address Lists] screen is displayed.

   If the PIN input screen appears, enter the PIN set for the Address Book, and then click [OK].
2. Configure the export settings.

   [Address List]

Select the address list to be exported.
* If the name of the address list has been changed, the list will be exported under the initial name.

[Security Level]
Select the security level for the data to be exported. The models to which the data can be imported and the formats that can be selected vary according to the security level.

- [Level 1]:
  Allows import to all Canon multifunction machines. [Custom Format] and [LDAP Format] will be selectable.
- [Level 2]:
  Encrypts the password using a more secure method than [Level 1], when you set a password for the exported data. The data can be imported only to the models that support this level.
  When this level is selected, [Custom Format] and [CSV Format] become selectable.

[File Format]
Select the file format for the data to be exported.

- [Custom Format]: The Canon Address Book file (*.abk) format.
  Select this format when importing all information registered in the address list to other Canon multifunction machines.
- [LDAP Format]: The LDAP data exchange file (*.ldif) format.
  Select this format when using the data in applications on a computer. Only the e-mail address and fax number information is saved.
- [CSV Format]: The CSV file (*.csv) format.
  Select this format when using the data in applications on a computer.

[Password] and [Confirm]
In both [Password] and [Confirm], enter the password to be set for the data to be exported.
* The password is required to import the exported data.
* This item is displayed only when the settings are configured to export the data including the password set for the addresses. **[Include Password When Exporting Address Book] (P. 1398)**

When Exporting Device Settings (the Forwarding Settings, Address Book, and [Favorite Settings] for Sending)

1. Click [Device Settings (Forwarding Settings, Address Book, Send Function Favorite Settings)] ▶ [Export].

   ➔ The [Export Device Settings] screen is displayed.

2. Configure the export settings.

   [Security Level]
   Select the security level for the data to be exported The models to which the data can be imported and the formats that can be selected vary according to the security level.

   - [Level 1]:
     Allows import to all Canon multifunction machines.
   - [Level 2]:
     Encrypts the password using a more secure method than [Level 1], when you set a password for the exported data. The data can be imported only to the models that support this level.

   [Password] and [Confirm]
   In both [Password] and [Confirm], enter the password to be set for the data to be exported.

* The password is required to import the exported data.
* This item is displayed only when the settings are configured to export the data including the password set for the addresses. **[Include Password When Exporting Address Book] (P. 1398)**

When Exporting Favorites of the Web Access Function
Click [Web Access Favorites] ▶ [Export].

When Exporting the Printer Settings
Click [Printer Settings] ▶ [Export].

When Exporting the Paper Information
Click [Paper Information] ▶ [Export], and select the paper information type.

5 Click [Start Exporting] to save the exported file on a computer.

6 Log out from Remote UI.

IMPORTANT
- If the exported file is in the XML format, do not open the file and edit it. Editing the file may result in a malfunction.

NOTE
- When editing the exported CSV file, follow the description rule of the CSV file. **Editing the Address Book Using a CSV File (P. 1146)**

Importing Data Individually

Select the item you want to import, and specify the file in which the relevant settings are saved and import them (individual import).

Perform individual import using Remote UI from a computer. You cannot use the control panel to import the data individually.
Administrator privileges are required. Depending on the item to be imported, you may need to restart the machine.

IMPORTANT
Ensuring That the Correct Files and Data Will Be Imported
- Before importing the files, make sure that the appropriate files are selected and the correct settings are configured.
- The Address Book and settings will be overwritten when the files are imported. Depending on the settings, the machine may not function properly or the operations may be affected.

1 Log in to Remote UI as an administrator. **Starting Remote UI (P. 1095)**

2 On the Portal page of Remote UI, click [Settings/Registration]. **Remote UI Portal Page (P. 1099)**

3 Click [Data Management].

4 In [Import/Export Individually], click the items you want to import, and configure the import settings.

When Importing the Address Book

1. Click [Address Lists] ▶ [Import].

   → The [Import Address Lists] screen is displayed.

   If the PIN input screen appears, enter the PIN set for the Address Book, and then click [OK].
2. Configure the import settings.

   [Address List]
   Select the address list of the import destination.

   [Import Method]
   Select the import method to use for the address list.
   - To add the imported addresses while keeping the existing addresses registered at the import destination, select [Add].
   - To delete all of the addresses registered at the import destination and overwrite them with the imported addresses, select [Delete and Overwrite].

   [File Path]
   Click [Choose File], and specify the file to be imported.

   [File Format]
   Select the format for the data to be imported.
   - [Custom Format]: Canon Address Book file (*.abk)
   - [LDAP Format]: LDAP data exchange file (*.ldif)
   - [CSV Format]: CSV file (*.csv)

   [Decrypt Address List Authentication Information]
   To import a file with a password, select this checkbox, and enter the password set during export.

When Importing Device Settings (the Forwarding Settings, Address Book, and [Favorite Settings] for Sending)
The current Address Book will be deleted and it will be overwritten by the Address Book to be imported.

1. Click [Device Settings (Forwarding Settings, Address Book, Send Function Favorite Settings)] ▶ [Import].

   → The [Import Device Settings] screen is displayed.
2. Configure the import settings.

   [File Format]
   Select the file format for the data to be imported.
   * The file format varies depending on the multifunction machine model that exported the data.

   [File Path]
   Click [Choose File], and specify the file to be imported.

[Decrypt Address List Authentication Information]
To import a file with a password, select this checkbox, and enter the password set during export.

When Importing Favorites of the Web Access Function
Click [Web Access Favorites] ▶ [Import], click [Choose File] and specify the file to be imported.
* When more than 20 items are registered, only the top 20 items in the order of registration are imported.

When Importing the Printer Settings
Click [Printer Settings] ▶ [Import], click [Choose File] and specify the file to be imported.

When Importing the Paper Information

1. Click [Paper Information] ▶ [Import].

   → The [Import Paper Information] screen is displayed.

2. Configure the import settings.

   [Type]
   Select the paper information type to be imported.

   [File Path]
   Click [Choose File], and specify the file to be imported.

5 Click [Start Importing] ▶ [OK].

→ The specified file is imported to the machine.

When Device Settings Are Imported
When the import is complete, restart the machine. **Restarting the Machine (P. 181)**
* The machine needs to be restarted to apply the settings. In addition, you cannot use Remote UI until the machine is restarted.

6 Log out from Remote UI.

Editing the Address Book Using a CSV File

AW63-0LL

This section describes the description of the CSV file that is saved when the Address Book is exported in the CSV format.
The CSV file content consists of the header and the body. You can edit the attributes in the body directly to add or change destinations in the Address Book.

Header (P. 1146)
Attributes in the Body (P. 1146)

Header

In the header of the CSV file, the following information is described:

Information	Required	Supplementary explanation
# Canon AddressBook CSV version: 0x0002	✓	Fixed value.
# Charset: UTF-8	✓	Fixed value.
# dn: fixed	✓ *1	Indicates that "dn" is to be handled as a one-touch number. Describe when the import destination is the One-Touch Address List. This is described when the data has been exported from the One-Touch Address List.
# SubAddressBookName: Address list name	✓	Add a single-byte space after the colon (:) and enter the name of the address list following the space. When you are not going to set the address list name, leave it blank (enter no value) after the colon.
# DB Version: 0x010a	✓	Fixed value.
# Crypto Version: 2		When creating a new CSV file of the Address Book, do not describe this.
# Crypto Attribute: pwd		When creating a new CSV file of the Address Book, do not describe this.

*1 For the One-Touch Address List only.

NOTE

When the Header Information Related to "Crypto" Is Described

- To edit the pwd attribute of the machine, deleted the two "Crypto" header items. If the "Crypto"-related header items are described, the password will not be decoded correctly when import is performed.
  The "Crypto"-related header items are described when the password set for the address is encrypted.

Attributes in the Body

In the body of the CSV file, the following attributes indicating the address information are described:

Attribute name	Required	Explanation
objectclass	✔	Destination type. Specify one of the following types. According to the type you specify, the required attributes that follow will vary. ● E-mail: email ● Fax: g3fax ● I-Fax: ifax ● IP Fax: ipfax ● File store locations (shared folder, file server, and Advanced Space): remotefilesystem ● Group: groupfid
cn		Destination name. UTF-8 encoded characters can be used. If this is omitted, the destination name will be blank.
cnread		Phonetic alphabet for the destination name. When the display language is set to "Japanese," it will be displayed as "phonogram."
cnshort		One-touch button name. UTF-8 encoded characters can be used. If this is omitted, the one-touch button name will be blank.
subdbid		Address list number of the import destination. Description is not needed. Specify on Remote UI when performing import.
mailaddess	✔ *1	E-mail address. This is required when the destination type is an e-mail or I-Fax.
dialdata	✔ *1	Fax number. This is required when the destination type is a fax. Entry is not needed when the destination type is an IP Fax and the URI is used.
uri	✔ *1	URI used for an IP Fax. This is required when the destination type is an IP Fax and the URI is used. You need to set also the uriflag attribute (URI usage flag).
url	✔ *1	Host name or IP address. This is required when the destination type is a file store location. You can use alphabet and symbols.
path		Path for a file store location (folder). You can use alphabet and symbols.
protocol	✔ *1	Send protocol. This is required when the destination type is a file store location. Enter one of the following: ● For SMB: smb ● For FTP: ftp ● For WebDAV: addonprotocol0225
username	✔ *1	User name for logging in to the destination. This is required when the destination type is a file store location and the destination requires authentication.
pwd	✔ *1	Password for logging in to the destination. This is required when the destination type is a file store location and the destination requires authentication.
member	✔ *1	Destination or Mail Box registered in a group. This is required when the destination type is a group.

Attribute name	Required	Explanation
indxid	✔	Serial number assigned to the destination. According to the import destination, the value to be input varies. ● For One-Touch Address List: This is required. Enter the one-touch button number (001 - 200) for which to register the destination. ● For address lists other than One-Touch Address List: Enter any number between 201 and 1800.
enablepartial		Data division setting when sending by e-mail. ● When dividing the data: on ● When not dividing the data: off
sub		Subaddress used when the destination is a fax.
faxprotocol		Fax protocol. Enter one of the following: ● g3 ● ecm
ecm		ECM transmission settings for the fax function. ● When ECM transmission is enabled: on ● When ECM transmission is disabled: off
txstartspeed		Fax sending speed. Enter one of the following: 2400, 4800, 7200, 9600, 14400, 33600.
commode		Fax communication mode. Enter one of the following: ● For domestic PSTN: domestic ● For international PSTN 1: international1 ● For international PSTN 2: international2 ● For international PSTN 3: international3
lineselect		Fax line selection. Enter one of the following: ● For lines 1 to 4: line1, line2, line3, or line4 ● When line is selected automatically: auto If this is omitted, it will be set to "auto."
uricommode	✔ *1	IP Fax communication mode. This is required when the destination type is a fax in an environment where IP Fax is used. Enter one of the following: ● For G3: ip_g3 ● For intranet: ip_lsv ● For VoIP gateway: ip_gw
uriflag	✔ *1	URI usage flag for an IP Fax. This is required when the destination type is an IP Fax and the URI is used. ● When using URI: TRUE ● When not using URI: FALSE
pwdinputflag		Setting whether to require password entry each time. ● When requiring entry: on ● When not requiring entry: off
ifaxmodeI		I-Fax mode (simple or full). Enter "simple" or "full."

Attribute name	Required	Explanation
transsvcstr1		Character string 1 for an I-Fax relay service. Enter a string within 40 single-byte characters.
transsvcstr2		Character string 2 for an I-Fax relay service. Enter a string within 16 single-byte characters.
ifaxdirectmode		I-Fax Direct Send. ● When performing Direct Send: on ● When not performing Direct Send: off
documenttype		I-Fax document type. Enter one of the following: ● When sending faxes in color: cl ● When sending faxes in black and white: bw
bwpapersize		Paper size for I-Faxes.
bwcompressiontype		Compression format for I-Faxes.
bwpixeltype		Color space for I-Faxes.
bwbitsperpixel		Number of bits for I-Faxes.
bwresolution		Resolution for I-Faxes.
clpapersize		Paper size for color I-Faxes.
clcompressiontype		Compression format for color I-Faxes. Fixed to "jpeg."
clpixeltype		Color space for color I-Faxes. Fixed to "rgb."
clbitsperpixel		Number of bits for color I-Faxes. Fixed to "8."
clresolution		Resolution for color I-Faxes.
accesscode		Access code. Enter a value using single-byte numerals within seven digit.
uuid		UUID to uniquely identify the destination. When creating a new CSV file, this is not required to be entered.
cnreadlang		Phonetic alphabet code. When the display language is set to "Japanese," it will be displayed as "phonogram." Enter the language code. For Japanese (SJIS), enter "ja."
enablesfp		Not required to be entered as this is not used.
memberobjectuuid		Attribute for a personal address list or a user group address list.
loginusername		Attribute for a personal address list or a user group address list.
logindomainname		Attribute for a personal address list or a user group address list.
usergroupname		Attribute for a personal address list or a user group address list.
personalid		Attribute for a personal address list or a user group address list.

*1 Depends on the destination type.

Importing and Exporting Data in Batch

AW63-0LR

You can batch import and export the Address Book and all of the settings together in one file.

* The batch import and export (Import All and Export All functions) are available not only on the models of the same series as the machine but also on models of different series (models that support the Import All function).

Exporting Data in Batch (P. 1150)
Importing Data in Batch (P. 1151)

IMPORTANT

- For the points to note when importing and exporting data, see the following:

Changing the Server Machine (When Replication Is Set) (P. 952)

Exporting Data in Batch

This section describes how to export the Address Book and settings using Remote UI from a computer.
On the control panel, select [Settings/Registration] in the [Home] screen or other screen, and then select [Management Settings] to export the data. When exporting from the control panel, use a USB memory device. **[Export to USB Memory] (P. 1435)**
Administrator privileges are required.

1 Log in to Remote UI as an administrator. **Starting Remote UI (P. 1095)**

2 On the Portal page of Remote UI, click [Settings/Registration]. **Remote UI Portal Page (P. 1099)**

3 Click [Data Management] ▶ [Export].

→ The [Export] screen is displayed.

4 In [Select Item to Export], select the [Select All] checkbox.

You can clear the checkboxes of the items you do not want to export so that only specified items will be exported.
* For details about which setting of the [Settings/Registration] menu corresponds to which item in [Select Item to Export], see the following: **Settings That Can Be Distributed, Imported, and Exported (P. 1513)**

5 In [Encryption Password], set a password.

- Enter the same password in [Encryption Password] and [Confirm] using single-byte alphanumeric characters.
- The password is required to import the exported data.

6 Set [Security Level] to [Level 2].

If the import destination multifunction machine does not support [Security Level], specify [Level 1].

7 Click [Start Exporting] ▶ [OK].

→ The [Export has started.] message is displayed.
* Wait a moment until the message appears, without operating Remote UI. Do not click [Start Exporting] again, even if it takes some time for the message to appear.

8 Click [Check Status].

→ The [Import/Export Results] screen is displayed.

If [Cannot be used when exporting.] Appears
Wait for a while without operating Remote UI, and click [Check Status] again.

9 Click [Start Downloading] and save the exported file on a computer.

10 Log out from Remote UI.

Importing Data in Batch

You can import the file exported using the Export All function.

This section describes how to import the file using Remote UI from a computer.
On the control panel, select [Settings/Registration] in the [Home] screen or on other screen, and then select [Management Settings] to import the file. When importing from the control panel, use a USB memory device. **[Import from USB Memory] (P. 1435)**
Administrator privileges are required. Depending on the item to be imported, you may need to restart the machine.

IMPORTANT
Ensuring That the Correct Files and Data Will Be Imported

- Before importing the files, make sure that the appropriate files are selected and the correct settings are configured.
- The Address Book and settings will be overwritten when the files are imported. Depending on the settings, the machine may not function properly or the operations may be affected.
- In particular, before importing the Department ID Management settings, check the administrator information included in the settings to be imported. Because the administrator information is overwritten when the settings are imported, the System Manager ID and PIN that have been used until then may no longer be valid for login.

1 Log in to Remote UI as an administrator. **Starting Remote UI (P. 1095)**

2 On the Portal page of Remote UI, click [Settings/Registration]. **Remote UI Portal Page (P. 1099)**

3 Click [Data Management] ▶ [Import].

→ The [Import] screen is displayed.

4 Configure the import settings.

[File Path]
Click [Choose File], and specify the file to be imported.

[Decryption Password]
Enter the password set at export.

[Create Import/Export Result Report]
Select the checkbox to create the import result report when import is performed. You can save the created report to a computer as a CSV file, or print it with the machine.

- When batch import is performed the next time, the created report file will be deleted.
- The report is created in Japanese if the display language of the machine immediately after the import is Japanese, and created in English if the display language is other than Japanese.

5 Click [Start Importing] ▶ [OK].

➔ Import starts.

6 Wait a moment, click [OK], and check the screen that is displayed.

If the Screen Indicating the Remaining Time Appears

Wait a while based on the remaining time shown, then click [Check Status] and check the displayed screen again.

When the [Import/Export Results] Screen Is Displayed

The import is complete.
Check the import results on the [Import/Export Results] screen.
* If you selected the [Create Import/Export Result Report] checkbox in Step 4, you can click [Create Report] to save the import result report to a computer as a CSV file.
You can also use the control panel to print the report. **[Import Result Report] (P. 1436)**

If the Screen That Prompts You to Restart the Machine Appears

The import is complete.
Click [Perform Restart] to restart the machine.
* The machine needs to be restarted to apply the settings. In addition, you cannot use Remote UI until the machine is restarted.

Checking the Import Results

After you restart the machine, you can follow the procedure below to check the import results.
Administrator privileges are required to check the import results.

Log in to Remote UI as an administrator ▶ [Settings/Registration] ▶ [Data Management] ▶ [Import/Export Results]

* If you selected the [Create Import/Export Result Report] checkbox in Step 4, you can click [Create Report] to save the import result report to a computer as a CSV file.
You can also use the control panel to print the report. **[Import Result Report] (P. 1436)**

7 Log out from Remote UI.

Backing Up and Restoring Data

AW63-0LS

You can back up the data saved in the storage space, such as the Mail Box and the Memory RX Inbox, to an external storage or an SMB server (a shared folder). If by any chance the data on the machine is corrupted, you can restore the data using the backup data.
There are two ways to back up the data. You can back up the data manually, or you can back it up automatically at a specified time.

Connecting an External Storage

- Connect only one external storage device. If multiple external storages are connected to the machine, the data cannot be backed up or restored.
- It is recommended to connect the external storage to the USB port on the right side, in the back of the machine. **Rear Side (P. 56)**
- For the details about the external storage that can be used, see the specifications of the management functions. **External Storage for Backup and Recovery (P. 100)**

Configuring the Backup Data Store Location (P. 1153)
Backing Up the Data Manually (P. 1155)
Backing Up the Data Automatically at a Specified Time (P. 1157)
Restoring Data (P. 1158)

IMPORTANT

- Do not turn OFF the machine until the data backup or restoration is complete. Otherwise, the machine may fail.

  * It may take some time until the process is completed.
- Back up important data regularly. If any problem occurs to the storage, the data may be lost. We will not be liable for any damage resulting from loss of your data.

  * You can also export the Address Book and settings to back them up. **Importing and Exporting the Address Book and Settings (P. 1137)**
- After the display language setting is switched, restart the machine, and then perform the data backup or restoration. If you perform the data backup or restoration without restarting the machine, it may not be processed properly.

NOTE

- You can also restore the backed up data after the firmware version is upgraded.

Configuring the Backup Data Store Location

Configure the settings for the external storage or the SMB server (such as the shared folder) to be used as the backup data store location in advance.

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

Required Preparations

- To save the data in an external storage, connect the external storage to the machine.

- To save the data in a shared folder, create a shared folder, as needed. **Creating a Shared Folder (P. 1909)**

1 Log in to Remote UI as an administrator. **Starting Remote UI (P. 1095)**

2 On the Portal page of Remote UI, click [Settings/Registration]. **Remote UI Portal Page (P. 1099)**

3 Click [Data Management] ▶ [Backup Location Settings].

→ The [Backup Location Settings] screen is displayed.

4 Set the backup data store location.

When Storing the Data in an External Storage

1. Select [USB Storage Device] in [Backup Location].
2. In [USB Storage Device Settings], enter the path to the folder in which to store the backup data.

When Storing the Data on an SMB Server

1. Select [SMB Server] in [Backup Location].
2. In [SMB Server Settings], configure the settings of the SMB server on which to store the backup data.

[Host IP Address]
Enter the host name or IP address of the SMB server on which to store the backup data. You can also specify the path to a folder.
Input example:
\\smb-server\share

[User Name]
Enter the user name for logging in to the SMB server.

[Password] and [Confirm]
In both [Password] and [Confirm], enter the password for logging in to the SMB server.

[Folder Path]
When the backup data is to be stored in a subfolder in the path specified in [Host IP Address], enter the remaining portion of the path.

* For the folder in which to store the backup data, the user limit needs to be set to "2" or more, or to "unlimited." You will not be able to restore the backup data correctly if it is stored in a folder with the user limit set to "1."

5 Configure the encryption settings, as needed.

To encrypt the backup data, select the [Encrypt Backup Data] checkbox, and enter the same password in both [Password] and [Confirm].
* The password is required to restore the backup data.

6 Click [OK].

→ The settings are applied.

7 Log out from Remote UI.

To continue to perform backup or configure the settings back up automatically, continue to operate without logging out.

Backing Up the Data Manually (P. 1155)
Backing Up the Data Automatically at a Specified Time (P. 1157)

Backing Up the Data Manually

Perform manual backup using Remote UI from a computer. You cannot use the control panel to perform manual backup.
Administrator privileges are required.

Required Preparations

- Set the backup data store location. **Configuring the Backup Data Store Location (P. 1153)**

IMPORTANT

- Do not perform backup while operating the machine.

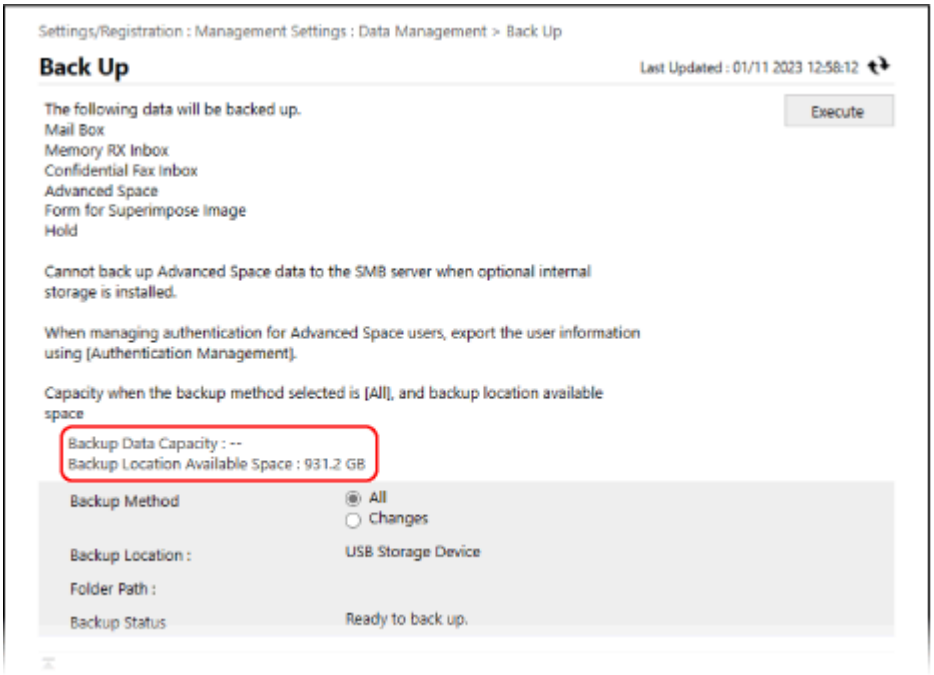
1 Log in to Remote UI as an administrator. **Starting Remote UI (P. 1095)**

2 On the Portal page of Remote UI, click [Settings/Registration]. **Remote UI Portal Page (P. 1099)**

3 Click [Data Management] ▶ [Back Up].

→ The [Back Up] screen is displayed.

4 Check the free space in the store location.



If the amount of [Backup Location Available Space] is not enough for the requirement of [Backup Data Capacity], reconfigure the store location of the baclup data. **Configuring the Backup Data Store Location (P. 1153)**

5 Select the backup method.

- To back up all data, select [All].
- To back up only the updated data after the last backup, select [Changes].

  * For the Advanced Space data, the updated data after the whole backup will be backed up. If you perform differential backup several times in a row, the difference from the whole backup, instead of the last differential backup, will be backed up.

6 Click [Start] ▶ [OK].

➔ The data backup starts.

If [A server error has occurred.] Appears

- Check that the store location of the backup data is configured correctly. **Configuring the Backup Data Store Location (P. 1153)**
- Check that the SMB server is operating properly.

7 Log out from Remote UI.

IMPORTANT

- Do not modify or delete the backed up data. If modified or deleted, the data may not be restored properly.

NOTE

You Can Back up the Data to the Same Folder Only up to a Certain Number of Times.

- When you can no longer back up the data, change the folder in which to save the data. **Configuring the Backup Data Store Location (P. 1153)**

Checking the Backup Results

- You can check the backup results using the following procedure.
  Administrator privileges are required.

  Log in to Remote UI as an administrator ▶ click [Settings/Registration] ▶ [Data Management] ▶ [Back Up/Restore Log]

Backing Up the Data Automatically at a Specified Time

Specify the day of the week and the time to execute the backup process, and configure the settings to back up the data regularly.

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

Required Preparations

- Configure the backup data store location. **Configuring the Backup Data Store Location (P. 1153)**

1 Log in to Remote UI as an administrator. **Starting Remote UI (P. 1095)**

2 On the Portal page of Remote UI, click [Settings/Registration]. **Remote UI Portal Page (P. 1099)**

3 Click [Data Management] ▶ [Auto Backup Settings].

→ The [Auto Backup Settings] screen is displayed.

4 Select the backup method.

- To back up all data, select the [Back Up All] checkbox.
- To back up only the updated data after the last backup, select the [Back Up Changes] checkbox.

  * For the Advanced Space data, the updated data after the whole backup will be backed up. If you perform differential backup several times in a row, the difference from the whole backup, instead of the last differential backup, will be backed up.

5 Set the frequency and time to execute the backup process.

- To back up the data every day, select [Everyday] and enter the time to execute the backup process.
- To back up the data on the specified day(s) of the week, select [Specify Days] and enter the time on the day(s) of the week to execute the backup process.

  * Leave the days on which backup is not executed blank.

6 Click [OK].

→ The settings for backing up the data automatically is applied. The backup process will be executed at the specified time.

7 Log out from Remote UI.

IMPORTANT

- Backup may not be executed while the machine is being operated.
- Do not modify or delete the backed up data. If modified or deleted, the data may not be restored properly.

NOTE

Checking the Backup Results

- You can check the backup results using the following procedure.
  Administrator privileges are required.

  Log in to Remote UI as an administrator ▶ click [Settings/Registration] ▶ [Data Management] ▶ [Back Up/Restore Log]

Restoring Data

You can restore the backup data to the machine.

Restore the data using Remote UI from a computer. You cannot use the control panel to restore the data.
Administrator privileges are required. The machine must be restarted to apply the restoration.

IMPORTANT

Checking the Available Memory of the Storage Area

- To restore the backup data, the storage on the machine must have free space equal to or larger than the size of the backup data.

Restoring the Backup Data of Another Machine

- If data from the Personal Space in the Advanced Space is included, the Personal Space data will not be restored unless the same user information as the backup source is registered. In this case, export the user information from the backup source, import it to the machine, and then perform restoration. **Importing User Information Manually (P. 864)**

1 Log in to Remote UI as an administrator. **Starting Remote UI (P. 1095)**

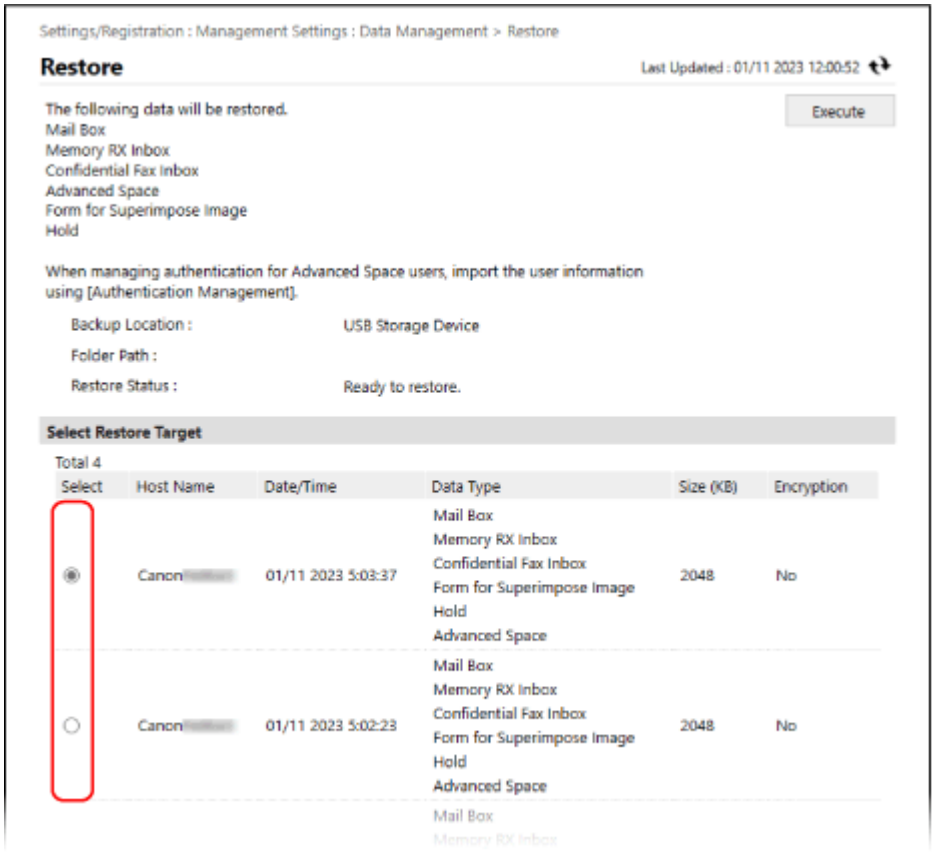
2 On the Portal page of Remote UI, click [Settings/Registration]. **Remote UI Portal Page (P. 1099)**

3 Click [Data Management] ▶ [Restore].

→ The [Restore] screen is displayed.

4 Click [Display Backup Data].

5 Select the backup data to be restored.



6 Click [Start] ▶ [OK].

To restore the encrypted backup data, enter the password that was set.

7 Click [Restart Main Unit].

➔The machine restarts, and restoration is performed after all the data stored on the machine has been deleted.
* After the data is restored, the documents may be printed automatically.

IMPORTANT

- Depending on the machine settings, the backup data may not be restored completely.
- If you back up the data saved on an optional storage and restore the data to the standard storage, part of the data may not be restored.

NOTE

Checking the Restoration Results

- You can check the restoration results using the following procedure.
  Administrator privileges are required.

  Log in to Remote UI as an administrator ▶ click [Settings/Registration] ▶ [Data Management] ▶ [Back Up/Restore Log]

Update and Enhancement

AW63-0LU

When functions are added or the software version is upgraded, the firmware is updated. When the firmware is updated, update the firmware of the machine.

Updating the Firmware (P. 1161)

You can add the functions you can use and enhance the performance of the machine by installing system options and "MEAP applications."

Installing the System Options (P. 1167)

Enhancing the Functions (MEAP) (P. 1170)

Updating the Firmware

AW63-0LW

When functions are added or the software version is upgraded, the firmware is updated.
Check the firmware version and update the firmware of the machine. you can configure the settings to update the firmware of the machine automatically when the firmware is updated.

Europe
If the machine can be connected to the Internet, you can download the latest version of the firmware of the machine from Canon's distribution server.

Checking the Firmware Version (P. 1161)
Updating the Firmware Manually (P. 1162)
Updating the Firmware Automatically When It Is Updated (P. 1163)
Updating the Firmware Downloaded from the Distribution Server [Europe] (P. 1164)

IMPORTANT
Points to Note During Update

- The machine restarts several times.
- Do not perform the following while update is being processed. Otherwise, a serious error may occur.
  - Turning OFF the machine
  - Disconnect the LAN cable
  - Communicate to the machine from another computer or application (such as for printing)
- If any jobs remain, the update process will be interrupted.

NOTE

- In case any problem occurs during the firmware update, back up the settings and data saved on the machine.

Importing and Exporting the Address Book and Settings (P. 1137)
Backing Up and Restoring Data (P. 1153)

Checking the Firmware Version

Check the version of the firmware before and after the update to see if the update was performed correctly.

This section describes how to check this information using Remote UI from a computer.
On the control panel, select [ ] in the [Home] screen or other screen, and then select [Device Info./Other] ▶ [Check Device Configuration] to check this information.

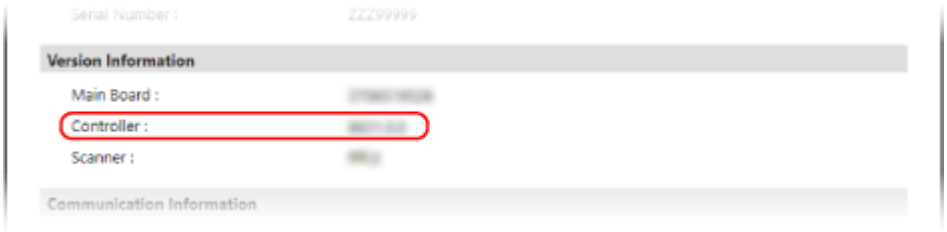
1 Log in to Remote UI. **Starting Remote UI (P. 1095)**

2 On the Portal page of Remote UI, click [Status Monitor/Cancel]. **Remote UI Portal Page (P. 1099)**

3 Click [Device Information].

➔ The [Device Information] screen is displayed.

4 Check the version shown for [Controller] of [Version Information].



Updating the Firmware Manually

Update the firmware version manually using Remote UI from a computer. You cannot use the control panel to update the firmware version manually.
Administrator privileges are required. The machine must be restarted after the update is complete.

Required Preparations

- Download the latest firmware from the Canon website for your country/region to the computer that performs the update.

  https://global.canon/en/support/

IMPORTANT

- Do not close the web browser until the update process is complete. In addition, do not allow the computer to go into sleep mode. If the computer goes into sleep mode, the firmware update may not be processed properly.

1 Log in to Remote UI as an administrator. **Starting Remote UI (P. 1095)**

2 On the Portal page of Remote UI, click [Settings/Registration]. **Remote UI Portal Page (P. 1099)**

3 Click [License/Other] ▶ [Register/Update Software] ▶ [Manual Update].

→ The [Manual Update] screen is displayed.

4 Click [Choose File], and specify the firmware file you want to update.

5 Click [Update] ▶ [Yes].

→ The firmware update starts.
The screen switches several times during the update process. It may take some time for one screen to switch to another.

6 When [The firmware is updated. Restart the device.] is displayed, restart the machine. **Restarting the Machine (P. 181)**

Updating the Firmware Automatically When It Is Updated

You can configure the settings to regularly access the firmware distribution server and check whether the firmware has been updated. If the firmware has been updated, the machine automatically downloads the new version and performs the update.

This section describes how to configure the settings using Remote UI from a computer.
On the control panel, select [Settings/Registration] in the [Home] screen or other screen, and then select [Management Settings] to configure the settings. **[Register/Update Software] (P. 1430)**
Administrator privileges are required.

1 Log in to Remote UI as an administrator. **Starting Remote UI (P. 1095)**

2 On the Portal page of Remote UI, click [Settings/Registration]. **Remote UI Portal Page (P. 1099)**

3 Click [License/Other] ▶ [Register/Update Software] ▶ [Scheduled Update Settings].

→ The [Scheduled Update Settings] screen is displayed.

4 Click [Edit].

→ The scheduled update settings screen is displayed.

5 Select the [Enable scheduled update settings] checkbox.

6 Set the time to check the firmware update and the time to execute the update process on the machine.

[Confirm]
Select an interval to check whether the firmware has been updated ([Biweekly] or [Weekly]), and select the day and time to perform the check. The time is displayed in 24-hour format.

- The machine starts downloading the firmware automatically if it has been updated.
- It may take around three hours for the machine to finish checking for and downloading the update.

[Apply at]
Select the time at which to perform the firmware update.

- If the firmware download is not completed by the specified time, the update will not be performed. The update will be performed at the specified time on the next day.
- When the update is complete, the machine restarts automatically.

7 Configure a notification e-mail, as needed.

Configure the e-mail notification settings when you want to receive e-mail notifications about the update status from the distribution server.

[E-Mail]
Enter an e-mail address as the destination to notify.

[Comments]
Enter the comment to be added to the e-mail notification. For example, if you enter the model name of the machine, the receiver can identify the model to which the message applies.

8 Click [Set] ▶ [Yes].

→ The automatic update is set.

9 Log out from Remote UI.

NOTE
- If the firmware downloaded in the past was not updated, the next automatic update will not be executed.

Updating the Firmware Downloaded from the Distribution Server Europe

If the machine can be connected to the Internet, you can download the latest version of the firmware of the machine from Canon's distribution server. Both automatic and manual update options are available, and you can download the latest version at a specified time or as soon as it becomes available, which provides you with more flexibility and convenience than other update methods.

Updating the Firmware Downloaded from the Distribution Server Automatically (P. 1164)
Updating the Firmware Downloaded from the Distribution Server Manually (P. 1166)

Updating the Firmware Downloaded from the Distribution Server Automatically

This section describes how to configure the settings using Remote UI from a computer.
On the control panel, select [Settings/Registration] in the [Home] screen or other screen, and then select [Management Settings] to configure the settings.

* Depending on the country or region, this function may not be available.
Administrator privileges are required.

1 Log in to Remote UI as an administrator. **Starting Remote UI (P. 1095)**

2 On the Portal page of Remote UI, click [Settings/Registration]. **Remote UI Portal Page (P. 1099)**

3 Click [License/Other] ▶ [Register/Update Software].

4 Perform a communication test.

Test whether the machine can access the distribution server via the network.

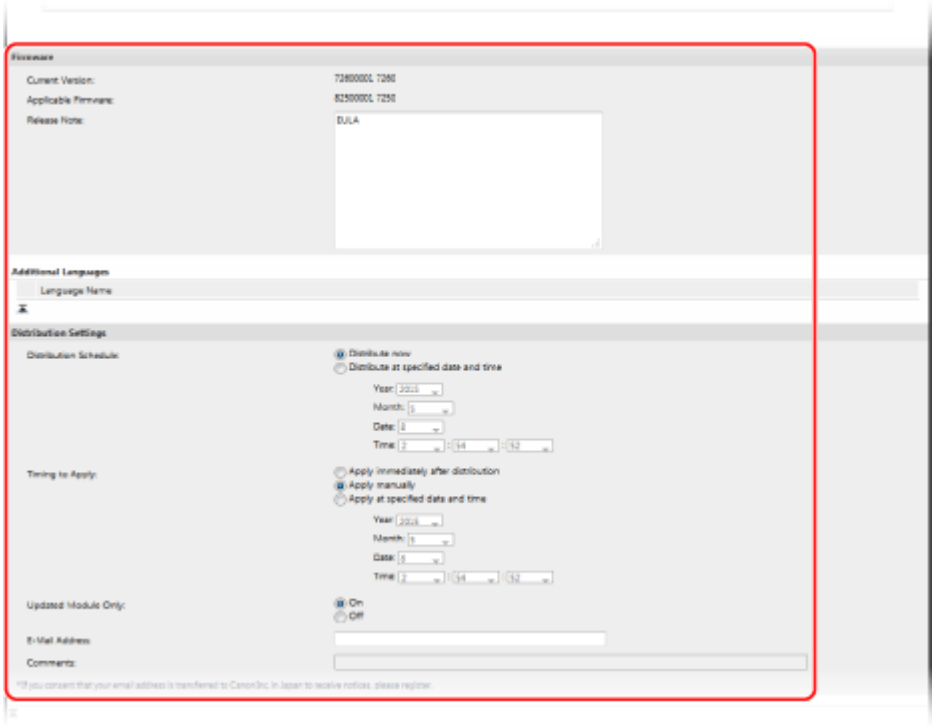
1. Click [Display Logs/Communication Test].
2. Click [Communication Test] ▶ [Yes].

   → The communication test result is displayed.

If [Could not connect to distribution server. Check the distribution server and network.] appears, check whether the LAN cable is connected and the network settings are configured correctly. **Configuring the Default Settings (Setup Guide) (P. 115)**

5 Click [Distributed Update] ▶ [Confirm New Firmware].

6 You can configure the settings, as needed.



[Current Version] and [Applicable Firmware]
You can check the current firmware version and the new firmware version individually.

[Release Note]
Shows important information. Be sure to read and understand the details.

[Distribution Schedule]
To download the firmware immediately, select [Distribute now]. To download the firmware at a specified date and time, select [Distribute at specified date and time] and set the date and time for [Year], [Month], [Date], and [Time]. You can schedule within one week in advance.

[Timing to Apply]
To automatically apply the firmware immediately after downloading is complete, select [Apply immediately after distribution]. To automatically apply the firmware at a specified date and time, select [Apply at specified date and time] and specify the date and time in [Year], [Month], [Date], and [Time]. You can also select [Apply manually] to manually apply the firmware.

[Updated Module Only]
When you select [On], differential update (download only the difference between the current firmware version and the new firmware version) will be performed. To download the entire firmware, select [Off]. Some firmware versions are not support for differential update. Please be aware of this.

[E-Mail Address]
Enter an e-mail address. The distribution server will send the update status information to the e-mail address entered here.

[Comments]

Enter the explanation or note to be added to an e-mail. When multiple machines are managed, enter the device name so that the update receipt status can be identified easily.

7 Click [Execute] ▶ [OK].

- If the license agreement screen appears, check the content and then click [I Agree].
- If you have selected [Apply immediately after distribution] or [Apply at specified date and time] in Step 6, the machine restarts automatically immediately after the firmware has been applied. If you have selected [Apply manually], you need to apply the downloaded firmware manually. **Updating the Firmware Downloaded from the Distribution Server Manually (P. 1166)**

IMPORTANT

- If you change the distribution update settings again, the downloaded firmware may be deleted or the schedule settings may be aborted.

NOTE

Canceling a Distribution Schedule

- On the screen displayed in Step 5, click [Delete Scheduled Distribution] ▶ [Yes].

Checking for a New Firmware Automatically (Scheduled Update)

- In Step 5, you can click [Scheduled Update Settings] ▶ [Edit] to configure the settings to access the distribution server for a new firmware version regularly. When a new firmware version is available, it will be downloaded automatically and the firmware on the machine will be updated.

Updating the Firmware Downloaded from the Distribution Server Manually

Required Preparations

- Download the latest firmware from the distribution server to the computer performing the update. **Updating the Firmware Downloaded from the Distribution Server Automatically (P. 1164)**

This section describes how to configure the settings using Remote UI from a computer.
On the control panel, select [Settings/Registration] in the [Home] screen or other screen, and then select [Management Settings] to configure the settings.

Administrator privileges are required.

1 Log in to Remote UI as an administrator. **Starting Remote UI (P. 1095)**

2 On the Portal page of Remote UI, click [Settings/Registration]. **Remote UI Portal Page (P. 1099)**

3 Click [License/Other] ▶ [Register/Update Software].

4 Click [Distributed Update] ▶ [Apply Firmware] ▶ [OK].

As soon as the firmware has been applied, the machine restarts automatically.

Installing the System Options

AW63-0LX

When the machine is connected to the network, the machine can communicate with the distribution server to install the system options.
If the machine cannot connect to the network or cannot communicate with the distribution server for some reason, you can install the system options offline.

Installing by Communicating with the Distribution Server (P. 1167)
Installing Offline (P. 1168)

IMPORTANT

- If a printer function expansion kit is installed, you need to restart the machine using the power switch and initialize the printer settings.

  Restarting the Machine (P. 181)
  [Initialize] (P. 1456)

NOTE

- When you install a MEAP application, use a different installation procedure than that for the system options. **Installing MEAP Applications (P. 1171)**

Installing by Communicating with the Distribution Server

This section describes how to install the system options using Remote UI from a computer.
On the control panel, select the [Settings/Registration] in the [Home] screen or other screen, and then select [Management Settings] to install the system options. **[Register/Update Software] (P. 1430)**
Administrator privileges are required. The machine must be restarted to apply the installed content.

Required Preparations

- Prepare the "license access number" shown on the license access number certificate.

1 Log in to Remote UI as an administrator. **Starting Remote UI (P. 1095)**

2 On the Portal page of Remote UI, click [Settings/Registration]. **Remote UI Portal Page (P. 1099)**

3 Perform a communication test.

Check whether the machine can communicate with the distribution server.

1. Click [License/Other] ▶ [Register/Update Software] ▶ [Display Logs/Communication Test].

   → The [Display Logs/Communication Test] screen is displayed.

2. Click [Communication Test] ▶ [Yes].

   → The communication test result is displayed.

If an Error Message Appears

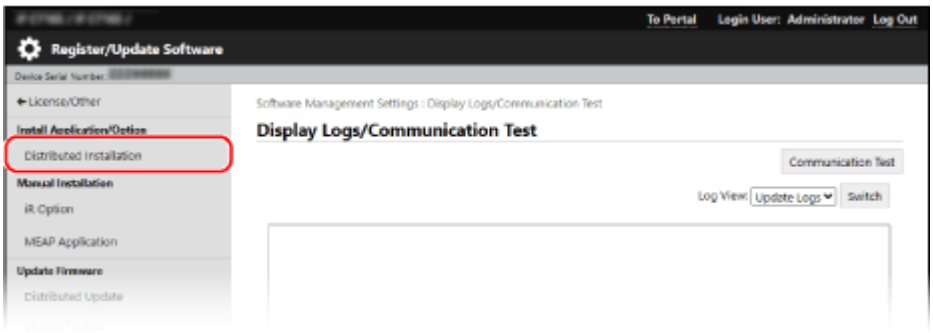
Take action following the instructions in the message.

* If the machine cannot connect to the network or cannot communicate with the distribution server for some reason, install the system options offline. **Installing Offline (P. 1168)**

3. Press [Back].

➔ The [Display Logs/Communication Test] screen is displayed again.

4 Click [Distributed Installation].



➔ The [Distributed Installation] screen is displayed.

5 For [License Access Number], enter the license access number.

6 Check the entered number, and click [Next].

7 Select the checkbox of the option you want to install.

8 Click [Start Installation].

➔ When installation is complete, the installation result is displayed.

If the license agreement screen appears, check the content and then click [I Accept].

9 Click [Enabled after Restart] to restart the machine. **Restarting the Machine (P. 181)**

➔ The machine restarts, and the installed content is applied.

Installing Offline

Obtain the "license key" on a computer connected to the network, and enter the license key on the control panel to install the system options.

Administrator privileges are required when you enter the license key and install the system options using the control panel. The machine must be restarted to apply the installed content.

Required Preparations

- Prepare the "license access number" shown on the license access number certificate.
- Prepare the serial number of the machine.

When you press [ ] on the [Home] screen or other screen of the control panel, the serial number is displayed at the bottom left of the screen.
* You can also check the serial number on the Portal page of Remote UI. **Remote UI Portal Page (P. 1099)**

1 Obtain a license key on a computer.

- From a web browser on a computer, access the URL below, and enter the license access number and serial number following the instructions on the screen.

  http://www.canon.com/lms/license/

- Have the obtained license key at hand.

2 Log in to the machine as an administrator. **Logging In to the Machine (P. 225)**

3 On the control panel, press [Settings/Registration] in the [Home] screen or other screen. **[Home] Screen (P. 189)**

→ The [Settings/Registration] screen is displayed.

4 Press [Management Settings] ▶ [License/Other] ▶ [Register License].

→ The [Register License] screen is displayed.

5 Enter the obtained license key.

6 Press [Start] ▶ [OK].

7 Press [Settings/Registration] ▶ [Yes].

→ The machine restarts, and the installed content is applied.

Enhancing the Functions (MEAP)

AW63-0LY

The Multifunctional Embedded Application Platform (MEAP) is a system that enhances and optimizes various functions by installing dedicated MEAP applications on the machine. For example, MEAP enables a user management function using IC cards, or integration with output management software.

You can install and manage MEAP applications using the Service Management Service (SMS). Use the SMS by logging in to Remote UI on a web browser on a computer.

Installing MEAP Applications (P. 1171)
Managing the MEAP Applications and License Files (P. 1173)
SMS Screen (P. 1178)

* Regardless of the TLS settings for the Meap functions, the SMS always uses TLS encrypted communication. When using the SMS, you need to configure the settings for the key and certificate to be used for TLS encrypted communication in advance. **Checking the Firmware Version (P. 1161)**

With the SMS, you can also change the authentication application (login service) of the machine from User Authentication to DepartmentID Authentication.

Changing the Login Service for User Authentication (P. 1181)

IMPORTANT

- Do not use the [←] (back button) of the web browser while using the SMS. It may not operate properly.
- After using the SMS, make sure to log out from Remote UI and close the web browser. If you close the web browser without logging out from Remote UI, the SMS will not be available for a while.

NOTE

- Only one user can use the SMS at one time. Multiple users cannot use it at the same time.

Installing MEAP Applications

AW63-0R0

Obtain the license file required to install a MEAP application, and then use the SMS to install the application.

* If the license access number is not provided in the MEAP application package, you do not need to obtain the license file. The license file will be provided from the application provider. For more information, refer to the manual of each application.

Step 1: Obtaining the License File (P. 1171)
Step 2: Installing the MEAP Application (P. 1172)

NOTE

- A maximum of 19 MEAP applications can be installed on the machine. A maximum of 4 GB storage space can be used by MEAP applications.
  You can check the number of applications installed and the storage space being used in the SMS. **SMS Screen (P. 1178)**
- Depending on the MEAP application, specific conditions are required when installing the application. For more information, refer to the manual of the application to be used.

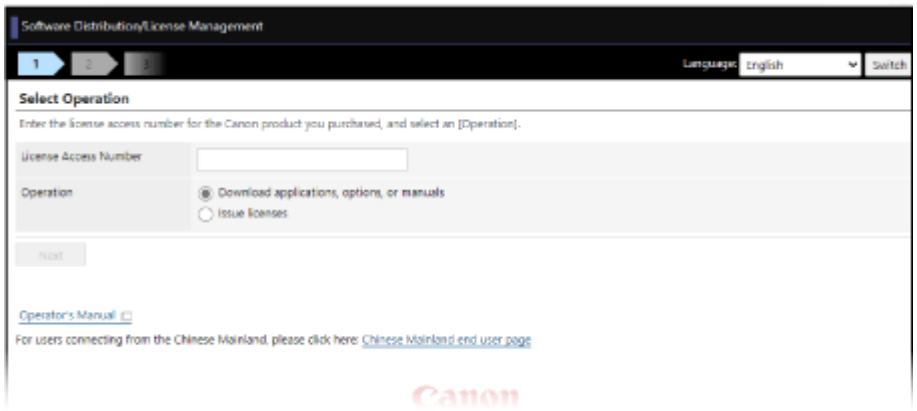
Step 1: Obtaining the License File

Required Preparations

- Have the license access number provided in the MEAP application package at hand.
- Prepare the serial number of the machine.
  When you press [ ] on the [Home] screen or other screen of the control panel, the serial number is displayed at the bottom left of the screen.
  * You can also check the serial number on the Portal page of Remote UI and on the SMS screen.

  Remote UI Portal Page (P. 1099)
  SMS Screen (P. 1178)

From a web browser on a computer, access the URL below, and obtain the license file following the instructions on the screen.
http://www.canon.com/lms/license/



When you have obtained the license file, install the MEAP application.

Step 2: Installing the MEAP Application

Install the MEAP application using the SMS from a computer. You cannot use the control panel to install the application.
Administrator privileges are required.

1 Log in to Remote UI as an administrator. **Starting Remote UI (P. 1095)**

2 On the Portal page of Remote UI, click [Service Management Service]. **Remote UI Portal Page (P. 1099)**

3 Click [Install MEAP Application].

→ The [Install MEAP Application/License] screen is displayed.

4 Click [Choose File] and specify the files to be installed.

Specify both the application file and license file.

- The file with the extension ".jar" is the application file.
- The file with the extension ".lic" is the license file.

5 Set [Operation to Perform:].

Select whether to start the MEAP application automatically after the installation is completed.
* When you select [Only Install], you will need to start the application manually after the installation is completed. you will need to start the application manually after the installation is completed. **Managing the MEAP Applications (P. 1173)**

6 Click [Install] ▶ [Yes].

7 If the license agreement screen appears, check the content and then click [I Accept].

→ The installation starts.
When the installation is completed, the installed application is added to the list of the MEAP applications on the [MEAP Application Management] screen. **[MEAP Application Management] Screen (P. 1179)**

8 Log out from Remote UI.

NOTE

- Depending on the MEAP application, you can download the manual and related software from the URL below.
  http://canon.com/fau/downloads
- To update the version of the MEAP application, stop using the application in the SMS temporarily, and then use the same procedure as the installation. **Managing the MEAP Applications (P. 1173)**
- If an error message appears on the SMS screen while installing the MEAP application, follow the instructions on the error message to solve the problem.

Managing the MEAP Applications and License Files

AW63-0R1

Use the SMS to manage the MEAP applications installed on the machine. You can also choose to manage only the license files, with operations such as adding or deleting license files.

Managing the MEAP Applications (P. 1173)
Managing the License Files (P. 1175)

Managing the MEAP Applications

You can start and stop using the MEAP applications, and uninstall the applications. You can also set the authentication information of the applications.

Use the SMS from a computer to manage the MEAP applications. You cannot use the control panel to manage the MEAP applications.
Administrator privileges are required. Depending on the details of the management operation, you may need to restart the machine.

Required Preparations

- When uninstalling a MEAP application, delete the license file. **Managing the License Files (P. 1175)**

1 Log in to Remote UI as an administrator. **Starting Remote UI (P. 1095)**

2 On the Portal page of Remote UI, click [Service Management Service]. **Remote UI Portal Page (P. 1099)**

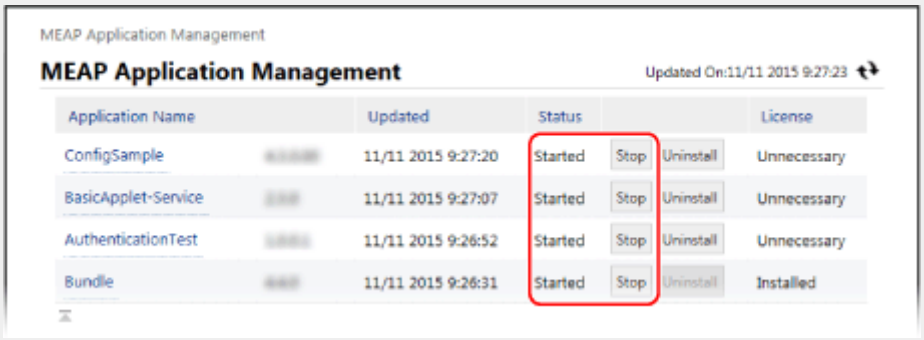
→ The [MEAP Application Management] screen is displayed.

3 Manage the MEAP applications.

On the [MEAP Application Management] screen, you can check the details of MEAP applications and the amount of storage used. **[MEAP Application Management] Screen (P. 1179)**

When Starting or Stopping the Use of a MEAP Application

1. Click [Started] or [Stopped] for the MEAP application you want to start or stop its usage.

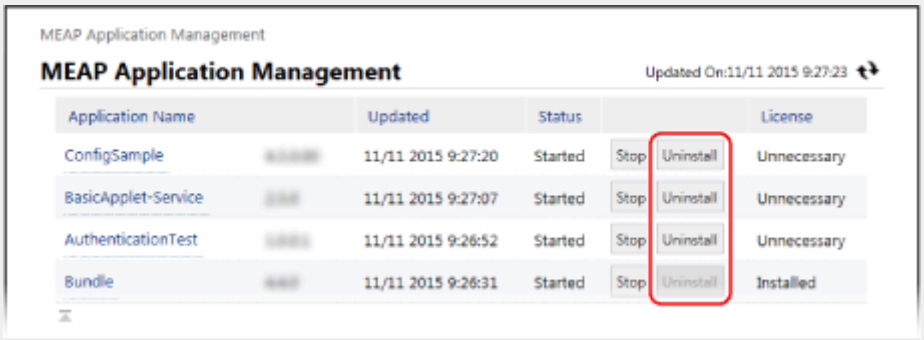


➔The MEAP application is started or stopped.

2. Restart the machine, as needed. **Restarting the Machine (P. 181)**
   If a message that prompts you to restart the machine appears at the top of the [MEAP Application Management] screen, restart the machine.

When Uninstalling MEAP Applications

1. Click [Uninstall] for the MEAP applications you want to uninstall.



2. Click [Yes].

   ➔The MEAP application is uninstalled.

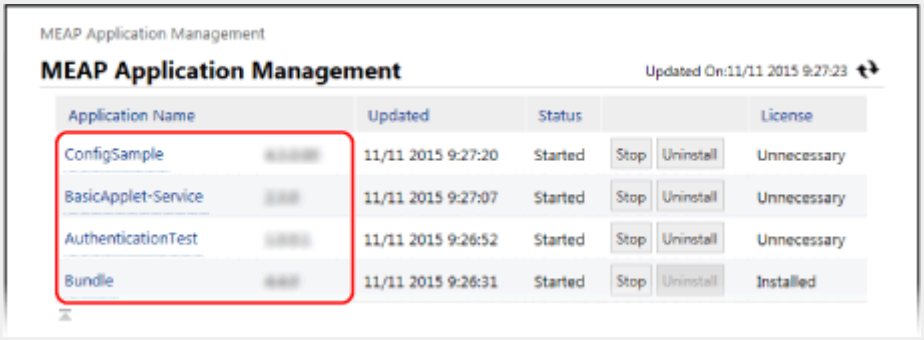
   If [Click [OK] to uninstall this application. Export Package of this application will be unavailable.] Appears
   The MEAP application you want to uninstall is linked with other applications. If you uninstall this applications, other applications may become unusable.
   To uninstall the applications, click [OK].

3. Restart the machine, as needed. **Restarting the Machine (P. 181)**
   If a message that prompts you to restart the machine appears at the top of the [MEAP Application Management] screen, restart the machine.

When Setting the Authentication Information for MEAP Applications

Depending on the MEAP application, the authentication information may need to be set.

1. Click the application name for which you want to set authentication information.

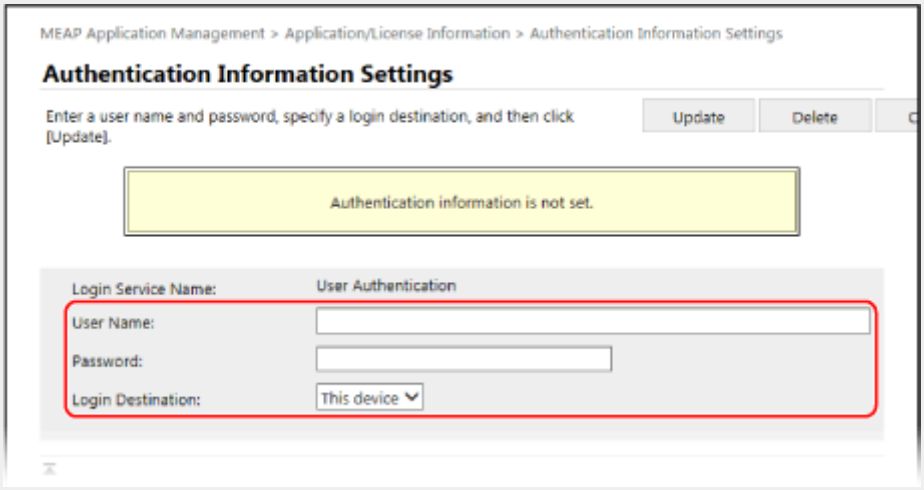


➔ The [Application/License Information] screen is displayed.

2. Click [Authentication Information Settings].

➔ The [Authentication Information Settings] screen is displayed.

3. Enter the user name and password, and select the login destination.



Click [Delete] ▶ [Yes] to cancel the authentication information.

4. Click [Update].

➔ The message [Authentication information has been set.] is displayed and the settings are applied.

4 Log out from Remote UI.

NOTE

- If an error message appears during the operation, follow the instructions on the error message to solve the problem.
- If you change the authentication application (login service), you may be requested to re-enter the authentication information. In this case, check the authentication information on the [Authentication Information Settings] screen.

Managing the License Files

If the license file obtained when the application was installed has expired, or the usage has exceeded the maximum numbers of times print and scan jobs are allowed, you can add a license file so that you can continue to use the MEAP application.
When uninstalling a MEAP application, you need to delete the license file in advance.

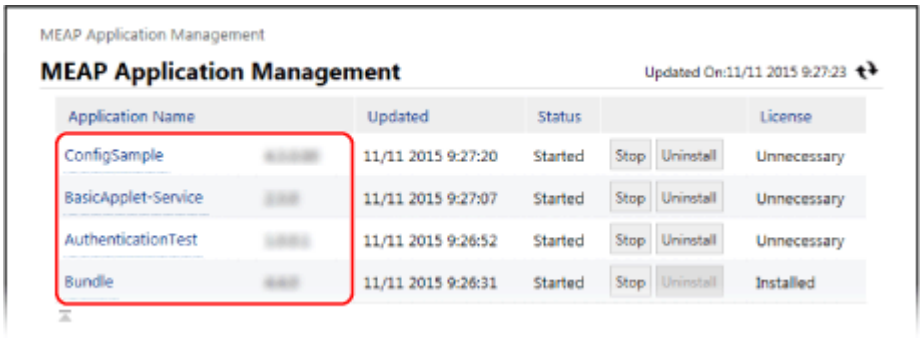
Use the SMS from a computer to manage the license files. You cannot use the control panel to manage the license files.
Administrator privileges are required.

1 Log in to Remote UI as an administrator. **Starting Remote UI (P. 1095)**

2 On the Portal page of Remote UI, click [Service Management Service]. **Remote UI Portal Page (P. 1099)**

→ The [MEAP Application Management] screen is displayed.

3 Click the application name for which you want to add or delete the license file.



→ The [Application/License Information] screen is displayed.

4 In [License Information], click [License Management].

→ The [License Management] screen is displayed.

5 Add or delete a license file.

When Adding a License File

1. Click [Choose File] under [Install License], specify the file to add, and click [Open].
2. Click [Install] ▶ [Yes].

   → The license file is added.
3. Restart the MEAP application, as needed.
   If the license status does not change after you add the license file, stop the MEAP application and then start it again. **Managing the MEAP Applications (P. 1173)**

When Deleting a License File

1. For [Disable License File] click [Disable], and click [Yes].

   → The license file is disabled.
2. For [Download/Delete Disabled License File], click [Download] and store the license file on a computer.
   When the license file is stored on a computer, you can reinstall it later, as needed, even after the license file on the machine is deleted.

* Once the license file on the machine is deleted, it cannot be downloaded again from the machine.

3. For [Download/Delete Disabled License File] click [Delete], and click [Yes].

   → The license file is deleted.

6 Log out from Remote UI.

NOTE

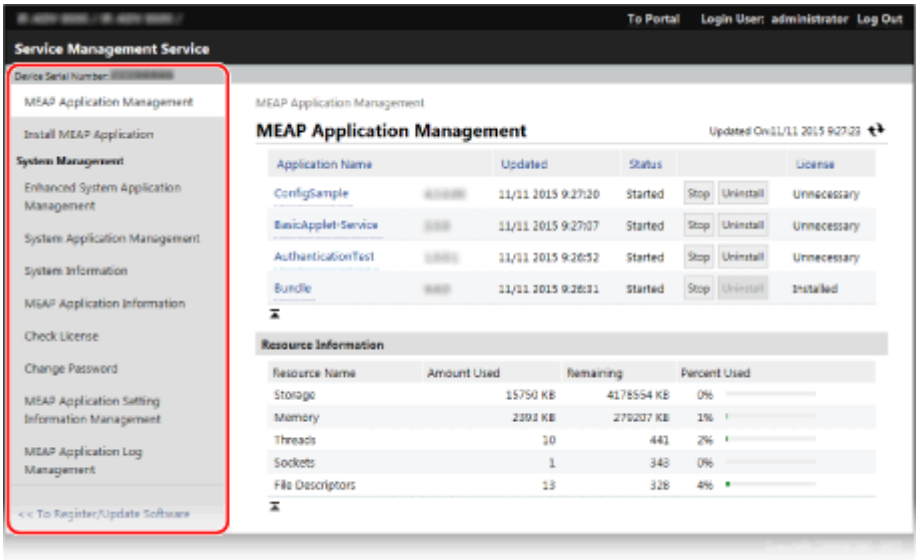
Checking the Validity Period of a License File

- You can check the period of validity in [License Information] on the [Application/License Information] screen.
- When there is a MEAP application with a license file that will expire soon, you can also press [Check License] on the [Home] screen to check the period of validity.

SMS Screen

AW63-0R2

The SMS screen is displayed when you log in to Remote UI as an administrator with Administrator privileges, and click [Service Management Service].
On this screen, you can install and manage the MEAP applications, as well as manage the MEAP system.



[Device Serial Number]
The serial number of the machine is displayed.

[MEAP Application Management]
Allows you to manage the installed MEAP applications. **[MEAP Application Management] Screen (P. 1179)**

[Install MEAP Application]
Allows you to install a MEAP application or upgrade the version of a MEAP application. **Step 2: Installing the MEAP Application (P. 1172)**

[System Management]
When each item is clicked, an information or management screen related to the MEAP system is displayed.

[Enhanced System Application Management]
Allows you to install and uninstall, and manage the system applications that can be enhanced.

[System Application Management]
Allows you to start and stop using the installed system applications.

[System Information]
Allows you to check the versions and operation status of the system applications.

[MEAP Application Information]
Allows you to check lists of the currently installed applications (excluding system applications) and uninstalled applications.

[Check License]
Allows you to check the details of the license file before the installation.

[Change Password]
Allows you to change the password for logging in to the SMS.

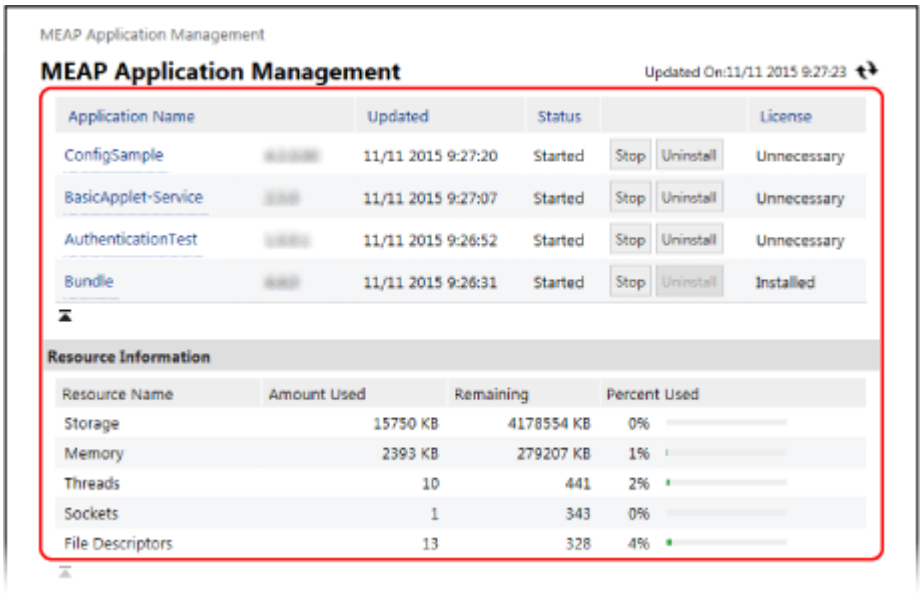
- Normally, you do not need to change the password.
  This item is to be set when DepartmentID Authentication is primarily used for the login service.
- To change the password, enter a password using 8 to 32 single-byte alphanumeric characters.

[MEAP Application Setting Information Management]
Allows you to check or delete the MEAP application setting information.

[MEAP Application Log Management]
Allows you to download or delete the MEAP application usage logs.

[<< To Register/Update Software]
Allows you to install the system options. **Installing the System Options (P. 1167)**

[MEAP Application Management] Screen



MEAP Application List
Displays a list of installed MEAP applications, along with the status of each application and license.
You can start and stop using the applications, and you can uninstall the applications. **Managing the MEAP Applications (P. 1173)**

[Application Name]
Displays the names of the MEAP applications.
You can click on each application name to check the details of the application and manage the license file. **Managing the License Files (P. 1175)**

[Status]
Displays the MEAP application status.

- [Installed]: Installed but not ready to be used.*1
- [Started]: Available for use.
- [Stopped]: Not available for use.
- [Starting]: In transition to the state available for use.
- [Stopping]: In transition to the state not available for use.

*1 When the use of the MEAP application is stopped and the machine is restarted, the status is also [Installed].

[License]
Displays the license status.
Depending on the MEAP application, the license file has an expiration date set and the maximum numbers of times (counters) print and scan jobs are allowed are specified.

- [Installed]: The valid license file is installed.
- [Not Installed]: The license file is not installed or valid.
- [Over Limit]: Some counters have exceeded the upper limits.*1

- [Invalid]: The license file has expired, or all counters have exceeded the upper limits.*1
- [Unnecessary]: Available for use without a license file.

*1 You can add a license file to extend the validity period and increase the maximum limits for the counters. **Managing the License Files (P. 1175)**

[Resource Information]

You can check the details of the storage and other resources used collectively by all MEAP applications*1, such as the amount used, the amount remaining, and the percent used.

*1 The total amounts used by all installed MEAP applications and system applications are displayed.

Changing the Login Service for User Authentication

AW63-0R3

An application used for user authentication is called a "login service." The machine uses User Authentication for the login service, but it can be changed to DepartmentID Authentication.

Change the login service using the SMS from a computer. You cannot use the control panel to change the login service.
Administrator privileges are required. The machine must be restarted to apply the changes.

1 Log in to Remote UI as an administrator. **Starting Remote UI (P. 1095)**

2 On the Portal page of Remote UI, click [Service Management Service]. **Remote UI Portal Page (P. 1099)**

3 Click [System Application Management].

→ The [System Application Management] screen is displayed.

4 In [SMS Installer Service (Password Authentication)], click [Started].

→ The status becomes [Started].

5 Click [Enhanced System Application Management].

→ The [Enhanced System Application Management] screen is displayed.

6 In [DepartmentID Authentication] of [Login Service], click [Switch].

→ The status becomes [Start after Restart].

7 Restart the machine. **Restarting the Machine (P. 181)**

→ The login service is changed.

NOTE

Returning the Login Service to User Authentication

- In [Login Service] of the [Enhanced System Application Management] screen, click [Switch] in [User Authentication], and restart the machine.
  If SMS Installer Service (Password Authentication) is not used, display the [System Application Management] screen after restarting the machine, and click [Stopped] for [SMS Installer Service (Password Authentication)].

Settings and Operation When Using DepartmentID Authentication

AW63-0R4

This section describes the settings of the machine and how to log in to the machine when using DepartmentID Authentication for the login service.

Department ID Management Settings (P. 1182)
Logging In to the Machine (P. 1183)
Using the SMS (P. 1183)

Department ID Management Settings

Department ID Management is a function for managing users and groups by allocating a Department ID to each user or group.

What You Can Do with Department ID Management (P. 901)
Department ID (P. 901)

When you use DepartmentID Authentication for Department ID Management, follow the procedure below to configure the settings.

Step 1	Set up Department ID Management. **Changing the Department ID and PIN for the Administrator (P. 903)** **Registering a Department ID (P. 905)**
Step 2	Start Department ID Management. **Enabling Department ID Management (P. 910)**
Step 3	When operations from users with an unknown Department ID are restricted, set the Department ID and PIN on each computer using the machine. **Configuring User Management Information on a Computer (P. 914)**
Step 4	Perform Department ID Management. **Confirming Usage by Department ID (P. 912)**

NOTE

When Returning the Login Service to User Authentication and Using Department ID Management

- Disable Department ID Management for DepartmentID Authentication, and return the login service to User Authentication. Next, set the Department ID for the users, and then enable Department ID Management for User Authentication.

  Assigning a Department ID to a User (P. 906)
  Enabling Department ID Management (P. 910)

Logging In to the Machine

When Department ID Management is enabled, you need to enter the Department ID and PIN to log in when using the control panel or Remote UI.

Login Screen on the Control Panel



Login Screen on Remote UI



* When the System Manager ID is not set, all login users become users with administrator privileges.

NOTE

When the Department ID Management Is Not Used

- General users do not need to log in when using the control panel.
  Only when performing operations that require the administrator privileges, press [Log In] from [Settings/Registration] in the [Home] screen or other screen, and enter the System Manager ID and PIN to log in.
- When general users use Remote UI, click [Log In (General User)] to continue to operate.
  When logging in as administrators, enter the System Manager ID and PIN, and click [Log In (Administrator)] to log in.

Using the SMS

When using the SMS, log in to Remote UI using the System Manager ID, then click [Service Management Service], and enter the password for the SMS to log in to the SMS.
To ensure security on the machine, you cannot log in to the SMS using the default password. You need to enable temporary login to the SMS using the default password, and then change the password.

Enabling the Use of the Default Password (P. 1183)
Logging In to the SMS to Change the Password (P. 1184)

Enabling the Use of the Default Password

Configure the settings to enable temporary use of the default password.

This section describes how to configure the settings using Remote UI from a computer.

On the control panel, select [Settings/Registration] in the [Home] screen or other screen, and then select [Security Settings] to configure the settings. **[Allow Use of Default Password for Remote Access] (P. 1443)**
Administrator privileges are required. The machine must be restarted to apply the settings.

1 Log in to Remote UI using the System Manager ID. **Logging In to the Machine (P. 1183)**

2 On the Portal page of Remote UI, click [Settings/Registration]. **Remote UI Portal Page (P. 1099)**

3 Click [Security Settings] ▶ [Authentication/Password Settings].

→ The [Authentication/Password Settings] screen is displayed.

4 In [Password Settings], click [Edit].

→ The [Password Settings] screen is displayed.

5 In [Password Operation Settings], select the [Allow Use of Default Password for Remote Access] checkbox.

6 Click [OK].

7 Restart the machine. **Restarting the Machine (P. 181)**

→ The settings are applied.

Logging In to the SMS to Change the Password

Perform these operations using Remote UI from a computer. You cannot use the control panel to perform these operations.
Administrator privileges are required. After changing the password, restore the original setting to prohibit login using the default password. The machine must be restarted to apply the settings.

1 Log in to Remote UI using the System Manager ID. **Logging In to the Machine (P. 1183)**

2 On the Portal page of Remote UI, click [Service Management Service]. **Remote UI Portal Page (P. 1099)**

→ The SMS login screen is displayed.

3 Enter the default password "MeapSmsLogin," and click [Login].

→ The screen for changing the password is displayed.

4 Follow the instructions on the screen to change the password.

You can also change the login password for the SMS in [Change Password] under [System Management] of the SMS.

5 When you have changed the password, click [To Portal].

→ The Portal page of Remote UI is displayed again after logging out from the SMS.

6 Restore the original setting to prohibit login using the default password. **Enabling the Use of the Default Password (P. 1183)**

Clear the [Allow Use of Default Password for Remote Access] checkbox to restore the original security level.

7 Restart the machine. **Restarting the Machine (P. 181)**

→ The settings are applied.

IMPORTANT

- Do not forget the new password. If you forget the new password, contact your dealer or service representative.

Initializing the Settings and Data

AW63-0R5

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 individually initialize the administrator password, default settings of various functions, the machine storage space settings and data, and other information.

Initializing Specific Settings and Data (P. 1186)

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. 1187)

Initializing Specific Settings and Data

You can initialize the following items individually:

Administrator Password

Initialize the "Administrator" password. **Administrator Privileges and Password (P. 50)**

Default Setting of Each Function

You can reset the default settings of the following functions when they are called up using the control panel to the factory default settings.

- Scan and Send **[Change Default Settings] (P. 1330)**
- Scan and Store **[Change Default Settings] (P. 1376)**
- Fax **[Change Default Settings] (P. 1350)**
- Copy **[Change Default Settings] (P. 1317)**
- Access Stored Files (print settings) **[Change Default Settings] (P. 1377)**

Printer Function Settings

- Initialize the printer function settings. **[Initialize] (P. 1456)**
- Delete downloaded fonts and delete print data in which errors occurred during processing. **[Utility] (P. 1512)**

Machine Storage Space Settings and Data

- Initialize the Mail Box settings. **[Set/Register Mail Boxes] (P. 1378)**
- Delete all folders and files saved in Advanced Space Shared Space. **[Initialize Shared Space] (P. 1382)**
- Initialize the Confidential Fax Inbox settings. **[Set/Register Confidential Fax Inboxes] (P. 1369)**

Secure Watermark Contrast

Initialize the density balance (contrast) of the Secure Watermark and background. **[Adjust Background/Character Contrast] (P. 1304)**

Default Settings of the LDAP Server Search Conditions

Reset the default settings of the LDAP server search conditions to the factory default settings. **[Change Default LDAP Search Conditions] (P. 1399)**

Initializing All Settings and Data

You can delete all data left in the storage.

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.

Required Preparations

- Check that there is no data being processed or waiting to be processed.
- Back up the following settings and data, as needed.
  - Address Book and settings **Importing and Exporting the Address Book and Settings (P. 1137)**
  - Data saved in the storage space of the machine **Backing Up and Restoring Data (P. 1153)**
  - User information registered on the machine **Exporting User Information (P. 861)**
  - MEAP application license files **Managing the License Files (P. 1175)**
    * For details on how to back up license files, see the procedure for deleting them.
  - Data saved in the MEAP applications
    * For details on how to back up saved data, see the manual of each MEAP application.

IMPORTANT

- Any data being processed or waiting to be processed is deleted when the initialization is performed.
- The initialization may take more than 30 minutes.
  - You cannot operate the machine while the initialization is in progress.
  - Do not turn OFF the machine until the initialization is complete. Otherwise, the memory on the machine may fail.
- When the initialization is performed while the optional Wireless LAN Board is installed to the machine, you need to configure the settings to use a wireless LAN. For details, contact your dealer or service representative.

1 Log in to the machine as an administrator. **Logging In to the Machine (P. 225)**

2 On the control panel, press [Settings/Registration] in the [Home] screen or other screen. **[Home] Screen (P. 189)**

→ The [Settings/Registration] screen is displayed.

3 Press [Management Settings] ▶ [Data Management] ▶ [Initialize All Data/Settings].

→ A screen for confirming the initialization is displayed.

If the screen to enter the password of the information security personnel appears, enter the password and press [OK]. **Protecting the Security Policy Settings with a Password (P. 1056)**

4 Press [Yes].

→ All settings and data are initialized.
When the initialization is complete, the machine restarts automatically and "all data and settings initialization report" is printed.

NOTE

- When all the settings and data are initialized, the job log information will be deleted, but the print result of the "all data and settings initialization report" will remain in the log. **Viewing the Print Job Status and Log (P. 446)**

[Settings/Registration] Menu List

[Settings/Registration] Menu List 1193
Privileges Required for [Settings/Registration] Menu Settings 1194
[Preferences] 1195
[Paper Settings] 1197
[Display Settings] 1205
[Timer/Energy Settings] 1213
[Network] 1219
[TCP/IP Settings] 1228
[IPv4 Settings] 1239
[IPv6 Settings] 1241
[DNS Settings] 1244
[Firewall Settings] 1246
[IPv4 Address Filter] 1247
[IPv6 Address Filter] 1249
[MAC Address Filter] 1251
[Wireless LAN] 1252
[Direct Connection Settings] 1254
[Sub Line Settings] 1258
[Firewall Settings] 1261
[Settings for System Data Communication] 1264
[External Interface] 1266
[Accessibility] 1268
[Adjustment/Maintenance] 1270
[Adjust Image Quality] 1271
[Auto Correct Color Tone Settings] (For C7100 Series and C5100 Series) 1276
[Adjust Action] 1278
[Maintenance] 1281
[Check Maintenance Method] 1283
[Initialize After Replacing Parts] 1286
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[MEAP Settings] ... 1432
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[Import/Export] ... 1435
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[Authentication Function Settings] ... 1441
[Password Settings] ... 1443
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[Copy] ... 1539
[Printer] ... 1540
[Send] ... 1541
[Common Settings] ... 1542
[E-Mail/I-Fax Settings] ... 1544
[Fax Settings] ... 1546
[Receive/Forward] ... 1549
[Common Settings] ... 1550
[Fax Settings] ... 1552
[Store/Access Files] ... 1553
[Common Settings] ... 1554

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[Web Access] ... 1557
[Set Destination] ... 1558
[Management Settings] ... 1560
[User Management] ... 1561
[Authentication Management] ... 1562
[Device Management] ... 1563
[Device Information Distribution Settings] ... 1564
[Certificate Settings] ... 1565
[License/Other] ... 1566
[Data Management] ... 1567
[Security Settings] ... 1568
Printer Settings Menu ... 1569
[Custom Settings] ... 1570
[Utility] ... 1575
Volume Settings ... 1576

[Settings/Registration] Menu List

AW63-0R6

This section describes each item in the [Settings/Registration] menu, which is displayed when you press [Settings/Registration] on the control panel.

Administrator privileges are required to display or change some settings. **Privileges Required for [Settings/Registration] Menu Settings (P. 1194)**
To apply the settings, you may be required to follow the instructions on the screen and perform operations such as pressing [Apply Set. Changes] and restarting the machine.

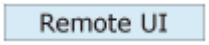
[Preferences] (P. 1195)
[Adjustment/Maintenance] (P. 1270)
[Function Settings] (P. 1287)
[Set Destination] (P. 1396)
[Management Settings] (P. 1405)

NOTE

Configuring Settings with Remote UI

- You can also configure the [Settings/Registration] menu items by using Remote UI from a computer. In Remote UI, click [Settings/Registration] on the Portal page to configure the settings. **Managing the Machine from a Computer (Remote UI) (P. 1094)**
- The items that can be set in [Settings/Registration] in Remote UI are nearly the same as those in the [Settings/Registration] menu on the control panel, but some items can be set only on the control panel or in Remote UI. In addition, some of the item names may differ in Remote UI.
- The symbols shown below indicate whether each item can be set using Remote UI.

  Items that can be set

  Items that cannot be set

Items Not Included in the [Settings/Registration] Menu

- The volume adjustment items are displayed when you press [Volume Settings] on the [Home] screen. **Adjusting the Volume (P. 366)**
- The brightness adjustment settings are displayed when you press [Adjust Brightness] on the [Home] screen. **Screens Displayed on the Control Panel (P. 186)**

Support for Device Information Distribution and Importing and Exporting Settings

- Depending on the setting item, the [Settings/Registration] menu items may or may not support the device information distribution function and the import and export functions. See the list of the support status for device information distribution and importing and exporting settings for each item. **Settings That Can Be Distributed, Imported, and Exported (P. 1513)**

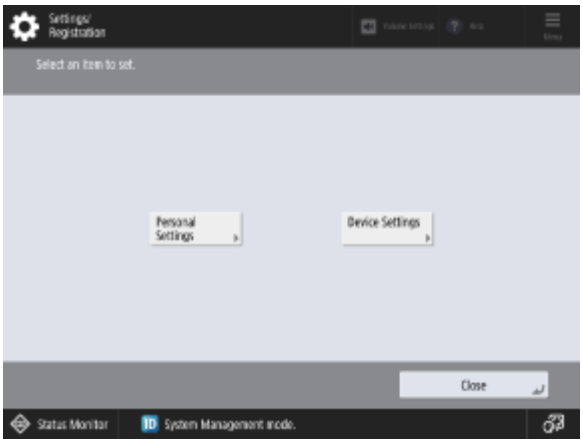
Privileges Required for [Settings/Registration] Menu Settings

AW63-0R7

Depending on the [Settings/Registration] menu item, administrator privileges may be required to display or change the settings.
Users with GeneralUser privileges can change only a limited number of items, such as their own settings and the paper settings. Changes to settings that can be personalized are applied to the login user's own settings.

When Logging In as a User with Administrator Privileges

All items can be changed.
When you press [Settings/Registration], the following screen is displayed. You can select which settings to change.



- To change your own login user settings, select [Personal Settings].
- To change the settings of the machine, select [Device Settings].

When Logging In as a User with DeviceAdmin or NetworkAdmin Privileges

The ability to make changes varies depending on the item. The following symbols indicate whether each item can be changed.

Items that can be set

DeviceAdmin	NetworkAdmin

Items that cannot be set

DeviceAdmin	NetworkAdmin

[Preferences]

AW63-0R8

Configure the settings for the control panel screen display, paper, network, and other features according to the environment in which the machine is used.

[Paper Settings] (P. 1195)
[Display Settings] (P. 1195)
[Timer/Energy Settings] (P. 1195)
[Network] (P. 1195)
[External Interface] (P. 1195)
[Accessibility] (P. 1196)

[Paper Settings]

[Settings/Registration] ▶ [Preferences]

Configure the settings for the paper to be used.
[Paper Settings] (P. 1197)

[Display Settings]

[Settings/Registration] ▶ [Preferences]

Configure the settings for displaying the control panel screens.
[Display Settings] (P. 1205)

[Timer/Energy Settings]

[Settings/Registration] ▶ [Preferences]

Set the date and time, and configure the Energy Saver settings.
[Timer/Energy Settings] (P. 1213)

[Network]

[Settings/Registration] ▶ [Preferences]

Configure the settings for the machine's network environment.
[Network] (P. 1219)

[External Interface]

[Settings/Registration] ▶ [Preferences]

Configure the USB connection.
[External Interface] (P. 1266)

[Accessibility]

[Settings/Registration] ▶ [Preferences]

Configure control panel screen settings such as color reversal, enlarged display, and the response speed of the text input buttons.

[Accessibility] (P. 1268)

[Paper Settings]

AW63-0R9

Configure the settings for the paper to be used.

* Values in red text indicate the default setting for each item.

[Paper Settings] (P. 1197)
[Paper Size Group for Auto Recognition in Drawer] (P. 1200)
[A5R/STMTR Paper Selection] (P. 1200)
[LGL/LGL (India) Paper Selection] (For C3100 Series) (P. 1201)
[Paper Type Management Settings] (P. 1201)
[Restrict Paper Source] (C7100 Series Only) (P. 1203)
[Register Favorite Paper (Multi-Purpose Tray)] (P. 1203)
[Multi-Purpose Tray Defaults] (P. 1203)
[Set MP Tray Paper Type Auto Recognition as Default] (C7100 Series Only) (P. 1204)
[Register Custom Size] (P. 1204)

[Paper Settings]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Preferences] ▶ [Paper Settings]

Set the paper loaded in the paper source. **Setting the Paper Size and Type for the Paper Drawer (P. 282)**
The machine automatically recognizes the paper size when standard size paper is loaded. If the displayed paper size differs from the loaded paper, check the [Paper Size Group for Auto Recognition in Drawer] setting. **[Paper Size Group for Auto Recognition in Drawer] (P. 1200)**
For C7100 Series, a paper type that you use for the first time can be registered as a custom paper type in [Adjust/Register New Paper].

* When you configure the settings using Remote UI, only the paper type can be set.

For C7100 Series

Europe

[Change Paper Size]
- [Custom]
- [Unrecognized Standard Size]

[Change Paper Type]
- [Thin 2 (52-59 g/m2)], [Thin 1 (60-63 g/m2)], [Plain 1 (64-75 g/m2)], [Plain 2 (76-90 g/m2)], [Plain 3 (91-105 g/m2)], [Recycled 1 (64-75 g/m2)], [Recycled 2 (76-90 g/m2)], [Pre-Punched], [Tab 4 (151-220 g/m2)], [Letterhead 3], [2-Sided Coated 1 (106-163 g/m2)], [2-Sided Coated 2 (164-220 g/m2)], [2-Sided Coated 3 (221-256 g/m2)], [Water-Resistant]

[Adjust/Register New Paper]

[Envelope]

Asia/Oceania

[Change Paper Size]
- [Custom]
- [Unrecognized Standard Size]

[Other Size]

[Change Paper Type]
[Thin 2 (52-59 g/m2)], [Thin 1 (60-63 g/m2)], [Plain 1 (64-75 g/m2)], [Plain 2 (76-90 g/m2)], [Plain 3 (91-105 g/m2)], [Recycled 1 (64-75 g/m2)], [Recycled 2 (76-90 g/m2)], [Pre-Punched], [Tab 4 (151-220 g/m2)], [Letterhead 3], [2-Sided Coated 1 (106-163 g/m2)], [2-Sided Coated 2 (164-220 g/m2)], [2-Sided Coated 3 (221-256 g/m2)], [Water-Resistant]

[Adjust/Register New Paper]

[Envelope]

North America

[Change Paper Size]
[Custom]
[Unrecognized Standard Size]

[Change Paper Type]
[Thin 2 (14-15 lb bond)], [Thin 1 (16 lb bond)], [Plain 1 (17-20 lb bond)], [Plain 2 (21-24 lb bond)], [Plain 3 (25-28 lb bond)], [Recycled 1 (17-20 lb bond)], [Recycled 2 (21-24 lb bond)], [Pre-Punched], [Tab 4 (56-80 lb cover)], [Letterhead 3 (25-28 lb bond)], [2-Sided Coated 1 (106-163 g/m2)], [2-Sided Coated 2 (164-220 g/m2)], [2-Sided Coated 3 (221-256 g/m2)], [Water-Resistant]

[Adjust/Register New Paper]

[Envelope]

Latin America

[Change Paper Size]
[Custom]
[Unrecognized Standard Size]
[Other Size]

[Change Paper Type]
[Thin 2 (52-59 g/m2)], [Thin 1 (60-63 g/m2)], [Plain 1 (64-75 g/m2)], [Plain 2 (76-90 g/m2)], [Plain 3 (91-105 g/m2)], [Recycled 1 (64-75 g/m2)], [Recycled 2 (76-90 g/m2)], [Pre-Punched], [Tab 4 (151-220 g/m2)], [Letterhead 3], [2-Sided Coated 1 (106-163 g/m2)], [2-Sided Coated 2 (164-220 g/m2)], [2-Sided Coated 3 (221-256 g/m2)], [Water-Resistant]

[Adjust/Register New Paper]

[Envelope]

For C5100 Series

Europe

[Set]
[Thin 2 (52-59 g/m2)], [Thin 1 (60-63 g/m2)], [Plain 1 (64-75 g/m2)], [Plain 2 (76-90 g/m2)], [Plain 3 (91-105 g/m2)], [Heavy 1 (106-128 g/m2)], [Heavy 2 (129-150 g/m2)], [Heavy 3 (151-163 g/m2)], [Heavy 4 (164-180 g/m2)], [Heavy 5 (181-220 g/m2)], [Heavy 6 (221-256 g/m2)], [Heavy 7 (257-300 g/m2)], [Recycled 1 (64-75 g/m2)], [Recycled 2 (76-90 g/m2)], [Pre-Punched], [Transparency], [Label], [Tab 4 (151-220 g/m2)], [Color (64-81 g/m2)], [Letterhead 3]

[Custom Size]

[Envelope]

[Unrecognized Standard Size]

Asia/Oceania

[Set]
[Thin 2 (52-59 g/m2)], [Thin 1 (60-63 g/m2)], [Plain 1 (64-75 g/m2)], [Plain 2 (76-90 g/m2)], [Plain 3 (91-105 g/m2)], [Heavy 1 (106-128 g/m2)], [Heavy 2 (129-150 g/m2)], [Heavy 3 (151-163 g/m2)], [Heavy 4 (164-180 g/m2)], [Heavy 5 (181-220 g/m2)],

[Heavy 6 (221-256 g/m2)], [Heavy 7 (257-300 g/m2)], [Recycled 1 (64-75 g/m2)], [Recycled 2 (76-90 g/m2)], [Pre-Punched], [Transparency], [Label], [Tab 4 (151-220 g/m2)], [Color (64-81 g/m2)], [Letterhead 3]

[Custom Size]

[Envelope]

[Other Size]

[Unrecognized Standard Size]

North America

[Set]

[Thin 2 (14-15 lb bond)], [Thin 1 (16 lb bond)], [Plain 1 (17-20 lb bond)], [Plain 2 (21-24 lb bond)], [Plain 3 (25-28 lb bond)], [Heavy 1 (29-34 lb bond)], [Heavy 2 (35-40 lb bond)], [Heavy 3 (56-60 lb cover)], [Heavy 4 (61-66 lb cover)], [Heavy 5 (67-80 lb cover)], [Heavy 6 (82 lb cover-140 lb index)], [Heavy 7 (100-110 lb cover)], [Recycled 1 (17-20 lb bond)], [Recycled 2 (21-24 lb bond)], [Pre-Punched], [Transparency], [Label], [Tab 4 (56-80 lb cover)], [Color (17-21 lb bond)], [Letterhead 3 (25-28 lb bond)]

[Custom Size]

[Envelope]

[Unrecognized Standard Size]

Latin America

[Set]

[Thin 2 (52-59 g/m2)], [Thin 1 (60-63 g/m2)], [Plain 1 (64-75 g/m2)], [Plain 2 (76-90 g/m2)], [Plain 3 (91-105 g/m2)], [Heavy 1 (106-128 g/m2)], [Heavy 2 (129-150 g/m2)], [Heavy 3 (151-163 g/m2)], [Heavy 4 (164-180 g/m2)], [Heavy 5 (181-220 g/m2)], [Heavy 6 (221-256 g/m2)], [Heavy 7 (257-300 g/m2)], [Recycled 1 (64-75 g/m2)], [Recycled 2 (76-90 g/m2)], [Pre-Punched], [Transparency], [Label], [Tab 4 (151-220 g/m2)], [Color (64-81 g/m2)], [Letterhead 3]

[Custom Size]

[Envelope]

[Other Size]

[Unrecognized Standard Size]

For C3100 Series

Europe

[Set]

[Thin 2 (52-59 g/m2)], [Thin 1 (60-63 g/m2)], [Plain 1 (64-75 g/m2)], [Plain 2 (76-90 g/m2)], [Plain 3 (91-105 g/m2)], [Heavy 1 (106-128 g/m2)], [Heavy 2 (129-150 g/m2)], [Heavy 3 (151-163 g/m2)], [Heavy 4 (164-180 g/m2)], [Heavy 5 (181-220 g/m2)], [Heavy 6 (221-256 g/m2)], [Heavy 7 (257-300 g/m2)], [Recycled 1 (64-75 g/m2)], [Recycled 2 (76-90 g/m2)], [Pre-Punched 2 (76-90 g/m2)], [Transparency], [Label], [Color (64-82 g/m2)], [Letterhead 3 (91-105 g/m2)]

[Custom Size]

[Envelope]

[Unrecognized Standard Size]

Asia/Oceania

[Set]

[Thin 2 (52-59 g/m2)], [Thin 1 (60-63 g/m2)], [Plain 1 (64-75 g/m2)], [Plain 2 (76-90 g/m2)], [Plain 3 (91-105 g/m2)], [Heavy 1 (106-128 g/m2)], [Heavy 2 (129-150 g/m2)], [Heavy 3 (151-163 g/m2)], [Heavy 4 (164-180 g/m2)], [Heavy 5 (181-220 g/m2)], [Heavy 6 (221-256 g/m2)], [Heavy 7 (257-300 g/m2)], [Recycled 1 (64-75 g/m2)], [Recycled 2 (76-90 g/m2)], [Pre-Punched 2 (76-90 g/m2)], [Transparency], [Label], [Color (64-82 g/m2)], [Letterhead 3 (91-105 g/m2)]

[Custom Size]

[Envelope]

[Other Size]

[Unrecognized Standard Size]

North America

[Set]

[Thin 2 (14-15 lb bond)], [Thin 1 (16 lb bond)], [Plain 1 (17-20 lb bond)], [Plain 2 (21-24 lb bond)], [Plain 3 (25-28 lb bond)], [Heavy 1 (29-34 lb bond)], [Heavy 2 (35-40 lb bond)], [Heavy 3 (56-60 lb cover)], [Heavy 4 (61-66 lb cover)], [Heavy 5 (67-80 lb cover)], [Heavy 6 (82 lb cover-140 lb index)], [Heavy 7 (100-110 lb cover)], [Recycled 1 (17-20 lb bond)], [Recycled 2 (21-24 lb bond)], [Pre-Punched 1 (17-20 lb bond)], [Transparency], [Label], [Color (17-21 lb bond)], [Letterhead 3 (25-28 lb bond)]

[Custom Size]

[Envelope]

[Unrecognized Standard Size]

Latin America

[Set]

[Thin 2 (52-59 g/m2)], [Thin 1 (60-63 g/m2)], [Plain 1 (64-75 g/m2)], [Plain 2 (76-90 g/m2)], [Plain 3 (91-105 g/m2)], [Heavy 1 (106-128 g/m2)], [Heavy 2 (129-150 g/m2)], [Heavy 3 (151-163 g/m2)], [Heavy 4 (164-180 g/m2)], [Heavy 5 (181-220 g/m2)], [Heavy 6 (221-256 g/m2)], [Heavy 7 (257-300 g/m2)], [Recycled 1 (64-75 g/m2)], [Recycled 2 (76-90 g/m2)], [Pre-Punched 2 (76-90 g/m2)], [Transparency], [Label], [Color (64-82 g/m2)], [Letterhead 3 (91-105 g/m2)]

[Custom Size]

[Envelope]

[Other Size]

[Unrecognized Standard Size]

[Paper Size Group for Auto Recognition in Drawer]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Preferences] ▶ [Paper Settings]

For each paper source, you can restrict the automatically recognized paper size to A/B size, inch size, or A/K size.

* The default setting varies depending on the region.

Multi-purpose tray

[A/B Size], [Inch Size], [A/K Size]

Each paper drawer

[All Sizes], [A/B Size], [Inch Size], [A/K Size]

[A5R/STMTR Paper Selection]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Preferences] ▶ [Paper Settings]

Set which paper size to use when A5R or Statement R size paper is loaded in the paper source.

* This setting is enabled for the paper sources for which [All Sizes] is selected in [Paper Size Group for Auto Recognition in Drawer]. **[Paper Size Group for Auto Recognition in Drawer] (P. 1200)**

* The default setting varies depending on the region.

[A5R], [STMTR]

[LGL/LGL (India) Paper Selection] (For C3100 Series)

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Preferences] ▶ [Paper Settings]

Set which paper size to use when Legal (LGL) or Indian Legal (LGL (India)) size paper is loaded in the paper source.

* This setting is enabled for the paper sources for which [All Sizes] is selected in [Paper Size Group for Auto Recognition in Drawer]. **[Paper Size Group for Auto Recognition in Drawer] (P. 1200)**

Asia/Oceania

* The default setting varies depending on the region.

[LGL], [LGL (India)]

[Paper Type Management Settings]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Preferences] ▶ [Paper Settings]

Change the information of the paper types registered in the machine, or register your own paper type. **Registering Frequently Used Paper Types (P. 1631)**

For C7100 Series

[Details/Edit]
- [Name]
- [Category]
- [Basis Weight]
- [Size]
- [Finish]
- [Type]
- [Color]
- [Use as Template Paper]
- [2nd Side of 2-Sided Page]
- [Adjust Image Position]
- [Adjust Creep Correction]
- [Use Paper Separation Fan]
- [Adjust Paper Separation Fan Level]
- [Adjust Paper Separation Fan Time]
- [Adj. Paper Separation Fan Interval]

[Adjust Paper Realignment Speed]
[Adjust Gloss]
[Adjust Lead/Tail Margins]
[Adjust Secondary Transfer Voltage]
[Adj. Lead Edge Sec. Transfer Volt.]
[Correct Tail End Toner Application]
[Toner Amount Reduction Mode]
[Adjust Saddle Fold Position]*1
[Adjust Saddle Stitch Fold Position]*1
[Change Fold/Stitch Position]*1
[Adjust Fixing Speed]
[Auto Adjust L/R Edge Alignment]

[Duplicate]

[Delete]

*1 Only displayed on machines with the option installed.

For C5100 Series

[Details/Edit]
[Name]
[Category]
[Basis Weight]
[Finish]
[Type]
[Color]
[Use as Template Paper]
[2nd Side of 2-Sided Page]
[Adjust Image Position]
[Adjust Creep Correction]
[Adjust Paper Realignment Speed]*1
[Adjust Gloss]
[Adjust Lead/Tail Margins]
[Adjust Secondary Transfer Voltage]
[Adj. Lead Edge Sec. Transfer Volt.]
[Correct Tail End Toner Application]
[Toner Amount Reduction Mode]
[Adjust Saddle Fold Position]*1
[Adjust Saddle Stitch Fold Position]*1
[Change Fold/Stitch Position]*1
[Adjust Fixing Speed]

[Duplicate]

[Delete]

For C3100 Series

[Details/Edit]
[Name]
[Category]
[Basis Weight]
[Finish]
[Type]
[Color]
[Use as Template Paper]
[2nd Side of 2-Sided Page]
[Adjust Image Position]
[Adjust Creep Correction]

[Adjust Paper Realignment Speed]*1
[Adjust Gloss]
[Adjust Lead/Tail Margins]
[Adj. Secondary Transfer Voltage]
[Adj. Lead Edge Sec. Transfer Volt.]
[Correct Tail End Toner Application]
[Adjust Saddle Fold Position]*1
[Adjust Saddle Stitch Fold Position]*1
[Change Fold/Stitch Position]*1

[Duplicate]

[Delete]

*1 Only displayed on machines with the option installed.

[Restrict Paper Source] (C7100 Series Only)

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Preferences] ▶ [Paper Settings]

You can set whether to restrict the use of each paper source by users. When a paper source is loaded with special paper, you can configure the settings to prevent that paper from being used inadvertently.

[MP Tray]
[On], [Off]

Other paper sources
[On], [Off]

[Register Favorite Paper (Multi-Purpose Tray)]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Preferences] ▶ [Paper Settings]

Register the information (size and type) of the paper used in the multi-purpose tray as "Favorite Settings." **Registering Frequently Used Paper Settings for the Multi-purpose Tray (P. 294)**

[P1] to [P30]
[Register/Edit]
[Rename]
[Delete]

[Multi-Purpose Tray Defaults]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Preferences] ▶ [Paper Settings]

Configure the settings for specifying the size and type of paper to be used in the multi-purpose tray. Set whether to always use the size and type registered in advance, or to specify the size and type each time paper is loaded.

- [Use Preset]:

  Register one paper size and type, and use it every time. **Fixing the Paper Size and Type to Use in the Multi-purpose Tray (P. 290)**
  * When [Paper Feed Mode for Printer Driver Jobs with MP Tray] is set to [Mode A (Prioritize Printer Driver Settings)], you can temporarily change the multi-purpose tray paper on the paper selection screen in [Copy] and [Access Stored Files]. **[Paper Feed Mode for Printer Driver Jobs with MP Tray] (P. 1322)**

- [Always Specify]:

  Set the paper size and type each time you load paper. **Setting the Paper Size and Type for the Multi-purpose Tray (P. 286)**
  To set the screen that is displayed when paper is loaded to the screen for selecting Favorite Paper, set [Screen to Display for Specifying] in [Always Specify] to [Favorite Paper].

[Use Preset], [Always Specify]

- When [Use Preset] is selected:

  [Register]

- When [Always Specify] is selected:

  [Screen to Display for Specifying]
  [Standard], [Favorite Paper]

[Set MP Tray Paper Type Auto Recognition as Default] (C7100 Series Only)

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Preferences] ▶ [Paper Settings]

If you specify the paper type to be used in the multi-purpose tray, you can change the default setting of whether the machine automatically recognizes the paper type when printing.

* This setting is enabled when [Multi-Purpose Tray Defaults] is set to [Always Specify]. **[Multi-Purpose Tray Defaults] (P. 1203)**

[On], [Off]

[Register Custom Size]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Preferences] ▶ [Paper Settings]

Register the paper size when you frequently use a specific custom size of paper. **Registering Custom Size Paper (P. 299)**
You can call up registered sizes on the paper size selection screen.

[S1] to [S5]
[Register/Edit]
[Delete]
[Rename]

[Display Settings]

AW63-0RA

Configure the settings for displaying the control panel screens.

* Values in red text indicate the default setting for each item.

[Default Screen after Startup/Restoration] (P. 1205)
[Default Screen (Status Monitor)] (P. 1206)
[Copy Screen Display Settings] (P. 1206)
[Display Fax Function] (P. 1207)
[Store Location Display Settings] (P. 1207)
[Switch Language/Keyboard] (P. 1207)
[Display Switch Language/Keyboard Button] (P. 1208)
[Use Keyboard Shift Lock Feature] (P. 1208)
[Registered Characters for Keyboard] (P. 1208)
[Display Remaining Paper Message] (P. 1209)
[No. of Copies/Job Duration Status] (P. 1209)
[Notify to Clean Original Scanning Area] (P. 1209)
[Paper Type Selection Screen Priority] (For C5100 Series and C3100 Series) (P. 1209)
[Change Default Display for Paper Type List] (P. 1209)
[Switch Millimeter/Inch Entry] (P. 1210)
[Display Logged-in User Name] (P. 1210)
[Display Remaining Toner Error Message] (P. 1210)
[Delete Remaining Toner Error] (P. 1211)
[IP Address Display Settings] (P. 1211)
[Display Scan for Mobile] (P. 1212)
[Display Mobile Portal] (P. 1212)
[Display QR Code on Mobile Portal] (P. 1212)

[Default Screen after Startup/Restoration]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Preferences] ▶ [Display Settings]

Configure the screens to be displayed in the following cases:

- After the start screen is displayed when the power is turned ON
- After the Auto Reset function is activated when no operations are performed for a certain period

* This item can be configured by each login user (personal setting) only when [Login Screen Display Settings] is set to [Display When Device Operation Starts]. **[Login Screen Display Settings] (P. 1409)**

Display screen selection*1
[Home], [Copy], [Fax]*2, [Scan and Send], [Scan and Store], [Access Stored Files], [Fax/I-Fax Inbox], [Scanner], [Web Access], [Dest./Fwd. Settings], [Print], [Hold]*3, [Easy Scan and Send]/[Easy Scan], [WSD Scan], [Scan for Mobile], [Mobile Portal], [iW Function Flow]*4, [Scan Lock Analyzer]*4, [uniFLOW Online Setup]

[Open Status Monitor Screen]
[On], [Off]

*1 The order of the setting values (screens to be selected) may differ from the actual display.
*2 Only displayed when your machine has a fax function.
*3 Only displayed on machines with the Hold function.
*4 Only displayed on machines with the option installed. **Checking the Options Attached to the Machine (P. 1120)**

NOTE

- Depending on the settings for other items, the login screen or [Home] screen may be displayed, regardless of the [Default Screen after Startup/Restoration] setting.

[Default Screen (Status Monitor)]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Preferences] ▶ [Display Settings]

Configure the screen to be displayed after you press [Status Monitor].

[Default Screen]
[Job Status/Log], [Operating Status]

[Default Status Type]
[Copy/Print], [Send], [Receive], [Store], [Consumables/Others]

[Status/Log]
[Job Status], [Job Log]

[Details]

- When [Copy/Print] is selected in [Default Status Type]:
  - When [Job Status] is selected in [Status/Log]:
    [Print], [Copy]
  - When [Job Log] is selected in [Status/Log]:
    [Copy], [Printer], [Local Print], [Cascade Copy; RX]*2, [Received Job Print], [Print Report], [Cascade Copy]*2
- When [Send] is selected in [Default Status Type]:
  - When [Job Status] is selected in [Status/Log]:
    [Send], [Fax]*1
  - When [Job Log] is selected in [Status/Log]:
    [Send], [Fax]*1
- When [Receive] is selected in [Default Status Type]:
  - When [Job Status] is selected in [Status/Log]:
    [Fax]*1, [Forward]
  - When [Job Log] is selected in [Status/Log]:
    [Receive], [Fax]*1

*1 Only displayed when your machine has a fax function.
*2 Only displayed when your machine has a cascade copy function.

[Copy Screen Display Settings]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Preferences] ▶ [Display Settings]

Select the screen to be displayed after you press [Copy] on the [Home] screen. **Switching the Copy Screen (Regular Copy Screen and Express Copy Screen) (P. 646)**

[Regular Copy], [Express Copy]

[Display Fax Function]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Preferences] ▶ [Display Settings]

Set whether to display [Fax] on the [Home] screen.
If you also set [Enable Fax in Scan and Send Function] to [On], you can specify fax destinations when using [Scan and Send].

* This item is only displayed when your machine has a fax function.

* The default setting varies depending on the region.

[On], [Off]
    [Enable Fax in Scan and Send Function]
        [On], [Off]

[Store Location Display Settings]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Preferences] ▶ [Display Settings]

Set whether to display the following store locations in [Scan and Store] and [Access Stored Files] on the [Home] screen.

[Mail Box]
    [On], [Off]

[Advanced Space/Network]
    [On]*1, [Off]*2

[Memory Media]
    [On], [Off]

*1 Default value for Asia/Oceania and the Americas
*2 Default value for Europe

[Switch Language/Keyboard]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Preferences] ▶ [Display Settings]

Switch the display language and keyboard layout used on the control panel. Reports are also printed in the selected language.

* Depending on the language, you may not be able to change the keyboard layout.

* This setting can be configured by each login user.

[Language]
[Keyboard Layout]

NOTE

- If messages are not displayed in the selected language, turn the machine OFF and back ON.
- If you use both server authentication and local device authentication for user authentication, and you set a different language than the one set for Active Directory, the sender's full name will not be displayed at the e-mail destination.

[Display Switch Language/Keyboard Button]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Preferences] ▶ [Display Settings]

Set whether to display the button for switching the display language and keyboard layout on the control panel screen.

* The default setting varies depending on the region.

[On], [Off]

[Use Keyboard Shift Lock Feature]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Preferences] ▶ [Display Settings]

Set whether to activate the shift lock feature when you press [Shift] on the keyboard while entering alphanumeric characters.
When you select [On], shift lock is activated until you press [Shift] again, enabling you to enter uppercase characters continuously.
When you select [Off], the [Shift] button returns to the unpressed state after you enter a character.

[On]*1, [Off]*2

*1 Default value for Europe, Asia/Oceania, and Latin America
*2 Default value for North America

[Registered Characters for Keyboard]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Preferences] ▶ [Display Settings]

Register character strings that you can call up when entering e-mail and I-Fax destinations.

[Register/Edit]
[Delete]

[Display Remaining Paper Message]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Preferences] ▶ [Display Settings]

Set whether to display a message on the control panel screen when the remaining amount of paper loaded in a paper source is low.

[On], [Off]

[No. of Copies/Job Duration Status]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Preferences] ▶ [Display Settings]

Set whether the control panel screen displays the number of output copies for the job that is being processed, and the estimated time until completion.
When you select [On], this information is displayed at the bottom of the screen.

- The estimated time to completion is not displayed if the time is less than 1 minute.
- The accuracy of the estimated time to completion may vary depending on the status of the machine.

[On], [Off]

[Notify to Clean Original Scanning Area]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Preferences] ▶ [Display Settings]

Set whether the control panel screen displays a message notifying you when the original scanning area is dirty and needs to be cleaned.

[On], [Off]

[Paper Type Selection Screen Priority] (For C5100 Series and C3100 Series)

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Preferences] ▶ [Display Settings]

Set which paper type selection screen to display.

[Simple], [Detailed]

[Change Default Display for Paper Type List]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Preferences] ▶ [Display Settings]

Set the category and order of the list to be displayed when you select the paper type.

For C7100 Series

[Category]
[All], [Standard Type], [Custom Type], [Favorites]

[Sort]
[Registered (Asc.)], [Registered (Desc.)], [Name (Asc.)], [Name (Desc.)], [Weight (Asc.)], [Weight (Desc.)]

For C5100 Series and C3100 Series

[Category]
[All], [Standard Type], [Custom Type]

[Sort]
[Registered (Asc.)], [Registered (Desc.)], [Name (Asc.)], [Name (Desc.)], [Weight (Asc.)], [Weight (Desc.)]

[Switch Millimeter/Inch Entry]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Preferences] ▶ [Display Settings]

Set which unit of measure to use when you enter the length and width.

* The default setting varies depending on the region.

[mm], [Inch]

[Display Logged-in User Name]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Preferences] ▶ [Display Settings]

Set whether to display the name of the logged-in user on the screen.

- When you set this to [At Screen Top], you can select whether to display the user name or the display name.
- When you set this to [At Screen Bottom], the user name is displayed.

[At Screen Top], [At Screen Bottom], [Off]
Selection of name to display
[User Name], [Display Name]

NOTE

- If DepartmentID Authentication is set as the login service and [Department ID Management] is set to [On], the Department ID is displayed when you set this to [At Screen Bottom]. It is not displayed at the top of the screen.

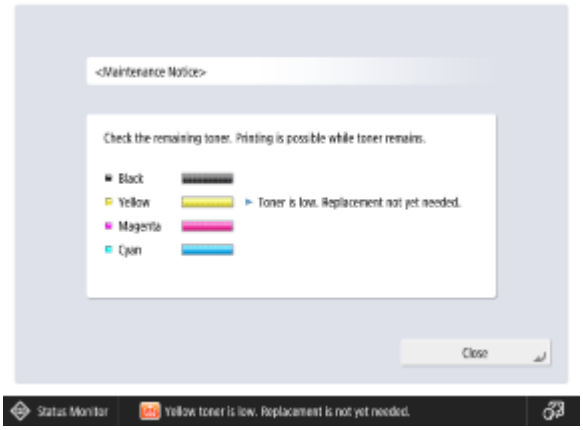
[Display Remaining Toner Error Message]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Preferences] ▶ [Display Settings]

Set whether the control panel displays a screen that notifies you of the color of remaining toner that is low and prompts you to prepare a new toner cartridge.

Example of notification screen:



- You can press [Close] on the notification screen to continue normal operations.
- Until you delete the notification screen, it appears each time the machine exits Sleep Mode or the main power is turned ON. To delete the notification screen, perform the [Delete Remaining Toner Error] operation. **[Delete Remaining Toner Error] (P. 1211)**

* The message at the bottom of the screen is displayed regardless of this setting.

[On], [Off]

[Delete Remaining Toner Error]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Preferences] ▶ [Display Settings]

Delete the remaining toner notification screen that is displayed when [Display Remaining Toner Error Message] is set to [On].

* After the screen is deleted, it will be displayed again when a different color toner becomes low.

[IP Address Display Settings]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Preferences] ▶ [Display Settings]

Set whether to display the IPv4 address of the machine on the [Counter/Device Information] screen.

* This setting is only available when [Use IPv4] is set to [On]. **[Use IPv4] (P. 1239)**

[On], [Off]

[Display Scan for Mobile]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Preferences] ▶ [Display Settings]

Set whether to enable the Scan for Mobile function.
When you select [On], you can link a smartphone, tablet, or other mobile device to the machine and use the scan function.

[On], [Off]

[Display Mobile Portal]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Preferences] ▶ [Display Settings]

Set whether to display [Mobile Portal] on the [Home] screen.

[On], [Off]

[Display QR Code on Mobile Portal]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Preferences] ▶ [Display Settings]

Set whether to display a QR code on the [Mobile Portal] screen.
By using a QR code, you can save the trouble of manually entering the IPv4 address of the machine.

[On], [Off]

[Timer/Energy Settings]

AW63-0RC

Set the date and time, and configure the Energy Saver settings.

* Values in red text indicate the default setting for each item.

[Adjust Time] (P. 1213)
[Date/Time Settings] (P. 1213)
[Time Format] (P. 1214)
[Quick Startup Settings for Main Power] (P. 1214)
[Auto Reset Time] (P. 1215)
[Restrict Auto Reset Time] (P. 1215)
[Function After Auto Reset] (P. 1216)
[Auto Shutdown Time] [Europe] (P. 1216)
[Auto Shutdown Weekly Timer] [Europe] (P. 1216)
[Auto Sleep Time] (P. 1217)
[Sleep Mode Energy Use] (P. 1217)
[Auto Sleep Weekly Timer] (P. 1218)
[Time Settings for Auto Adjust Gradation] (P. 1218)
[Sleep Mode Exit Time Settings] (P. 1218)
[Sleep Mode Eco Exit] (P. 1218)

[Adjust Time]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Preferences] ▶ [Timer/Energy Settings]

Adjust the current time in 1 minute increments.

* This does not affect the date settings. Even if you change the time from 23:59 to 00:00, the date does not change.

00:00 to 23:59

[Date/Time Settings]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Preferences] ▶ [Timer/Energy Settings]

Set the date and time for the machine. Since the date and time are used as the reference for functions that use date and time information, they need to be set accurately. **Setting the Date and Time (P. 1078)**

* The default setting varies depending on the region.

[Time Zone] [(UTC-12:00) International Date Line West] to [(UTC+14:00) Kiritimati Island] [Daylight Saving Time]

[On], [Off]
[Start Date]
[Month]
[January] to [December]
[Day]
[1st] to [Final]
[Sunday] to [Saturday]
[Time]
0 to 23:00
[End Date]
[Month]
[January] to [December]
[Day]
[1st] to [Final]
[Sunday] to [Saturday]
[Time]
0 to 23:00

Date and time input
DD/MM YYYY hh:mm

[Time Format]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Preferences] ▶ [Timer/Energy Settings]

Set the time display format.

[24 Hour]*1, [12 Hour]*2

*1 Default value for Europe, Asia/Oceania, and Latin America
*2 Default value for North America

[Quick Startup Settings for Main Power]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Preferences] ▶ [Timer/Energy Settings]

Set whether to enable Quick Startup for the machine. Quick Startup reduces the time until you can start performing screen operations and scanning, after you turn ON the machine.
If you select [On], standby power is consumed even when the power is turned OFF. The machine emits a tone sound when the power is turned ON or OFF.

* When the power is turned OFF, the tone is emitted only if [Sleep Mode Tone] or [Energy Saver/Sleep Tone] is set to [On]. However, the tone is not emitted if Quick Startup cannot be performed due to the status of the machine.

[On], [Off]

NOTE

Situations When Quick Startup Is Not Performed

- When using wireless LAN
- When turning ON the machine within 20 seconds after turning it OFF

- When starting the machine 8 hours or more after turning it OFF
- When the power cord is unplugged from the power outlet after the machine was turned OFF
- When turning ON the machine after it was turned OFF using Remote UI
- When turning ON the machine after it was turned OFF under any of the following conditions:
  - When more than 110 hours have elapsed since Quick Startup
  - While jobs are being processed
  - When jobs are reserved
  - Immediately after using a telephone line
  - During data backup
  - When the machine is being accessed via the network
  - When restart is required after changing the settings
  - When an error has occurred
  - When using the Limited Functions mode
  - When MEAP applications that do not support Quick Startup are installed

When [Quick Startup Settings for Main Power] Is Set to [On] Europe

- When Quick Startup Settings for Main Power is set to On, do not disconnect the power cable even if the main power is turned OFF. Depending on the device status, Quick Startup may not be able to be performed.

[Auto Reset Time]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Preferences] ▶ [Timer/Energy Settings]

The Auto Reset function automatically restores the default settings when no operations are performed on the control panel for a certain period of time. Set the amount of time that elapses before Auto Reset is performed.
If you do not want the machine to perform Auto Reset, set this to 0 minutes.

* You can also change the screen displayed after Auto Reset is performed. **[Function After Auto Reset] (P. 1216)**

0 min. (Off), 10 sec., 20 sec., 30 sec., 40 sec., 50 sec., 1 to 2 to 9 min.

NOTE

- When Auto Reset is performed while a login service is being used, the machine automatically logs out the user.

[Restrict Auto Reset Time]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Preferences] ▶ [Timer/Energy Settings]

Set whether to restrict changes to the [Auto Reset Time] and [Function After Auto Reset] settings.
When you select [On], only administrators can change these settings.
[Auto Reset Time] (P. 1215)
[Function After Auto Reset] (P. 1216)

[On], [Off]

[Function After Auto Reset]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Preferences] ▶ [Timer/Energy Settings]

The Auto Reset function automatically restores the default settings when no operations are performed on the control panel for a certain period of time. Set which screen to display after Auto Reset is performed.

- To display a specific screen, select [Initial Function] and specify the screen in [Default Screen after Startup/Restoration]. **[Default Screen after Startup/Restoration] (P. 1205)**
- To display the screen for the function that was in use before Auto Reset was performed, select [Selected Function].

* When the settings are configured to display a Visual Message after Auto Reset, the Visual Message screen is displayed first, regardless of this setting. **Displaying File or Website Content on the Control Panel (Visual Message) (P. 1091)**

[Initial Function], [Selected Function]

[Auto Shutdown Time] Europe

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Preferences] ▶ [Timer/Energy Settings]

The Auto Shutdown function automatically turns OFF the power after the machine enters Sleep Mode, if no operations are performed on the control panel for a certain period of time.
Set the amount of time that elapses before Auto Shutdown is performed.

* Depending on the status of the machine, Auto Shutdown may not be available.

0 hr. (Off), 1 to 4 to 8 hr.

IMPORTANT

- If an optional fax board is installed, Auto Shutdown is not performed.
- The machine turns OFF automatically when no operations are performed on the control panel for a certain period of time, even if operations are being performed using Remote UI. A malfunction may occur if the machine performs Auto Shutdown while data is being imported. When data is to be imported, set [Auto Shutdown Time] to [0].

NOTE

- When Off or set to a longer time, energy consumption will increase.

[Auto Shutdown Weekly Timer] Europe

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Preferences] ▶ [Timer/Energy Settings]

Configure the settings to automatically shut down the machine at a specified time each day of the week. This function eliminates the need to manually turn OFF the power each day.

* When both the Auto Shutdown Time and Auto Shutdown Weekly Timer settings are configured, priority is given to Auto Shutdown Time.

[Sunday] to [Saturday]
00:00 to 23:59

[Auto Sleep Time]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Preferences] ▶ [Timer/Energy Settings]

Set the amount of time that elapses before the machine automatically enters Sleep Mode. **Reducing Power Consumption (Sleep Mode) (P. 183)**

* It is recommended to use the default setting to efficiently save power.

10 sec., 1 min., 2 min., 5 min.*1, 10 min., 15 min., 20 min., 30 min., 40 min., 50 min., 1 hr., 90 min.*1, 2 hr.*1

*1 This item may not be displayed depending on the model.

NOTE

- When set to a longer time, energy consumption will increase. Europe

[Sleep Mode Energy Use]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Preferences] ▶ [Timer/Energy Settings]

Set the amount of energy used by the machine in Sleep Mode.

* Even when you select [Low], the energy use may be the same as when set to [High], depending on the status of the machine.

[Low], [High]

IMPORTANT

- When the machine is connected to a computer using a USB cable, the machine may not be able to communicate correctly, depending on the timing at which the machine enters Sleep Mode. Exit the machine from Sleep Mode, and send the data again.

NOTE

- Depending on the network utility software you are using, communication failures may occur if the energy use is set to [Low]. Press the Energy Saver key to exit the machine from Sleep Mode before use.
- When the machine is connected to a wireless LAN, this item is set to [High]. Asia/Oceania | Americas
- When the machine is connected to a wireless LAN, this item must be manually set to [High]. Europe
- When [High] is selected, energy consumption will increase while in Sleep Mode. Europe

[Auto Sleep Weekly Timer]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Preferences] ▶ [Timer/Energy Settings]

Set the time at which the machine automatically enters Sleep Mode, for each day of the week. **Reducing Power Consumption (Sleep Mode) (P. 183)**

[Sunday] to [Saturday]
00:00 to 23:59

[Time Settings for Auto Adjust Gradation]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Preferences] ▶ [Timer/Energy Settings]

Set the time at which the machine automatically performs Auto Adjust Gradation (Quick Adjust), for each day of the week.

[Sunday] to [Saturday]
00:00 to 23:59

[Sleep Mode Exit Time Settings]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Preferences] ▶ [Timer/Energy Settings]

Specify the time at which the machine automatically exits Sleep Mode. **Reducing Power Consumption (Sleep Mode) (P. 183)**

00:00 to 23:59

[Sleep Mode Eco Exit]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Preferences] ▶ [Timer/Energy Settings]

Set whether to enable Sleep Mode Eco Exit when the machine exits Sleep Mode and you start operations.
When you select [On], Sleep Mode Eco Exit is enabled, allowing you to save energy and reduce noise. When Sleep Mode Eco Exit is performed, the control panel becomes operational first, and then other necessary functions are activated sequentially according to the user's operations.

[On], [Off]

[Network]

AW63-0RE

Configure the settings for the machine's network environment.

* Values in red text indicate the default setting for each item.

[Output Report] (P. 1219)
[Confirm Network Connection Setting Changes] (P. 1219)
[TCP/IP Settings] (P. 1220)
[SNMP Settings] (P. 1220)
[Format Host Resources MIB to RFC2790] (P. 1221)
[Dedicated Port Settings] (P. 1221)
[Dedicated Port Authentication Method] (P. 1221)
[Use Spool Function] (P. 1221)
[Waiting Time for Connection at Startup] (P. 1222)
[Ethernet Driver Settings] (P. 1222)
[Sleep Mode Priority Settings] (P. 1222)
[IEEE 802.1X Settings] (P. 1222)
[Firewall Settings] (P. 1223)
[Use Mopria] (P. 1224)
[Use AirPrint] (P. 1224)
[Display Errors for AirPrint] (P. 1224)
[Use IPP Everywhere] (P. 1224)
[Universal Print Settings] (P. 1224)
[Device Position Information Settings] (P. 1225)
[Select Interface] (P. 1225)
[Wireless LAN] (P. 1226)
[Direct Connection Settings] (P. 1226)
[Sub Line Settings] (P. 1226)
[Static Routing Settings] (P. 1226)

[Output Report]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Preferences] ▶ [Network]

Print the settings configured in [Network]. **Printing the Registration Information and Settings (P. 1117)**

[Confirm Network Connection Setting Changes]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Preferences] ▶ [Network]

Set whether the network-related settings can be viewed and changed. **Unlocking the Network Settings (P. 130)**

[On], [Off]

[TCP/IP Settings]

[Settings/Registration] ▶ [Preferences] ▶ [Network]

Configure the settings for using the machine on a TCP/IP network.
[TCP/IP Settings] (P. 1228)

[SNMP Settings]



[Settings/Registration] ▶ [Preferences] ▶ [Network]

Configure the settings for using SNMP management software to set, monitor, and control the machine. **Configuring SNMP (P. 162)**

[Use SNMPv1]
[On], [Off]

- [Set Dedicated Community]
  - [Dedicated Community]
    - [On], [Off]
  - [MIB Access Permission]
    - [Read/Write], [Read Only]
- [Set Community Name 1]
  - [Community Name 1]
    - [On], [Off]
  - [MIB Access Permission]
    - [Read/Write], [Read Only]
  - [Community Name]: public
- [Set Community Name 2]
  - [Community Name 2]
    - [On], [Off]
  - [MIB Access Permission]
    - [Read/Write], [Read Only]
  - [Community Name]: public2

[Use SNMPv3]
[On], [Off]

- [Administrator Settings]
  - [Use Administrator]
    - [On], [Off]
  - [Encryption Password]
  - [Use Same Password as for Authentication]
    - [On], [Off]
- [User Settings]
  - [User On/Off]
    - [On], [Off]
  - [Register]
    - [User Name]
    - [MIB Access Permission]
    - [Security Settings]
    - [Authentication Algorithm]
    - [Authentication Password]
    - [Encryption Algorithm]
    - [Encryption Password]
  - [Details/Edit]

[Delete]

[Retrieve Printer Mngt. Information from Host]
[On], [Off]

[Reject SNMP Packets While in Sleep Mode]
[On], [Off]

[Format Host Resources MIB to RFC2790]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Preferences] ▶ [Network]

Set whether to comply with the extended protocol specifications (RFC2790) when you monitor the status of the machine using SNMP management software.
When you use SNMP management software that does not support the specifications extended by RFC2790 (hrPrinterDetectedErrorState), select [Off].

[On], [Off]

[Dedicated Port Settings]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Preferences] ▶ [Network]

Set whether to use the dedicated port.
The dedicated port is used for configuring and referencing the machine from Canon drivers or utility software.

[On], [Off]

[Dedicated Port Authentication Method]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Preferences] ▶ [Network]

Set the authentication method when using the dedicated port.
When you select [Mode 2], communications that use the dedicated port will be limited to secure authentication methods. Therefore, you may not be able to connect to the machine from device management software, drivers, or other software.

[Mode 1], [Mode 2]

[Use Spool Function]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Preferences] ▶ [Network]

Set whether the print data sent to the machine is spooled in the storage device of the machine.

[On], [Off]

[Waiting Time for Connection at Startup]

DeviceAdmin NetworkAdmin Remote UI

[Settings/Registration] ▶ [Preferences] ▶ [Network]

Set the amount of time that the machine waits to start communication after startup.
When connected to a switching hub, the machine may not be able to connect to the network properly, even if the machine settings are configured properly. In this case, set the waiting time for connection and try connecting again.

0 to 300 sec.

[Ethernet Driver Settings]

DeviceAdmin NetworkAdmin Remote UI

[Settings/Registration] ▶ [Preferences] ▶ [Network]

Set the Ethernet communication mode. **Manually Configuring the Ethernet Settings (P. 151)**
You can also check the current transmission speed and the MAC address of the wired LAN. **Checking the MAC Address of the Wired LAN (P. 171)**

* When you set [Ethernet Type] to [1000BASE-T], [Communication Mode] is set to [Full Duplex].

[Auto Detect]
[On], [Off]

[Communication Mode]
[Half Duplex], [Full Duplex]

[Ethernet Type]
[10BASE-T], [100BASE-TX], [1000BASE-T]

[Current Transmission Speed]

[MAC Address]

[Sleep Mode Priority Settings]

DeviceAdmin NetworkAdmin Remote UI

[Settings/Registration] ▶ [Preferences] ▶ [Network]

Set whether to give priority to the exit speed or energy saving when the machine is in Sleep Mode.

[Exit Speed], [Energy Saving]

[IEEE 802.1X Settings]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Preferences] ▶ [Network]

Configure the IEEE 802.1X settings. **Using IEEE 802.1X (P. 979)**

[Use IEEE 802.1X]
[On], [Off]

[Login Name]

[Verify Authentication Server Certificate]
[On], [Off]

[Verify Authentication Server Name]
[On], [Off]

[Authentication Server Name]

[Use TLS]
[On], [Off]

[Key and Certificate]
[Set as Default Key]
[Certificate Details]
[Version]
[Serial Number]
[Signature Algorithm]
[Issued To]
[Validity Start Date]
[Validity End Date]
[Issuer]
[Public Key]
[Certificate Thumbprint]
[Issued To (Altn. Name)]
[Verify Certificate]
[Display Use Location]

[Use TTLS]
[On], [Off]
[<TTLS Settings (TTLS Protocol)>]
[MSCHAPv2], [PAP]

[Use PEAP]
[On], [Off]

[User Name]

[Password]

[Same User Name as Login Name]
[On], [Off]

[Firewall Settings]

[Settings/Registration] ▶ [Preferences] ▶ [Network]

Configure the IP address filter and MAC address filter settings.
[Firewall Settings] (P. 1246)

[Use Mopria]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Preferences] ▶ [Network]

Set whether to enable printing from smartphones and tablets that support Mopria®. **Preparing to Print and Scan from an Android or Chrome OS Device (P. 831)**

[On], [Off]

[Use AirPrint]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Preferences] ▶ [Network]

Set whether to enable printing from an iPhone, iPad, iPod Touch, or Mac that supports AirPrint. **Preparations for Using AirPrint (P. 828)**

[On], [Off]

[Display Errors for AirPrint]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Preferences] ▶ [Network]

Set whether to display an error message if printing cannot be performed as expected due to a problem with the AirPrint print data.
Even if [Off] is selected, [NG] is displayed in the print log when printing cannot be performed.

[On], [Off]

[Use IPP Everywhere]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Preferences] ▶ [Network]

Set whether to enable printing from a Chromebook that supports IPP Everywhere. **Preparing to Print and Scan from an Android or Chrome OS Device (P. 831)**

[On], [Off]

[Universal Print Settings]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Preferences] ▶ [Network]

Configure the settings that enable the machine to use Microsoft's cloud service, Universal Print. **Registering the Machine for the Cloud Service (P. 396)**

* The items below can be set using Remote UI. When using the control panel, you can only configure the Use Universal Print setting and check the registration status.

[Basic Settings]
  [Use Universal Print]
    On, Off
    [Verify Server Certificate]
      On, Off
      [Add CN to Verification Items]
        On, Off
    [Printer Name]: OIP_PRINTER
    [Application ID]: f9fc375c-c7ba-4e5c-b213-23affd792cc1
    [Microsoft Entra ID Authentication URL]: https://login.microsoftonline.com/organizations/oauth2/v2.0
    [Microsoft Entra ID Registration URL]: https://register.print.microsoft.com/api/v1.0/register

[Registration Status]
  [URL for Registration]
  [Code for Registration]

[Device Position Information Settings]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Preferences] ▶ [Network]

Set the position information for the machine.

* If the latitude and longitude of the machine are set in the AirPrint basic information, those values are applied here.
Setting the Basic Information of AirPrint (P. 828)

[Latitude]
[Longitude]

[Select Interface]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Preferences] ▶ [Network]

Set the method for connecting the machine to the network.
When you use a sub line, configure the following settings:
Selecting the Network Connection Method (P. 131)

- When [Main Line] is set to [Wired LAN]
  Set [Sub Line] to [Wired LAN] or [Wireless LAN].
- When [Main Line] is set to [Wireless LAN]
  Set [Sub Line] to [Wired LAN].

[Main Line] [Wired LAN]
  SubLine [Off], [Wired LAN], [Wireless LAN]*1

[Main Line] [Wireless LAN]*1
SubLine [Off], [Wired LAN]

*1 This is displayed only when the optional Wireless LAN Board is installed.

NOTE

- When [Main Line] is set to [Wired LAN] and [Sub Line] is set to a setting other than [Off], [Sleep Mode Energy Use] is set to [High]. Asia/Oceania Americas
- When [Main Line] is set to [Wired LAN] and [Sub Line] is set to a setting other than [Off], [Sleep Mode Energy Use] must be manually set to [High]. Europe

[Wireless LAN]

[Settings/Registration] ▶ [Preferences] ▶ [Network]

Configure the settings for connecting the machine to a wireless LAN and for saving power when connected to a wireless LAN.
[Wireless LAN] (P. 1252)

* This item is displayed only when the optional Wireless LAN Board is installed.

[Direct Connection Settings]

[Settings/Registration] ▶ [Preferences] ▶ [Network]

Configure the settings for using a direct connection and for the connection function.
[Direct Connection Settings] (P. 1254)

* This item is displayed only when the optional Wireless LAN Board is installed.

[Sub Line Settings]

[Settings/Registration] ▶ [Preferences] ▶ [Network]

Configure the sub line settings when a setting other than [Off] is selected for [Sub Line] in [Select Interface].
[Sub Line Settings] (P. 1258)

[Static Routing Settings]

DeviceAdmin NetworkAdmin Remote UI

[Settings/Registration] ▶ [Preferences] ▶ [Network]

Configure the static routing settings to manually specify the network route. **Configuring Static Routing (P. 165)**

* Only IPv4 addresses can be configured.

[Use Static Routing]
[On], [Off]

[Edit]
[Address]: 0.0.0.0
[Prefix Length]
1 to 32
[Gateway Address]: 0.0.0.0

[Delete]

[TCP/IP Settings]

AW63-0RF

Configure the settings for using the machine on a TCP/IP network.

* Values in red text indicate the default setting for each item.

[IPv4 Settings] (P. 1228)
[IPv6 Settings] (P. 1228)
[DNS Settings] (P. 1229)
[Computer Name/Workgroup Name Settings] (P. 1229)
[SMB Server Settings] (P. 1229)
[Specify SMB Server Version] (P. 1230)
[SMB Client Settings] (P. 1230)
[Specify SMB Client Version] (P. 1230)
[WINS Settings] (P. 1231)
[LPD Print Settings] (P. 1231)
[RAW Print Settings] (P. 1231)
[SNTP Settings] (P. 1232)
[FTP Print Settings] (P. 1232)
[Use UTF-8 to Display Name of FTP Print Job] (P. 1232)
[WSD Settings] (P. 1233)
[Use FTP PASV Mode] (P. 1233)
[IPP Print Settings] (P. 1233)
[Multicast Discovery Settings] (P. 1234)
[Sleep Mode Notification Settings] (P. 1234)
[Use HTTP] (P. 1234)
[Use WebDAV Server] (P. 1235)
[TLS Settings] (P. 1235)
[Proxy Settings] (P. 1236)
[Confirm Auth. Info. When in Auth. Management Mode] (P. 1237)
[IPSec Settings] (P. 1237)
[SIP Settings] (P. 1238)
[TCP/IP Option Settings] (P. 1238)
[Use Network Link Scan] (P. 1238)

[IPv4 Settings]

[Settings/Registration] ▶ [Preferences] ▶ [Network] ▶ [TCP/IP Settings]

Configure the settings for using the machine in an IPv4 environment.

[IPv4 Settings] (P. 1239)

[IPv6 Settings]

[Settings/Registration] ▶ [Preferences] ▶ [Network] ▶ [TCP/IP Settings]

Configure the settings for using the machine in an IPv6 environment.

[IPv6 Settings] (P. 1241)

[DNS Settings]

[Settings/Registration] ▶ [Preferences] ▶ [Network] ▶ [TCP/IP Settings]

Configure the DNS settings when you use the machine in an environment with Domain Name System (DNS).
[DNS Settings] (P. 1244)

[Computer Name/Workgroup Name Settings]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Preferences] ▶ [Network] ▶ [TCP/IP Settings]

Set the computer name used to identify the machine on the network, and the name of the workgroup to which the machine belongs. **Setting the Computer Name and Workgroup Name (P. 156)**

[Computer Name]: Canon****** ("******" represents the last six digits of the MAC address)

[Workgroup Name]: WORKGROUP

[Comment]

[Use NetBIOS]
[On], [Off]

IMPORTANT

- When you set [Use NetBIOS] to [Off], [WINS Settings] is disabled. Make sure to set [Use NetBIOS] to [On] when you use WINS.

[SMB Server Settings]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Preferences] ▶ [Network] ▶ [TCP/IP Settings]

Configure the settings for using the machine as an SMB server. **Preparations for Using Advanced Space (P. 747)**

[Use SMB Server]
[On], [Off]

[Use SMB Authentication]
[On], [Off]

[Authentication Type]
[NTLMv1], [NTLMv2]

[Require SMB Signature for Connection]
[On], [Off]

[Require Encryption for Connection]
[On], [Off]

[Specify SMB Server Version]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Preferences] ▶ [Network] ▶ [TCP/IP Settings]

Specify the SMB version to be used on the machine (SMB server).
The same version of SMB needs to be used for the SMB server and SMB client.

[1.0]
[On], [Off]

[2.0]
[On], [Off]

[3.0]
[On], [Off]

[3.1]
[On], [Off]

[SMB Client Settings]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Preferences] ▶ [Network] ▶ [TCP/IP Settings]

Configure the settings for using the machine as an SMB client and connecting to an SMB server (such as a computer with a shared folder). **Configuring an SMB Client (P. 157)**

[Authentication Type]
[NTLMv1], [NTLMv2]

[Require SMB Signature for Connection]
[On], [Off]

[Require Encryption for Connection]
[On], [Off]

[Timeout]
3 to 30 to 300 sec.

[Specify SMB Client Version]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Preferences] ▶ [Network] ▶ [TCP/IP Settings]

Set the SMB version to use when you configure the machine as an SMB client and connect to an SMB server (such as a computer with a shared folder). **Configuring an SMB Client (P. 157)**
Specify the same version as that of the SMB server to be connected.

[1.0]
[On], [Off]

[2.0]
[On], [Off]

[3.0]
[On], [Off]

[3.1]
[On], [Off]

[WINS Settings]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Preferences] ▶ [Network] ▶ [TCP/IP Settings]

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. **Configuring WINS (P. 158)**

[WINS Resolution]
[On], [Off]

[WINS Server Address]

IMPORTANT

- This setting is disabled when [Use NetBIOS] is set to [Off] in [Computer Name/Workgroup Name Settings].

[LPD Print Settings]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Preferences] ▶ [Network] ▶ [TCP/IP Settings]

Set whether to use the LPD protocol. **Using LPD, RAW, and WSD (P. 1043)**
When using the LPD protocol, you can also set the following:

- Whether to output banner pages, when banner pages are configured for the print data

  * Banner pages can be output only if the PCL Printer function or PS Printer function is installed.

- Time from the start of reception standby, after print data reception is canceled, until the timeout

[On], [Off]
[LPD Banner Page]
[On], [Off]
[RX Timeout]
1 to 5 to 60 min.

[RAW Print Settings]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Preferences] ▶ [Network] ▶ [TCP/IP Settings]

Set whether to use the RAW protocol. **Using LPD, RAW, and WSD (P. 1043)**

When using the RAW protocol, you can also set whether to use bidirectional communication, and the time from the start of reception standby, after print data reception is canceled, until the timeout.

[On], [Off]
[Bidirectional Communication]
[On], [Off]
[RX Timeout]
1 to 5 to 60 min.

[SNTP Settings]

DeviceAdmin NetworkAdmin Remote UI

[Settings/Registration] ▶ [Preferences] ▶ [Network] ▶ [TCP/IP Settings]

Configure the Simple Network Time Protocol (SNTP) settings to obtain time information from the time server on the network. **Configuring SNTP (P. 167)**

[Use SNTP]
[On], [Off]

[Polling Interval]
10 to 1440 to 2880 min.

[NTP Server Address]

[Check NTP Server]*1

*1 You cannot configure this setting using Remote UI from a computer.

[FTP Print Settings]

DeviceAdmin NetworkAdmin Remote UI

[Settings/Registration] ▶ [Preferences] ▶ [Network] ▶ [TCP/IP Settings]

Set whether to enable printing using the FTP protocol.
When you enable printing, also set the user name and password for the FTP server, as needed.

[Use FTP Printing]
[On], [Off]

[User Name]:guest

[Password]: 7654321

[Use UTF-8 to Display Name of FTP Print Job]

DeviceAdmin NetworkAdmin Remote UI

[Settings/Registration] ▶ [Preferences] ▶ [Network] ▶ [TCP/IP Settings]

Set whether to use UTF-8 character encoding for displaying the file names when you print using the FTP protocol.

[On], [Off]

[WSD Settings]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Preferences] ▶ [Network] ▶ [TCP/IP Settings]

Set whether to use the WSD protocol. You can configure the setting for each function that uses the WSD protocol. **Using LPD, RAW, and WSD (P. 1043)**

[Use WSD]
[On], [Off]

[Use WSD Browsing]
[On], [Off]

[Use WSD Scan]
[On], [Off]

NOTE

- When you set [Use WSD] to [On], [Use WSD Browsing] and [Use HTTP] are also set to [On].
- When you set [Use WSD Scan] to [On], [Use HTTP] is also set to [On].

[Use FTP PASV Mode]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Preferences] ▶ [Network] ▶ [TCP/IP Settings]

Set whether to use FTP PASV mode. PASV mode needs to be configured when the machine is connected to an FTP server through a firewall. **Configuring FTP PASV Mode (P. 462)**

[On], [Off]

[IPP Print Settings]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Preferences] ▶ [Network] ▶ [TCP/IP Settings]

Set whether to use Internet Printing Protocol (IPP). **Setting the IPP Printing Function of the Machine (P. 384)**
When you use IPP printing, you can set whether to use IPPS printing (enable printing only when using TLS), and whether to use IPP authentication.

* Also use IPP when you print or send faxes with AirPrint. **Setting the Functions and Security to Be Used with AirPrint (P. 829)**

[On], [Off]
[Allow When Using TLS]
[On], [Off]
[Use Authentication]

[On], [Off]

NOTE

- When you set this to [On], [Use HTTP] is also set to [On].

[Multicast Discovery Settings]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Preferences] ▶ [Network] ▶ [TCP/IP Settings]

Set whether to respond to multicast discovery used by device management software or other applications. **Configuring SLP Communication (P. 169)**
When you set the machine to respond to multicast discovery, also set the name of the scope to which the machine belongs.

* When you use the machine in an environment in which software that performs communication using a Service Location Protocol (SLP) is installed, also configure [Sleep Mode Notification Settings] using Remote UI. **Configuring SLP Communication (P. 169)**

[Response]
[On], [Off]

[Scope Name]

[Sleep Mode Notification Settings]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Preferences] ▶ [Network] ▶ [TCP/IP Settings]

Configure the Service Location Protocol (SLP) communication settings when software that performs communication using an SLP is installed. **Configuring SLP Communication (P. 169)**

* [Sleep Mode Notification Settings] can only be configured using Remote UI.

[Notify]
On, Off
[Port Number]
1 to 11427 to 65535
[Number of Routers to Traverse]
0 to 3 to 254
[Notification Interval]
60 to 600 to 65535 sec.

[Use HTTP]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Preferences] ▶ [Network] ▶ [TCP/IP Settings]

Set whether to use HTTP. **Disabling HTTP Communication (P. 1045)**

[On], [Off]

NOTE

- When you set this to [Off], the following settings are also set to [Off]:
  - [Remote UI]
  - [IPP Print Settings]
  - [Use WSD] and [Use WSD Scan] in [WSD Settings]
  - [Use WebDAV Server]

[Use WebDAV Server]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Preferences] ▶ [Network] ▶ [TCP/IP Settings]

Set whether to use the machine as a WebDAV server. **Preparations for Using Advanced Space (P. 747)**

[On], [Off]

NOTE

- When you select [On], [Use HTTP] is also set to [On].

[TLS Settings]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Preferences] ▶ [Network] ▶ [TCP/IP Settings]

Set the key pair, TLS version, and encryption algorithm to use for TLS encrypted communication. **Using TLS (P. 970)**

[Key and Certificate]
    [Set as Default Key]
    [Certificate Details]
        [Version]
        [Serial Number]
        [Signature Algorithm]
        [Issued To]
        [Validity Start Date]
        [Validity End Date]
        [Issuer]
        [Public Key]
        [Certificate Thumbprint]
        [Issued To (Altn. Name)]
        [Verify Certificate]
    [Display Use Location]

[Specify Allowed Versions]
    [Maximum Version]
        [TLS 1.0], [TLS 1.1], [TLS 1.2], [TLS 1.3]
    [Minimum Version]
        [TLS 1.0], [TLS 1.1], [TLS 1.2], [TLS 1.3]

[Encryption Algorithm Settings]
[AES-CBC (256-bit)]
[On], [Off]
[AES-GCM (256-bit)]
[On], [Off]
[3DES-CBC]
[On], [Off]
[AES-CBC (128-bit)]
[On], [Off]
[AES-GCM (128-bit)]
[On], [Off]
[CHACHA20- POLY1305]
[On], [Off]

[Key Exchange Algorithm Settings]
[RSA]
[On], [Off]
[ECDHE]
[On], [Off]
[X25519]
[On], [Off]

[Signature Algorithm Settings]
[RSA]
[On], [Off]
[ECDSA]
[On], [Off]

[HMAC Algorithm Settings]
[SHA1]
[On], [Off]
[SHA256]
[On], [Off]
[SHA384]
[On], [Off]

[Proxy Settings]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Preferences] ▶ [Network] ▶ [TCP/IP Settings]

Set whether to use a proxy server to connect the machine to the network. **Using a Proxy (P. 966)**
When you use a proxy server, set the proxy server information, applicable range, and authentication information.

[Use Proxy]
[On], [Off]

[Server Address]

[Port Number]
1 to 80 to 65535

[Use Proxy within Same Domain]
[On], [Off]

[Set Authentication]
[Use Proxy Authentication]
[On], [Off]

[User Name]
[Password]

[Confirm Auth. Info. When in Auth. Management Mode]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Preferences] ▶ [Network] ▶ [TCP/IP Settings]

Set whether the machine checks authentication information when you print using the V4 printer driver.

* This setting is applied when you use TLS encrypted communication.

[On], [Off]

NOTE

- This setting is not applied if there is no key to use for TLS encrypted communication or if the key is corrupted. **Using TLS (P. 970)**

[IPSec Settings]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Preferences] ▶ [Network] ▶ [TCP/IP Settings]

Configure the IP Security Protocol (IPSec) settings. **Using IPSec (P. 973)**

[Use IPSec]
[On], [Off]

[Receive Non-Policy Packets]
[Allow], [Reject]

[Policy On/Off]

[Register]
[Policy Name]
[Selector Settings]
[Local Address]
[Remote Address]
[Port]
[IKE Settings]
[IKE Mode]
[Validity]
[Authentication Method]
[Authentication/Encryption Algorithm]
[IPSec Network Settings]
[Validity]
[PFS]
[Authentication/Encryption Algorithm]
[Connection Mode]
[Only Allow 256-bit for AES Key Length]

[Edit]

[Delete]

[Print List]

[SIP Settings]

[Settings/Registration] ▶ [Preferences] ▶ [Network] ▶ [TCP/IP Settings]

Configure the SIP settings.
For details, see the IP FAX Expansion Kit manual at the online manual site.
https://oip.manual.canon/

[TCP/IP Option Settings]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Preferences] ▶ [Network] ▶ [TCP/IP Settings]

Set the TCP option window scale, MTU size, and minimum value of MSS.

* [TCP/IP Option Settings] can only be configured using Remote UI.

[Use Window Scale Option]
[On], [Off]

[MTU Size]
600 to 1500 bytes

[Minimum Value of MSS]
48 to 560 bytes

[Use Network Link Scan]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Preferences] ▶ [Network] ▶ [TCP/IP Settings]

Set whether to use Network Link Scan. Use Network Link Scan when you perform scanning with functions such as AirPrint. **Setting the Functions and Security to Be Used with AirPrint (P. 829)**
When using Network Link Scan, you can also set whether to encrypt communication with TLS.

[On], [Off]
[Use TLS]
[On], [Off]

[IPv4 Settings]

AW63-0RH

Configure the settings for using the machine in an IPv4 environment.

* Values in red text indicate the default setting for each item.

[Use IPv4] (P. 1239)
[IP Address Settings] (P. 1239)
[DHCP Option Settings] (P. 1239)
[PING Command] (P. 1240)

[Use IPv4]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Preferences] ▶ [Network] ▶ [TCP/IP Settings] ▶ [IPv4 Settings]

Set whether to use IPv4. **Setting the IPv4 Address (P. 144)**

[On], [Off]

[IP Address Settings]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Preferences] ▶ [Network] ▶ [TCP/IP Settings] ▶ [IPv4 Settings]

Set the IPv4 address automatically or manually. **Setting the IPv4 Address (P. 144)**

[DHCP]
On, Off

[Auto IP]
On, Off

[IP Address]: 0.0.0.0

[Subnet Mask]: 0.0.0.0

[Gateway Address]: 0.0.0.0

[DHCP Option Settings]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Preferences] ▶ [Network] ▶ [TCP/IP Settings] ▶ [IPv4 Settings]

Configure the DHCP option settings when you use a DHCP server with the machine in an IPv4 environment with Domain Name System (DNS). **Configuring DNS (P. 152)**

[Acquire Host Name]
[On], [Off]

[DNS Dynamic Update]
[On], [Off]

[Acquire DNS Server Address]
[On], [Off]

[Acquire Domain Name]
[On], [Off]

[Acquire WINS Server Address]
[On], [Off]

[Acquire SMTP Server Address]
[On], [Off]

[Acquire POP Server Address]
[On], [Off]

[Release Address Last Acquired from DHCP Server When Address Cannot Be Acquired][*1]
On, Off

[*1] This setting can only be configured using Remote UI.

[PING Command]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Preferences] ▶ [Network] ▶ [TCP/IP Settings] ▶ [IPv4 Settings]

Execute a ping command to check whether the machine can connect to devices on the network. **Checking the Network Status and Settings (P. 170)**

[IPv6 Settings]

AW63-0RJ

Configure the settings for using the machine in an IPv6 environment.
You can set multiple IPv6 addresses and use them at the same time.

* Values in red text indicate the default setting for each item.

[Use IPv6] (P. 1241)
[Stateless Address Settings] (P. 1241)
[Manual Address Settings] (P. 1241)
[Use DHCPv6] (P. 1242)
[PING Command] (P. 1242)
[Only Retrieve Stateful Address Prefix] (P. 1242)
[DHCP Option Settings] (P. 1242)

[Use IPv6]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Preferences] ▶ [Network] ▶ [TCP/IP Settings] ▶ [IPv6 Settings]

Set whether to use IPv6. **Setting IPv6 Addresses (P. 148)**

[On], [Off]

[Stateless Address Settings]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Preferences] ▶ [Network] ▶ [TCP/IP Settings] ▶ [IPv6 Settings]

Set whether to use a stateless address. **Setting IPv6 Addresses (P. 148)**

[Use Stateless Address]
[On], [Off]

[Manual Address Settings]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Preferences] ▶ [Network] ▶ [TCP/IP Settings] ▶ [IPv6 Settings]

Set the IPv6 address manually. **Setting IPv6 Addresses (P. 148)**

[Use Manual Address]
[On], [Off]

[Manual Address]

[Prefix Length]
1 to 64 to 128

[Default Router Address]

[Use DHCPv6]

DeviceAdmin NetworkAdmin Remote UI

[Settings/Registration] ▶ [Preferences] ▶ [Network] ▶ [TCP/IP Settings] ▶ [IPv6 Settings]

Set whether to obtain a stateful address from a DHCP server. **Setting IPv6 Addresses (P. 148)**

[On], [Off]

[PING Command]

DeviceAdmin NetworkAdmin Remote UI

[Settings/Registration] ▶ [Preferences] ▶ [Network] ▶ [TCP/IP Settings] ▶ [IPv6 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. 170)**

[IPv6 Address]
[Host Name]

[Only Retrieve Stateful Address Prefix]

DeviceAdmin NetworkAdmin Remote UI

[Settings/Registration] ▶ [Preferences] ▶ [Network] ▶ [TCP/IP Settings] ▶ [IPv6 Settings]

Set whether to use DHCPv6 to obtain only the first half of the stateful address from the DHCP server.

[On], [Off]

[DHCP Option Settings]

DeviceAdmin NetworkAdmin Remote UI

[Settings/Registration] ▶ [Preferences] ▶ [Network] ▶ [TCP/IP Settings] ▶ [IPv6 Settings]

Configure the DHCP option settings when you use a DHCP server with the machine in an IPv6 environment with Domain Name System (DNS). **Configuring DNS (P. 152)**

[Acquire DNS Server Address]
[On], [Off]

[Acquire Domain Name]

[On], [Off]

[DNS Settings]

AW63-0RK

Configure the DNS settings when you use the machine in an environment with Domain Name System (DNS).
You can also configure the settings for mDNS (multicast DNS) used by software such as Bonjour.

* Values in red text indicate the default setting for each item.

[DNS Server Address Settings] (P. 1244)
[DNS Host Name/Domain Name Settings] (P. 1244)
[DNS Dynamic Update Settings] (P. 1244)
[mDNS Settings] (P. 1245)

[DNS Server Address Settings]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Preferences] ▶ [Network] ▶ [TCP/IP Settings] ▶ [DNS Settings]

Set the IP address of the DNS server. **Configuring DNS (P. 152)**

[IPv4]
    [Primary DNS Server]
    [Secondary DNS Server]

[IPv6]
    [Primary DNS Server]
    [Secondary DNS Server]

[DNS Host Name/Domain Name Settings]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Preferences] ▶ [Network] ▶ [TCP/IP Settings] ▶ [DNS Settings]

Set the host name of the machine to be registered to the DNS server, as well as the name of the domain to which the machine belongs. **Configuring DNS (P. 152)**

[IPv4]
    [Host Name]: Canon****** ("******" represents the last six digits of the MAC address)
    [Domain Name]

[IPv6]
    [Use Same Host Name/Domain Name as IPv4]
        [On], [Off]
    [Host Name]: Canon****** ("******" represents the last six digits of the MAC address)
    [Domain Name]

[DNS Dynamic Update Settings]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Preferences] ▶ [Network] ▶ [TCP/IP Settings] ▶ [DNS Settings]

Set whether to update automatically when the mapping of the host name and IP address is changed, such as in a DHCP environment. **Configuring DNS (P. 152)**

[IPv4]
- [DNS Dynamic Update]
  - [On], [Off]

[IPv6]
- [DNS Dynamic Update]
  - [On], [Off]
- [Register Stateless Address]
  - [On], [Off]
- [Register Manual Address]
  - [On], [Off]
- [Register Stateful Address]
  - [On], [Off]

[mDNS Settings]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Preferences] ▶ [Network] ▶ [TCP/IP Settings] ▶ [DNS Settings]

Configure the mDNS settings for using the DNS function in an environment without DNS. **Configuring DNS (P. 152)**

[Use IPv4 mDNS]
- [On], [Off]
  - [mDNS Name]

[Use IPv6 mDNS]
- [On], [Off]
  - [Use Same mDNS Name as IPv4]
    - [On], [Off]
  - [mDNS Name]

[Firewall Settings]

AW63-0RL

Configure the IP address filter and MAC address filter settings.

[IPv4 Address Filter] (P. 1246)
[IPv6 Address Filter] (P. 1246)
[MAC Address Filter] (P. 1246)
[IP Address Block Log] (P. 1246)

[IPv4 Address Filter]

[Settings/Registration] ▶ [Preferences] ▶ [Network] ▶ [Firewall Settings]

Configure the IPv4 address filter settings.
[IPv4 Address Filter] (P. 1247)

[IPv6 Address Filter]

[Settings/Registration] ▶ [Preferences] ▶ [Network] ▶ [Firewall Settings]

Configure the IPv6 address filter settings.
[IPv6 Address Filter] (P. 1249)

[MAC Address Filter]

[Settings/Registration] ▶ [Preferences] ▶ [Network] ▶ [Firewall Settings]

Configure the MAC address filter settings.
[MAC Address Filter] (P. 1251)

[IP Address Block Log]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Preferences] ▶ [Network] ▶ [Firewall Settings]

Display the log of communications blocked by the IP address filter.

[Time] [Type] [IP Address] [Port Number] [Result] [Display IP Address]

[IPv4 Address Filter]

AW63-0RR

Configure the IPv4 address filter settings.

* Values in red text indicate the default setting for each item.

[Outbound Filter] (P. 1247)
[Inbound Filter] (P. 1247)
[Always Allow Sending/Receiving Using ICMP] (P. 1248)

[Outbound Filter]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Preferences] ▶ [Network] ▶ [Firewall Settings] ▶ [IPv4 Address Filter]

Configure the outbound filter settings. **Setting Up IP Address Filtering (P. 958)**

[Use Filter]
[On], [Off]

[Default Policy]
[Allow], [Reject]

[Register]
[IPv4 Address]
[Port Number]

[Details/Edit]

[Delete]

[Inbound Filter]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Preferences] ▶ [Network] ▶ [Firewall Settings] ▶ [IPv4 Address Filter]

Configure the inbound filter settings. **Setting Up IP Address Filtering (P. 958)**

[Use Filter]
[On], [Off]

[Default Policy]
[Allow], [Reject]

[Register]
[IPv4 Address]
[Port Number]

[Details/Edit]

[Delete]

[Always Allow Sending/Receiving Using ICMP]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Preferences] ▶ [Network] ▶ [Firewall Settings] ▶ [IPv4 Address Filter]

Set whether to always allow the machine to send and receive ICMP communications such as ping commands.

[On], [Off]

[IPv6 Address Filter]

AW63-0RS

Configure the IPv6 address filter settings.

* Values in red text indicate the default setting for each item.

[Outbound Filter] (P. 1249)
[Inbound Filter] (P. 1249)
[Always Allow Sending/Receiving Using ICMPv6] (P. 1250)

[Outbound Filter]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Preferences] ▶ [Network] ▶ [Firewall Settings] ▶ [IPv6 Address Filter]

Configure the outbound filter settings. **Setting Up IP Address Filtering (P. 958)**

[Use Filter]
[On], [Off]

[Default Policy]
[Allow], [Reject]

[Register]
[IPv6 Address]
[Port Number]

[Details/Edit]

[Delete]

[Inbound Filter]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Preferences] ▶ [Network] ▶ [Firewall Settings] ▶ [IPv6 Address Filter]

Configure the inbound filter settings. **Setting Up IP Address Filtering (P. 958)**

[Use Filter]
[On], [Off]

[Default Policy]
[Allow], [Reject]

[Register]
[IPv6 Address]
[Port Number]

[Details/Edit]

[Delete]

[Always Allow Sending/Receiving Using ICMPv6]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Preferences] ▶ [Network] ▶ [Firewall Settings] ▶ [IPv6 Address Filter]

Set whether to always allow the machine to send and receive ICMPv6 communications such as ping commands.

[On], [Off]

[MAC Address Filter]

AW63-0RU

Configure the MAC address filter settings.

* Values in red text indicate the default setting for each item.

[Outbound Filter] (P. 1251)
[Inbound Filter] (P. 1251)

[Outbound Filter]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Preferences] ▶ [Network] ▶ [Firewall Settings] ▶ [MAC Address Filter]

Configure the outbound filter settings. **Setting MAC Address Filtering (P. 960)**

[Use Filter]
[On], [Off]

[Default Policy]
[Allow], [Reject]

[Register]
[MAC Address]

[Edit]

[Delete]

[Inbound Filter]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Preferences] ▶ [Network] ▶ [Firewall Settings] ▶ [MAC Address Filter]

Configure the inbound filter settings. **Setting MAC Address Filtering (P. 960)**

[Use Filter]
[On], [Off]

[Default Policy]
[Allow], [Reject]

[Register]
[MAC Address]

[Edit]

[Delete]

[Wireless LAN]

AW63-0RW

Configure the settings for connecting the machine to a wireless LAN and for saving power when connected to a wireless LAN.

* Values in red text indicate the default setting for each item.

[Wireless LAN Settings] (P. 1252)
[Wireless LAN Information] (P. 1252)
[Power Save Mode] (P. 1252)

[Wireless LAN Settings]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Preferences] ▶ [Network] ▶ [Wireless LAN]

Configure the settings for connecting to a wireless LAN. **Connecting to a Wireless LAN (P. 135)**

[WPS Push Button Mode]

[WPS PIN Code Mode]

[Other (Set Manually)]
    [Select Access Point]
    [Enter Manually]
        [SSID Settings]
        [Security Settings]

[Wireless LAN Information]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Preferences] ▶ [Network] ▶ [Wireless LAN]

Check the MAC address, connection information, and security settings of the wireless LAN. **Checking the MAC Address and Connection Information of the Wireless LAN (P. 172)**

[All]
[Details]

[Power Save Mode]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Preferences] ▶ [Network] ▶ [Wireless LAN]

Set whether the machine regularly enters the power save state according to the signal sent from the wireless LAN router.

[On], [Off]

[Direct Connection Settings]

AW63-0RX

Configure the settings for using a direct connection and for the connection function.

* Values in red text indicate the default setting for each item.

[Use Direct Connection] (P. 1254)
[Direct Connection Type] (P. 1254)
[Device Name for Wi-Fi Direct] (P. 1254)
[Time Until Direct Connection Session Is Terminated] (P. 1255)
[Access Point Mode Settings] (P. 1255)
[Always Keep Enabled If SSID/Network Key Specified] (P. 1255)
[IP Address Settings for Direct Connection] (P. 1256)
[Frequency Settings for Access Point Mode] (P. 1256)
[Personal SSID and Network Key Settings] (P. 1256)
[Use Login Name as User Name for Print Jobs] (P. 1257)

[Use Direct Connection]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Preferences] ▶ [Network] ▶ [Direct Connection Settings]

Set whether to use a direct connection. **Enabling the Direct Connection Function (P. 825)**

[On], [Off]

[Direct Connection Type]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Preferences] ▶ [Network] ▶ [Direct Connection Settings]

Select the type of direct connection. **Enabling the Direct Connection Function (P. 825)**

[Access Point Mode], [Wi-Fi Direct]

NOTE

- When you select [Wi-Fi Direct], only one mobile device can be connected.

[Device Name for Wi-Fi Direct]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Preferences] ▶ [Network] ▶ [Direct Connection Settings]

Set the name used to identify the machine when [Wi-Fi Direct] is selected in [Direct Connection Type].

* "-XY_Canon10" (where "XY" represents two random letters) is automatically appended to the device name for Wi-Fi Direct. However, if you set a device name that is 22 characters or more, "-XY_Canon10" is not appended.

Device Name

[Time Until Direct Connection Session Is Terminated]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Preferences] ▶ [Network] ▶ [Direct Connection Settings]

Enter the amount of time from when the direct connection is started until it is terminated. If multiple mobile devices are connected, they will be disconnected when this amount of time elapses after the last connection was started.

0 min. (Off), 1 to 30 to 60 min.

NOTE

- This setting is disabled when [Always Keep Enabled If SSID/Network Key Specified] is set to [On].

[Access Point Mode Settings]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Preferences] ▶ [Network] ▶ [Direct Connection Settings]

Set the SSID (network name) and network key (password) to be used for establishing a direct connection in Access Point Mode. **Enabling the Direct Connection Function (P. 825)**

- When you set [Use Personal SSID and Network Key] to [On], a separate SSID and network key can be used for each login user. **[Personal SSID and Network Key Settings] (P. 1256)**
- Multiple mobile devices can be connected at the same time if you set [Use Personal SSID and Network Key] to [Off] and set both an SSID and a network key.

[Use Personal SSID and Network Key] [On], [Off] [Specify SSID to Use] [On], [Off] [SSID] [Specify Network Key to Use] [On], [Off] [Network Key]

[Always Keep Enabled If SSID/Network Key Specified]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Preferences] ▶ [Network] ▶ [Direct Connection Settings]

Set whether to allow mobile devices to always connect to the machine.

When you select [On], a fixed SSID (network name) and network key (password) need to be set in [Specify SSID to Use] and [Specify Network Key to Use] in [Access Point Mode Settings]. A maximum of five mobile devices can be connected to the machine at the same time.

[On], [Off]

NOTE

- When you select [On], the [Time Until Direct Connection Session Is Terminated] setting is disabled.

[IP Address Settings for Direct Connection]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Preferences] ▶ [Network] ▶ [Direct Connection Settings]

Set the IP address for the direct connection.

192.168.22.1

[Frequency Settings for Access Point Mode]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Preferences] ▶ [Network] ▶ [Direct Connection Settings]

Set the frequency for the direct connection.

[2.4 GHz], [5 GHz]

NOTE

- If a direct connection cannot be established when [5 GHz] is selected, try establishing the connection with [2.4 GHz] selected.

[Personal SSID and Network Key Settings]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Preferences] ▶ [Network] ▶ [Direct Connection Settings]

Set the SSID (network name) and network key (password) of the direct connection for each login user.
When you set [Automatically Enable/Disable Direct Connection at Login/Logout] to [On], a direct connection can be established automatically at login without pressing [Enable] for [Direct Connection] in [Mobile Portal].

* You cannot configure this setting if you log in as a user with Administrator privileges and select [Device Settings] on the screen displayed after pressing [Settings/Registration]. To set your own login user SSID and network key, select [Personal Settings].

[Specify SSID to Use]
[On], [Off]
[SSID]

[Specify Network Key to Use]
[On], [Off]
[Network Key]

[Automatically Enable/Disable Direct Connection at Login/Logout]
[On], [Off]

[Use Login Name as User Name for Print Jobs]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Preferences] ▶ [Network] ▶ [Direct Connection Settings]

Set whether to display the login name as the user name for print data that is sent using a direct connection.

[On], [Off]

[Sub Line Settings]

AW63-0RY

Configure the sub line settings when a setting other than [Off] is selected for [Sub Line] in [Select Interface].

* Values in red text indicate the default setting for each item.

[IP Address Settings] (P. 1258)
[Priority Line for Communication with Mobile Devices] (P. 1258)
[Ethernet Driver Settings] (P. 1258)
[IEEE 802.1X Settings] (P. 1259)
[Firewall Settings] (P. 1260)
[Settings for System Data Communication] (P. 1260)

[IP Address Settings]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Preferences] ▶ [Network] ▶ [Sub Line Settings]

Automatically or manually set the IPv4 address to use for the sub line. **Setting the IPv4 Address of the Sub Line (P. 146)**

[DHCP]
On, Off

[IP Address]: 0.0.0.0

[Subnet Mask]: 0.0.0.0

[Gateway Address]: 0.0.0.0

[Priority Line for Communication with Mobile Devices]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Preferences] ▶ [Network] ▶ [Sub Line Settings]

Select whether to connect mobile devices to the main line or sub line when the machine communicates with mobile devices.

[Main Line], [Sub Line]

[Ethernet Driver Settings]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Preferences] ▶ [Network] ▶ [Sub Line Settings]

Set the Ethernet communication mode for the sub line. **Manually Configuring the Ethernet Settings (P. 151)**
You can also check the current transmission speed and the MAC address of the wired LAN. **Checking the MAC Address of the Wired LAN (P. 171)**

* When you set [Ethernet Type] to [1000BASE-T], [Communication Mode] is set to [Full Duplex].

[Auto Detect]
[On], [Off]

[Communication Mode]
[Half Duplex], [Full Duplex]

[Ethernet Type]
[10BASE-T], [100BASE-TX], [1000BASE-T]

[Current Transmission Speed]

[MAC Address]

[IEEE 802.1X Settings]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Preferences] ▶ [Network] ▶ [Sub Line Settings]

Configure the IEEE 802.1X settings to be used for the sub line. **Using IEEE 802.1X (P. 979)**

[Use IEEE 802.1X]
[On], [Off]

[Login Name]

[Verify Authentication Server Certificate]
[On], [Off]

[Verify Authentication Server Name]
[On], [Off]

[Authentication Server Name]

[Use TLS]
[On], [Off]

[Key and Certificate]
[Set as Default Key]
[Certificate Details]
[Version]
[Serial Number]
[Signature Algorithm]
[Issued To]
[Validity Start Date]
[Validity End Date]
[Issuer]
[Public Key]
[Certificate Thumbprint]
[Issued To (Altn. Name)]
[Verify Certificate]
[Display Use Location]

[Use TTLS]
[On], [Off]
[<TTLS Settings (TTLS Protocol)>]
[MSCHAPv2], [PAP]

[Use PEAP]
[On], [Off]

[User Name]

[Password]

[Same User Name as Login Name]
[On], [Off]

[Firewall Settings]

[Settings/Registration] ▶ [Preferences] ▶ [Network] ▶ [Sub Line Settings]

Configure the IP address filter and MAC address filter settings for the sub line.
[Firewall Settings] (P. 1261)

[Settings for System Data Communication]

[Settings/Registration] ▶ [Preferences] ▶ [Network] ▶ [Sub Line Settings]

Configure the DNS and proxy settings to use when performing specific system data communication over the sub line.
[Settings for System Data Communication] (P. 1264)

[Firewall Settings]

AW63-0S0

Configure the IP address filter and MAC address filter settings for the sub line.

* Values in red text indicate the default setting for each item.

[IPv4 Address Filter] (P. 1261)
[MAC Address Filter] (P. 1262)

[IPv4 Address Filter]

[Settings/Registration] ▶ [Preferences] ▶ [Network] ▶ [Sub Line Settings] ▶ [Firewall Settings]

Configure the IPv4 address filter settings for the sub line.

[Outbound Filter]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Preferences] ▶ [Network] ▶ [Sub Line Settings] ▶ [Firewall Settings] ▶ [IPv4 Address Filter]

Configure the outbound filter settings for the sub line. **Setting Up IP Address Filtering on the Sub Line (P. 962)**

[Use Filter]
[On], [Off]

[Default Policy]
[Allow], [Reject]

[Register]
[IPv4 Address]
[Port Number]

[Details/Edit]

[Delete]

[Inbound Filter]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Preferences] ▶ [Network] ▶ [Sub Line Settings] ▶ [Firewall Settings] ▶ [IPv4 Address Filter]

Configure the inbound filter settings for the sub line. **Setting Up IP Address Filtering on the Sub Line (P. 962)**

[Use Filter]
[On], [Off]

[Default Policy]

[Allow], [Reject]

[Register]
[IPv4 Address]
[Port Number]

[Details/Edit]

[Delete]

[MAC Address Filter]

[Settings/Registration] ▶ [Preferences] ▶ [Network] ▶ [Sub Line Settings] ▶ [Firewall Settings]

Configure the MAC address filter settings for the sub line.

[Outbound Filter]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Preferences] ▶ [Network] ▶ [Sub Line Settings] ▶ [Firewall Settings] ▶ [MAC Address Filter]

Configure the outbound filter settings for the sub line. **Setting up Mac Address Filtering on the Sub Line (P. 964)**

[Use Filter]
[On], [Off]

[Default Policy]
[Allow], [Reject]

[Register]
[MAC Address]

[Edit]

[Delete]

[Inbound Filter]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Preferences] ▶ [Network] ▶ [Sub Line Settings] ▶ [Firewall Settings] ▶ [MAC Address Filter]

Configure the inbound filter settings for the sub line. **Setting up Mac Address Filtering on the Sub Line (P. 964)**

[Use Filter]
[On], [Off]

[Default Policy]
[Allow], [Reject]

[Register]

[MAC Address]

[Edit]

[Delete]

[Settings for System Data Communication]

AW63-0S1

Configure the DNS and proxy settings to use when performing specific system data communication over the sub line.

* Values in red text indicate the default setting for each item.

[DNS Server Address Settings] (P. 1264)
[Proxy Settings] (P. 1264)
[Select Line to Use] (P. 1264)

[DNS Server Address Settings]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Preferences] ▶ [Network] ▶ [Sub Line Settings] ▶ [Settings for System Data Communic.]

Set the IP address of the DNS server for the sub line. **Setting the DNS of the Sub Line (P. 155)**

[Primary DNS Server]
[Secondary DNS Server]

[Proxy Settings]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Preferences] ▶ [Network] ▶ [Sub Line Settings] ▶ [Settings for System Data Communic.]

Set whether to use a proxy server to connect the sub line to the network. **Configuring the Proxy of the Sub Line (P. 968)**
When you use a proxy server, set the proxy server information, applicable range, and authentication information.

[Use Proxy]
    [On], [Off]

[Server Address]

[Port Number]
    1 to 80 to 65535

[Set Authentication]
    [Use Proxy Authentication]
        [On], [Off]
    [User Name]
    [Password]

[Select Line to Use]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Preferences] ▶ [Network] ▶ [Sub Line Settings] ▶ [Settings for System Data Communic.]

Set whether to use the main line or sub line when communicating with the remote monitoring server or the distribution server.

[Main Line], [Sub Line]

[External Interface]

AW63-0S2

Configure the USB connection.

* Values in red text indicate the default setting for each item.

[USB Settings] (P. 1266)

[USB Settings]

[Settings/Registration] ▶ [Preferences] ▶ [External Interface]

Configure the settings for using the USB port and USB memory.

[Use as USB Device]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Preferences] ▶ [External Interface] ▶ [USB Settings]

Set whether to use the USB port for connecting a computer to the machine. **Preventing Connection to a Computer via the USB Port (P. 1042)**

[On], [Off]

[Use MEAP Driver for USB Input Device]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Preferences] ▶ [External Interface] ▶ [USB Settings]

Set whether to use the MEAP driver for USB input devices such as a keyboard.
Depending on the MEAP application that uses the keyboard or other device, you may need to set this to [On]. To determine whether you need to set this to [On], see the manual of the MEAP application or contact your dealer or service representative.

[On], [Off]

[Use MEAP Driver for USB Storage Device]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Preferences] ▶ [External Interface] ▶ [USB Settings]

Set whether to use the MEAP driver for memory media such as a USB memory device.
Depending on the MEAP application that uses the USB memory device or other memory media, you may need to set this to [On]. To determine whether you need to set this to [On], see the manual of the MEAP application or contact your dealer or service representative.

[On], [Off]

[Use USB Storage Device]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Preferences] ▶ [External Interface] ▶ [USB Settings]

Set whether to use memory media such as a USB memory device. **Preventing All Use of Memory Media (P. 1009)**

[On], [Off]

[Accessibility]

AW63-0S3

Configure control panel screen settings such as color reversal, enlarged display, and the response speed of the text input buttons.

* Values in red text indicate the default setting for each item.

- **[Key Repetition Settings] (P. 1268)**
- **[Acceptance Delay for Repeated Presses] (P. 1268)**
- **[Reversed Display (Color)] (P. 1268)**
- **[Enable Screen Magnification] (P. 1269)**
- **[Use Flick/Pinch Function] (P. 1269)**

[Key Repetition Settings]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Preferences] ▶ [Accessibility]

You can reduce the speed at which characters are repeatedly entered when you press and hold a key on the on-screen keyboard. Configure this setting in cases such as when you intend to enter a single character, but the same character is entered repeatedly.

* This setting can be configured by each login user.

[Standard], [Slightly Slow], [Slow]

[Acceptance Delay for Repeated Presses]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Preferences] ▶ [Accessibility]

You can specify the amount of time during which the machine does not accept the second and subsequent key inputs when a key on the on-screen keyboard is unintentionally pressed repeatedly.
Configure this setting in cases such as when you intend to enter a single character, but the same character is entered repeatedly.

* This setting can be configured by each login user.

[On], [Off]
0.1 to 1.0 (sec.)

[Reversed Display (Color)]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Preferences] ▶ [Accessibility]

You can configure the setting to display the light and dark screen colors in reverse.
Configure this setting if you find it difficult to see the display even after adjusting the screen brightness in [Adjust Brightness] on the [Home] screen.

* This setting can be configured by each login user.

[On], [Off]

[Enable Screen Magnification]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Preferences] ▶ [Accessibility]

You can configure the settings that enable you to zoom in or out on the screen by spreading two fingers apart (pinch out) or pinching them together (pinch in) on the screen.

* This setting can be configured by each login user.

[On], [Off]

NOTE

- On the preview screen for checking the image of a scanned original, you can use the buttons to zoom in or out on the image, regardless of this setting.

[Use Flick/Pinch Function]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Preferences] ▶ [Accessibility]

Set whether to enable the use of flick and pinch operations.

[On], [Off]

NOTE

- This setting is not applied to the preview screen for checking the contents of the scanned data or files, or to the MEAP application screens.

[Adjustment/Maintenance]

AW63-0S4

Configure the settings for adjusting the image quality of printing and scanning, and for cleaning the machine.

[Adjust Image Quality] (P. 1270)
[Adjust Action] (P. 1270)
[Maintenance] (P. 1270)

[Adjust Image Quality]

[Settings/Registration] ▶ [Adjustment/Maintenance]

Perform image quality adjustments such as correcting the gradation or color mismatch in the printing results.
[Adjust Image Quality] (P. 1271)

[Adjust Action]

[Settings/Registration] ▶ [Adjustment/Maintenance]

Adjust the actions of the optional finisher and the machine's finishing functions.
[Adjust Action] (P. 1278)

[Maintenance]

[Settings/Registration] ▶ [Adjustment/Maintenance]

Perform operations to clean the machine, or watch videos on how to perform cleaning and maintenance.
[Maintenance] (P. 1281)

[Adjust Image Quality]

AW63-0S5

Perform image quality adjustments such as correcting the gradation or color mismatch in the printing results or scanned images.

* Values in red text indicate the default setting for each item.

[Auto Adjust Gradation] (P. 1271)
[Auto Correct Color Tone Settings] (For C7100 Series and C5100 Series) (P. 1272)
[Correct Density] (P. 1272)
[Correct Shading] (P. 1272)
[Auto Correct Color Mismatch] (P. 1273)
[Adjust Image Position for Each Paper Drawer] (P. 1273)
[Full Color Printing Vividness Settings] (P. 1273)
[Fine Adjust Zoom] (P. 1273)
[Dither Pattern Settings] (P. 1274)
[Adjust Toner Volume Used for Color Printing] (For C3100 Series Only) (P. 1274)
[Color Balance] (For C7100 Series and C5100 Series) (P. 1274)
[Correct Uneven Gloss] (For C3100 Series Only) (P. 1274)
[Special Smoothing] (P. 1275)
[Register Color Profile] (P. 1275)

[Auto Adjust Gradation]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Adjustment/Maintenance] ▶ [Adjust Image Quality]

Adjust the gradation if it is not reproduced correctly and the printing results differ significantly from the source data or original. **Calibrating the Gradation (P. 1642)**

For C7100 Series and C5100 Series

- When [Simple] is selected in [Adjustment Level]:
  - [Full Adjust]
  - [Quick Adjust]
- When [By Paper Type Group] is selected in [Adjustment Level]:
  - Paper type selection
    - [Full Adjust]
    - [Quick Adjust]

[Use Feeder When Performing Full Adjust]
On, Off

[Adjustment Level]
[Simple], [By Paper Type Group]

[Initialize When Using Full Adjust]
[On], [Off]

For C3100 Series

Paper type selection
[Full Adjust]
[Quick Adjust]

[Use Feeder When Performing Full Adjust]*1
On, Off

[Initialize When Using Full Adjust]
[On], [Off]

*1 This item may not be displayed depending on the type of the feeder.

NOTE

- Calibration images are printed when you perform Full Adjust, but these are not counted in the number of pages printed.

[Auto Correct Color Tone Settings] (For C7100 Series and C5100 Series)

[Settings/Registration] ▶ [Adjustment/Maintenance] ▶ [Adjust Image Quality]

Adjust the color tone if the density or brightness of the printing results differs significantly from the source data or original.
[Auto Correct Color Tone Settings] (For C7100 Series and C5100 Series) (P. 1276)

[Correct Density]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Adjustment/Maintenance] ▶ [Adjust Image Quality]

Adjust the density if the color density of the scanned data or printing results differs significantly from the source data or original. **Correcting Density (P. 1651)**

[Copy/Scan and Store (Mail Box)]
9 levels

[Black & White Scan for Send/Scan and Store (Other Than Mail Box)]
9 levels

[Color Scan for Send/Scan and Store (Other Than Mail Box)]
9 levels

[Correct Shading]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Adjustment/Maintenance] ▶ [Adjust Image Quality]

Perform adjustment to make the density more even, if uneven shading occurs in the printing results. **Correcting Uneven Density (P. 1652)**

[Densitometer Correction]
[Visual Correction]

[Scanner Correction]

[Auto Correct Color Mismatch]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Adjustment/Maintenance] ▶ [Adjust Image Quality]

Correct the color mismatch if colors run or appear blurry in the printing results. **Correcting Color Mismatch (P. 1659)**

[Adjust Image Position for Each Paper Drawer]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Adjustment/Maintenance] ▶ [Adjust Image Quality]

For each paper source, adjust the print position to correct shifted characters or images. **Adjusting the Print Position for Each Paper Source (P. 1683)**

[Full Color Printing Vividness Settings]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Adjustment/Maintenance] ▶ [Adjust Image Quality]

Select the vividness level when you want to make the colors of the printing results more vivid than those of the original. **Making Colors More Vivid (P. 1660)**

[Standard], [Level 1], [Level 2]

NOTE

- This setting is enabled only for copying or for printing documents (scanned data) from Mail Boxes.

[Fine Adjust Zoom]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Adjustment/Maintenance] ▶ [Adjust Image Quality]

If the size of the copied image differs slightly from that of the original, adjust the vertical and horizontal ratio in 0.1% increments to bring the size closer to that of the original. **Adjusting the Print Size of the Copied Image (P. 1705)**

[X]
-1.0 to 0.0 to +1.0%

[Y]
-1.0 to 0.0 to +1.0%

[Dither Pattern Settings]

DeviceAdmin NetworkAdmin Remote UI

[Settings/Registration] ▶ [Adjustment/Maintenance] ▶ [Adjust Image Quality]

Select a dither pattern suitable for the image to be printed, to produce smoother gradations and contours in the printed image. **Smoothing Curves and Gradations (Dither Pattern Settings) (P. 1663)**

[Pattern 1], [Pattern 2], [Pattern 3], [Pattern 4]

[Adjust Toner Volume Used for Color Printing] (For C3100 Series Only)

DeviceAdmin NetworkAdmin Remote UI

[Settings/Registration] ▶ [Adjustment/Maintenance] ▶ [Adjust Image Quality]

Configure the setting to reduce the amount of toner used for color printing. This setting may be able to improve problems such as streaks (lines) and uneven printing. **Reducing Toner Used When Color Printing (C3100 Series Only) (P. 1681)**

[Off], [Level 1], [Level 2]

[Color Balance] (For C7100 Series and C5100 Series)

DeviceAdmin NetworkAdmin Remote UI

[Settings/Registration] ▶ [Adjustment/Maintenance] ▶ [Adjust Image Quality]

Adjust the levels of yellow, magenta, cyan, and black for color printing. You can make fine adjustments to the density areas of each color, which are divided into three levels of "dark," "medium," and "light." **Adjusting the Color Balance (For C7100 Series and C5100 Series) (P. 1661)**

[Non-Coated]
- [Yellow]/[Magenta]/[Cyan]/[Black]
  - -8 to 0 to +8
- [Fine Adjust Density]
  - [Yellow]/[Magenta]/[Cyan]/[Black]
    - [High (Dark Area)]/[Medium]/[Low (Light Area)]
      - -8 to 0 to +8

[Coated]
- [Yellow]/[Magenta]/[Cyan]/[Black]
  - -8 to 0 to +8
- [Fine Adjust Density]
  - [Yellow]/[Magenta]/[Cyan]/[Black]
    - [High (Dark Area)]/[Medium]/[Low (Light Area)]
      - -8 to 0 to +8

[Correct Uneven Gloss] (For C3100 Series Only)

DeviceAdmin NetworkAdmin Remote UI

[Settings/Registration] ▶ [Adjustment/Maintenance] ▶ [Adjust Image Quality]

When uneven gloss occurs on printed images, perform correction to reduce uneven gloss.

* Select [Off] if you do not want to perform correction. Depending on the paper, the productivity of the machine may be reduced if this mode is set to [On].

[Off], [On]

[Special Smoothing]

DeviceAdmin NetworkAdmin Remote UI

[Settings/Registration] ▶ [Adjustment/Maintenance] ▶ [Adjust Image Quality]

Set whether to correct color mismatch in the direction parallel to the feed direction, and whether to smoothly print text, diagrams, and images.

* Select [Off] if you do not want to perform correction. Depending on the original, new color mismatch or roughness may occur.

[On], [Off]

[Register Color Profile]

DeviceAdmin NetworkAdmin Remote UI

[Settings/Registration] ▶ [Adjustment/Maintenance] ▶ [Adjust Image Quality]

By registering a color profile to the machine, you can accurately reproduce specific colors and the color tones of other machines (Canon machines). **Reproducing Specific Colors or the Color Tones of Other Machines (Register Color Profile) (Windows) (P. 1665)**

[Assign RGB Values to Output Colors in Color Chart]
[Reproduce Colors from Other Device]
[Profile List]

[Auto Correct Color Tone Settings] (For C7100 Series and C5100 Series)

AW63-0S6

Adjust the color tone if the density or brightness of the printing results differs significantly from the source data or original.

* Values in red text indicate the default setting for each item.

[Auto Correct Color Tone] (P. 1276)
[Register Correction Pattern] (P. 1276)
[Job Type to Apply To] (P. 1276)

[Auto Correct Color Tone]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Adjustment/Maintenance] ▶ [Adjust Image Quality] ▶ [Auto Correct Color Tone Settings]

Adjust the color tone. **Calibrating the Color Tone (For C7100 Series and C5100 Series) (P. 1647)**

[Start Correcting]
[Change Corr. Pattern]

[Register Correction Pattern]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Adjustment/Maintenance] ▶ [Adjust Image Quality] ▶ [Auto Correct Color Tone Settings]

Register color tone correction patterns according to the paper type. **Registering a Correction Pattern (P. 1649)**

[Pattern 2] to [Pattern 5]

[Job Type to Apply To]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Adjustment/Maintenance] ▶ [Adjust Image Quality] ▶ [Auto Correct Color Tone Settings]

Set whether to apply the color tone correction to copying and printing.

[Copy]
[On], [Off]

[Printer]
[On], [Off]

[Adjust Action]

AW63-0S7

Adjust the actions of the optional finisher and the machine's finishing functions.

* Values in red text indicate the default setting for each item.

[Saddle Stitch Staple Repositioning] (P. 1278)
[Adjust Saddle Stitch Fold Position/Stitch Position] (P. 1278)
[Switch Finisher Puncher Mode] (P. 1279)
[Adjust Fold Position] (P. 1279)
[Time Until Stapling Starts in Stapler Mode] (P. 1280)
[Start Key Touch Recognition Delay] (P. 1280)

[Saddle Stitch Staple Repositioning]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Adjustment/Maintenance] ▶ [Adjust Action]

Reposition the staples of the saddle stitch unit so that stapling can be performed. Remove any paper output to the booklet tray before performing this operation.
Perform this operation if stapling is not performed after you remove jammed staples or replace the staple case. When you perform this operation, the machine feeds paper to the saddle stitch unit and staples it several times.

* This item is displayed only on machines with the option installed.

NOTE

Usable Paper

- Plain paper (for C7100 Series and C5100 Series)
- Any of the following paper sizes:
  - A3
  - B4
  - A4R
  - 305 x 457 mm
  - Legal
  - Letter R
  - 11" x 17"

If Unusable Paper Is Loaded in a Paper Source

- Configure the settings to disable the use of that paper source. **Using the Appropriate Paper Source for Each Function (P. 301)**

[Adjust Saddle Stitch Fold Position/Stitch Position]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Adjustment/Maintenance] ▶ [Adjust Action]

Adjust the saddle stitch fold position and staple position so that they are at the center of the paper. Print a test page, check the current state of the fold position and the shift width on the test page, and then perform adjustment. **Adjusting the Saddle Stitch Fold Position and Staple Position (P. 1707)**

* This item is displayed only on machines with the option installed.

[Switch Finisher Puncher Mode]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Adjustment/Maintenance] ▶ [Adjust Action]

Set whether to give priority to the speed or precision of the puncher.

* This item is displayed only on machines with the option installed.

[Speed Priority], [Precision Priority]

[Adjust Fold Position]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Adjustment/Maintenance] ▶ [Adjust Action]

Adjust the fold position for each paper size. **Adjusting the Paper Fold Position (P. 1709)**

* This item is displayed only on machines with the option installed.

* The items displayed vary depending on the options that are installed. **Options with Folding Functions (P. 13)**

For C7100 Series and C5100 Series (When the Finisher and Paper Folding Unit Is Installed)
For C7100 Series and C5100 Series (When the Paper Folding Unit Is Installed)
For C7100 Series and C5100 Series (When the Booklet Finisher Is Installed)

[Adjust Z-Fold Position]
-2.0 to 0.0 to +1.5 (mm)
* In 0.5 mm increments

[Adjust Saddle C-Fold Position]
[A]
0.0 to 6.0 mm (mm)
* In 0.5 mm increments
[B]
0.0 to 3.0 mm (mm)
* In 0.5 mm increments

[Adjust Saddle Fold Position]
[Current State]
[A Is Shorter], [A and B Are Equal], [B Is Shorter]
[Shift Width (a)]
0.0 to 2.0 (mm)
* In 0.1 mm increments

For C3100 Series (When the Booklet Finisher Is Installed)

[Current State]

[A Is Shorter], [A and B Are Equal], [B Is Shorter]

[Shift Width (a)]
0.0 to 2.0 (mm)
* In 0.1 mm increments

[Time Until Stapling Starts in Stapler Mode]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Adjustment/Maintenance] ▶ [Adjust Action]

Set the amount of time until the machine automatically staples the paper bundle after it is inserted, when using manual stapling.

* This item is displayed only on machines with the option installed.

1 to 3 to 5 sec.

[Start Key Touch Recognition Delay]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Adjustment/Maintenance] ▶ [Adjust Action]

Adjust the amount of time to touch [Start] on the control panel. When you touch the button for the set amount of time, the machine recognizes that the button is pressed, and the processing starts.

-1 to 0 to +7

[Maintenance]

AW63-0S8

Perform operations to clean the machine, or watch videos on how to perform cleaning and maintenance.

[Clean Inside Main Unit] (P. 1281)
[Clean Feeder] (P. 1281)
[Clean Pressure Roller for Fixing] (P. 1281)
[Original Scanning Area Cleaning Method] (P. 1281)
[Check Maintenance Method] (P. 1282)
[Initialize After Replacing Parts] (P. 1282)

[Clean Inside Main Unit]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Adjustment/Maintenance] ▶ [Maintenance]

Clean the inside of the machine. Perform this operation when the printed paper has streaks or is smudged, or when part of the image is not printed.

[Clean Feeder]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Adjustment/Maintenance] ▶ [Maintenance]

Clean the feeder. Perform this operation if originals become dirty or frequently jam when you use the feeder. **Cleaning the Feeder (P. 1586)**

[Clean Pressure Roller for Fixing]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Adjustment/Maintenance] ▶ [Maintenance]

Clean the fixing assembly. Perform this operation when the printed paper becomes dirty.

[Original Scanning Area Cleaning Method]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Adjustment/Maintenance] ▶ [Maintenance]

Play a video to check how to clean the original scanning area.

* This item may not be displayed depending on the type of the feeder.

[Check Maintenance Method]

[Settings/Registration] ▶ [Adjustment/Maintenance] ▶ [Maintenance]

Play videos to check how to replace consumables and remove jammed paper.
[Check Maintenance Method] (P. 1283)

[Initialize After Replacing Parts]

[Settings/Registration] ▶ [Adjustment/Maintenance] ▶ [Maintenance]

Initialize the printer after you replace parts. Initialize the printer for each replaced part.
[Initialize After Replacing Parts] (P. 1286)

[Check Maintenance Method]

AW63-0S9

Play videos to check how to replace consumables and remove jammed paper.

- **[Replace Toner Cartridge] (P. 1283)**
- **[Replace Waste Toner Container] (P. 1283)**
- **[Load Staples (Staples)] (P. 1283)**
- **[Load Staples (Saddle Staples)] (P. 1283)**
- **[Replace Drum Unit] (P. 1284)**
- **[Replace Fixing Assembly] (P. 1284)**
- **[Replace ITB Unit] (P. 1284)**
- **[Replace Secondary Transfer Outer Roller] (P. 1284)**
- **[Replace ADF Maintenance Kit] (P. 1284)**
- **[Remove Jammed Paper (Example)] (P. 1284)**

[Replace Toner Cartridge]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Adjustment/Maintenance] ▶ [Maintenance] ▶ [Check Maintenance Method]

Play a video to check how to replace toner cartridges. Since you can play this video even when replacement is not required, you can check the replacement procedure in advance.

[Replace Waste Toner Container]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Adjustment/Maintenance] ▶ [Maintenance] ▶ [Check Maintenance Method]

Play a video to check how to replace the waste toner container. Since you can play this video even when replacement is not required, you can check the replacement procedure in advance.

[Load Staples (Staples)]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Adjustment/Maintenance] ▶ [Maintenance] ▶ [Check Maintenance Method]

Play a video to check how to load staples. Since you can play this video even when loading is not required, you can check the loading procedure in advance.

[Load Staples (Saddle Staples)]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Adjustment/Maintenance] ▶ [Maintenance] ▶ [Check Maintenance Method]

Play a video to check how to load saddle staples. Since you can play this video even when loading is not required, you can check the loading procedure in advance.

[Replace Drum Unit]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Adjustment/Maintenance] ▶ [Maintenance] ▶ [Check Maintenance Method]

Play a video to check how to replace drum units. Since you can play this video even when replacement is not required, you can check the replacement procedure in advance.

[Replace Fixing Assembly]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Adjustment/Maintenance] ▶ [Maintenance] ▶ [Check Maintenance Method]

Play a video to check how to replace the fixing assembly. Since you can play this video even when replacement is not required, you can check the replacement procedure in advance.

[Replace ITB Unit]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Adjustment/Maintenance] ▶ [Maintenance] ▶ [Check Maintenance Method]

Play a video to check how to replace the ITB unit. Since you can play this video even when replacement is not required, you can check the replacement procedure in advance.

[Replace Secondary Transfer Outer Roller]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Adjustment/Maintenance] ▶ [Maintenance] ▶ [Check Maintenance Method]

Play a video to check how to replace the secondary transfer outer roller. Since you can play this video even when replacement is not required, you can check the replacement procedure in advance.

[Replace ADF Maintenance Kit]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Adjustment/Maintenance] ▶ [Maintenance] ▶ [Check Maintenance Method]

Play a video to check how to replace the ADF Maintenance Kit. Since you can play this video even when replacement is not required, you can check the replacement procedure in advance.

[Remove Jammed Paper (Example)]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Adjustment/Maintenance] ▶ [Maintenance] ▶ [Check Maintenance Method]

Play a video to check how to remove jammed paper. Since you can play this video even when removal is not required, you can check the removal procedure in advance.

[Initialize After Replacing Parts]

AW63-0SA

Initialize the printer after you replace parts. Initialize the printer for the replaced part.

[Secondary Transfer Outer Roller] (P. 1286)
[ADF Maintenance Kit] (P. 1286)

[Secondary Transfer Outer Roller]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Adjustment/Maintenance] ▶ [Maintenance] ▶ [Initialize After Replacing Parts]

After you replace the secondary transfer outer roller, execute [Secondary Transfer Outer Roller] to perform initialization.

[ADF Maintenance Kit]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Adjustment/Maintenance] ▶ [Maintenance] ▶ [Initialize After Replacing Parts]

After you replace the ADF pickup roller and ADF separation pad, execute [ADF Maintenance Kit] to perform initialization.

[Function Settings]

AW63-0SC

Configure the settings for the printing, scanning, faxing, and copying functions.

[Common] (P. 1287)
[Copy] (P. 1287)
[Printer] (P. 1287)
[Send] (P. 1287)
[Receive/Forward] (P. 1287)
[Store/Access Files] (P. 1288)
[Print] (P. 1288)
[Hold] (For C7100 Series and C5100 Series) (P. 1288)
[Web Access] (P. 1288)

[Common]

[Settings/Registration] ▶ [Function Settings]

Configure the settings for operations that are common to all functions, such as the paper feed, paper output, print, and scan settings.
[Common] (P. 1289)

[Copy]

[Settings/Registration] ▶ [Function Settings]

Configure the settings for copying.
[Copy] (P. 1317)

[Printer]

[Settings/Registration] ▶ [Function Settings]

Configure the settings for the printer.
[Printer] (P. 1321)

[Send]

[Settings/Registration] ▶ [Function Settings]

Configure the settings for sending scanned data and faxes.
[Send] (P. 1326)

[Receive/Forward]

[Settings/Registration] ▶ [Function Settings]

Configure the settings for receiving and forwarding e-mails, faxes, and I-Faxes.
[Receive/Forward] (P. 1362)

[Store/Access Files]

[Settings/Registration] ▶ [Function Settings]

Configure the settings for storing scanned data and using storage space and USB memory.
[Store/Access Files] (P. 1374)

[Print]

[Settings/Registration] ▶ [Function Settings]

Configure the settings for processing and displaying the print data, and for Secure Print.
[Print] (P. 1387)

[Hold] (For C7100 Series and C5100 Series)

[Settings/Registration] ▶ [Function Settings]

Configure the settings for holding the print data.
[Hold] (For C7100 Series and C5100 Series) (P. 1392)

[Web Access]

[Settings/Registration] ▶ [Function Settings]

Configure the settings for the Web Access function.
[Web Access] (P. 1394)

[Common]

AW63-0SE

Configure the settings for operations that are common to all functions, such as the paper feed, paper output, print, and scan settings.

[Paper Feed Settings] (P. 1289)
[Paper Output Settings] (P. 1289)
[Print Settings] (P. 1289)
[Scan Settings] (P. 1289)
[Generate File] (P. 1289)
[Set Authentication Method] (P. 1290)

[Paper Feed Settings]

[Settings/Registration] ▶ [Function Settings] ▶ [Common]

Configure the settings for the paper feeding operations.
[Paper Feed Settings] (P. 1291)

[Paper Output Settings]

[Settings/Registration] ▶ [Function Settings] ▶ [Common]

Configure the settings for the paper output operations.
[Paper Output Settings] (P. 1294)

[Print Settings]

[Settings/Registration] ▶ [Function Settings] ▶ [Common]

Configure the settings for the printing operations.
[Print Settings] (P. 1297)

[Scan Settings]

[Settings/Registration] ▶ [Function Settings] ▶ [Common]

Configure the settings for the scanning operations.
[Scan Settings] (P. 1306)

[Generate File]

[Settings/Registration] ▶ [Function Settings] ▶ [Common]

Configure the settings for files when sending and storing the scanned data.
[Generate File] (P. 1310)

[Set Authentication Method]

[Settings/Registration] ▶ [Function Settings] ▶ [Common]

Configure the settings for the authentication method.
[Set Authentication Method] (P. 1314)

[Paper Feed Settings]

AW63-0SF

Configure the settings for the paper feeding operations.

* Values in red text indicate the default setting for each item.

[Paper Source Auto Selection] (P. 1291)
[Paper Source Auto Selection Based on Color] (P. 1292)
[Switch Feed Method] (P. 1292)
[Use Paper Separation Fan for Jobs with MP Tray] (C7100 Series Only) (P. 1293)
[Suspended Job Timeout] (P. 1293)

[Paper Source Auto Selection]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Common] ▶ [Paper Feed Settings]

Configure the settings for each function so that the machine automatically selects the appropriate paper source according to the size of the paper to be printed. **Using the Appropriate Paper Source for Each Function (P. 301)**

* When you set [Consider Color] to [On], configure the settings for [Paper Source Auto Selection Based on Color]. **[Paper Source Auto Selection Based on Color] (P. 1292)**

[Copy]
- [MP Tray]
  - [On], [Off]
- Other paper sources
  - [On], [Off]
- [Consider Color]
  - On, Off
- [Consider Paper Type]
  - On, Off

[Printer]
- [MP Tray]
  - [On], [Off]
- Other paper sources
  - [On], [Off]
- [Use Group]
  - On, Off

[Access Stored Files]/[Receive/Fax]/[Other]
- [MP Tray]
  - [On], [Off]
- Other paper sources
  - [On], [Off]

[Optimal Productivity]*1
- [On], [Off]

*1 Depending on the model, this item is not displayed.

[Paper Source Auto Selection Based on Color]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Common] ▶ [Paper Feed Settings]

Set whether color or black and white copying is performed for each paper source when the paper source is changed according to the color setting (color mode) for copying.
This setting is enabled only when [Consider Color] in [Paper Source Auto Selection] is set to [On]. **[Paper Source Auto Selection] (P. 1291)**

[MP Tray]
[Color], [Black & White]

Other paper sources
[Color], [Black & White]

NOTE

Color Setting and Color Mode When Copying

- When [Auto (Color/B&W)] is selected in [Select Color], the machine automatically determines whether to handle the original as a color or black and white document.
- When a setting other than [Auto (Color/B&W)] and [Black & White] is selected in [Select Color], the machine handles the original as a color document.
- The machine handles the original as a color document regardless of the [Select Color] setting in the following cases:
  - When the Merge Job Blocks setting is configured
  - When the Different Size Originals setting and the Job Build setting are both enabled

[Switch Feed Method]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Common] ▶ [Paper Feed Settings]

For each paper source, configure the settings for the paper feed method when printing on paper with images such as logos.
By default, when using such type of paper, the paper feed method varies depending on whether you perform 1-sided printing or 2-sided printing. When you select [Print Side Priority] for a paper source, always load the paper in the manner used for 2-sided printing, regardless of whether you perform 1-sided printing or 2-sided printing. **Orientation for Loading Paper with a Logo (P. 274)**

* When you select [Print Side Priority], the speed of 1-sided printing decreases. In addition, the Auto Select Paper setting is disabled.

[MP Tray]
[Speed Priority], [Print Side Priority]

Other paper sources
[Speed Priority], [Print Side Priority]

NOTE

- If you select [Print Side Priority] for a paper source loaded with paper that cannot be used for 2-sided printing, the [Load paper.] message appears and the paper is not fed, or the [Speed Priority] operation is performed.

[Use Paper Separation Fan for Jobs with MP Tray] (C7100 Series Only)

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Common] ▶ [Paper Feed Settings]

Set whether to operate the paper separation fan even before recognition is performed, when the paper type setting for the multi-purpose tray is set to [Auto-Recog. When Printing].

- When you use Coated paper, it is recommended that you set this to [On].
- Even when [On] is selected, the paper separation fan stops when paper other than Coated paper is recognized.
- Depending on the usage environment, the paper separation fan may not operate even when [On] is selected.

[On], [Off]

[Suspended Job Timeout]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Common] ▶ [Paper Feed Settings]

Configure the setting to print the next document when the specified amount of time elapses after printing is suspended.

[On], [Off]
0 to 5 to 999 min.

NOTE

- If paper runs out during printing, the next document is not printed when the specified amount of time elapses.
- The machine retains the data of suspended print jobs. To automatically delete this data, configure the [Auto Delete Suspended Jobs] setting. **[Auto Delete Suspended Jobs] (P. 1301)**

[Paper Output Settings]

AW63-0SH

Configure the settings for the paper output operations.

* Values in red text indicate the default setting for each item.

[Output Tray Settings] (P. 1294)
[Use Optional Output Tray] (C3100 Series Only) (P. 1294)
[Offset Jobs] (P. 1295)
[Job Separator Between Jobs] (P. 1295)
[Job Separator Between Copies] (P. 1295)
[Unprocessed Tab Paper Forced Output] (For C7100 Series and C5100 Series) (P. 1296)
[Action When Too Many Sheets to Staple] (P. 1296)
[Enable Offset for Single-Sheet Print Jobs] (P. 1296)

[Output Tray Settings]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Common] ▶ [Paper Output Settings]

Set which functions use each output tray as the output destination. Also specify the output tray priority when multiple trays are to be used for the output of the same function. **Output Destination Settings (P. 303)**

* This item is displayed only on machines with the option installed.

[Tray Home Position]*1
[Tray A], [Tray B], [Tray C], [Off]

[Tray A]
[Copy], [Access Stored Files], [Printer], [Receive], [Other], [IP Fax 1], [Fax 1], [Fax 2]

[Tray B]
[Copy], [Access Stored Files], [Printer], [Receive], [Other], [IP Fax 1], [Fax 1], [Fax 2]

[Tray C]
[Copy], [Access Stored Files], [Printer], [Receive], [Other], [IP Fax 1], [Fax 1], [Fax 2]

[Tray D]*1
[Copy], [Access Stored Files], [Printer], [Receive], [Other], [IP Fax 1], [Fax 1], [Fax 2]

*1 This item may not be displayed depending on the model.

[Use Optional Output Tray] (C3100 Series Only)

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Common] ▶ [Paper Output Settings]

Set whether to use an additionally installed output tray.

* The setting items vary depending on the options installed. **Supported Options (P. 4)**

[Output Tray 1]
[On], [Off]

[Output Tray 2]
[On], [Off]

[Offset Jobs]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Common] ▶ [Paper Output Settings]

Set whether to offset the paper output for each set of print data.

* This item is displayed only on machines with the option installed.

[On], [Off]

[Job Separator Between Jobs]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Common] ▶ [Paper Output Settings]

Set whether to sort by inserting the specified paper at the start of the print data.

[On], [Off]
[Change]
Paper source selection

[Job Separator Between Copies]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Common] ▶ [Paper Output Settings]

Configure the settings to sort by inserting paper between each specified number of copies.
The machine inserts paper when you print using the Collate (Page Order), Offset, or Staple settings.

[On], [Off]
[Change]
Paper source selection
[Number of Copies]
1 to 10 to 9999

NOTE

- Paper is not inserted in the following cases:
  - When the Group (Same Pages), Group Sort, Booklet, Saddle Stitch, or Fold settings are configured
  - When you are using tab paper

* The available functions and usable paper vary depending on the model and options.

[Unprocessed Tab Paper Forced Output] (For C7100 Series and C5100 Series)

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Common] ▶ [Paper Output Settings]

Set whether to forcibly output excess tab paper, when using tab paper.
When you select [On], the machine forcibly outputs the excess tab paper for each copy.

Example:
If you are using sets of tab paper that each consist of five sheets, and one copy requires seven sheets of tab paper, load two sets of tab paper in the paper source. In this case, a total of 10 sheets of tab paper are loaded in the paper source. However, since only seven sheets of tab paper are required, the machine will output the remaining three sheets of tab paper.

[On], [Off]

[Action When Too Many Sheets to Staple]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Common] ▶ [Paper Output Settings]

Set the actions that the machine performs when there are too many sheets to staple.

* This item is displayed only on machines with the option installed. The available functions vary depending on the options.

[Corner/Double]
[Print without Stapling], [Cancel Printing]

[Saddle Stitch]
[Print without Stapling], [Cancel Printing]

[Eco (Staple-Free)]
[Print without Stapling], [Cancel Printing]

[Enable Offset for Single-Sheet Print Jobs]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Common] ▶ [Paper Output Settings]

Set whether to offset the paper output for single-sheet print jobs when offset is specified or when printing multiple copies.

* This setting is disabled for copying.

* This item is displayed only on machines with the option installed.

[On], [Off]

[Print Settings]

AW63-0SJ

Configure the settings for the printing operations.

* Values in red text indicate the default setting for each item.

- **[Print Priority] (P. 1297)**
- **[Text/Photo Priority When Recognized as B&W by ACS] (P. 1297)**
- **[Conversion Color by Specific Color for Two Colors Print] (P. 1298)**
- **[Output Report Default Settings] (P. 1298)**
- **[Register Form] (For C7100 Series and C5100 Series) (P. 1298)**
- **[Image Quality Priority for Superimpose Image] (For C7100 Series and C5100 Series) (P. 1299)**
- **[Register Characters for Page Numbering/Watermark] (P. 1299)**
- **[Copy Set Numbering Option Settings] (P. 1299)**
- **[Forced Print of Recognition Information] (P. 1300)**
- **[Secure Watermark Settings] (P. 1300)**
- **[Quickly Exit Sleep Mode for Print Job] (P. 1301)**
- **[Auto Delete Suspended Jobs] (P. 1301)**

[Print Priority]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Common] ▶ [Print Settings]

Set the printing priority for each function when multiple sets of print data are waiting.
If the same priority is set for multiple functions, printing is performed in the order that the functions are executed.

* If the machine is currently printing, the priority printing does not begin until the current printing is completed, even if the priority is high.

[Copy]
[1], [2], [3]

[Printer]
[1], [2], [3]

[Access Stored File]
[1], [2], [3]

[Receive/Fax]
[1], [2], [3]

[Other]
[1], [2], [3]

[Text/Photo Priority When Recognized as B&W by ACS]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Common] ▶ [Print Settings]

Set the image quality to use when the machine automatically recognizes a black and white original.
When you select [Text Priority], the [Original Type] setting selected for copying is disabled.

[Text Priority], [Photo Priority]

[Conversion Color by Specific Color for Two Colors Print]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Common] ▶ [Print Settings]

When printing with two colors (a specified color and black), set the color to be printed in the specified color.

- When you select [All Chromatic Colors], all colors other than black are printed in the specified color.
- When you select [Approximate Colors Only], only colors close to the specified color (approximate colors) are printed in the specified color, and colors other than those close to the specified colors are printed in black.

Example: When [Red] is specified for two-color copying

The red, orange, blue, and black in the original are each printed in the colors indicated below.

Original	[All Chromatic Colors]	[Approximate Colors Only]
		
Red	Red	Red
Orange	Red	Red
Blue	Red	Black
Black	Black	Black

* This setting is enabled for copying and printing.

[All Chromatic Colors], [Approximate Colors Only]

[Output Report Default Settings]

[Settings/Registration] ▶ [Function Settings] ▶ [Common] ▶ [Print Settings]

Change the default settings used when printing the various reports.
[Output Report Default Settings] (P. 1302)

[Register Form] (For C7100 Series and C5100 Series)

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Common] ▶ [Print Settings]

Register the form images to be used with the Superimpose Image function. **Superimposing Images of Logos and Frames When Copying (For C7100 Series and C5100 Series) (P. 725)**

[Register]
[Delete]
[Check Print]
[Details]

[Image Quality Priority for Superimpose Image] (For C7100 Series and C5100 Series)

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Common] ▶ [Print Settings]

Set whether the Superimpose Image function gives priority to the image quality of the original or the form image. When you select [Auto], the image quality is adjusted separately for each area of the original and the form image. In the areas where the original and form image overlap, priority is given to the image quality of the form image.

[Auto], [Original Priority], [Form Priority]

[Register Characters for Page Numbering/Watermark]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Common] ▶ [Print Settings]

Register the character strings to use for page numbers and watermarks, when you print with the Page Numbering and Watermark functions. You can register up to 30 strings.
You can select the registered strings in [Page Numbering], [Watermark], and [Secure Watermark] when copying or printing a file in a Mail Box.
Adding Page Numbers and Watermarks When Copying (P. 717)
Embedding a Watermark When Copying (Secure Watermark) (P. 722)

[Register]
[Edit]
[Delete]

[Copy Set Numbering Option Settings]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Common] ▶ [Print Settings]

Set whether to print additional information when you print with copy set numbers.
When you print the additional information, set [Number Option] to [On], configure the information to be printed, and set the position.

[Number Option]
    [On], [Off]

[ID/User Name]

[On], [Off]

[Date]
[On], [Off]

[Text]
[On], [Off]

Date Settings
[dd/mm/yyyy], [yyyy/mm/dd], [mm/dd/yyyy], [yyyy.mm.dd], [mm.dd.yyyy], [dd.mm.yyyy]

Set Characters
[Enter]

Alignment Settings
[Align Left], [Align Center], [Align Right]

[Forced Print of Recognition Information]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Common] ▶ [Print Settings]

Set whether to forcibly print the information listed below on the output paper. **Adding User Information (Forced Print of Recognition Information) (P. 1024)**

- User name
- Date and time
- IPv4 address of the machine
- Serial number of the machine

* The IPv6 address of the machine is not printed.

[On], [Off]
[Target Function]
[Copy]
[On], [Off]
[Printer]
[On], [Off]
[Access Stored Files]
[On], [Off]
[Position]
[Top Left], [Top Right], [Bottom Left], [Bottom Right]
[Orig Content Orient.]*1
[Upright Image], [Sideways Image]
[Set Details]
[X]
-4 to 0 to +4 (mm)
[Y]
-4 to 0 to +4 (mm)

*1 This item may not be displayed depending on the model.

[Secure Watermark Settings]

[Settings/Registration] ▶ [Function Settings] ▶ [Common] ▶ [Print Settings]

Configure the settings for the Secure Watermark function to embed a watermark such as "CONFIDENTIAL" when printing.
[Secure Watermark Settings] (P. 1303)

[Quickly Exit Sleep Mode for Print Job]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Common] ▶ [Print Settings]

When the machine is in Sleep Mode, it may take some time for LPD/RAW printing to start. You can select [On] for this setting to reduce the amount of time until printing starts.

[On], [Off]

[Auto Delete Suspended Jobs]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Common] ▶ [Print Settings]

Set whether to automatically delete the print data remaining in the machine when printing is suspended due to an error.
When you enable this setting, you can also set the amount of time until the data is automatically deleted.

[On], [Off]
0 to 5 to 999 min.

NOTE

- You can also configure the settings to retain the data of a suspended print job and give priority to the next print job. **[Suspended Job Timeout] (P. 1293)**

[Output Report Default Settings]

AW63-0SK

Change the default settings used when printing the various reports.

* Values in red text indicate the default setting for each item.

[2-Sided Printing]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Common] ▶ [Print Settings] ▶ [Output Report Default Settings]

Set whether to print the various reports on both sides of the paper.

[On], [Off]

[Secure Watermark Settings]

AW63-0SL

Configure the settings for the Secure Watermark function to embed a watermark such as "CONFIDENTIAL" when printing.

* Values in red text indicate the default setting for each item.

[Forced Secure Watermark] (P. 1303)
[Printer Driver Secure Watermark] (P. 1303)
[Adjust Background/Character Contrast] (P. 1304)

[Forced Secure Watermark]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Common] ▶ [Print Settings] ▶ [Secure Watermark Settings]

Set whether to forcibly embed a watermark when you perform printing and copying. **Embedding Concealed Text (Forced Secure Watermark) (P. 1025)**

[Copy]
[Do Not Set], [Set]

[Access Stored Files]
[Do Not Set], [Set]

[Printer]
[Do Not Set], [Set]

[Printer Driver Secure Watermark]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Common] ▶ [Print Settings] ▶ [Secure Watermark Settings]

Set whether to enable the use of the Secure Watermark function when you print from the printer driver.
To enable this function, press [Set] and configure the details. When you use the Secure Watermark function and print with the printer driver, the watermark you configure here will be embedded.

* When you are logged in to the machine, the login user name or Department ID is embedded. When you are not logged in, "CONFIDENTIAL" is embedded instead.

* To use the Secure Watermark function, the settings need to be configured in the printer driver in advance. For details on the printer driver settings, see the help for the printer driver.

[Do Not Set], [Set]

NOTE

- When both this setting and the [Forced Secure Watermark] setting are configured, priority is given to the [Forced Secure Watermark] setting. **[Forced Secure Watermark] (P. 1303)**

[Adjust Background/Character Contrast]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Common] ▶ [Print Settings] ▶ [Secure Watermark Settings]

Adjust the contrast (density balance) between the Secure Watermark and the background. **Adjusting the Contrast of the Watermark and Background (P. 1028)**
Perform adjustment if the embedded Secure Watermark is visible in the print data, or if the text of the original is difficult to see.

For C7100 Series and C5100 Series

[Black]/[Cyan]/[Magenta]
[Relative Contrast]
- For [Black]: -7 to 0 to +7
- For [Cyan]: -7 to 0 to +7
- For [Magenta]: -7 to 0 to +7

[Sample Print]
[Print Settings]
[Background Pattern]
[None], [Arabesque], [Fans], [Polka Dots], [Stars], [Mesh], [Clouds], [Cherry Blossoms], [Leaves]
[Size]
[Small] (36.0 points), [Medium] (54.0 points), [Large] (72.0 points)
[Print Vertically]
On, Off
[White Letters on Colored Bkground.]
On, Off
[Initialize]
[Standard Value Settings]
- For [Black]: 1 to 16 to 64
- For [Cyan]: 1 to 16 to 64
- For [Magenta]: 1 to 16 to 64

[Sample Print]
[Print Settings]
[Latent Area Density]
- For [Black]: 1 to 8 to 36
- For [Cyan]: 1 to 8 to 36
- For [Magenta]: 1 to 8 to 36

For C3100 Series

[Black]/[Cyan]/[Magenta]
[Relative Contrast]
- For [Black]: -7 to 0 to +7
- For [Cyan]: -7 to -1 to +7
- For [Magenta]: -7 to 1 to +7

[Sample Print]
[Print Settings]
[Background Pattern]
[None], [Arabesque], [Fans], [Polka Dots], [Stars], [Mesh], [Clouds], [Cherry Blossoms], [Leaves]
[Size]
[Small] (36.0 points), [Medium] (54.0 points), [Large] (72.0 points)
[Print Vertically]
On, Off
[White Letters on Colored Bkground.]

On, Off

[Initialize]

[Standard Value Settings]

- For [Black]: 1 to 8 to 64
- For [Cyan]: 1 to 8 to 64
- For [Magenta]: 1 to 8 to 64

[Sample Print]

[Print Settings]

[Latent Area Density]

- For [Black]: 1 to 5 to 36
- For [Cyan]: 1 to 6 to 36
- For [Magenta]: 1 to 5 to 36

NOTE

Usable Paper for Sample Print

- Plain or heavy paper
- Any of the following paper sizes:
  - A3
  - A4
  - Letter
  - 11" x 17"

[Scan Settings]

AW63-0SR

Configure the settings for the scanning operations.

* Values in red text indicate the default setting for each item.

[Timing to Raise Feeder Tray] (P. 1306)
[Feeder Jam Recovery Method] (P. 1306)
[Set Detection of Feeder Multi. Sheet Feed as Default] (P. 1307)
[Scanner Noise Settings] (P. 1307)
[Streak Prevention] (P. 1307)
[Speed/Image Quality Priority for B&W Scan] (P. 1307)
[LTRR/STMT Original Selection] (For C7100 Series and C5100 Series) (P. 1308)
[Remote Scan Gamma Value] (P. 1308)
[Auto Online] (P. 1308)
[Auto Offline] (P. 1308)
[Auto Set Different Size Originals When Using Feeder] (P. 1309)
[Original Thickness Defaults for Scan from Feeder] (P. 1309)

[Timing to Raise Feeder Tray]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Common] ▶ [Scan Settings]

Set the timing for raising the original supply tray of the feeder up to the paper feed position.
When you select [When Original Is Placed], the original can be fed immediately, reducing the amount of time until scanning starts.

* This item may not be displayed depending on the type of the feeder.

[When Start Is Pressed], [When Original Is Placed]

[Feeder Jam Recovery Method]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Common] ▶ [Scan Settings]

Set where in the original to restart scanning after you remove an original jammed in the feeder.
When you select [From 1st Page], place all pages of the original in the feeder again and restart scanning.
When you select [From Suspended Original], place only the pages of the original that have not been scanned, and restart scanning. If it is unclear which pages of the original have been scanned, it is recommended that you cancel the scanning and scan all pages of the original again.

[From 1st Page], [From Suspnd. Original]

IMPORTANT

If Original Is Jammed While Sending a Fax with Direct Send

- Sending is canceled. Send the fax again.

[Set Detection of Feeder Multi. Sheet Feed as Default]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Common] ▶ [Scan Settings]

Change the default setting for whether the machine automatically detects when multiple sheets are fed together when you scan originals from the feeder.

* You can change this setting when using each function, in [Options] ▶ [Detect Feeder Multi Sheet Fd.].

* Depending on the type of the feeder, this item can be displayed only when the optional document feeder double feeding detection kit is installed. Europe | Asia/Oceania

[On], [Off]

[Scanner Noise Settings]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Common] ▶ [Scan Settings]

Set whether to give priority to speed or noise reduction when you scan originals from the feeder.

* This item may not be displayed depending on the model.

[Speed Priority], [Quiet]

[Streak Prevention]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Common] ▶ [Scan Settings]

Set whether to prevent the scanning of streaks that are detected when you use the feeder.

* Extremely fine lines may be falsely detected as streaks.

[On], [Off]

[Speed/Image Quality Priority for B&W Scan]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Common] ▶ [Scan Settings]

Set whether to give priority to speed or image quality when you scan in black and white.

[Fax/I-Fax Send Jobs]
[Speed Priority], [Quality Priority]

[All Send Jobs Except Fax/I-Fax Jobs]
[Speed Priority], [Quality Priority]

[LTRR/STMT Original Selection] (For C7100 Series and C5100 Series)

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Common] ▶ [Scan Settings]

Set whether to manually select the original size whenever a Letter R or Statement size original is placed on the platen glass, or set which size to use.

[Select Manually], [Use LTRR Format], [Use STMT Format]

[Remote Scan Gamma Value]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Common] ▶ [Scan Settings]

Set the gamma value to use when you import images scanned in color to a computer.
By setting the same gamma value as that of the computer display, you can display images that are faithful to the original.

[Gamma 1.0], [Gamma 1.4], [Gamma 1.8], [Gamma 2.2]

[Auto Online]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Common] ▶ [Scan Settings]

Set whether the machine goes online (scan standby mode) when you press [Scanner] on the [Home] screen.

* When the machine is online, you cannot perform the scanning operations for copying or other functions on the machine.

[On], [Off]

[Auto Offline]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Common] ▶ [Scan Settings]

Set whether the machine goes offline at the same time that Auto Reset is activated, if no scanning operations are performed while the machine is online (scan standby mode). **[Auto Reset Time] (P. 1215)**

* If [Auto Reset Time] is set to "0 min." (Auto Reset is disabled) and you select [On] for this setting, the machine goes offline after approximately 2 minutes.

[On], [Off]

[Auto Set Different Size Originals When Using Feeder]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Common] ▶ [Scan Settings]

Change the default setting for whether the machine handles different size originals as originals with different vertical widths, when you scan originals of different sizes from the feeder.

* You can change this setting when using each function, in [Options] ▶ [Different Size Originals].

[Scan and Store (Mail Box)/Copy]
[On], [Off]

[Scan and Store (Excluding Mail Box)/Send]
[On], [Off]

[Fax]
[On], [Off]

IMPORTANT

- If you set [Scan and Store (Mail Box)/Copy] to [On] and perform copying with the Auto Select Paper setting, the [Shift] setting in [Options] is disabled.

[Original Thickness Defaults for Scan from Feeder]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Common] ▶ [Scan Settings]

Set whether to set a fixed thickness for the originals to be scanned using the feeder, or to specify the thickness each time.

* This item may not be displayed depending on the type of the feeder.

[Fixed], [Always Specify]
[Thin (63 g/m2 or less)], [Normal], [Thick (158 g/m2 or more)]

[Generate File]

AW63-0SS

Configure the settings for files when sending and storing the scanned data.

* Values in red text indicate the default setting for each item.

[Image Quality Level for Limited Color/Compact] (P. 1310)
[PDF (Limited Color) Resolution Settings] (P. 1310)
[OCR (Text Searchable) Settings] (P. 1310)
[Trace & Smooth Settings] (P. 1311)
[OOXML Settings] (P. 1311)
[Include Background Images in Word File] (P. 1312)
[Specify Minimum PDF Version] (P. 1312)
[Format PDF to PDF/A] (P. 1312)
[Optimize PDF for Web] (P. 1312)
[256-bit AES Settings for Encrypted PDF] (P. 1313)
[Rights Management Server Settings] [Americas] (P. 1313)

[Image Quality Level for Limited Color/Compact]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Common] ▶ [Generate File]

Set the image quality level for scanned data in PDF (Compact/Limited Color) or XPS (Compact) format.

[Data Size Priority], [Normal], [Quality Priority]

IMPORTANT

- This setting is disabled if the scanned data is in PDF format and both [OCR (Prioritize Precision)] and [Compact] are enabled.

[PDF (Limited Color) Resolution Settings]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Common] ▶ [Generate File]

Set the resolution for when the scanned data is in PDF (Limited Color) format.

[100x100 dpi], [200x200 dpi], [300x300 dpi]

[OCR (Text Searchable) Settings]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Common] ▶ [Generate File]

Set whether to automatically detect the characters and line orientation of the original when you generate a "searchable PDF" in which the characters of the original can be searched as text. When you extract characters from the original to use for the file name, you can set how many characters to extract, starting from the first character.

- When you set [Smart Scan] to [On], the generated PDF will be displayed in the correct orientation when viewed on a computer or other device.

* You can change the file name in [File Name] on the scan screen or in [Options].

[Smart Scan]
[On], [Off]

[Max Number of Char. for File Name]
1 to 24 char.

[Trace & Smooth Settings]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Common] ▶ [Generate File]

Set whether to also trace and smooth the line drawings contained in the original, when the scanned data is in PDF (Trace & Smooth) format.
You can also set the recognition level and the image quality of the background image to use when trace and smooth is performed. The data size increases when you increase the recognition level. It is recommended that you first set the recognition level to [Normal]. If the desired results are not obtained, try increasing the recognition level to [Moderate], and then to [High].

[Outline Graphics]
[On], [Off]

[Graphics Recognition Level]
[Normal], [Moderate], [High]

[Background Image Level]
[Data Size Priority], [Normal], [Quality Priority]

[OOXML Settings]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Common] ▶ [Generate File]

Set the image quality of the background image, the color image recognition level, and whether monospaced lines recognized in color images are converted to lines, when the scanned data is in OOXML (PowerPoint) format.

[Background Image Level]
[Quality Priority], [Standard], [Data Size Priority]

[Color Image Recognition Level]
[High], [Standard], [Do Not Recognize]

[Color Image Line Width Recognition]
[On], [Off]

[Include Background Images in Word File]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Common] ▶ [Generate File]

Set whether to include the image recognized as the background in the scanned data, when the scanned data is in OOXML (Word) format.

[On], [Off]

[Specify Minimum PDF Version]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Common] ▶ [Generate File]

Set the minimum PDF version for when the scanned data is in PDF format.
Depending on the scan settings, the version that you specify here, or a later version, will be set.

[Do Not Specify], [1.5], [1.6], [1.7]

[Format PDF to PDF/A]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Common] ▶ [Generate File]

Set whether PDF files are compliant with PDF/A-1b, when the scanned data is in PDF format.
Compliance with PDF/A-b1 ensures that the display of the PDF will not change depending on the device or browsing software, making it suitable for long-term storage.

* When you set PDF files to be compliant with PDF/A-b1, the following PDF functions cannot be set:

- Encryption
- Visible Signatures

[On], [Off]

[Optimize PDF for Web]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Common] ▶ [Generate File]

Set whether to optimize PDF files for web display, when the scanned data is in PDF format.
When you optimize PDF files for web display, you can view the downloaded pages of the PDF file in a web browser even while the file is being downloaded.

* When you optimize PDF files for web display, only one of the following PDF functions can be set:

- Device Signature
- User Signature

[On], [Off]

[256-bit AES Settings for Encrypted PDF]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Common] ▶ [Generate File]

Set the Adobe Acrobat version when the scanned data is in encrypted PDF format and the encryption level is set to 256-bit AES.

[Acrobat 9.0 or Equivalent], [Acrobat 10.0 or Equivalent]

[Rights Management Server Settings] Americas

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Common] ▶ [Generate File]

Configure the server information when the machine links with Adobe LiveCycle Rights Management.
When the machine is linked with Adobe LiveCycle Rights Management, you can generate PDF files that have viewing and other privileges managed.
Adobe LiveCycle Rights Management ES series software is required in order to use this setting. For details, contact your dealer or service representative. In addition, the Rights Management server and this machine need to be connected via an intranet or the Internet.

[Server URL]

[User Name]

[Password]

[Always Show Authentication Screen]
[On], [Off]

[Set Authentication Method]

AW63-0SU

Configure the settings for the authentication method.

* Values in red text indicate the default setting for each item.

[Information Used for LDAP Server Authentication] (P. 1314)
[Information Used for Rights Management Server Auth.] [Americas] (P. 1314)
[Information Used for SMTP Server Authentication] (P. 1315)
[Information Used for File TX/Browsing Authentication] (P. 1315)

[Information Used for LDAP Server Authentication]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Common] ▶ [Set Authentication Method]

Configure the authentication information to be used when accessing the LDAP server.

- [Device Settings]:

  Use the authentication information registered in the machine. **Registering LDAP Servers (P. 159)**

- [Device Login Auth. Info.]:

  Use the authentication information of the login user.
  You can use this setting if the same authentication information is used for logging in to the machine and for accessing the LDAP server, and if the login service supports integrated authentication. For details on whether the login service supports integrated authentication, contact your dealer or service representative.

- [Register Info. for Each User]:

  Use the authentication information registered for each user.
  After logging in to the machine, each user registers the user name and password to be used for LDAP authentication in [Scan and Send] ▶ [Menu] ▶ [Register/Edit Information for Each User] ▶ [LDAP Server Authentication Information].

[Device Settings], [Device Login Auth. Info.], [Register Info. for Each User]

[Information Used for Rights Management Server Auth.] Americas

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Common] ▶ [Set Authentication Method]

Configure the authentication information to be used when accessing the Rights Management server.

- [Device Settings]:

  Use the authentication information registered in the machine. **[Rights Management Server Settings] [Americas] (P. 1313)**

- [Register Info. for Each User]:

  Use the authentication information registered for each user.
  After logging in to the machine, each user registers the user name and password to be used for Rights Management server authentication in [Scan and Send] ▶ [Menu] ▶ [Register/Edit Information for Each User] ▶ [Rights Management Server Authentication Information].

[Device Settings], [Register Info. for Each User]

[Information Used for SMTP Server Authentication]

DeviceAdmin NetworkAdmin Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Common] ▶ [Set Authentication Method]

Configure the authentication information to be used when accessing the SMTP server.

- [Device Settings]:

  Select this to use the authentication information registered as the machine settings, or to display the authentication screen when the server is accessed.
  For details on configuring the authentication information, see the following:
  Configuring Information of the E-mail Server (P. 454)

- [Register Info. for Each User]:

  Use the authentication information registered for each user.
  After logging in to the machine, each user registers the user name and password to be used for SMTP server authentication in [Scan and Send] ▶ [Menu] ▶ [Register/Edit Information for Each User] ▶ [SMTP Server Authentication Information].

* When you perform forwarding, the authentication information registered as the machine settings will be used regardless of the setting specified here.

[Device Settings]*1, [Register Info. for Each User]*2

*1 The default setting for the Americas
*2 The default setting for Europe and Asia/Oceania

[Information Used for File TX/Browsing Authentication]

DeviceAdmin NetworkAdmin Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Common] ▶ [Set Authentication Method]

Configure the authentication information to be used when accessing a file server.

- [Standard]:

  Use the authentication information registered in the Address Book. **Registering Destinations (Address Book) (P. 306)**

- [Device Login Auth. Info.]:

  Use the authentication information of the login user. This setting is enabled only for SMB and WebDAV file servers.

- [Register Info. for Each User]:

Use the authentication information registered for each user.
After logging in to the machine, each user registers the user name and password to be used for file server authentication in [Scan and Send] ▶ [Menu] ▶ [Register/Edit Information for Each User] ▶ [Authentication Information for File TX/Browsing].

[Standard], [Device Login Auth. Info.], [Register Info. for Each User]

[Copy]

AW63-0SW

Configure the settings for copying.

* Values in red text indicate the default setting for each item.

[Register/Edit Favorite Settings] (P. 1317)
[Display Confirmation for Favorite Settings] (P. 1317)
[Change Default Settings] (P. 1317)
[Register Options Shortcuts] (P. 1318)
[Auto Collate] (P. 1319)
[Auto Recognize Original Orientation] (P. 1319)
[Select Color Settings for Copy] (P. 1319)
[Speed Priority for Copying from Feeder] (P. 1320)
[Job Separator Between Groups] (P. 1320)

[Register/Edit Favorite Settings]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Copy]

Register the settings that suit your purposes and the settings that you want to recall as "Favorite Settings" to buttons. You can also change the names of registered buttons.
To register settings other than the default settings, configure the required settings on the copy screen, and then select this item.

* This setting is the same as the setting in copy screen ▶ [Menu] ▶ [Register/Edit Favorite Settings]. **Registering and Recalling Favorite Settings (P. 215)**

[M1] to [M9]
[Register]
[Rename]
[Delete]
[Check Content]

[Display Confirmation for Favorite Settings]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Copy]

Set whether to display the screen for confirming the settings when you call up "Favorite Settings."

[On], [Off]

[Change Default Settings]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Copy]

Change the default settings for copying to those that are currently configured on the copy screen. **Changing the Default Settings (P. 220)**
When you press [Reset] on the copy screen, the settings are reset to the default settings configured here.

* To restore the default settings to the factory default settings, press [Initialize].

* This setting can be configured by each login user.

[Register]
[Initialize]

[Register Options Shortcuts]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Copy]

Replace the shortcut buttons on the copy screen with other [Options] or [Favorite Settings] buttons. **Customizing the Scan, Fax, and Copy Screens (P. 212)**

* The shortcuts that can be configured vary depending on whether the Regular Copy screen or Express Copy screen is displayed for the copy screen. **[Copy Screen Display Settings] (P. 1206)**

* This setting can be configured by each login user.

For the Regular Copy Screen

Shortcut 1
[Finishing]

Shortcut 2
[2-Sided]

Shortcut 3
[Density]

Shortcut 4
[Original Type]

Shortcut 5
[Unassigned] / [Copy ID Card][*1]

[*1] The default setting varies depending on the model and the region.

For the Express Copy Screen

Shortcut 1
Unassigned

Shortcut 2
Unassigned

Shortcut 3
Unassigned

Shortcut 4
Unassigned

Shortcut 5
Unassigned

Shortcut 6
Unassigned

[Auto Collate]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Copy]

Set whether the machine automatically performs finishing with [Collate (Page Order)] when an original is placed in the feeder.

When Setting [Offset] at the Same Time

Set [Offset at Same Time] to [On].
* This setting is enabled when optional equipment that supports the offset function is installed. **Options with Finishing Functions (P. 11)**

If the tray at the copy output destination does not support offset, but there is another tray that supports offset, the copies will be output to the tray that supports offset. If you want the copies to be output as specified in the output tray settings, select [Off] for this setting.

[On], [Off]
[Offset at Same Time]
[On], [Off]

[Auto Recognize Original Orientation]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Copy]

Set whether the machine automatically rotates the image of the copied original 90 degrees to match the orientation of the paper in the paper source, when the placed original and the paper loaded in the paper source are oriented differently.
When the copy ratio is set to 100%, only the images of standard size originals up to A4 or LTR size can be rotated.

[On], [Off]

NOTE

- The copied image is not rotated in the following cases, regardless of this setting:
  - When you enlarge an A4, B5, A5, LTR, or STMT size original and copy onto A3, B4, 11"x 17", or LGL size paper
  - When the Different Size Originals setting is enabled and you use the Auto Select Paper setting

[Select Color Settings for Copy]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Copy]

Set the color modes that can be selected when copying.

[Use Auto (Color/Black & White)]
[On], [Off]

[Use Full Color]
[On], [Off]

[Use Single Color]
[On], [Off]

[Use Two Colors]
[On], [Off]

[Speed Priority for Copying from Feeder]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Copy]

Set whether to give priority to speed over precision when you copy an original placed in the feeder.

[On], [Off]

[Job Separator Between Groups]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Copy]

Set whether to insert a job separator between each set of grouped pages, when you make multiple copies using the "Group" setting to sort the copies by page. When you enable this setting, select the paper source in which the job separators are loaded.

[On], [Off]
[Change] (Select the paper source)

[Printer]

AW63-0SX

Configure the settings for the printer.

* Values in red text indicate the default setting for each item.

[Output Report] (P. 1321)
[Printer Settings] (P. 1321)
[Restrict Printer Jobs] (P. 1322)
[PDL Selection (Plug and Play)] (P. 1322)
[Paper Feed Mode for Printer Driver Jobs with MP Tray] (P. 1322)
[Envelope Flap Length Settings] (P. 1323)
[PS Password Settings] (P. 1323)
[Virtual Printer Management] (P. 1323)
[Preset Management for IPP Printing] (P. 1324)
[Hot Folder Management] (P. 1324)
[Paper Feed Mode When Using PCL Emulation] (P. 1324)
[Use JDF] (C7100 Series Only) (P. 1325)

[Output Report]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Printer]

Print the Personality settings, font list, and other details. **Printing the Registration Information and Settings (P. 1117)**

[PCL]*1
[Configuration Page]
[Font List]

[PS]*1
[Configuration Page]
[Font List]
[RGB Test Page]
[CMYK Test Page]
[RGB Color Chart]
[CMYK Color Chart]

*1 This item may not be displayed depending on the installed option and other settings.

[Printer Settings]

[Settings/Registration] ▶ [Function Settings] ▶ [Printer]

Configure the settings related to the specifications of the printer functions, or initialize the printer function settings.
Printer Settings Menu (P. 1449)

[Restrict Printer Jobs]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Printer]

Set whether to restrict printing from the printer driver. **Prohibiting Printing from a Computer (P. 1012)**

[On], [Off]
  [Select Jobs to Allow]
    [Reserved Jobs]

[PDL Selection (Plug and Play)]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Printer]

Set the type of Page Description Language device that the machine is detected as being, when a computer is connected to the machine.

[UFR II], [PCL6]*1, [PS3]*1, [Fax]*1

*1 This item may not be displayed depending on the installed option and other settings.

[Paper Feed Mode for Printer Driver Jobs with MP Tray]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Printer]

Set whether to give priority to the paper settings of the printer driver or the paper settings of the machine when you print from the multi-purpose tray.
When you give priority to the paper settings of the printer driver, priority is given to the paper size and type settings. If you want to give priority only to the paper type, select [Prioritize Paper Type Only] in [Mode A (Prioritize Printer Driver Settings)].
To give priority to the paper settings of the machine, select either of the settings described below, depending on the operation to be performed when Free Size is set for the multi-purpose tray.

- Select [Mode B (Flexible If Free Is Size Selected)] to enable the machine to feed both standard and custom size paper.
- Select [Mode C (Feed Only If Paper Settings Match)] to enable the machine to feed only custom size paper.

[Mode A (Prioritize Printer Driver Settings)]
  [Prioritize Paper Type Only]

[Mode B (Flexible If Free Is Size Selected)]

[Mode C (Feed Only If Paper Settings Match)]

IMPORTANT

When [Mode A (Prioritize Printer Driver Settings)] Is Selected

- If the paper loaded in the multi-purpose tray does not match the paper settings of the printer driver, a paper jam or printing error may occur.

- When you set Free Size for the multi-purpose tray, specify the paper type in the printer driver. If you do not specify the paper type, printing may not be performed, or a paper jam or printing error may occur.

NOTE

- An error message appears if the paper size specified in the printer driver differs significantly from the size of paper loaded in the multi-purpose tray.

[Envelope Flap Length Settings]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Printer]

Set the envelope flap length when you print on Nagagata 3 and Nagagata 4 envelopes from the multi-purpose tray according to the printer driver settings. This setting is enabled when envelopes are loaded vertically in the multi-purpose tray.

* You can change this setting if [Paper Feed Mode for Printer Driver Jobs with MP Tray] is set to [Mode A (Prioritize Printer Driver Settings)]. **[Paper Feed Mode for Printer Driver Jobs with MP Tray] (P. 1322)**

0.0 to 30.0 (mm)

[PS Password Settings]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Printer]

Configure the settings for the password that is entered when using PS printer control commands.

[SystemParamsPassword]
[StartJobPassword]

NOTE

- [SystemParamsPassword] is a password that allows changes to the system parameters, and [StartJobPassword] is a password that allows the startjob and exitserver operators to be performed. For details, see the PostScript language specifications.

[Virtual Printer Management]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Printer]

Register frequently used print settings, such as the paper type and 2-sided printing settings, as a virtual printer. **Preparing to Use a Virtual Printer (P. 401)**

* This item can only be configured using Remote UI.

[Preset Management for IPP Printing]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Printer]

Register IPP print settings as presets. **Registering the IPP Print Settings (P. 845)**

* This item can only be configured using Remote UI.

[Hot Folder Management]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Printer]

You can add a "hot folder," which enables printing simply by copying a file, to a shared folder in the Advanced Space on the machine. **Adding a Hot Folder (P. 754)**

* This item can only be configured using Remote UI.

[Paper Feed Mode When Using PCL Emulation]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Printer]

Set the mode for using the PaperSource command with PCL5.
The PaperSource command specifications are shown in the table below.

Paper Source	Mode 0	Mode 1	Mode 2
Auto	{ec}&l7H	{ec}&l7H	{ec}&l7H
Manual Feed	{ec}&l2H	{ec}&l2H	{ec}&l2H
Multi-Purpose Tray	{ec}&l4H	{ec}&l8H	
Cassette 1 or Right Deck	{ec}&l1H	{ec}&l1H	{ec}&l1H
Cassette 2 or Left Deck	{ec}&l5H	{ec}&l4H	{ec}&l4H
Cassette 3	{ec}&l8H or {ec}&l20H	{ec}&l5H	{ec}&l5H or {ec}&l8H
Cassette 4	{ec}&l9H or {ec}&l21H	{ec}&l20H	{ec}&l9H or {ec}&l20H
Cassette 5	{ec}&l10H or {ec}&l23H	{ec}&l21H	
Optional Deck	{ec}&l22H		{ec}&l21H

* This table includes some paper sources that may not be available depending on the model.

* If a PaperSource command not included in the table is specified, "Auto" is selected for the paper source.

[Mode 0], [Mode 1], [Mode 2]

[Use JDF] (C7100 Series Only)

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Printer]

Set whether to use JDF when printing.
When [Store JDF Jobs in Hold] is set to [On], the machine temporarily holds the JDF print data without printing it immediately.

[On], [Off]
    [Store JDF Jobs in Hold]
        [On], [Off]

NOTE

- For details on how to create JDF and JMF files and send them to the printer, see the JDF File Customization Manual.

[Send]

AW63-0SY

Configure the settings for sending scanned data and faxes.

[Output Report] (P. 1326)
[Common Settings] (P. 1326)
[E-Mail/I-Fax Settings] (P. 1326)
[Fax Settings] (P. 1326)

[Output Report]

[Settings/Registration] ▶ [Function Settings] ▶ [Send]

Print the send and receive settings and the fax settings.
[Output Report] (P. 1327)

[Common Settings]

[Settings/Registration] ▶ [Function Settings] ▶ [Send]

Configure the settings common to the functions for sending scans and faxes.
[Common Settings] (P. 1328)

[E-Mail/I-Fax Settings]

[Settings/Registration] ▶ [Function Settings] ▶ [Send]

Configure the settings for sending scanned data and I-Faxes.
[E-Mail/I-Fax Settings] (P. 1339)

[Fax Settings]

[Settings/Registration] ▶ [Function Settings] ▶ [Send]

Configure the settings for sending faxes.
[Fax Settings] (P. 1348)

* This item is only displayed when your machine has a fax function.

[Output Report]

AW63-0U0

Print the send and receive settings and the fax settings.

[TX/RX User Data List] (P. 1327)
[Fax User Data List] (P. 1327)

[TX/RX User Data List]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Send] ▶ [Output Report]

Print the send and receive settings. **Printing the Registration Information and Settings (P. 1117)**

[Fax User Data List]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Send] ▶ [Output Report]

Print the fax settings. **Printing the Registration Information and Settings (P. 1117)**

* This item is only displayed when your machine has a fax function.

[Common Settings]

AW63-0U1

Configure the settings common to the functions for sending scans and faxes.

* Values in red text indicate the default setting for each item.

- [Register Favorite Settings] (P. 1328)
- [Edit Favorite Settings] (P. 1329)
- [Display Confirmation for Favorite Settings] (P. 1329)
- [Default Screen] (P. 1329)
- [Restrict Address Book Use] (P. 1329)
- [Change Default Settings] (P. 1330)
- [Register Options Shortcuts] (P. 1330)
- [TX Report] (P. 1330)
- [Communication Management Report] (P. 1331)
- [TX Terminal ID] (P. 1332)
- [Delete Failed TX Jobs] (P. 1332)
- [Retry Times] (P. 1332)
- [Data Compression Ratio] (P. 1333)
- [YCbCr TX Gamma Value] (P. 1333)
- [Use Divided Chunk Send for WebDAV TX] (P. 1333)
- [Confirm TLS Certificate for WebDAV TX] (P. 1334)
- [Confirm TLS Certificate for FTPS TX] (P. 1334)
- [Limit New Destination] (P. 1334)
- [Always Add Device Signature to Send] (P. 1335)
- [Limit E-Mail to Send to Myself] (P. 1335)
- [Restrict File TX to Personal Folder] (P. 1335)
- [Personal Folder Specification Method] (P. 1336)
- [Restrict Resending from Log] (P. 1336)
- [Archive TX Document] (P. 1336)
- [Display Notification When Job Is Accepted] (P. 1337)
- [Job to Cancel When Stop is Pressed] (P. 1337)
- [Display Warning for Dest. Set. Recalled from Timeline] (P. 1337)

[Register Favorite Settings]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Send] ▶ [Common Settings]

Register the settings that suit your purposes and the settings that you want to recall as "Favorite Settings" to buttons. To register settings other than the default settings, configure the required settings on the scan (Scan and Send) screen, and then select this item.

* This setting is the same as the setting in scan (Scan and Send) screen ▶ [Menu] ▶ [Register Favorite Settings].

Registering and Recalling Favorite Settings (P. 215)

[M1] to [M18]

[Show Comments]
[On], [Off]

[Name]

[Comment]

[Edit Favorite Settings]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Send] ▶ [Common Settings]

Check or delete the settings of buttons registered as "Favorite Settings." You can also change the names of registered buttons.

* This setting is the same as the setting in scan (Scan and Send) screen ▶ [Menu] ▶ [Edit Favorite Settings].

[M1] to [M18]

[Show Comments]
[On], [Off]

[Delete]

[Check Content]

[Rename]

[Display Confirmation for Favorite Settings]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Send] ▶ [Common Settings]

Set whether to display the screen for confirming the settings when you call up "Favorite Settings" on the scan (Scan and Send) screen.

[On], [Off]

[Default Screen]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Send] ▶ [Common Settings]

Select the initial screen to be displayed when you press [Scan and Send].
When you press [Reset] on the scan (Scan and Send) screen, the screen selected here is displayed.

[Standard], [One-Touch], [Favorite Settings], [Address Book]

[Restrict Address Book Use]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Send] ▶ [Common Settings]

Set whether to hide the Address Book and one-touch buttons on the scan (Scan and Send) screen.

[On], [Off]

[Change Default Settings]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Send] ▶ [Common Settings]

Change the default settings for scanning to those that are currently configured on the scan (Scan and Send) screen. **Changing the Default Settings (P. 220)**
When you press [Reset] on the scan (Scan and Send) screen, the settings are reset to the default settings configured here.

* To restore the default settings to the factory default settings, press [Initialize].

* This setting can be configured by each login user.

[Register]
[Initialize]

[Register Options Shortcuts]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Send] ▶ [Common Settings]

Replace the shortcut buttons on the scan (Scan and Send) screen with other [Options] or [Favorite Settings] buttons. **Customizing the Scan, Fax, and Copy Screens (P. 212)**

* This setting can be configured by each login user.

Shortcut 1
[2-Sided Original Settings]

Shortcut 2
[Different Size Originals]

[TX Report]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Send] ▶ [Common Settings]

Set whether the machine automatically prints TX reports. **Printing Reports Automatically on Sending, Receiving and When Error Occurs (P. 1114)**

- When you select [On], the machine prints a report each time you send.
- You can also set whether to include the sent data in the printed report.

- The settings configured here are also applied to the settings in the scan (Scan and Send) screen ▶ [Options] ▶ [TX Report]. If you select [For Error Only] or [Off], and set [Allow Printing from Options] to [On], you can change the settings from here when you send.

[For Error Only], [On], [Off]

- When [For Error Only] is selected:

  [Allow Printing from Options]
  [On], [Off]
  [Report with TX Image]
  [On], [Off]
  [Report with Color TX Image]*1
  [On], [Off]

- When [On] is selected:

  [Report with TX Image]
  [On], [Off]
  [Report with Color TX Image]*1
  [On], [Off]

- When [Off] is selected:

  [Allow Printing from Options]
  [On], [Off]
  [Report with TX Image]
  [On], [Off]
  [Report with Color TX Image]*1
  [On], [Off]

*1 This item may not be displayed depending on the model.

[Communication Management Report]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Send] ▶ [Common Settings]

Set whether the machine automatically prints and sends the Communication Management Report. **Printing and Checking a Communication Management Report (P. 1110)**
The Communication Management Report includes the TX log for scanned data and the TX and RX logs for faxes.

- Configure the settings to print or send the report at either of the following times:
  - When a specified number of transmissions is completed
  - At a specified time
- When you set the machine to send the report, the report is sent in CSV format to the destination specified in [Backup Location].

[Print/Send Every Specified No. of Transm.]
[Print], [Send], [Off]
100 to 1000 transmissions

[Print/Send at Specified Time]
[Print], [Send], [Off]
00:00 to 23:59

[Print Send/Receive Jobs Separately]
On, Off

[Send Destination]

[TX Terminal ID]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Send] ▶ [Common Settings]

Set whether the following sender information is printed at the top of faxes and I-Faxes at the sending destination:

- Fax number of the machine **[Register Unit Telephone Number] (P. 1357)**
- Name of sender registered as unit name **[Register Unit Name] (P. 1339)**
- TX date and time

When you select [Print], you can also configure the settings described below.

- To align the print position with the beginning of the text or images on the sent pages, set [Print Position] to [Inside]. To print outside the beginning of the text or images on the sent pages, set this to [Outside].
- To also print the name of the destination registered in the address list, set [Display Destination Unit Name] to [On].
- To indicate that the fax number of the machine is used as a telephone number, set [Telephone No. Mark] to [TEL].

* This setting is disabled when you use the machine as a Remote Fax client machine, because the settings of the server machine are used.

[Print], [Do Not Print]
  [Print Position]
    [Inside], [Outside]
  [Display Destination Unit Name]
    [On], [Off]
  [Telephone No. Mark]
    [Fax], [TEL]

NOTE

- You can also use the sender name instead of the unit name. **[Register Sender Name (TTI)] (P. 1350)**

[Delete Failed TX Jobs]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Send] ▶ [Common Settings]

Set whether the machine automatically deletes data from the memory when a sending or storing error occurs. If an error occurs when this is set to [Off], you can send or store the data again from [Job Status] on the [Status Monitor] screen.

[On], [Off]

[Retry Times]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Send] ▶ [Common Settings]

Set the number of times that the machine tries to automatically resend data when the data cannot be sent due to the status on the receiving side, or when an error occurs.

0 to 3 to 5 times

NOTE

- This setting is disabled when you send faxes.

[Data Compression Ratio]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Send] ▶ [Common Settings]

Set the compression ratio for data scanned in full color or grayscale.
Press [Low] to set a low data compression ratio, or press [High] to set a high data compression ratio.

* The valid file format for the setting is JPG, PDF, or XPS. However, when using PDF or XPS, the setting will be invalid depending on the added function set for the file.

Level 1 to Level 2 to Level 5

NOTE

- This setting is disabled when you send faxes.

[YCbCr TX Gamma Value]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Send] ▶ [Common Settings]

Set the gamma value to use when data scanned in full color or grayscale is converted to YCbCr.
By setting the same gamma value as that of the display used on the receiving side, you can display images that are faithful to the original.

[Gamma 1.0], [Gamma 1.4], [Gamma 1.8], [Gamma 2.2]

NOTE

- This setting is disabled in the following cases:
  - When the file format is PDF (Compact or Trace & Smooth) or XPS (Compact)
  - When sending faxes
  - When sending from a Mail Box

[Use Divided Chunk Send for WebDAV TX]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Send] ▶ [Common Settings]

Set whether to use the divided chunk send function when you send data to a WebDAV file server.
With the divided chunk send function, files of an unknown size are divided into chunks of a known length when they are sent. This function can reduce the transmission time by eliminating the need to calculate the file size.

[On], [Off]

IMPORTANT

- You may not be able to use the divided chunk send function, depending on the conditions of the WebDAV server or proxy server.

[Confirm TLS Certificate for WebDAV TX]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Send] ▶ [Common Settings]

Set whether to verify the server certificate when you send data to a WebDAV server using TLS encrypted communication. You can also add the Common Name (CN) to the verification items.

[On], [Off]
[Add Items to Verify]
[CN]
On, Off

IMPORTANT

- If you do not verify the certificate, TLS encrypted communication will be performed even when the certificate is invalid.

[Confirm TLS Certificate for FTPS TX]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Send] ▶ [Common Settings]

Set whether to verify the server certificate when you send data to an FTP server using TLS encrypted communication. You can also add the Common Name (CN) to the verification items.

[On], [Off]
[Add Items to Verify]
[CN]
On, Off

IMPORTANT

- If you do not verify the certificate, TLS encrypted communication will be performed even when the certificate is invalid.

[Limit New Destination]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Send] ▶ [Common Settings]

Set whether to limit the sending destinations for each function, so that only registered destinations can be specified.
Restricting Destinations That Can Be Specified (P. 1002)
Only the following destinations can be specified for a function when [On] is selected:

- Destinations registered in the Address Book or one-touch buttons
- Destinations registered in Favorite Settings
- Login users' e-mail addresses registered as the user information
- Destinations registered in the LDAP server

[Fax]*1
[On], [Off]

[E-Mail]
[On], [Off]

[I-Fax]
[On], [Off]

[File]
[On], [Off]

*1 Only displayed when your machine has a fax function.

[Always Add Device Signature to Send]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Send] ▶ [Common Settings]

Set whether to always add a device signature when you send PDF and XPS files.
When you set [Restrict File Formats] to [On], the file formats that can be sent are restricted to PDF and XPS.

[On], [Off]
[Restrict File Formats]
[On], [Off]

[Limit E-Mail to Send to Myself]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Send] ▶ [Common Settings]

Set whether to limit the e-mail sending destination so that login users can only send to their own e-mail addresses registered as the user information. **Restricting the Sending Destination to the E-mail Address or Personal Folder of the Login User (P. 1005)**

* This setting applies when users with "GeneralUser" privileges send e-mail.

[On], [Off]

[Restrict File TX to Personal Folder]

DeviceAdmin NetworkAdmin Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Send] ▶ [Common Settings]

Set whether to restrict the store location when sending files, so that login users can only use their own dedicated folder (Personal Folder). **Restricting the Sending Destination to the E-mail Address or Personal Folder of the Login User (P. 1005)**

* This setting applies when users with "GeneralUser" privileges send files.

[On], [Off]

[Personal Folder Specification Method]

DeviceAdmin NetworkAdmin Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Send] ▶ [Common Settings]

Set how the Personal Folders are specified. **Configuring a Personal Folder (P. 923)**

* This setting is the same as the setting in [Store/Access Files]. **[Personal Folder Specification Method] (P. 1385)**

[Home Folder], [Register for Each User], [Use Login Server]

- When [Home Folder] is selected:

  [Set]
  [Protocol]
  [Host Name]
  [Folder Path]
  [Use Authentication Info. of Each User]
  On, Off

- When [Use Login Server] is selected:

  [Use Authentication Info. of Each User]
  On, Off

[Restrict Resending from Log]

DeviceAdmin NetworkAdmin Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Send] ▶ [Common Settings]

Set whether to prevent users from specifying destinations using the TX log for scan or fax jobs. **Restricting Destinations That Can Be Specified (P. 1002)**

* This item is only displayed when your machine has a fax function.

[On], [Off]

[Archive TX Document]

DeviceAdmin NetworkAdmin Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Send] ▶ [Common Settings]

Set whether to automatically forward or store the content of sent faxes to a destination specified in advance. **Automatically Forwarding and Backing Up Sent Faxes (P. 557)**
When you select [On], set the destination to which to forward or store the data, and specify the folder name and file format, as needed.

* Configure the folder name setting when the destination is a file server.

* This item is only displayed when your machine has a fax function.

[Use TX Document Archiving]
[On], [Off]

[Backup Location]

[Folder Name]
[Sender Information], [Date], [Off (Do Not Create)]

[File Format]
[TIFF], [PDF]

[Display Notification When Job Is Accepted]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Send] ▶ [Common Settings]

Processes handled by the machine, including sending scanned data and faxes, are managed as jobs. Set whether to display a confirmation screen after you perform a scan or fax operation, to check that it was accepted as a job.
Select [On] to display the confirmation screen. From that screen, you can display another screen to check the sending status and log.

[On], [Off]

[Job to Cancel When Stop is Pressed]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Send] ▶ [Common Settings]

Set the job that is canceled when you press [Stop] after performing a scan or fax operation.
If you select [Job Being Sent] and try to cancel a job while faxes are being sent on multiple lines at the same time, the most recent one of those jobs is canceled.

[Latest Received Job], [Job Being Sent]

[Display Warning for Dest. Set. Recalled from Timeline]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Send] ▶ [Common Settings]

Set whether to display a warning when the user adds a destination to the setting history recalled from the Timeline. When you select [On], a warning screen asking whether to keep the previously set destinations is displayed.

[On], [Off]

[E-Mail/I-Fax Settings]

AW63-0U2

Configure the settings for sending scanned data and I-Faxes.

* Values in red text indicate the default setting for each item.

- [Register Unit Name] (P. 1339)
- [Communication Settings] (P. 1339)
- [Specify Port Number for SMTP TX/POP RX] (P. 1340)
- [S/MIME Settings] (P. 1341)
- [Confirm TLS Certificate for SMTP TX] (P. 1341)
- [Confirm TLS Certificate for POP RX] (P. 1341)
- [Maximum Data Size for Sending] (P. 1342)
- [Default Subject] (P. 1342)
- [Use Destination Name for Subject] (P. 1342)
- [Specify Authentication User for Reply-To] (P. 1343)
- [Specify Authentication User as Sender for E-Mail] (P. 1343)
- [Specify Authentication User as Sender for I-Fax] (P. 1343)
- [Allow Unregistered Users to Send E-Mail] (P. 1344)
- [Full Mode TX Timeout] (P. 1344)
- [Print MDN/DSN upon Receipt] (P. 1344)
- [Use Send via Server] (P. 1345)
- [Allow MDN Not via Server] (P. 1345)
- [Restrict TX Destination Domain] (P. 1345)
- [Auto Complete for Entering E-Mail Addresses] (P. 1346)
- [Auto Add Specified Domain to Dest. Without Domain] (P. 1346)
- [Use Fax Server] [North America] (P. 1346)

[Register Unit Name]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Send] ▶ [E-Mail/I-Fax Settings]

Register the sender name to use for e-mails and I-Faxes.
The registered name will be notified to the recipient along with the e-mail address.
If you do not register the sender name, only the e-mail address will be notified to the recipient.

NOTE

- The sender (From) e-mail address to be notified to the recipient will be the e-mail address of the machine or the login user, depending on the [Specify Authentication User as Sender for E-Mail] or [Specify Authentication User as Sender for I-Fax] setting.
  - [Specify Authentication User as Sender for E-Mail] (P. 1343)
  - [Specify Authentication User as Sender for I-Fax] (P. 1343)

[Communication Settings]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Send] ▶ [E-Mail/I-Fax Settings]

Configure the e-mail server to be used for e-mails and I-Faxes, as well as the authentication method and encrypted communication settings. **Configuring Information of the E-mail Server (P. 454)**

* The machine can receive only I-Faxes and communication error e-mails.

[SMTP RX]
[On], [Off]

[POP]
[On], [Off]

[SMTP Server]

[E-Mail Address]

[POP Server]

[POP Login Name]

[POP Password]

[POP Interval]
0 to 99 min. (Auto RX is not performed when set to "0")

[Authent./Encryption]
[POP Auth. Method]
[Standard], [APOP], [POP AUTH]
[POP Authentication Before Sending]
[On], [Off]
[Allow TLS (POP)]
[On], [Off]
[SMTP Authentication (SMTP AUTH)]
[On], [Off]
[User Name]
[Password]
[Allow TLS (SMTP RX)]
[Always TLS], [On], [Off]
[Allow TLS (SMTP TX)]
[On], [Off]
[Display Auth. Screen When Sending]
[On], [Off]

[Specify Port Number for SMTP TX/POP RX]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Send] ▶ [E-Mail/I-Fax Settings]

Set the port numbers to use for SMTP sending and POP receiving.

[SMTP TX]
1 to 25 to 65535

[POP RX]
1 to 110 to 65535

[S/MIME Settings]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Send] ▶ [E-Mail/I-Fax Settings]

Configure the S/MIME settings to encrypt e-mails and I-Faxes or add digital signatures. **Encrypting E-mail with S/MIME (P. 1035)**

* The public key certificate (S/MIME certificate) to be used for encryption needs be registered in advance. **Registering an S/MIME Certificate (P. 997)**

[Encryption Settings]
[Always Encrypt], [Only Encrypt If Certificate], [Do Not Encrypt]

[Add Digital Signatures]
[On], [Off]

[Encryption Algorithm]
[3DES], [AES128], [AES256]

[Signature Algorithm]
[SHA1], [SHA256], [SHA384], [SHA512]

[Verify Signature upon Receipt]
[On], [Off]

[Print Signature upon Receipt]
[On], [Off]

[Confirm TLS Certificate for SMTP TX]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Send] ▶ [E-Mail/I-Fax Settings]

Set whether to verify the server certificate when you send data to an SMTP server using TLS encrypted communication. You can also add the Common Name (CN) to the verification items.

[On], [Off]
[Add Items to Verify]
[CN]
On, Off

IMPORTANT

- If you do not verify the certificate, TLS encrypted communication will be performed even when the certificate is invalid.

[Confirm TLS Certificate for POP RX]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Send] ▶ [E-Mail/I-Fax Settings]

Set whether to verify the server certificate when you receive data from a POP3 server using TLS encrypted communication. You can also add the Common Name (CN) to the verification items.

[On], [Off]
[Add Items to Verify]
[CN]
On, Off

IMPORTANT

- If you do not verify the certificate, TLS encrypted communication will be performed even when the certificate is invalid.

[Maximum Data Size for Sending]

DeviceAdmin NetworkAdmin Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Send] ▶ [E-Mail/I-Fax Settings]

Set the maximum size of the data that can be sent by e-mail and I-Fax.

* Set a value that does not exceed the maximum data size of the e-mail server.

0 to 3 to 99 MB (No limit when set to "0")

NOTE

- If the size of the data being sent exceeds the maximum limit, the data is divided and sent in multiple e-mails. A sending error occurs for I-Faxes.
- When I-Faxes are sent without going through a server, the maximum data size for sending is not limited, regardless of this setting.

[Default Subject]

DeviceAdmin NetworkAdmin Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Send] ▶ [E-Mail/I-Fax Settings]

Set the subject that is automatically used if you send an e-mail or I-Fax without specifying a subject.

Attached Image

[Use Destination Name for Subject]

DeviceAdmin NetworkAdmin Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Send] ▶ [E-Mail/I-Fax Settings]

Set whether to specify the [Name] of a destination registered in the Address Book of the machine as the subject when you send an e-mail.

[On], [Off]

NOTE

- For sequential broadcast, even if this setting is set to [On], the [Default Subject] setting is used.
- If a group is specified as the destination, the [Default Subject] setting is used for the personal address list, user group address list, Remote Address Book, or LDAP server destination.

[Specify Authentication User for Reply-To]

DeviceAdmin NetworkAdmin Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Send] ▶ [E-Mail/I-Fax Settings]

Set whether to use the e-mail address of the login user as the Reply-To address when an e-mail or I-Fax is sent.
When you select [Off], the e-mail address to be notified as the sender is specified for the Reply-To address.

[On], [Off]

NOTE

- When you set the e-mail address in [Reply-to] in [Options] on the send screen, that address is used as the Reply-To address, even if you select [On] for this setting.

[Specify Authentication User as Sender for E-Mail]

DeviceAdmin NetworkAdmin Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Send] ▶ [E-Mail/I-Fax Settings]

Set whether to use the e-mail address of the login user as the sender (From or Return-Path) address when an e-mail is sent.
When you select [Off], the e-mail address set for the machine is specified for the sender.

* If the e-mail addresses specified in From Header and Return-Path Header do not match, e-mail may not be able to be sent depending on the environment of the destination.

* When both [From Header] and [Return-Path Header] are set to [Off], users without a registered e-mail address can send e-mail regardless of the [Allow Unregistered Users to Send E-Mail] setting.

[From Header]
[On], [Off]

[Return-Path Header]
[On], [Off]

[Specify Authentication User as Sender for I-Fax]

DeviceAdmin NetworkAdmin Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Send] ▶ [E-Mail/I-Fax Settings]

Set whether to use the e-mail address of the login user as the sender (From or Return-Path) address when an I-Fax is sent.
When you select [Off], the e-mail address set for the machine is specified for the sender.

* If the e-mail addresses specified in From Header and Return-Path Header do not match, e-mail may not be able to be sent depending on the environment of the destination.

[From Header]
[On], [Off]

[Return-Path Header]
[On], [Off]

[Allow Unregistered Users to Send E-Mail]

DeviceAdmin NetworkAdmin Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Send] ▶ [E-Mail/I-Fax Settings]

Set whether to allow users without a registered e-mail address to send e-mail when user authentication is used.
To prohibit unregistered users from sending e-mail, select [Off] for this setting, and set [Specify Authentication User as Sender for E-Mail] to [On]. **[Specify Authentication User as Sender for E-Mail] (P. 1343)**

[On]*1, [Off]*2

*1 Default value for North America
*2 Default value for Europe, Asia/Oceania, and Latin America

NOTE

- When this setting is set to [On], the e-mail address set on the machine is specified as the sender of e-mail sent by users without a registered e-mail address, regardless of the [Specify Authentication User as Sender for E-Mail] setting.

[Full Mode TX Timeout]

DeviceAdmin NetworkAdmin Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Send] ▶ [E-Mail/I-Fax Settings]

Set the amount of time that elapses before the machine terminates the "Awaiting result..." status, if no message disposition notification (MDN) is received after you send an I-Fax using the Full mode.

1 to 24 to 99 hr.

[Print MDN/DSN upon Receipt]

DeviceAdmin NetworkAdmin Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Send] ▶ [E-Mail/I-Fax Settings]

When you send an I-Fax using the Full mode, the recipient or e-mail server sends a delivery status notification (DSN) or message disposition notification (MDN) to the machine. Set whether to print these notification e-mails.

[On], [Off]

NOTE

- You can also check whether an I-Fax was sent successfully in the TX report. **Printing Reports Automatically on Sending, Receiving and When Error Occurs (P. 1114)**

[Use Send via Server]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Send] ▶ [E-Mail/I-Fax Settings]

Set whether I-Faxes can be sent without going through an e-mail server.
When you select [On], the [Send via Server] setting is displayed and can be changed when you enter an I-Fax destination.

* If the destination is a device on the same local area network, you can reduce the burden on the e-mail server by sending directly to the device.

* When you select [On], it is recommended that you also set [Allow MDN Not via Server] to [On] so that you can check the sending results when I-Faxes are sent without going through the e-mail server. **[Allow MDN Not via Server] (P. 1345)**

[On], [Off]

[Allow MDN Not via Server]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Send] ▶ [E-Mail/I-Fax Settings]

Set whether the message disposition notification (MDN) for an I-Fax can be sent directly from the recipient to the machine without going through an e-mail server.

[On], [Off]

[Restrict TX Destination Domain]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Send] ▶ [E-Mail/I-Fax Settings]

Set whether to restrict e-mail and I-Fax sending destinations so that only addresses in specified domains can be used.
Restricting Sending Destinations to a Specific Domain (P. 1003)

[Restrict Sending to Domains]
    [On], [Off]

[Register]
    [Domain Name]
    [Send to Subdomain]

[Details/Edit]

[Delete]

[Auto Complete for Entering E-Mail Addresses]

DeviceAdmin NetworkAdmin Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Send] ▶ [E-Mail/I-Fax Settings]

Set whether to display registered e-mail addresses as choices while you are entering an e-mail address.
E-mail addresses registered in the Address Book of the machine or on an LDAP server can be displayed when the characters that you enter match the initial characters of the e-mail address.

[Off], [Address Book (Local)], [LDAP Server]

NOTE

- E-mail addresses set with an access number are not displayed.

[Auto Add Specified Domain to Dest. Without Domain]

DeviceAdmin NetworkAdmin Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Send] ▶ [E-Mail/I-Fax Settings]

Register a domain name to be automatically appended to the address when you send e-mails and I-Faxes.
If you enter the part of the e-mail address before the "@" symbol when sending, the "@" symbol followed by the domain name will be appended.

Example: When sending to "123@example.com"
Set "example.com" as the domain name for this item.
If you specify only "123" for the destination when sending, the destination will be changed to "123@example.com."

* If a string containing the "@" symbol is specified as the destination, the domain name will not be appended when sending.

[Domain Name]

[When Sending E-Mail]
[On], [Off]

[When Sending I-Fax]
[On], [Off]

NOTE

- If addresses without the domain name are registered in the Address Book, and the Address Book is exported to another machine, this setting needs to be configured the same on the other machine to which it is imported. If the setting is different, sending may not be performed correctly.

[Use Fax Server] North America

DeviceAdmin NetworkAdmin Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Send] ▶ [E-Mail/I-Fax Settings]

Set whether faxes can be sent using a fax server.

* Depending on the region, this function may not be available.

[On], [Off]

NOTE

- To apply this setting, you will be required to restart the machine twice.
- When you set [Use Fax Server] to [On], the fax line cannot be used for sending.

[Fax Settings]

AW63-0U3

Configure the settings for sending faxes.

* Values in red text indicate the default setting for each item.

- **[Register Favorite Settings] (P. 1348)**
- **[Edit Favorite Settings] (P. 1349)**
- **[Display Confirmation for Favorite Settings] (P. 1349)**
- **[Default Screen] (P. 1349)**
- **[Restrict Address Book Use] (P. 1349)**
- **[Change Default Settings] (P. 1350)**
- **[Register Options Shortcuts] (P. 1350)**
- **[Register Sender Name (TTI)] (P. 1350)**
- **[Use Authentication User Name as Sender Name] (P. 1351)**
- **[ECM TX] (P. 1351)**
- **[Set Pause Time] (P. 1351)**
- **[Auto Redial] (P. 1352)**
- **[Check Dial Tone Before Sending] (P. 1352)**
- **[Fax TX Report] (P. 1353)**
- **[Fax Activity Report] (P. 1353)**
- **[Set Line] (P. 1353)**
- **[TX Start Speed] (P. 1353)**
- **[PIN Code Access] [North America] (P. 1354)**
- **[R-Key Setting] [Europe][Asia/Oceania][Americas] (230 V Machine Only) (P. 1354)**
- **[Confirm Entered Fax Number] (P. 1355)**
- **[Allow Fax Driver TX] (P. 1355)**
- **[Confirm Before Sending When Fax Dest. Included] (P. 1355)**
- **[Restrict Sequential Broadcast When Fax Dest. Included] (P. 1355)**
- **[Remote Fax TX Settings] (P. 1355)**
- **[Remote Fax Settings] (P. 1356)**
- **[Auto Adjust Communication Speed When Using VoIP] (P. 1356)**

[Register Favorite Settings]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Send] ▶ [Fax Settings]

Register the settings that suit your purposes and the settings that you want to recall as "Favorite Settings" to buttons. To register settings other than the default settings, configure the required settings on the fax screen, and then select this item.

* This setting is the same as the setting in the fax screen ▶ [Menu] ▶ [Register Favorite Settings]. **Registering and Recalling Favorite Settings (P. 215)**

[M1] to [M18]

[Show Comments]
[On], [Off]

[Name]

[Comment]

[Edit Favorite Settings]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Send] ▶ [Fax Settings]

Check or delete the settings of buttons registered as "Favorite Settings." You can also change the names of registered buttons.

* This setting is the same as the setting in the fax screen ▶ [Menu] ▶ [Edit Favorite Settings].

[M1] to [M18]

[Show Comments]
[On], [Off]

[Delete]

[Check Content]

[Rename]

[Display Confirmation for Favorite Settings]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Send] ▶ [Fax Settings]

Set whether to display the screen for confirming the settings when you call up "Favorite Settings" on the fax screen.

[On], [Off]

[Default Screen]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Send] ▶ [Fax Settings]

Select the initial screen to be displayed when you press [Fax].
When you press [Reset] on the fax screen, the screen selected here is displayed.

[Standard], [Favorite Settings], [Address Book]

[Restrict Address Book Use]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Send] ▶ [Fax Settings]

Set whether to hide the Address Book and one-touch buttons on the fax screen.

[On], [Off]

[Change Default Settings]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Send] ▶ [Fax Settings]

Change the default settings for faxing to those that are currently configured on the fax screen. **Changing the Default Settings (P. 220)**
When you press [Reset] on the fax screen, the settings are reset to the default settings configured here.

* To restore the default settings to the factory default settings, press [Initialize].

* This setting can be configured by each login user.

[Register]
[Initialize]

[Register Options Shortcuts]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Send] ▶ [Fax Settings]

Replace the shortcut buttons on the fax screen with other [Options] or [Favorite Settings] buttons. **Customizing the Scan, Fax, and Copy Screens (P. 212)**

* This setting can be configured by each login user.

Shortcut 1
[Density]

Shortcut 2
[Original Type]

Shortcut 3
[2-Sided Original Settings]

Shortcut 4
[Different Size Originals]

[Register Sender Name (TTI)]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Send] ▶ [Fax Settings]

Register the name to use as the sender name when you send a fax.

Select a number (01 to 99) and register the name.
You can select a registered name to use as the sender name when you send a fax. **Selecting the Sender Name (P. 598)**

[Register/Edit]
[Delete]

NOTE

When Using the Login User Name as the Sender Name

- You do not need to register a name in [Register Sender Name (TTI)]. When you are logged in to the machine, the login user name is displayed in "100" in [Options] ▶ [Sender Name (TTI)] on the fax screen.

[Use Authentication User Name as Sender Name]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Send] ▶ [Fax Settings]

Set whether to use the login user name as the default setting for the sender name when sending faxes.
When you select [On] and are logged in to the machine, the login user name is set by default in [Options] ▶ [Sender Name (TTI)] on the fax screen.

[On], [Off]

NOTE

- When you select [Off], the unit name is set by default in [Sender Name (TTI)]. **[Register Unit Name] (P. 1339)**

[ECM TX]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Send] ▶ [Fax Settings]

The Error Correction Mode (ECM) function checks for and corrects errors that may occur during image transmission, so as to prevent distorted images from being sent. Set whether to use the ECM function when you send a fax.

- The ECM function checks for errors on the sending side and the receiving side during communication. Therefore, the ECM function also needs to be enabled on the other party's device.
- With ECM transmission, communication may take more time than usual because the function checks for errors during communication. In addition, even when ECM transmission is enabled, errors may sometimes occur due to the status of the telephone line.
- To enable ECM transmission for a destination in the Address Book, you need to set [ECM TX] to [On] when registering the address. **Registering Destinations (Address Book) (P. 306)**
- Enable ECM reception if you want to reduce errors when the machine receives faxes. **[ECM RX] (P. 1372)**

[On], [Off]

[Set Pause Time]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Send] ▶ [Fax Settings]

Set the number of seconds to pause between numbers.

- When you send a fax to an international destination, enter the international access number, country code, and fax number of the destination in that order. If you are unable to connect, insert a pause between the numbers.
- If you still cannot connect after inserting a pause, change the pause time.

1 to 2 *1 / 4 *2 to 15 sec.

*1 Default value for Asia/Oceania and the Americas
*2 Default value for Europe

NOTE

- If you add a pause at the end of the fax number, the pause time is 10 seconds (fixed).

[Auto Redial]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Send] ▶ [Fax Settings]

Set whether the machine automatically redials if a fax cannot be sent due to reasons such as the recipient's line being busy.
When you set the machine to automatically redial, you can also specify the number of redials, the interval between redials, and the pages to be sent when redialing is performed due to a sending error.

* Depending on the region, some items may not be displayed or the default settings or configurable values may vary.

[On], [Off]
    [Set Details]
        [Redial Times]
            1 to 2 to 10/15 times
        [Redial Interval]
            2 to 99 min.
        [Redial When TX Error]
            [Error and 1st Page], [All Pages], [Off]

[Check Dial Tone Before Sending]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Send] ▶ [Fax Settings]

Set whether the machine checks for a dial tone before dialing when you send a fax.

* Depending on the region, this item may not be displayed or may have different default settings.

[On]*1, [Off]*2

*1 Default value for Europe and the Americas
*2 Default value for Asia/Oceania

[Fax TX Report]

DeviceAdmin NetworkAdmin Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Send] ▶ [Fax Settings]

Set whether the machine automatically prints fax TX reports. **Printing Reports Automatically on Sending, Receiving and When Error Occurs (P. 1114)**

- When you select [On], the machine prints a report each time you send.
- You can also set whether to include the sent data in the printed report.

[For Error Only], [On], [Off]
    [Report with TX Image]
        [On], [Off]

[Fax Activity Report]

DeviceAdmin NetworkAdmin Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Send] ▶ [Fax Settings]

Set whether the machine automatically prints and sends Fax Activity Reports. **Printing and Checking a Communication Management Report (P. 1110)**

- Configure the settings to print or send the report at either of the following times:
  - When a specified number of transmissions is completed
  - At a specified time
- When you set the machine to send the report, the report is sent in CSV format to the destination specified in [Backup Location].

[Print/Send Every Specified No. of Transm.]
    [Print], [Send], [Off]
        40 to 1000 transmissions

[Print/Send at Specified Time]
    [Print], [Send], [Off]
        00:00 to 23:59

[Print Send/Receive Jobs Separately]
    On, Off

[Send Destination]

[Set Line]

[Settings/Registration] ▶ [Function Settings] ▶ [Send] ▶ [Fax Settings]

Configure settings such as the fax number and unit name for each line, and the line that is given priority for use. **[Set Line] (P. 1357)**

[TX Start Speed]

DeviceAdmin NetworkAdmin Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Send] ▶ [Fax Settings]

It may take some time for the machine to start sending a fax, such as when there is a poor telephone line connection. If this occurs, try lowering the communication start speed one setting at a time.

[33600 bps], [14400 bps], [9600 bps], [7200 bps], [4800 bps], [2400 bps]

NOTE

When the Destination or Line Is Prone to Errors

- Configure this setting together with the [Auto Adjust Communication Speed When Using VoIP] setting. **[Auto Adjust Communication Speed When Using VoIP] (P. 1356)**

[PIN Code Access] North America

DeviceAdmin NetworkAdmin Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Send] ▶ [Fax Settings]

Set whether to enable the use of personal identification number (PIN) codes.
PIN codes can be used to prevent unauthorized third parties from accessing the telephone line. In addition, some private branch exchange (PBX) systems require a PIN code to be entered when dialing a number to make a call or send a document by fax.
When you select [On], the machine automatically displays a screen for entering the PIN code when you press [Settings/Registration].

* Depending on the region, this function may not be available.

[On], [Off]

[R-Key Setting] Europe Asia/Oceania Americas (230 V Machine Only)

DeviceAdmin NetworkAdmin Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Send] ▶ [Fax Settings]

Set the access method that uses the R-key when the machine is connected through a private branch exchange (PBX).

- Select [PSTN] when the machine is connected through a normal telephone line.
- Select [PBX] when the machine is connected through a PBX.
- You can select the following two types of access methods that use the R-key.
  - [Prefix]: Register an identification number to the R-key (up to 20 digits).
    If you register an external access code, you can more easily access the external line.
  - [Hooking]: Enter the identification number after pressing the R-key.

[PSTN], [PBX]

- When [PBX] is selected:

  [Prefix], [Hooking]
  [CODE]

[Confirm Entered Fax Number]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Send] ▶ [Fax Settings]

Set whether a screen for re-entering the number is displayed when you enter a fax number. **Checking the Fax Number Before Sending (P. 1007)**

[On], [Off]

[Allow Fax Driver TX]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Send] ▶ [Fax Settings]

Set whether to allow faxes to be sent from a computer (PC faxing). **Prohibiting Fax Sending from a Computer (P. 1006)**

[On], [Off]

[Confirm Before Sending When Fax Dest. Included]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Send] ▶ [Fax Settings]

Set whether to display a screen for confirming the destination when you send to a destination that includes a fax number. **Checking the Fax Number Before Sending (P. 1007)**
When you select to display the confirmation screen, you can also set whether to display it only when the destination includes multiple fax numbers (sequential broadcast).

[On], [Off]
Confirmation screen display target
[Only for Seq. Broadcast], [All]

[Restrict Sequential Broadcast When Fax Dest. Included]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Send] ▶ [Fax Settings]

Set whether to prohibit sending to multiple destinations (sequential broadcast) when fax numbers are included for destinations. **Prohibiting Fax Sending to Multiple Destinations (P. 1006)**

[On], [Off]

[Remote Fax TX Settings]

[Settings/Registration] ▶ [Function Settings] ▶ [Send] ▶ [Fax Settings]

Configure the Remote Fax client functions.
[Remote Fax TX Settings] (P. 1359)

* This item is displayed only on machines with the option installed.

[Remote Fax Settings]

[Settings/Registration] ▶ [Function Settings] ▶ [Send] ▶ [Fax Settings]

Configure the Remote Fax server functions.
[Remote Fax Settings] (P. 1361)

[Auto Adjust Communication Speed When Using VoIP]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Send] ▶ [Fax Settings]

Select [On] to send and receive faxes more reliably in a VoIP communication environment that is prone to communication errors.
When you select [On], the communication speed for the following items is restricted to [14400 bps] or less:

- TX speed setting for each destination **Fax Destination Settings (P. 349)**
- TX start speed setting **[TX Start Speed] (P. 1353)**
- RX start speed setting **[RX Start Speed] (P. 1373)**

[On], [Off]

[Set Line]

AW63-0U4

Configure settings such as the fax number and unit name for each line, and the line that is given priority for use.

* Values in red text indicate the default setting for each item.

[Line 1] to [Line n] (P. 1357)
[Select TX Line] (P. 1358)

[Line 1] to [Line n]

[Settings/Registration] ▶ [Function Settings] ▶ [Send] ▶ [Fax Settings] ▶ [Set Line]

Configure settings such as the fax number, unit name, and line type for each line.

* The number of lines displayed varies depending on the options that are installed.

* The fax number and unit name are notified as sender information to the recipient. **[TX Terminal ID] (P. 1332)**

[Register Unit Telephone Number]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Send] ▶ [Fax Settings] ▶ [Set Line] ▶ [Line 1] to [Line n]

Register the fax number.

[Register Unit Name]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Send] ▶ [Fax Settings] ▶ [Set Line] ▶ [Line 1] to [Line n]

Register the name (unit name) to be notified to the other party.

[Select Line Type]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Send] ▶ [Fax Settings] ▶ [Set Line] ▶ [Line 1] to [Line n]

Set the type of telephone line that is connected.

[Pulse], [Tone]

[Edit Line Name for Select Line Screen]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Send] ▶ [Fax Settings] ▶ [Set Line] ▶ [Line 1] to [Line n]

Register the line name to be displayed when you select the line. **Preparing to Send Faxes with the Machine (P. 552)**

* Select the line on the fax screen, in [Options] ▶ [Select Line].

[Default Address List When Selecting Line]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Send] ▶ [Fax Settings] ▶ [Set Line] ▶ [Line 1] to [Line n]

Set the type of address list to be displayed as the default setting when you send a fax using the Address Book. The specified address list is displayed when you switch the line.

[Address List 1] to [Address List 10], [All Address Lists]

[Select TX Line]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Send] ▶ [Fax Settings] ▶ [Set Line]

Specify the line that is given priority for use when you send a fax.
You can also prohibit the use of each line.

* If you specify a line here, faxes are sent using the specified line.

* This item is displayed only on machines with the option installed.

[Line 1]
[Priority TX], [Prohibit TX]

[Line n]*1
[Priority TX], [Prohibit TX]

*1 The number of lines displayed varies depending on the options that are installed.

IMPORTANT

- [Line 1] is used for manually sending faxes and for tone dial services, even if you set [Line 1] to [Prohibit TX].

[Remote Fax TX Settings]

AW63-0U5

Configure the Remote Fax client functions.

* Values in red text indicate the default setting for each item.

[Remote Fax Server Address] (P. 1359)
[TX Timeout] (P. 1359)
[No. of TX Lines] (P. 1359)
[Select Priority Line] (P. 1359)
[Use IP Fax] (P. 1360)
[IP Fax Communication Mode Settings] (P. 1360)

[Remote Fax Server Address]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Send] ▶ [Fax Settings] ▶ [Remote Fax TX Settings]

Set the IP address or host name of the Remote Fax server machine.

[TX Timeout]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Send] ▶ [Fax Settings] ▶ [Remote Fax TX Settings]

Set the amount of time until timeout occurs when there is no response from the Remote Fax server machine after you send a fax.
If the Remote Fax server machine does not respond within the time set for TX timeout, the Remote Fax job is canceled.

1 to 24 to 99 hr. (in 1 hour increments)

[No. of TX Lines]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Send] ▶ [Fax Settings] ▶ [Remote Fax TX Settings]

Set the number of lines that can be selected when you send remote faxes. Set the number of lines to the same number of telephone lines connected to the Remote Fax server machine.

1 to 4 lines

[Select Priority Line]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Send] ▶ [Fax Settings] ▶ [Remote Fax TX Settings]

Specify the line to use when you send remote faxes.

[Auto], [Line 1] to [Line n][*1]

[*1] Displayed according to the number of lines set in [No. of TX Lines].

[Use IP Fax]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Send] ▶ [Fax Settings] ▶ [Remote Fax TX Settings]

Set whether to use IP faxes.

[On], [Off]

[IP Fax Communication Mode Settings]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Send] ▶ [Fax Settings] ▶ [Remote Fax TX Settings]

Specify the communication mode to use when you send IP faxes.

[Use Intranet]
[On], [Off]

[Use VoIP Gateway]
[On], [Off]

[Remote Fax Settings]

AW63-0U6

Configure the Remote Fax server functions.

* Values in red text indicate the default setting for each item.

[Use Remote Fax] (P. 1361)

[Use Remote Fax]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Send] ▶ [Fax Settings] ▶ [Remote Fax Settings]

Set whether to use the machine as a Remote Fax server machine.

* To use the machine as a Remote Fax server machine, set [Dedicated Port Settings] to [On]. **[Dedicated Port Settings] (P. 1221)**

[On], [Off]

[Receive/Forward]

AW63-0U7

Configure the settings for receiving and forwarding e-mails, faxes, and I-Faxes.

[Output Report] (P. 1362)
[Common Settings] (P. 1362)
[Fax Settings] (P. 1362)

[Output Report]

[Settings/Registration] ▶ [Function Settings] ▶ [Receive/Forward]

Print the registered details related to the send and receive settings and the fax settings.
[Output Report] (P. 1363)

[Common Settings]

[Settings/Registration] ▶ [Function Settings] ▶ [Receive/Forward]

Configure the settings common to the functions for receiving and forwarding faxes and I-Faxes.
[Common Settings] (P. 1364)

[Fax Settings]

[Settings/Registration] ▶ [Function Settings] ▶ [Receive/Forward]

Configure the settings for receiving faxes.
[Fax Settings] (P. 1372)

* This item is only displayed when your machine has a fax function.

[Output Report]

AW63-0U8

Print the registered details related to the send and receive settings and the fax settings.

[TX/RX User Data List] (P. 1363)
[Fax User Data List] (P. 1363)

[TX/RX User Data List]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Receive/Forward] ▶ [Output Report]

Print the registered details related to the send and receive settings. **Printing the Registration Information and Settings (P. 1117)**

[Fax User Data List]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Receive/Forward] ▶ [Output Report]

Print the registered details related to the fax settings. **Printing the Registration Information and Settings (P. 1117)**

* This item is only displayed when your machine has a fax function.

[Common Settings]

AW63-0U9

Configure the settings common to the functions for receiving and forwarding faxes and I-Faxes.

* Values in red text indicate the default setting for each item.

- **[Print on Both Sides] (P. 1364)**
- **[Select Drawer] (P. 1364)**
- **[Reduce Fax RX Size] (P. 1365)**
- **[2 on 1 Log] (P. 1366)**
- **[Print RX Page Footer] (P. 1366)**
- **[YCbCr RX Gamma Value] (P. 1366)**
- **[Interrupt and Print RX Jobs] (P. 1366)**
- **[Use Forwarding Settings] (P. 1367)**
- **[Handle Files with Forwarding Errors] (P. 1367)**
- **[Forwarding Settings] (P. 1367)**
- **[Set Fax/I-Fax Inbox] (P. 1368)**
- **[Always Send Notice for RX Errors] (P. 1368)**

[Print on Both Sides]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Receive/Forward] ▶ [Common Settings]

Set whether to print received faxes and I-Faxes on both sides of the paper.

[On], [Off]

[Select Drawer]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Receive/Forward] ▶ [Common Settings]

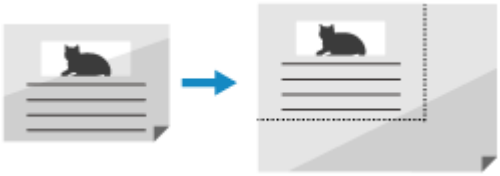
Set the rules for printing on another size of paper when paper of the same size as the received fax is not loaded. The printing method is determined based on these settings and the size of the loaded paper. Select [Off] for any printing methods that you do not want to use.

- [Switch A]:
  If a smaller size of paper is loaded, the received fax is divided and printed.
- [Switch B] and [Switch D]:
  If a larger size of paper is loaded, the received fax is printed at the same size as the original, with blank margins.
  For [Switch B] and [Switch D], the printed paper and margin layout are different.

[Switch B]



[Switch D]



- [Switch C]:
  If a smaller size of paper is loaded, the received fax is reduced and printed.

* Depending on the size of the loaded paper, the received fax may not be printed even if a suitable print method is enabled.

* The received fax is printed on paper in a paper source that is set for automatic selection. Exclude any paper sources that you do not want to use from automatic selection. **Using the Appropriate Paper Source for Each Function (P. 301)**

[Switch A]
[On], [Off]

[Switch B]
[On], [Off]

[Switch C]
[On], [Off]

[Switch D]
[On], [Off]

[Reduce Fax RX Size]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Receive/Forward] ▶ [Common Settings]

Set whether to reduce the size of received faxes so that they fit on the paper when printed.
To reduce the size, select [On], set the reduction ratio, and select whether to maintain the aspect ratio.
When you select [Off], received faxes and I-Faxes that do not fit on the paper are divided and printed on separate pages.

- In [Reduction Mode], select whether the reduction ratio is adjusted automatically or fixed. When you select [Auto], the size is reduced by a reduction ratio ranging from the specified value to 100%.
- To maintain the aspect ratio, set [Reduction Direction] to [Vertical & Horizontal].

[On], [Off]
[Reduction Mode]
[Auto], [Fixed]
[Reduction %]
75 to 90 to 97%
[Reduction Direction]
[Vertical & Horizontal], [Vertical Only]

[2 on 1 Log]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Receive/Forward] ▶ [Common Settings]

The operation of reducing the size of a two-page fax or I-Fax and arranging the pages on one side of a sheet of paper when printing is called "2 on 1." Set whether to perform "2 on 1" printing for received faxes and I-Faxes.

* Even when you select [On], the machine may not perform "2 on 1" printing due to conditions such as consecutive pages that are different sizes.

[On], [Off]

NOTE

- When you enable this setting, a dashed line is printed at the center of the paper.

  * If you print the sender information in the footer, the dashed line is not printed inside the area that includes the sender information. **[Print RX Page Footer] (P. 1366)**

[Print RX Page Footer]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Receive/Forward] ▶ [Common Settings]

Set whether to add information such as the reception time and page numbers when printing.
When you select [Print], information such as the reception time and page number is printed at the bottom of the page.

* When an e-mail without a message is received, the sender (From) e-mail address and subject are printed at the top of the first page of the attached file.

[Print], [Do Not Print]

[YCbCr RX Gamma Value]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Receive/Forward] ▶ [Common Settings]

Set the gamma value for received I-Faxes. By setting the gamma value to match that of the sending side, you can reproduce images that are faithful to the original.

[Gamma 1.0], [Gamma 1.4], [Gamma 1.8], [Gamma 2.2]

[Interrupt and Print RX Jobs]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Receive/Forward] ▶ [Common Settings]

Set whether the machine interrupts other jobs to print faxes or I-Faxes when they are received.

[On], [Off]

[Use Forwarding Settings]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Receive/Forward] ▶ [Common Settings]

Set whether received faxes and I-Faxes are stored in a Confidential Fax Inbox or forwarded to another destination such as a file server.
When you select [On], configure the forwarding conditions and forwarding destination in [Forwarding Settings]. **[Forwarding Settings] (P. 1367)**

[On], [Off]

[Handle Files with Forwarding Errors]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Receive/Forward] ▶ [Common Settings]

Set how the machine handles faxes and I-Faxes that fail to be forwarded.
If Memory Lock is enabled when you select [Store/Print], the faxes and I-Faxes that fail to be forwarded will be stored. If Memory Lock is disabled, they will be printed. **Setting Memory Lock (P. 1018)**

* This setting is enabled when [Delete Failed TX Jobs] is set to [On]. **[Delete Failed TX Jobs] (P. 1332)**

[Always Print], [Store/Print], [Off]

[Forwarding Settings]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Receive/Forward] ▶ [Common Settings]

Set the conditions for forwarding received faxes and I-Faxes. When no conditions are specified, the machine forwards all faxes and I-Faxes to the specified destination. **Automatically Forwarding and Backing Up Received Faxes (P. 560)**

* This setting is enabled when [Use Forwarding Settings] is set to [On]. **[Use Forwarding Settings] (P. 1367)**

[Receive Method] [Validate/Invalidate] [Delete] [Register] [Forward without Conditions] [Details/Edit] [E-Mail Priority] [Print List] [Search] [Clear]

[Set Fax/I-Fax Inbox]

[Settings/Registration] ▶ [Function Settings] ▶ [Receive/Forward] ▶ [Common Settings]

Configure the settings for the Memory RX Inbox (Memory RX Inbox and Divided Data RX Inbox) and Confidential Fax Inbox.

[Set Fax/I-Fax Inbox] (P. 1369)

[Always Send Notice for RX Errors]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Receive/Forward] ▶ [Common Settings]

Set whether to notify the sender if an error occurs while the machine is receiving an I-Fax.

[On], [Off]

[Set Fax/I-Fax Inbox]

AW63-0UA

Configure the settings for the Memory RX Inbox (Memory RX Inbox and Divided Data RX Inbox) and Confidential Fax Inbox.

* Values in red text indicate the default setting for each item.

[Set/Register Confidential Fax Inboxes] (P. 1369)
[Memory RX Inbox PIN] (P. 1369)
[Use Fax Memory Lock] (P. 1369)
[Use I-Fax Memory Lock] (P. 1370)
[Memory Lock Start Time] (P. 1370)
[Memory Lock End Time] (P. 1370)
[Divided Data RX Timeout] (P. 1371)
[Forward Temporarily Stored File to Memory RX Inbox] (P. 1371)

[Set/Register Confidential Fax Inboxes]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Receive/Forward] ▶ [Common Settings] ▶ [Set Fax/I-Fax Inbox]

Set a name and PIN for each Confidential Fax Inbox. **Setting Confidential Fax Inbox (P. 1021)**

[Box No.]: 00 to 49
- [Register Box Name]
- [PIN]
- [URL Send Settings]
- [Initialize]

[Memory RX Inbox PIN]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Receive/Forward] ▶ [Common Settings] ▶ [Set Fax/I-Fax Inbox]

Set a PIN for the Memory RX Inbox.

[Use Fax Memory Lock]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Receive/Forward] ▶ [Common Settings] ▶ [Set Fax/I-Fax Inbox]

Set whether to store received faxes in the Memory RX Inbox. **Setting Memory Lock (P. 1018)**

* This item is only displayed when your machine has a fax function.

[On], [Off]

[Use I-Fax Memory Lock]

DeviceAdmin NetworkAdmin Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Receive/Forward] ▶ [Common Settings] ▶ [Set Fax/I-Fax Inbox]

Set whether to store received I-Faxes in the Memory RX Inbox. **Setting Memory Lock (P. 1018)**

[On], [Off]

[Memory Lock Start Time]

DeviceAdmin NetworkAdmin Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Receive/Forward] ▶ [Common Settings] ▶ [Set Fax/I-Fax Inbox]

Set the start time for Memory Lock when you use it only during specific time periods.
You can start Memory Lock at the same time every day or at different times depending on the day of the week.
By specifying the start time together with the end time, you can precisely set the time period for using Memory Lock.
[Memory Lock End Time] (P. 1370)

[Everyday], [Specify Days], [Off]

- When [Everyday] is selected:

  [1] to [5]

  00:00 to 23:59

- When [Specify Days] is selected:

  [Sun] to [Sat]

  [1] to [5]

  00:00 to 23:59

[Memory Lock End Time]

DeviceAdmin NetworkAdmin Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Receive/Forward] ▶ [Common Settings] ▶ [Set Fax/I-Fax Inbox]

Set the end time for Memory Lock when you use it only during specific time periods.
You can end Memory Lock at the same time every day or at different times depending on the day of the week.
By specifying the end time together with the start time, you can precisely set the time period for using Memory Lock.
[Memory Lock Start Time] (P. 1370)

[Everyday], [Specify Days], [Off]

- When [Everyday] is selected:

[1] to [5]
00:00 to 23:59

- When [Specify Days] is selected:

[Sun] to [Sat]
[1] to [5]
00:00 to 23:59

[Divided Data RX Timeout]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Receive/Forward] ▶ [Common Settings] ▶ [Set Fax/I-Fax Inbox]

Set the amount of time to wait until the reception of the remaining divided I-Fax data is canceled, when only part of the divided data has been received.
When the machine cancels the reception after the specified time has elapsed, the combined image created from the received data is printed with an error message, and the received data is deleted.

0 to 24 to 99 hr.

[Forward Temporarily Stored File to Memory RX Inbox]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Receive/Forward] ▶ [Common Settings] ▶ [Set Fax/I-Fax Inbox]

Configure the setting to forward received faxes and I-Faxes to the Memory RX Inbox if they cannot be printed due to an error or other problem that occurs with the machine.
When you select [Yes], Memory Lock is enabled. **Setting Memory Lock (P. 1018)**

* You can use the control panel or Remote UI to check the content of faxes forwarded to the Memory RX Inbox before printing them. You can also forward faxes to specified destinations. **Checking, Printing, and Forwarding Faxes Stored with Memory Lock (P. 608)**

NOTE

- To restore the settings for printing received faxes immediately, set [Use Fax Memory Lock] and [Use I-Fax Memory Lock] to [Off].

[Use Fax Memory Lock] (P. 1369)
[Use I-Fax Memory Lock] (P. 1370)

[Fax Settings]

AW63-0UC

Configure the settings for receiving faxes.

* Values in red text indicate the default setting for each item.

[ECM RX] (P. 1372)
[Fax RX Report] (P. 1372)
[Confidential Fax Inbox RX Report] (P. 1372)
[RX Start Speed] (P. 1373)
[RX Password] (P. 1373)

[ECM RX]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Receive/Forward] ▶ [Fax Settings]

The Error Correction Mode (ECM) function checks for and corrects errors that may occur during image reception, so as to prevent distorted images from being received. Set whether to use the ECM function when you receive a fax.

- When ECM reception is enabled, the function checks for errors on the sending side and the receiving side during communication. Therefore, the ECM function also needs to be enabled on the other party's device.
- With ECM reception, communication may take more time than usual because the function checks for errors during communication. In addition, even when ECM reception is enabled, errors may sometimes occur due to the status of the telephone line.
- Enable ECM transmission if you want to reduce errors when the machine sends faxes. **[ECM TX] (P. 1351)**

[On], [Off]

[Fax RX Report]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Receive/Forward] ▶ [Fax Settings]

Set whether the machine automatically prints fax RX reports. **Printing Reports Automatically on Sending, Receiving and When Error Occurs (P. 1114)**
You can also configure the setting so that the machine automatically prints the report only when a reception error occurs.

[For Error Only], [On], [Off]

[Confidential Fax Inbox RX Report]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Receive/Forward] ▶ [Fax Settings]

Set whether the machine prints Confidential Fax Inbox RX reports. **Printing Reports Automatically on Sending, Receiving and When Error Occurs (P. 1114)**
When you select [On], the report is printed each time a received fax is stored in a Confidential Fax Inbox.

[On], [Off]

[RX Start Speed]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Receive/Forward] ▶ [Fax Settings]

It may take some time for the machine to start receiving a fax, such as when there is a poor telephone line connection. If this occurs, try lowering the communication start speed one setting at a time.

[33600 bps], [14400 bps], [9600 bps], [7200 bps], [4800 bps], [2400 bps]

NOTE

When the Destination or Line Is Prone to Errors

- Configure this setting together with the [Auto Adjust Communication Speed When Using VoIP] setting. **[Auto Adjust Communication Speed When Using VoIP] (P. 1356)**

[RX Password]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Receive/Forward] ▶ [Fax Settings]

Set an ITU-T standard password.
The password you set is used for the password check performed when the machine receives a fax that is sent using the ITU-T standard.

- The machine does not receive faxes in the following cases:
  - When the password set for the fax does not match the password you set here
  - When no password is set for the fax
- If a subaddress is configured for the fax, priority is given to the subaddress password.

NOTE

- ITU-T stands for the International Telecommunication Union - Telecommunication Standardization Sector.

[Store/Access Files]

AW63-0UE

Configure the settings for storing scanned data and using storage space and USB memory.

[Common Settings] (P. 1374)
[Mail Box Settings] (P. 1374)
[Advanced Space Settings] (P. 1374)
[Network Settings] (P. 1374)
[Memory Media Settings] (P. 1374)

[Common Settings]

[Settings/Registration] ▶ [Function Settings] ▶ [Store/Access Files]

Configure the settings common to the Scan and Store function and Access Stored Files function.
[Common Settings] (P. 1375)

[Mail Box Settings]

[Settings/Registration] ▶ [Function Settings] ▶ [Store/Access Files]

Configure the Mail Box settings.
[Mail Box Settings] (P. 1378)

[Advanced Space Settings]

[Settings/Registration] ▶ [Function Settings] ▶ [Store/Access Files]

Configure the Advanced Space settings.
[Advanced Space Settings] (P. 1381)

[Network Settings]

[Settings/Registration] ▶ [Function Settings] ▶ [Store/Access Files]

Configure the settings for storage locations on the network, such as the Advanced Space on another machine or a file server.
[Network Settings] (P. 1384)

[Memory Media Settings]

[Settings/Registration] ▶ [Function Settings] ▶ [Store/Access Files]

Configure the settings for using USB memory.
[Memory Media Settings] (P. 1386)

[Common Settings]

AW63-0UF

Configure the settings common to the Scan and Store function and Access Stored Files function.

* Values in red text indicate the default setting for each item.

[Scan and Store Settings] (P. 1375)
[Access Stored Files Settings] (P. 1375)
[Limit Box PIN to 7 Digits/Restrict Access] (P. 1375)

[Scan and Store Settings]

[Settings/Registration] ▶ [Function Settings] ▶ [Store/Access Files] ▶ [Common Settings]

Configure the settings for the Scan and Store function.
[Scan and Store Settings] (P. 1376)

[Access Stored Files Settings]

[Settings/Registration] ▶ [Function Settings] ▶ [Store/Access Files] ▶ [Common Settings]

Configure the settings for the Access Stored Files function.
[Access Stored Files Settings] (P. 1377)

[Limit Box PIN to 7 Digits/Restrict Access]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Store/Access Files] ▶ [Common Settings]

Set whether to enhance the security of the Mail Boxes, Memory RX Inbox, and Confidential Fax Inboxes.
When you select [On], the length of the PIN for the boxes is fixed at seven digits, and access to the boxes via the network is prohibited.

[On], [Off]

[Scan and Store Settings]

AW63-0UH

Configure the settings for the Scan and Store function.

[Register/Edit Favorite Settings] (P. 1376)
[Change Default Settings] (P. 1376)

[Register/Edit Favorite Settings]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Store/Access Files] ▶ [Common Settings] ▶ [Scan and Store Settings]

Register the settings that suit your purposes and the settings that you want to recall as "Favorite Settings" to buttons. You can also change the names of registered buttons.
To register settings other than the default settings, configure the required settings on the scan screen in [Scan and Store], and then select this item.

* This setting is the same as the setting in [Scan and Store] ▶ scan screen ▶ [Menu] ▶ [Register/Edit Favorite Settings]. **Registering and Recalling Favorite Settings (P. 215)**

[M1] to [M9]
[Register]
[Rename]
[Delete]
[Check Content]

[Change Default Settings]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Store/Access Files] ▶ [Common Settings] ▶ [Scan and Store Settings]

Change the default settings for scanning with [Scan and Store] to those that are currently configured on the scan screen in [Scan and Store]. **Changing the Default Settings (P. 220)**
When you press [Reset] on the scan screen in [Scan and Store], the settings are reset to the default settings configured here.

* To restore the default settings to the factory default settings, press [Initialize].

* This setting can be configured by each login user.

[Register]
[Initialize]

[Access Stored Files Settings]

AW63-0UJ

Configure the settings for the Access Stored Files function.

[Register/Edit Favorite Settings] (P. 1377)
[Change Default Settings] (P. 1377)

[Register/Edit Favorite Settings]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Store/Access Files] ▶ [Common Settings] ▶ [Access Stored Files Settings]

Register the settings that suit your purposes and the settings that you want to recall as "Favorite Settings" to buttons. You can also change the names of registered buttons.
To register settings other than the default settings, configure the required settings on the print screen in [Access Stored Files], and then select this item.
* This setting is the same as the setting in [Access Stored Files] ▶ print screen ▶ [Menu] ▶ [Register/Edit Favorite Settings]. **Registering and Recalling Favorite Settings (P. 215)**

[M1] to [M9]
[Register]
[Rename]
[Delete]
[Check Content]

[Change Default Settings]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Store/Access Files] ▶ [Common Settings] ▶ [Access Stored Files Settings]

Change the default settings for printing with [Access Stored Files] to those that are currently configured on the print screen in [Access Stored Files]. **Changing the Default Settings (P. 220)**
When you press [Reset] on the print screen in [Access Stored Files], the settings are reset to the default settings configured here.

* To restore the default settings to the factory default settings, press [Initialize].

* This setting can be configured by each login user.

[Register]
[Initialize]

[Mail Box Settings]

AW63-0UK

Configure the Mail Box settings.

* Values in red text indicate the default setting for each item.

[Set/Register Mail Boxes] (P. 1378)
[Settings for All Mail Boxes] (P. 1378)
[Box Security Settings] (P. 1378)

[Set/Register Mail Boxes]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Store/Access Files] ▶ [Mail Box Settings]

Configure settings such as the name and PIN for each Mail Box. **Mail Box Settings (P. 744)**
You can also set the amount of time that files are stored in a Mail Box, and whether to print files when they are stored from a computer.

* The setting for the amount of time that files are stored in a Mail Box, as well as the setting for whether to print files when they are stored, can also be configured collectively for all Mail Boxes. **[Settings for All Mail Boxes] (P. 1379)**

[Box No.]: 00 to 99
- [Register Box Name]
- [PIN]
- [Time Until File Auto Delete]
  - 0 hr. (Off), 1 hr., 2 hr., 3 hr., 6 hr., 12 hr., 1 day, 2 days, 3 days, 7 days, 30 days
- [URL Send Settings]*1
- [Print When Storing from Printer Driver]*2
  - [On], [Off]
- [Initialize]

*1 This item may not be displayed depending on the model.
*2 This setting is not available when [Display Print When Storing from Printer Driver] is set to [Off]. **[Display Print When Storing from Printer Driver] (P. 1380)**

[Settings for All Mail Boxes]

[Settings/Registration] ▶ [Function Settings] ▶ [Store/Access Files] ▶ [Mail Box Settings]

Collectively configure the settings for all Mail Boxes.
[Settings for All Mail Boxes] (P. 1379)

[Box Security Settings]

[Settings/Registration] ▶ [Function Settings] ▶ [Store/Access Files] ▶ [Mail Box Settings]

Configure the Mail Box security settings.
[Box Security Settings] (P. 1380)

[Settings for All Mail Boxes]

AW63-0UL

Collectively configure the settings for all Mail Boxes.

* Values in red text indicate the default setting for each item.

[Time Until File Auto Delete] (P. 1379)
[Print When Storing from Printer Driver] (P. 1379)

[Time Until File Auto Delete]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Store/Access Files] ▶ [Mail Box Settings] ▶ [Settings for All Mail Boxes]

Collectively set the amount of time that files are stored in Mail Boxes. The setting that you specify is applied to all Mail Boxes.

* After you set this item, you can change the setting for each Mail Box. **[Set/Register Mail Boxes] (P. 1378)**

0 hr. (Off), 1 hr., 2 hr., 3 hr., 6 hr., 12 hr., 1 day, 2 days, 3 days, 7 days, 30 days

[Print When Storing from Printer Driver]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Store/Access Files] ▶ [Mail Box Settings] ▶ [Settings for All Mail Boxes]

Collectively set whether to print a copy of each file stored from the printer driver. The setting that you specify is applied to all Mail Boxes.

* After you set this item, you can change the setting for each Mail Box. **[Set/Register Mail Boxes] (P. 1378)**

[On], [Off]

[Box Security Settings]

AW63-0UR

Configure the Mail Box security settings.

* Values in red text indicate the default setting for each item.

[Display Print When Storing from Printer Driver] (P. 1380)

[Display Print When Storing from Printer Driver]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Store/Access Files] ▶ [Mail Box Settings] ▶ [Box Security Settings]

Set whether the [Print When Storing from Printer Driver] setting can be changed for each Mail Box.
When you select [Off], the setting for whether to print files when they are stored from the printer driver is configured according to the setting in [Settings for All Mail Boxes]. **[Print When Storing from Printer Driver] (P. 1379)**

[On], [Off]

[Advanced Space Settings]

AW63-0US

Configure the Advanced Space settings.

* Values in red text indicate the default setting for each item.

[Unified Advanced Space Settings] (P. 1381)
[Open to Public] (P. 1381)
[WebDAV Server Settings] (P. 1381)
[Allow to Create Personal Space] (P. 1382)
[Delete All Personal Spaces] (P. 1382)
[Initialize Shared Space] (P. 1382)
[Prohibit Writing from External] (P. 1382)
[Authentication Management] (P. 1383)
[File Formats Allowed for Storing] (P. 1383)
[Save Operation Log] (P. 1383)

[Unified Advanced Space Settings]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Store/Access Files] ▶ [Advanced Space Settings]

Collectively set all of the items listed below, which are required to make the Advanced Space public. **Preparations for Using Advanced Space (P. 747)**

- [Open to Public]
- [Authentication Management]
- [Allow to Create Personal Space]
- [Prohibit Writing from External]
- [File Formats Allowed for Storing]
- [WebDAV Server Settings]
- [SMB Server Settings]

[Open to Public]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Store/Access Files] ▶ [Advanced Space Settings]

Set the protocol to use for making the Advanced Space public.

[Off], [By WebDAV], [By SMB]

[WebDAV Server Settings]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Store/Access Files] ▶ [Advanced Space Settings]

Configure the security settings when using the machine as a WebDAV server.

[Authentication Type]
[Basic], [Off]

[Use TLS]
[On], [Off]

[Allow to Create Personal Space]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Store/Access Files] ▶ [Advanced Space Settings]

Set whether to allow users to create their own Personal Space in the Advanced Space.

[On], [Off]

[Delete All Personal Spaces]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Store/Access Files] ▶ [Advanced Space Settings]

Delete all Personal Spaces in the Advanced Space.

[Initialize Shared Space]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Store/Access Files] ▶ [Advanced Space Settings]

Delete all folders and files stored in the Shared Space of the Advanced Space.

NOTE

- If you log in to Remote UI with Administrator privileges, you can delete individual folders in the Shared Space.

  [Settings/Registration] ▶ [Function Settings] ▶ [Store/Access Files] ▶ [Advanced Space Settings] ▶ [Delete Shared Space]

[Prohibit Writing from External]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Store/Access Files] ▶ [Advanced Space Settings]

Set whether to prohibit users from storing, creating, and deleting files or folders while accessing the Advanced Space externally, such as from a computer or other machine.

[On], [Off]

[Authentication Management]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Store/Access Files] ▶ [Advanced Space Settings]

Set whether to manage the authentication of users who use the Advanced Space. To allow users to create a Personal Space, you need to select [On] for this setting.

[On], [Off]

[File Formats Allowed for Storing]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Store/Access Files] ▶ [Advanced Space Settings]

Set the file formats that can be stored in the Advanced Space.

[Dev. Supported Formats], [Common Office Formats], [All]

[Save Operation Log]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Store/Access Files] ▶ [Advanced Space Settings]

Set whether to record the Advanced Space operation log. **Management of Logs (P. 1067)**

[On], [Off]

[Network Settings]

AW63-0UU

Configure the settings for storage locations on the network, such as the Advanced Space on another machine or a file server (Windows server).

* Values in red text indicate the default setting for each item.

[Network Place Settings] (P. 1384)
[Protocol for External Reference] (P. 1384)
[Confirm TLS Certificate for Network Access] (P. 1384)
[Personal Folder Specification Method] (P. 1385)

[Network Place Settings]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Store/Access Files] ▶ [Network Settings]

Register the Advanced Space of another machine or a Windows server as a connection destination. **Preparations for Using Another Machine or Server on the Network (P. 757)**

[Register]
[Name]
[Protocol]
[Location]

[Edit]

[Details]

[Delete]

[Protocol for External Reference]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Store/Access Files] ▶ [Network Settings]

Set the communication protocols that can be used when the machine connects to the Advanced Space of another machine or a Windows server.
You can enhance security by disabling the protocols that are not used.

[SMB]
[On], [Off]

[WebDAV]
[On], [Off]

[Confirm TLS Certificate for Network Access]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Store/Access Files] ▶ [Network Settings]

Set whether to verify the server certificate when the machine performs TLS encrypted communication with the Advanced Space of another machine or a Windows server. You can also add the Common Name (CN) to the verification items.

[On], [Off]
[Add Items to Verify]
[CN]
On, Off

IMPORTANT

- If you do not verify the certificate, TLS encrypted communication will be performed even when the certificate is invalid.

[Personal Folder Specification Method]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Store/Access Files] ▶ [Network Settings]

Set how the Personal Folders are specified. **Configuring a Personal Folder (P. 923)**

* This setting is the same as the setting in [Common Settings] for [Send]. **[Personal Folder Specification Method] (P. 1336)**

[Home Folder], [Register for Each User], [Use Login Server]

- When [Home Folder] is selected:

  [Home Folder Settings]
  [Protocol]
  [Host Name]
  [Folder Path]
  [Use Authentication Info. of Each User]
  On, Off

- When [Use Login Server] is selected:

  [Use Authentication Info. of Each User]
  On, Off

[Memory Media Settings]

AW63-0UW

Configure the settings for using USB memory.

* Values in red text indicate the default setting for each item.

[Use Scan/Print Function] (P. 1386)
[Select Option When Connecting Memory Media] (P. 1386)

[Use Scan/Print Function]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Store/Access Files] ▶ [Memory Media Settings]

Set the functions that can be used when a USB memory device is inserted into the machine.

- To enable scanned data to be stored to the USB memory device, set [Use Scan Function] to [On].
- To enable the files in the USB memory device to be printed, set [Use Print Function] to [On].
- To prohibit users from storing scanned data and printing the files in the USB memory device, set each item to [Off].
  Restricting Use of Memory Media (P. 1009)

[Use Scan Function]
[On], [Off]

[Use Print Function]
[On], [Off]

[Select Option When Connecting Memory Media]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Store/Access Files] ▶ [Memory Media Settings]

Set whether to display shortcuts to the available functions when a USB memory device is inserted into the machine.

[On], [Off]

[Print]

AW63-0UX

Configure the settings for processing and displaying the print data, and for Secure Print.

* Values in red text indicate the default setting for each item.

[Forced Hold] (P. 1387)
[Job Storage Period] (P. 1387)
[Delete Job After Printing] (P. 1388)
[Only Allow Encrypted Print Jobs] (P. 1388)
[Include Domain as User Recognition Condition] (P. 1388)
[Display Other User Jobs] (P. 1388)
[Restrict Deletion of Other User Jobs] (P. 1388)
[Match Case for User Name] (P. 1389)
[Job List Display Settings] (P. 1389)
[Held Jobs Warning Settings] (P. 1390)
[PIN Settings for Secure Print Jobs] (P. 1390)
[Enable Auto Print Function When Logging In] (P. 1390)
[Auto Print User Jobs When Logging In] (P. 1391)

[Forced Hold]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Print]

Configure the settings that enable the machine to temporarily hold print data sent from a computer to the machine, without printing it immediately. **Preventing Documents from Being Printed Immediately from a Computer (Forced Hold) (P. 1013)**

[On], [Off]
- [Validate/Invalidate]
- [Register]
  - [Condition Name]
  - [Job Condition]
  - [Job Action]
  - [ID for Substitution]
- [Details/Edit]
- [Delete]
- [Raise Priority]
- [Lower Priority]

[Job Storage Period]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Print]

Set the amount of time until the document held in the machine is deleted. **Changing the Storage Period for Held Documents (P. 1016)**

10 min., 20 min., 30 min., 1 hr., 2 hr., 3 hr., 6 hr., 12 hr., 1 day, 2 days, 3 days

[Delete Job After Printing]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Print]

Set whether to delete the document held in the machine after it is printed.

[On], [Off]

[Only Allow Encrypted Print Jobs]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Print]

Set whether to restrict printing from a computer so that only Encrypted Secure Print data can be printed.
Restricting Printing from a Computer to Encrypted Secure Print (P. 1017)

[On], [Off]

[Include Domain as User Recognition Condition]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Print]

Set whether to include the domain when the machine determines the print data of the login user.
If the machine does not correctly determine the print data of the login user, select [Off] to determine the data based on the user name only.

[On], [Off]

[Display Other User Jobs]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Print]

Set whether to display the jobs of users other than the login user.

[On], [Off]

[Restrict Deletion of Other User Jobs]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Print]

Select whether to prohibit login users from deleting jobs other than their own.

[On], [Off]

[Match Case for User Name]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Print]

Set whether the machine distinguishes between uppercase and lowercase characters when determining the user name for the print data.

[On], [Off]

NOTE

- It is recommended that you configure this setting together with the setting for recognizing the user name during user authentication. **[Match Case for User Name] (P. 1411)**

[Job List Display Settings]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Print]

Set the types of documents to be displayed on the print screen.
When multiple types of print data are displayed, select the type on the print screen to display the corresponding print data. You can also set the type that is displayed by default.

- [Personal]:
  Documents of the login user
- [Shared]:
  Documents on hold based on certain conditions
- [Group]:
  Documents of the Department ID for the group to which the login user belongs

* You cannot select [On] for [Group] only. Set either [Personal] or [Shared] to [On].

[Personal]
    [On], [Off]

[Shared]
    [On], [Off]

[Group]
    [On], [Off]

Job type to display by default
    [Personal], [Shared], [Group]

[Held Jobs Warning Settings]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Print]

Set whether to display a warning when the held document is displayed or printed.
You can also set conditions for displaying the warning.

[Display Warning on Job List Screen]
[On], [Off]

[Display Warning When Starting to Print]
[On], [Off]

[If Print Jobs with Specified Number of Pages or More Are Included]
On, Off
1 to 100 to 9999 pages

[If 1-Sided Print Jobs Are Included]
On, Off

[If Color Print Jobs Are Included]
On, Off

[PIN Settings for Secure Print Jobs]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Print]

Set whether to require a PIN to be entered when operations are performed on documents protected with the Secure Print function.

- [Require PIN for Printing/Displaying User Jobs]:
  When this is set to [On], login users need to enter a PIN when they print their own held documents or display the preview screen.

  * Depending on your country or region, this item may not be available.
- [Require PIN for Job Deletion]:
  Configure the setting to require users to enter a PIN when they delete print data held in the machine.

[Require PIN for Printing/Displaying User Jobs]
[On], [Off]

[Require PIN for Job Deletion]
[On], [Off]

NOTE

- You are required to enter the PIN for documents protected with the Encrypted Secure Print function, regardless of this setting.

[Enable Auto Print Function When Logging In]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Print]

Set whether to enable the auto print function for held documents.
When you select [On], login users can configure the [Auto Print User Jobs When Logging In] setting. **[Auto Print User Jobs When Logging In] (P. 1391)**

[On], [Off]

IMPORTANT

- This setting is disabled when any of the following cases apply:
  - The user authentication function is disabled. **[Use User Authentication] (P. 1409)**
  - The personalization function is disabled. **[Enable Use of Personal Settings] (P. 1426)**
  - ACCESS MANAGEMENT SYSTEM is enabled. **[Use ACCESS MANAGEMENT SYSTEM] (P. 1430)**
  - The settings are configured not to display documents of the login user on the print screen of the machine. **[Job List Display Settings] (P. 1389)**
  - Printing from a computer is restricted to Encrypted Secure Print. **[Only Allow Encrypted Print Jobs] (P. 1388)**
  - The settings are configured to display a warning when starting to print held documents. **[Held Jobs Warning Settings] (P. 1390)**

[Auto Print User Jobs When Logging In]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Print]

Set whether the machine automatically prints your own held documents when you log in. **Printing Documents on Hold Automatically When Logging In (P. 439)**

* This setting can be configured by each login user.

[On], [Off]

[Hold] (For C7100 Series and C5100 Series)

AW63-0UY

Configure the settings for holding the print data.

* Values in red text indicate the default setting for each item.

[Use Hold Function] (P. 1392)
[Time Until Hold Job Auto Delete] (P. 1392)
[Store PS/PDF Data to Hold] (P. 1392)
[Default Settings for Job Deletion After Printing] (P. 1393)

[Use Hold Function]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Hold]

Set whether to use the Hold function.

[On], [Off]

[Time Until Hold Job Auto Delete]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Hold]

Set the amount of time until the machine deletes the held print data.

0 hr. (Off), 1 hr., 2 hr., 3 hr., 6 hr., 12 hr., 1 day, 2 days, 3 days, 7 days, 30 days

NOTE

- The elapsed time is reset when an operation is performed on the print data or a job ticket is edited.

[Store PS/PDF Data to Hold]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Hold]

Set whether the machine can hold PS or PDF data sent using the LPR protocol.

[On], [Off]

[Default Settings for Job Deletion After Printing]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Hold]

Change the default setting for whether the machine automatically deletes the held data after it is printed.

* You can change this setting in [Delete After Printing] on the Hold screen.

[On], [Off]

[Web Access]

AW63-0W0

Configure the settings for the Web Access function.

* Values in red text indicate the default setting for each item.

[Settings] (P. 1394)

[Settings]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Web Access]

Configure the settings for the Web Access function to enable web browsing on the control panel.
For details, see the Web Access function manual at the online manual site.
https://oip.manual.canon/

[Security]
- [TLS Version Settings]
  - [Attempt All Versions], [TLS 1.3], [TLS 1.2], [TLS 1.1], [TLS 1.0]
- [Use JavaScript]
  - [On], [Off]
- [Display Mixed HTTPS/HTTP Pg]
  - [On], [Off]
- [Server Address to Exempt from Warning]
- [Server Address to Allow for Sharing Info]
- [Server Addr. to Allow for Simple PDF Print]
- [Restrict Share Device Information]
  - [On], [Off]
- [Display Warning When No Root Certificate]
  - [On], [Off]
- [Display Warning When No Match for Cert. CN]
  - [On], [Off]
- [Displ Warning when Entering Secured Page]
  - [On], [Off]
- [Displ. Warning when Leaving Secured Page]
  - [On], [Off]

[Cache]
- [Use Cache]
  - [On], [Off]
- [Clear Cache]

[Cookie]
- [Cookie Handling]
  - [Accept], [Block]
- [Delete Cookies]

[Local Storage]
- [Clear Local Storage]

[Privacy Policy and Regulations]
- [Restrict URL Entry]

[On], [Off]
[Restrict Add/Edit Favorites]
[On], [Off]
[Restrict Storing in Mail Box/Printing]
[On], [Off]
[Restrict File Upload]
[On], [Off]
[Hide Screen Top Display]
[On], [Off]
[Hide Buttons in Toolbar]
[On], [Off]
[Hide Address in Toolbar]
[On], [Off]
[Hide Web Access Button]
[On], [Off]

[Proxy Settings]
[Use a proxy server]
[Proxy Server Address]
[Port Number]
[Use Proxy Authentication]
[Address Without Using Proxy]
[Use HTTP1.1 for proxy connection]*1
[On], [Off]

[Exit Sleep Mode When Displ. Web Access Scrn]
[Scanner]
[On], [Off]
[Printer]
[On], [Off]

[User Agent]
[User Agent]
User agent information
[Restore Initial Settings]

[Version]
[Version Information]

[Browser Engine]
[WebKit], [WebKit2]

*1 Depending on the firmware version, you may not be able to change this setting to [Off].

[Set Destination]

AW63-0W1

Configure the settings for registering destinations and for the Address Book.

* Values in red text indicate the default setting for each item.

[Address Lists] (P. 1396)
[Register Destinations] (P. 1396)
[Rename Address List] (P. 1397)
[Change Default Display of Address List] (P. 1397)
[Register One-Touch] (P. 1397)
[Change Default Display of Address Book] (P. 1397)
[Address Book PIN] (P. 1398)
[Manage Address Book Access Numbers] (P. 1398)
[Include Password When Exporting Address Book] (P. 1398)
[Register LDAP Server] (P. 1398)
[Auto Search When Using LDAP Server] (P. 1399)
[Confirm TLS Certificate for LDAP Server Access] (P. 1399)
[Change Default LDAP Search Conditions] (P. 1399)
[Register/Edit LDAP Search Attribute] (P. 1400)
[Settings for Search by Name When Using LDAP Server] (P. 1400)
[Acquire Remote Address Book] (P. 1400)
[Make Remote Address Book Open] (P. 1400)
[Use Personal Address List] (P. 1400)
[Use User Group Address List] (P. 1401)

[Address Lists]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Set Destination]

Print a list of the destinations registered in each address list in the Address Book. **Printing the Registration Information and Settings (P. 1117)**

[Address List 1] to [Address List 10], [One-Touch], [Address List for Admin.]
[Print List]

[Register Destinations]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Set Destination]

Register destinations to the Address Book of the machine. **Registering Destinations (Address Book) (P. 306)**

[Register New Destination]
[Details/Edit]
[Delete]

[Search by Name]

[Rename Address List]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Set Destination]

Rename Address Lists 1 to 10.

[Address List 1] to [Address List 10]
[Rename]

[Change Default Display of Address List]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Set Destination]

Set the type of address list to be displayed when you call up the Address Book.

[All Address Lists]
[Personal Address List]
[User Group Address List]
[Address List 1] to [Address List 10]
[One-Touch]
[Address List for Admin.]

[Register One-Touch]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Set Destination]

Register destinations to the one-touch buttons. **Registering Destinations to One-Touch Buttons (P. 316)**

[001] to [200]
[Register/Edit]
[Delete]

[Change Default Display of Address Book]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Set Destination]

Specify the Address Book to be initially displayed when you press [Address Book] on the scan or fax screen.

[Local], [LDAP Server], [Remote]

[Address Book PIN]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Set Destination]

Configure the setting to require users to enter the Address Book PIN when registering or editing destinations in the Address Book. **Restricting Address Book Registration and Editing by Setting a PIN (P. 1038)**

[Manage Address Book Access Numbers]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Set Destination]

Set whether to enable access number management, which ensures that the destination is displayed only when the correct access number is entered. **Hiding Destinations (Access Number Management) (P. 1039)**
When you select [On], access numbers can be set for destinations in the Address Book.

[On], [Off]

[Include Password When Exporting Address Book]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Set Destination]

Set whether to include the following passwords configured for destinations when exporting the Address Book:

- Password for fax subaddress transmission
- Password for logging in to the file server or Advanced Space

[On], [Off]

[Register LDAP Server]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Set Destination]

Register the LDAP server information when you use an LDAP server to search for destinations. **Registering LDAP Servers (P. 159)**

[Register]
[Server Name]
[Server Address]
[Position to Start Search]
[Use TLS]
[Port Number]
[Max Addresses to Search]
[Search Timeout]
[Authentication Information]

[Details/Edit]

[Delete]

[Print List]

[Auto Search When Using LDAP Server]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Set Destination]

Set whether to automatically start a search when you access an LDAP server to register or specify a destination.
When you select [On], the search is started according to the default settings of the LDAP server search conditions. **[Change Default LDAP Search Conditions] (P. 1399)**
The LDAP server registered first (the one displayed at the top of the list) is the target of the automatic search.

[On], [Off]

[Confirm TLS Certificate for LDAP Server Access]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Set Destination]

Set whether to verify the server certificate when you access an LDAP server using TLS encrypted communication. You can also add the Common Name (CN) to the verification items.

[On], [Off]
[Add Items to Verify]
[CN]
On, Off

IMPORTANT

- If you do not verify the certificate, TLS encrypted communication will be performed even when the certificate is invalid.

[Change Default LDAP Search Conditions]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Set Destination]

Register the default settings for the LDAP server search conditions.
You can configure the settings for each registered LDAP server.

[Register]
[Initialize]

NOTE

- You can add attributes for the search target. **[Register/Edit LDAP Search Attribute] (P. 1400)**

[Register/Edit LDAP Search Attribute]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Set Destination]

Set the attributes to use when searching an LDAP server.
You can register the display name and attribute name for [Not Registered 1] and [Not Registered 2].

* You cannot edit or delete items other than the above.

[Name], [E-Mail], [Fax], [Organization], [Organization Unit], [Not Registered 1], [Not Registered 2]

[Register/Edit]
    [Display Name]
    [Attribute Name]

[Delete]

[Settings for Search by Name When Using LDAP Server]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Set Destination]

Set the attributes and conditions to use when searching for users by name on an LDAP server.

[Name Type for Search Attribute]
    [cn], [commonname], [fullName], [displayName], [sn], [givenName], [Custom]

[Filter]
    [Contains], [Does Not Contain], [Equals], [Differs from], [Begins with], [Ends with]

[Acquire Remote Address Book]

[Settings/Registration] ▶ [Set Destination]

Configure the settings for using the Address Book of another machine on the network (Remote Address Book).
[Acquire Remote Address Book] (P. 1402)

[Make Remote Address Book Open]

[Settings/Registration] ▶ [Set Destination]

Configure the setting to make the Address Book of this machine open to another machine on the network.
[Make Remote Address Book Open] (P. 1404)

[Use Personal Address List]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Set Destination]

Set whether to use the personal address list of the login user.

[On], [Off]

[Use User Group Address List]

DeviceAdmin NetworkAdmin Remote UI

[Settings/Registration] ▶ [Set Destination]

Set whether to use address lists shared between specific users, such as people within the same department. To use user group address lists, select [On] or [On (Browse Only)] depending on whether destinations can be registered and edited.

* You can enable the use of a user group address list by specifying the user group in the public view settings. **Sharing Destinations in a Group (User Group) (P. 919)**

[On], [On (Browse Only)], [Off]

NOTE

- If you log in to Remote UI with Administrator privileges, you can browse, register, and edit all user group address lists regardless of this setting.

[Acquire Remote Address Book]

AW63-0W2

Configure the settings for using the Address Book of another machine on the network (Remote Address Book).

* Values in red text indicate the default setting for each item.

[Acquire Address Book] (P. 1402)
[Remote Address Book Server Address] (P. 1402)
[Communication Timeout] (P. 1402)
[Fax TX Line Auto Select Adjustment] (P. 1403)

[Acquire Address Book]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Set Destination] ▶ [Acquire Remote Address Book]

Set whether to use the Address Book of another machine, which is open to the public on the network, as a Remote Address Book.

[On], [Off]

NOTE

- If the System Manager information is configured on the other machine (server machine) with the open Address Book, the System Manager ID and PIN of the server machine and this machine are required to match for using the Address Book as a Remote Address Book.

[Remote Address Book Server Address]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Set Destination] ▶ [Acquire Remote Address Book]

Set the IP address (IPv4/IPv6) or host name of another machine (server machine) with an Address Book that is open. The Address Book of the specified server machine can be used as a Remote Address Book on this machine.

[Communication Timeout]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Set Destination] ▶ [Acquire Remote Address Book]

Set the amount of time from when the machine starts retrieving the destinations until the timeout occurs, when you are using a Remote Address Book on the machine. If the specified amount of time elapses without receiving a response from the Canon multifunction machine (server machine) that holds the Address Book, the machine stops retrieving the destinations.

15 to 30 to 120 sec.

[Fax TX Line Auto Select Adjustment]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Set Destination] ▶ [Acquire Remote Address Book]

Set whether to disable the TX line setting registered to the destination and automatically select the line instead, when you send a fax to a destination retrieved from a Remote Address Book.

* This item is only displayed when your machine has a fax function.

[On], [Off]

[Make Remote Address Book Open]

AW63-0W3

Configure the setting to make the Address Book of this machine open to another machine on the network.

* Values in red text indicate the default setting for each item.

[Make Address Book Open]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Set Destination] ▶ [Make Remote Address Book Open]

Set whether the Address Book of this machine can be used as a Remote Address Book on another machine.

[On], [Off]

[Management Settings]

AW63-0W4

Configure the settings for managing items such as the users, system, and data of the machine.

[User Management] (P. 1405)
[Device Management] (P. 1405)
[License/Other] (P. 1405)
[Data Management] (P. 1405)
[Security Settings] (P. 1405)

[User Management]

[Settings/Registration] ▶ [Management Settings]

Register and manage the users who operate or manage the machine.
[User Management] (P. 1406)

[Device Management]

[Settings/Registration] ▶ [Management Settings]

Configure and manage the operations and information related to the hardware of the machine.
[Device Management] (P. 1414)

[License/Other]

[Settings/Registration] ▶ [Management Settings]

Configure and manage the operations and information related to the software of the machine.
[License/Other] (P. 1428)

[Data Management]

[Settings/Registration] ▶ [Management Settings]

Manage and initialize the settings and data of the machine.
[Data Management] (P. 1434)

[Security Settings]

[Settings/Registration] ▶ [Management Settings]

Configure and manage the security settings of the machine, such as the authentication functions and system verification.
[Security Settings] (P. 1437)

[User Management]

AW63-0W5

Register and manage the users who operate or manage the machine.

* Values in red text indicate the default setting for each item.

[Authentication Management] (P. 1406)
[System Manager Information Settings] (P. 1406)
[Department ID Management] (P. 1406)

[Authentication Management]

[Settings/Registration] ▶ [Management Settings] ▶ [User Management]

Configure the settings for managing and authenticating the users of the machine.
[Authentication Management] (P. 1408)

[System Manager Information Settings]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Management Settings] ▶ [User Management]

Set the System Manager ID and System Manager PIN when you use Department ID Management. **Changing the Department ID and PIN for the Administrator (P. 903)**
You can also configure settings such as the name and e-mail address of the system manager.

[System Manager ID]
7654321

[System Manager PIN]
7654321

[System Manager]

[E-Mail Address]

[Contact Information]

[Comment]

[Department ID Management]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Management Settings] ▶ [User Management]

Configure the Department ID Management settings to assign and manage the "Department IDs" for users of the machine. **Managing Groups with Department ID (Department ID Management) (P. 901)**

[On], [Off]
- [Register PIN]
  - [Register]
    - [Department ID]
    - [PIN]
    - [Turn Limit On/Off and Set Page Limit]
  - [Edit]
  - [Delete]
  - [Limit Functions]*1
- [Page Totals]
  - [Clear]
  - [Print List]
  - [Clear All Totals]
  - [Large 2 Count Management]
- [Allow Printer Jobs with Unknown IDs]
  - [On], [Off]
- [Allow Remote Scan Jobs with Unknown IDs]
  - [On], [Off]
- [Allow Black & White Copy/Print Jobs]*1
  - [On], [Off]
- [Allow Black & White Printer Jobs]
  - [On], [Off]

*1 This item is displayed only when the login service is set to DepartmentID Authentication.

[Authentication Management]

AW63-0W6

Configure the settings for managing and authenticating the users of the machine.

* Values in red text indicate the default setting for each item.

[Change Password] (P. 1408)
[Change PIN] (P. 1408)
[Register/Edit Authentication User] (P. 1409)
[Use User Authentication] (P. 1409)
[Keyboard Authentication] (P. 1409)
[Login Screen Display Settings] (P. 1409)
[Functions to Restrict] (P. 1410)
[Restrict Job from Remote Device without User Auth.] (P. 1410)
[Default Role When Registering User] (P. 1410)
[Match Case for User Name] (P. 1411)
[Allow Use of @ in User Name] (P. 1411)

[Change Password]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Management Settings] ▶ [User Management] ▶ [Authentication Management]

Login users can change their own password used for login.

(Maximum 32 characters)

NOTE

- Users with Administrator privileges can change their own password in [Register/Edit Authentication User]. **[Register/Edit Authentication User] (P. 1409)**

[Change PIN]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Management Settings] ▶ [User Management] ▶ [Authentication Management]

Login users can change their own PIN used for login.

(Maximum 16 characters)

NOTE

- Users with Administrator privileges can change their PIN in [Register/Edit Authentication User]. **[Register/Edit Authentication User] (P. 1409)**

[Register/Edit Authentication User]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Management Settings] ▶ [User Management] ▶ [Authentication Management]

Register users in the local device (the machine). **Registering User Information to a Local Device (P. 859)**

[Register]
- [User Name]
- [Display Name]
- [PIN]
- [Password]
- [No Expiry for Password]
- [Change Password at Next Login]
- [Department ID]
- [E-Mail Address]
- [Set Role]

[Details/Edit]

[Delete]

[Use User Authentication]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Management Settings] ▶ [User Management] ▶ [Authentication Management]

Set whether to enable user authentication. When you enable user authentication, you can also set which login methods to use. **Configuring the Login Method and Authentication System (P. 889)**

[On], [Off]

[Keyboard Authentication]

[Settings/Registration] ▶ [Management Settings] ▶ [User Management] ▶ [Authentication Management]

Configure the settings for the login screen and authentication method when you use keyboard authentication. **[Keyboard Authentication] (P. 1412)**

[Login Screen Display Settings]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Management Settings] ▶ [User Management] ▶ [Authentication Management]

Configure the settings for when to display the login screen. **Configuring the Login Screen Display Method (P. 890)**
When you select [Display When Function Is Selected], you can also specify the functions that require login.

[Displ When Dev Operation Start], [Display When Function Is Selected]
- [Require Authentication For]
  - [Function]: Not set

[Color Copy/Print]
[None (No Authentication Required)], [Full Color], [Full Color/Two Colors], [Full Color/Two Colors/Single Color]
[Require Authentication in Settings/Registration For]*1
[All Items], [Administrator Items Only]

*1 This item is displayed only when ACCESS MANAGEMENT SYSTEM is enabled.

NOTE

- When you change these settings, the items in [Restrict Access to Other User Jobs] may be set to [On]. **[Restrict Access to Other User Jobs] (P. 1419)**

[Functions to Restrict]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Management Settings] ▶ [User Management] ▶ [Authentication Management]

Set whether to restrict the use of specific functions when user authentication is used.

[Print from Drivers without AMS Printer Driver Add-in]
[Restrict], [Do Not Restrict]

[Remote Scan]
[Restrict], [Do Not Restrict]

[Cascade Copy]*1
[Restrict], [Do Not Restrict]

*1 Only displayed when your machine has a cascade copy function.

[Restrict Job from Remote Device without User Auth.]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Management Settings] ▶ [User Management] ▶ [Authentication Management]

Set whether to restrict operations such as printing or sending faxes from a computer when no authentication information is set.

[On], [Off]

[Default Role When Registering User]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Management Settings] ▶ [User Management] ▶ [Authentication Management]

Change the privileges (role) to be assigned by default when a user is registered. The privileges that you specify here will be selected on the screen for registering users.

[Administrator], [GeneralUser], [DeviceAdmin], [NetworkAdmin], [PowerUser]*1, [LimitedUser]*1

*1 This item is displayed only when ACCESS MANAGEMENT SYSTEM is enabled.

[Match Case for User Name]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Management Settings] ▶ [User Management] ▶ [Authentication Management]

Set whether the user names used for user authentication are case-sensitive.

[On], [Off]

NOTE

- It is recommended that you configure this setting together with the setting for determining the user name for the print data. **[Match Case for User Name] (P. 1389)**

[Allow Use of @ in User Name]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Management Settings] ▶ [User Management] ▶ [Authentication Management]

Set whether to allow the use of the "@" symbol in user names.

[On], [Off]

[Keyboard Authentication]

AW63-0W7

Configure the settings for the login screen and authentication method when you use keyboard authentication.

* Values in red text indicate the default setting for each item.

- **[Number of Caches for Login Users] (P. 1412)**
- **[Display Button to Change Password on Settings Menu] (P. 1412)**
- **[Use Numeric Keys for Authentication] (P. 1412)**
- **[Restrict Password Reuse] (P. 1413)**
- **[Settings for Password Change Prohibition Period] (P. 1413)**

[Number of Caches for Login Users]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Management Settings] ▶ [User Management] ▶ [Authentication Management] ▶ [Keyboard Authentication]

Set whether to display the previous user login history on the login screen for keyboard authentication.

- Select [0] to hide the history.
- Select [1] to display only the most recently logged-in user in the history.

[0], [1], [Max (Maximum Number for Device)]

[Display Button to Change Password on Settings Menu]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Management Settings] ▶ [User Management] ▶ [Authentication Management] ▶ [Keyboard Authentication]

Set whether to allow users to change the password on the login screen for keyboard authentication. When you select [On], users can change the password by using [Menu] at the top right of the login screen.

[On], [Off]

[Use Numeric Keys for Authentication]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Management Settings] ▶ [User Management] ▶ [Authentication Management] ▶ [Keyboard Authentication]

Set whether the numeric keys can be used on the login screen for keyboard authentication. When you select [On], users will be able to log in using only the numeric keys when the user name and password consist only of numbers.

* If the user name or password contains characters other than numbers, enter them using the keyboard displayed on the screen.

[On], [Off]

[Restrict Password Reuse]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Management Settings] ▶ [User Management] ▶ [Authentication Management] ▶ [Keyboard Authentication]

Set whether to restrict the use of passwords used in the past (passwords retained in the history) to prevent the reuse of passwords.
When you select [On], specify the number of old passwords to retain.

[On], [Off]
[Number of Prohibited Last Passwords]
1 to 24

[Settings for Password Change Prohibition Period]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Management Settings] ▶ [User Management] ▶ [Authentication Management] ▶ [Keyboard Authentication]

Set whether to specify the period to prohibit changes to the password.
When you select [On], specify the number of days the password cannot be changed.

[On], [Off]
[Prohibition Period]
1 to 179 (days)

[Device Management]

AW63-0W8

Configure and manage the operations and information related to the hardware of the machine.

* Values in red text indicate the default setting for each item.

[Device Information Settings] (P. 1414)
[Device Information Distribution Settings] (P. 1414)
[Limited Functions Mode] (P. 1416)
[Confirm Device Signature Certificate] (P. 1416)
[Confirm User Signature Certificate] (P. 1417)
[Certificate Settings] (P. 1417)
[Display Job Status Before Authentication] (P. 1419)
[Restrict Access to Other User Jobs] (P. 1419)
[Display Job Log] (P. 1420)
[Save Audit Log] (P. 1420)
[Retrieve Network Authentication Log] (P. 1420)
[Store Key Operation Log] (P. 1421)
[Restrict Service Representative Access] (P. 1421)
[E-Mail Notification Settings] (P. 1421)
[Synchronize Custom Settings (Client)] (P. 1421)
[Synchronize Custom Settings (Server)] (P. 1422)
[Manage Personal Settings] (P. 1422)
[Prohibit Initialization of Administrator Password] (P. 1422)
[Restrict Special Mode Operations] (P. 1422)

[Device Information Settings]

DeviceAdmin | NetworkAdmin | **Remote UI**

[Settings/Registration] ▶ [Management Settings] ▶ [Device Management]

Set the name used to identify the machine and the installation location.
The configured information is displayed on the Portal page of Remote UI. **Remote UI Portal Page (P. 1099)**

[Device Name] [Location]

[Device Information Distribution Settings]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Management Settings] ▶ [Device Management]

Configure the settings for the device information distribution function, which enables the sharing of settings information between Canon multifunction machines. **Using the Same Settings Among Multiple Canon Multifunction Machines (Device Information Distribution) (P. 1123)**

[Transmitting Settings]

[Register Destinations]
[Auto Search/Register]
[Register]
[Details]
[Delete]
[Print List]

[Set Auto Distribution]
[Everyday], [Specify Days], [Off]

- When [Everyday] is selected:

  [1] to [5]
  00:00 to 23:59

- When [Specify Days] is selected:

  [Sun] to [Sat]
  [1] to [5]
  00:00 to 23:59

[Settings/Registration Value]
[On], [Off]
[Network Settings]
[Include], [Exclude]
[Department ID]
[On], [Off]
[Address Book]
[On], [Off]
[Web Access Favorites]
[On], [Off]
[Printer Settings]
[On], [Off]
[Paper Information]
[On], [Off]
[iW Function Flow]*1*2
[On], [Off]

[Manual Distribution]
[Settings/Registration Value]
[On], [Off]
[Network Settings]
[Include], [Exclude]
[Department ID]
[On], [Off]
[Address Book]
[On], [Off]
[Web Access Favorites]
[On], [Off]
[Printer Settings]
[On], [Off]
[Paper Information]
[On], [Off]
[iW Function Flow]*1*2
[On], [Off]

[Set MEAP Authentication]
[User Name]
[Password]
[Login Destination]

*1 This item is displayed only on machines with the option installed.
*2 Depending on the model or region, this item may not be displayed.

[Receiving Settings]

[Restrict Receiving Device Information]
[On], [Off]

[Restore Data]
[Settings/Regist. Value], [Department ID], [Address Book], [Web Access Favorites], [Printer Settings], [Paper Information]

[Restrict Receiving for Each Function]
[Settings/Registration Value]
[On], [Off]
[Department ID]
[On], [Off]
[Address Book]
[On], [Off]
[Web Access Favorites]
[On], [Off]
[Printer Settings]
[On], [Off]
[Paper Information]
[On], [Off]
[iW Function Flow]*1*2
[On], [Off]

[Set Paper Information]
[All], [Basic Only]

[Use MEAP Authentication When Receiving]
[On], [Off]

*1 This item is displayed only on machines with the option installed.
*2 Depending on the model or region, this item may not be displayed.

[Communication Log]

[Details]

[Print List]

[Report Settings]
[Auto Print (100 Transmissions)]
[On], [Off]
[Specify Print Time]
[On], [Off]
00:00 to 23:59
[Separate Report Type]
On, Off

[Limited Functions Mode]

[Settings/Registration] ▶ [Management Settings] ▶ [Device Management]

Configure the settings to restrict the use of optional equipment.
[Limited Functions Mode] (P. 1424)

[Confirm Device Signature Certificate]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Management Settings] ▶ [Device Management]

Display the details of the device signature certificate for the machine.
You can press [Verify Certificate] to verify whether the certificate is valid.

[Version]
[Serial Number]
[Signature Algorithm]
[Issued To]
[Validity Start Date]
[Validity End Date]
[Issuer]
[Public Key]
[Certificate Thumbprint]
[Issued To (Altn. Name)]
[Verify Certificate]

[Confirm User Signature Certificate]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Management Settings] ▶ [Device Management]

Display the details of the user signature certificate for the login user.
You can press [Verify Certificate] to verify whether the certificate is valid.

* This item is displayed only on machines with the option installed.

[Version]
[Serial Number]
[Signature Algorithm]
[Issued To]
[Validity Start Date]
[Validity End Date]
[Issuer]
[Public Key]
[Certificate Thumbprint]
[Issued To (Altn. Name)]
[Verify Certificate]

[Certificate Settings]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Management Settings] ▶ [Device Management]

Manage information such as the keys and certificates, CA certificates, and certification revocation list (CRL) used by the machine, and configure the Online Certificate Status Protocol (OCSP) settings. **Managing and Verifying a Key and Certificate (P. 982)**

[Generate Key]
    [Generate Network Communication Key]
        [Key Name]
        [Signature Algorithm]
        [Key Algorithm]

[Validity Start Date]
[Validity End Date]
[Country/Region]
[State]
[City]
[Organization]
[Organization Unit]
[Common Name]
[Issued To (Altn. Name)]
[Generate/Update Device Signature Key]

[Key and Certificate List]
[Key and Certificate List for Users][*1]
[Certificate Details][*2]
[Delete]
[Key and Certificate List for This Device][*1]
[Certificate Details][*2]
[Delete]
[Display Use Location]

[CA Certificate List]
[Certificate Details][*2]
[Delete]

[Certificate Revocation List (CRL)]
[CRL Details][*3]
[Delete]

[Register Key and Certificate]
[Register]
[Delete]

[Register CA Certificate]
[Register]
[Delete]

[OCSP (Online Certificate Status Protocol) Settings]
[Use OCSP (Online Certificate Status Protocol)]
[On], [Off]
[Certificate Verification Level]
[Enable Unverified Certificates]
[On], [Off]
[OCSP Responder Settings]
[URL]
[Retrieve from Certificate], [Custom], [Retrieve from Cert. + Custom]
[Custom URL]
[Communication Timeout]
1 to 3 to 30 sec.

[Settings for Certificate Issuance Request (SCEP)][*4]
[Certificate Issuance Request Status]
[Communication Settings]
[Certificate Issuance Request]
[Settings for Certificate Issuance Auto Request]

[*1] This item is displayed only on machines with the option installed.
[*2] The following information can be checked:

- [Version]
- [Serial Number]
- [Signature Algorithm]

- [Issued To]
- [Validity Start Date]
- [Validity End Date]
- [Issuer]
- [Public Key]
- [Certificate Thumbprint]
- [Issued To (Altn. Name)]
- [Verify Certificate]

*3 The following information can be checked:

- [Version]
- [Signature Algorithm]
- [Valid From]
- [Next Update]
- [Issuer]
- [Serial No. List]

*4 This setting can only be configured using Remote UI.

[Display Job Status Before Authentication]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Management Settings] ▶ [Device Management]

Set whether to allow the [Status Monitor] screen to be displayed before login, when you are using a login service.

[On], [Off]

[Restrict Access to Other User Jobs]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Management Settings] ▶ [Device Management]

Set whether to restrict users from performing operations on the jobs of other users on the [Status Monitor] screen.

[Copy/Print]
[On], [Off]

[Send]
[On], [Off]

[Receive]
[On], [Off]

[Store]
[On], [Off]

NOTE

- When you change the settings in [Login Screen Display Settings], these items may be set to [On]. **[Login Screen Display Settings] (P. 1409)**

[Display Job Log]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Management Settings] ▶ [Device Management]

Set whether to display the logs for print, scan, fax, and copy jobs on the [Status Monitor] screen and in the Communication Management Reports.
When you disable this setting, also set whether to allow the device management software to retrieve the job log information.

[On], [Off]
[Retrieve Job Log with Management Software]
[Allow], [Do Not Allow]

NOTE

- If you log in to Remote UI with Administrator privileges, you can configure the [Do Not Store Personal Information in Job Log] setting. When this setting is enabled, the machine does not write personal information to the job log and audit log.

[Save Audit Log]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Management Settings] ▶ [Device Management]

Set whether to record logs.
Log Type (P. 99)
Management of Logs (P. 1067)

[On], [Off]

IMPORTANT

- When you select [On], you will not be able to adjust the time. **[Adjust Time] (P. 1213)**

[Retrieve Network Authentication Log]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Management Settings] ▶ [Device Management]

Set whether to record a log for authentication operations performed over the network, such as when printing is performed from a computer or the Advanced Space is accessed.

[On], [Off]

[Store Key Operation Log]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Management Settings] ▶ [Device Management]

Set whether to store a log of the key operations performed by users.

[On], [Off]

NOTE

- Items displayed with replacement characters, such as passwords and PINs, are masked. This prevents confidential information from being leaked to outside parties.
- For details on the output and analysis of the stored logs, contact your dealer or service representative.

[Restrict Service Representative Access]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Management Settings] ▶ [Device Management]

Set whether to restrict changes to the user information and security-related settings when the machine is being inspected or repaired by your dealer or service representative.

[On], [Off (Auth. Needed)], [Off]

NOTE

- Your dealer or service representative will be able to change the user information and security-related settings when you select [Off], but you can check these operations in the log. **Management of Logs (P. 1067)**

[E-Mail Notification Settings]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Management Settings] ▶ [Device Management]

Configure the setting to receive e-mail notifications in situations that require action, such as replacing a toner cartridge or removing jammed paper. **Sending Error Notifications by E-mail (P. 1121)**

* This setting can only be configured using Remote UI.

[Synchronize Custom Settings (Client)]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Management Settings] ▶ [Device Management]

Perform operations for using the machine as a client machine when you synchronize the personalized data of multiple Canon multifunction machines. **Starting and Stopping Synchronization (Client Machine) (P. 948)**

- Before starting synchronization:

  [Enable]
  [Pause]

- After starting synchronization:

  [Disable]
  [Resume]

[Synchronize Custom Settings (Server)]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Management Settings] ▶ [Device Management]

Perform operations for using the machine as a server machine when you synchronize the personalized data of multiple Canon multifunction machines. **Starting and Stopping Synchronization (Server Machine) (P. 933)**

- Before starting synchronization:

  [Enable]

- After starting synchronization:

  [Disable]

[Manage Personal Settings]

[Settings/Registration] ▶ [Management Settings] ▶ [Device Management]

Configure the settings for the personalization function, which enables login users to use the machine with their preferred settings.
[Manage Personal Settings] (P. 1426)

[Prohibit Initialization of Administrator Password]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Management Settings] ▶ [Device Management]

Set whether to prohibit the administrator password from being initialized.
When you select [On], the [Initialize Admin. Password] setting in [ ] ▶ [Device Info./Other] is disabled.

[On], [Off]

[Restrict Special Mode Operations]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Management Settings] ▶ [Device Management]

Set whether to restrict the use of Special Mode, which is provided so that your dealer or service representative can perform maintenance.

[On], [Off]

[Limited Functions Mode]

AW63-0W9

Configure the settings to restrict the use of optional equipment.

* Values in red text indicate the default setting for each item.

[Finisher Tray A] (P. 1424)
[Finisher Tray A/B] (P. 1424)
[Finisher Saddle Stitch Unit] (P. 1424)
[Finisher Puncher] (P. 1424)

[Finisher Tray A]

DeviceAdmin NetworkAdmin Remote UI

[Settings/Registration] ▶ [Management Settings] ▶ [Device Management] ▶ [Limited Functions Mode]

Set whether to disable the use of Finisher Tray A.

[On], [Off]

[Finisher Tray A/B]

DeviceAdmin NetworkAdmin Remote UI

[Settings/Registration] ▶ [Management Settings] ▶ [Device Management] ▶ [Limited Functions Mode]

Set whether to disable the use of Finisher Trays A and B.

[On], [Off]

[Finisher Saddle Stitch Unit]

DeviceAdmin NetworkAdmin Remote UI

[Settings/Registration] ▶ [Management Settings] ▶ [Device Management] ▶ [Limited Functions Mode]

Set whether to disable the use of the finisher saddle stitch unit.

[On], [Off]

[Finisher Puncher]

DeviceAdmin NetworkAdmin Remote UI

[Settings/Registration] ▶ [Management Settings] ▶ [Device Management] ▶ [Limited Functions Mode]

Set whether to disable the use of the puncher unit installed in the finisher.

[On], [Off]

[Manage Personal Settings]

AW63-0WA

Configure the settings for the personalization function, which enables login users to use the machine with their preferred settings.

* Values in red text indicate the default setting for each item.

[Enable Use of Personal Settings] (P. 1426)
[Action When Maximum Number of Users Exceeded] (P. 1426)
[Use Default Screen After Startup/Restoration] (P. 1426)
[Home Management Settings for Personal Use] (P. 1427)

[Enable Use of Personal Settings]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Management Settings] ▶ [Device Management] ▶ [Manage Personal Settings]

Set whether to use the personalization function.
Enabling and Disabling the Personalization Function (P. 898)
Using the Personalization Function (P. 897)

[On], [Off]

[Action When Maximum Number of Users Exceeded]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Management Settings] ▶ [Device Management] ▶ [Manage Personal Settings]

Set the action that the machine performs when the maximum number of personalization function users (the maximam number of user setting information) is reached.
* Even when you select [Delete Oldest User Settings], some of the settings will not be deleted. **Deleting User Setting Information (P. 956)**
* To delete user setting information completely, delete them manually. **Deleting User Setting Information (P. 956)**

[Delete Oldest User Settings], [Discard New User Settings]

[Use Default Screen After Startup/Restoration]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Management Settings] ▶ [Device Management] ▶ [Manage Personal Settings]

Set whether each login user can specify the screen to be displayed after login.

[On], [Off]

[Home Management Settings for Personal Use]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Management Settings] ▶ [Device Management] ▶ [Manage Personal Settings]

Set the items that each login user can change on the [Home] screen.

[Allow Registration/Editing of Personal Buttons]
[On], [Off]

[Allow Use of Move Buttons When Customizing for Personal Use]
[On], [Off]

[Allow Use of Home Screen Layout Settings When Customizing for Personal Use]
[On], [Off]

[Allow Use of Wallpaper Settings When Customizing for Personal Use]
[On], [Off]

[License/Other]

AW63-0WC

Configure and manage the operations and information related to the software of the machine.

* Values in red text indicate the default setting for each item.

[Register License] (P. 1428)
[MEAP Settings] (P. 1428)
[Remote UI] (P. 1428)
[Delete Message Board Contents] (P. 1429)
[Visual Message Settings] (P. 1429)
[Remote Operation Settings] (P. 1430)
[Use ACCESS MANAGEMENT SYSTEM] (P. 1430)
[Register/Update Software] (P. 1430)
[Start Setup Guide] (P. 1431)
[Allow Jobs to Be Performed from Mobile Device] (P. 1431)

[Register License]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Management Settings] ▶ [License/Other]

Register the license key for a system option used with the machine. **Installing the System Options (P. 1167)**

24 characters

[MEAP Settings]

[Settings/Registration] ▶ [Management Settings] ▶ [License/Other]

Configure the settings for MEAP functions.
[MEAP Settings] (P. 1432)

[Remote UI]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Management Settings] ▶ [License/Other]

Set whether to use Remote UI.
You can also set whether to use TLS encryption for communication performed using Remote UI. **Using TLS (P. 970)**

[On], [Off]
    [Use TLS]
        [On], [Off]

NOTE

- The [Use TLS] setting is the same as the [Use TLS] setting in [MEAP Settings]. **[Use TLS] (P. 1432)**

[Delete Message Board Contents]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Management Settings] ▶ [License/Other]

Delete the notice from the administrator displayed on the control panel.

* Use Remote UI to configure the content to be displayed. **Displaying Text on the Control Panel and Remote UI (P. 1089)**

[Visual Message Settings]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Management Settings] ▶ [License/Other]

Configure the settings for the Visual Message (notice screen) to be displayed on the control panel. **Displaying File or Website Content on the Control Panel (Visual Message) (P. 1091)**

* This item can only be configured using Remote UI.

[Display Settings]
    [Display Timing and Content]
        [Display After Logout/Auto Reset]
            On, Off
                [Content]
                    [SMB]*1, [HTTP/WebDAV]*2
        [Display After Login]
            On, Off
                [Content]
                    [SMB]*1, [HTTP/WebDAV]*2
        [Display When Print Job Starts]
            On, Off
                [Content]
                    [SMB]*1, [HTTP/WebDAV]*2
    [Content to Display When an Error Occurs]
        [Display an error message, but do not display Visual Message content], [Do not display an error message or Visual Message content]

[Proxy Settings]
    [Address Without Using Proxy]

[Security Settings]
    [Notify Server of Login Information When Content Is Displayed]
        On, Off
            [Address of Server Allowed to Receive Login Information]
    [Allow Printing from Content]
        On, Off

*1 Configure the following settings when you select [SMB]:

- [File Path]

- [User Name]
- [Password]

*2 Configure the following settings when you select [HTTP/WebDAV]:

- [File Path]
- [User Name]
- [Password]
- [Confirm Certificate for TLS Communication]
- [Add CN to Verification Items]

[Remote Operation Settings]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Management Settings] ▶ [License/Other]

Set whether to enable Remote Operation.
When you select [On], you can display the control panel screen on a computer and perform operations. This enables you to configure the machine settings and perform jobs when you are away from the machine.
You can also set a password to restrict the use of Remote Operation.

[On], [Off]
[Password]

NOTE

- You cannot change or perform the following items when you connect to the machine using Remote Operation:
  - [Time Until File Auto Delete] in [Set/Register Mail Boxes] **[Set/Register Mail Boxes] (P. 1378)**
  - [Initialize] in [Set/Register Mail Boxes] **[Set/Register Mail Boxes] (P. 1378)**
  - [Time Until File Auto Delete] in [Settings for All Mail Boxes] **[Time Until File Auto Delete] (P. 1379)**
  - [Job Storage Period] **[Job Storage Period] (P. 1387)**
  - [Time Until Hold Job Auto Delete] **[Time Until Hold Job Auto Delete] (For C7100 Series and C5100 Series) (P. 1392)**

[Use ACCESS MANAGEMENT SYSTEM]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Management Settings] ▶ [License/Other]

Set whether to use the ACCESS MANAGEMENT SYSTEM function to manage access. **Using ACCESS MANAGEMENT SYSTEM (P. 927)**

[On], [Off]

[Register/Update Software]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Management Settings] ▶ [License/Other]

Install system options and MEAP applications on the machine via the Internet. **Installing the System Options (P. 1167)**
You can also periodically check the machine firmware and automatically perform updates. **Updating the Firmware Automatically When It Is Updated (P. 1163)**

[Install Applications/Options]
[Update Firmware]*1
[Software Management Settings]
[Scheduled Update]

*1 For Europe only

[Start Setup Guide]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Management Settings] ▶ [License/Other]

Configure the items required for using the machine by following the instructions on the screen. **Configuring the Default Settings (Setup Guide) (P. 115)**

[Allow Jobs to Be Performed from Mobile Device]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Management Settings] ▶ [License/Other]

Set whether to allow users to scan and send data as e-mails or faxes from mobile devices.
When [Authenticate with PIN Code for Scan Jobs] is set to [On], the PIN displayed on the machine will need to be entered when you perform scanning.

[On], [Off]
    [Authenticate with PIN Code for Scan Jobs]
        [On], [Off]

NOTE

- When you select [On] for this setting, the mobile authentication function is enabled and is displayed on the login screen.

[MEAP Settings]

AW63-0WE

Configure the settings for MEAP functions.

* Values in red text indicate the default setting for each item.

[Print System Information] (P. 1432)
[Use TLS] (P. 1432)
[Confirm TLS Certificate Using MEAP Application] (P. 1432)
[Use DNS Caching] (P. 1433)
[Use Proxy Settings of This Device] (P. 1433)
[Add X-FRAME-OPTIONS to HTTP Header] (P. 1433)

[Print System Information]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Management Settings] ▶ [License/Other] ▶ [MEAP Settings]

Print information such as the details of MEAP applications and licenses. **Printing the Registration Information and Settings (P. 1117)**

[Use TLS]

DeviceAdmin | NetworkAdmin | **Remote UI**

[Settings/Registration] ▶ [Management Settings] ▶ [License/Other] ▶ [MEAP Settings]

Set whether to perform TLS encrypted communication when MEAP functions are used by accessing the machine from a web browser.

* You need to configure the key and certificate before performing TLS encrypted communication. **Using TLS (P. 970)**

[On], [Off]

NOTE

- This setting is the same as the [Use TLS] setting in [Remote UI]. **[Remote UI] (P. 1428)**

[Confirm TLS Certificate Using MEAP Application]

DeviceAdmin | NetworkAdmin | **Remote UI**

[Settings/Registration] ▶ [Management Settings] ▶ [License/Other] ▶ [MEAP Settings]

Set whether to verify the server certificate when TLS encrypted communication is performed for a MEAP application. You can also add the Common Name (CN) to the verification items.

[On], [Off]
[Add Items to Verify]
[CN]
On, Off

IMPORTANT

- If you do not verify the certificate, TLS encrypted communication will be performed even when the certificate is invalid.

[Use DNS Caching]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Management Settings] ▶ [License/Other] ▶ [MEAP Settings]

Set whether the DNS information retrieved in searches performed using a MEAP application is stored in the memory. When you select [On (Specify Period)], set the period of validity.

[On (Unlimited Use)], [On (Specify Period)], [Off]
[Period of Validity]
1 to 60 to 120 sec.

[Use Proxy Settings of This Device]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Management Settings] ▶ [License/Other] ▶ [MEAP Settings]

Set whether the proxy settings of the machine are also used with MEAP applications. **Using a Proxy (P. 966)**

[On], [Off]

[Add X-FRAME-OPTIONS to HTTP Header]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Management Settings] ▶ [License/Other] ▶ [MEAP Settings]

Set whether to add X-FRAME-OPTIONS to the header when the HTTP server returns a response. By adding X-FRAME-OPTIONS, you can prevent the content from being embedded in other sites.

[On], [Off]

[Data Management]

AW63-0WF

Manage and initialize the settings and data of the machine.

* Values in red text indicate the default setting for each item.

[Import/Export] (P. 1434)
[Initialize All Data/Settings] (P. 1434)
[TPM Settings] (P. 1434)

[Import/Export]

[Settings/Registration] ▶ [Management Settings] ▶ [Data Management]

Import and export settings using a USB memory device, or restrict the import and export operations from web applications other than Remote UI.
[Import/Export] (P. 1435)

[Initialize All Data/Settings]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Management Settings] ▶ [Data Management]

You can reset all settings to the factory settings and clear all stored data, including logs. **Initializing All Settings and Data (P. 1187)**

[TPM Settings]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Management Settings] ▶ [Data Management]

Configure the encryption settings using a Trusted Platform Module (TPM) security chip. **Using TPM to Protect Confidential Information in the Machine (P. 1047)**

[Use TPM]
[On], [Off]

[Back Up TPM Key]
[Password]

[Restore TPM Key]

[Import/Export]

AW63-0WH

Import and export settings using a USB memory device, or restrict the import and export operations from web applications other than Remote UI.

* Values in red text indicate the default setting for each item.

[Import from USB Memory] (P. 1435)
[Export to USB Memory] (P. 1435)
[Import Result Report] (P. 1436)
[Restrict Import/Export from Web Service] (P. 1436)

[Import from USB Memory]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Management Settings] ▶ [Data Management] ▶ [Import/Export]

Import the Address Book and various settings.
After the import is complete, you need to restart the machine.

- Use a USB memory device when you import using the control panel.

  * If another USB memory device is already connected to the machine, remove it before you connect the intended USB memory device.

- If you want to select individual items to import or export, perform the import or export operations by using Remote UI from a computer. **Importing and Exporting Data Individually (P. 1141)**

[Store Import Result in Device]
[On], [Off]

[Store Import Result in USB]
[On], [Off]

[Decryption Password]

[Export to USB Memory]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Management Settings] ▶ [Data Management] ▶ [Import/Export]

Export the Address Book and various settings.

- Use a USB memory device when you perform the export operation on the control panel. **Inserting and Removing a USB Memory Device (P. 363)**
  * If another USB memory device is already connected to the machine, remove it before you connect the intended USB memory device.
- If you want to select individual items to import or export, perform the import or export operations by using Remote UI from a computer. **Importing and Exporting Data Individually (P. 1141)**

[Encryption Password]

[Import Result Report]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Management Settings] ▶ [Data Management] ▶ [Import/Export]

Print a report of the import results.

NOTE

- The import result report is printed in English if the display language of the machine is set to a language other than Japanese immediately after the import operation.

[Restrict Import/Export from Web Service]

DeviceAdmin | NetworkAdmin | **Remote UI**

[Settings/Registration] ▶ [Management Settings] ▶ [Data Management] ▶ [Import/Export]

Restrict the import and export operations from web applications other than Remote UI.

[On], [Off]

[Security Settings]

AW63-0WJ

Configure and manage the security settings of the machine, such as the authentication functions and system verification.

* Values in red text indicate the default setting for each item.

[Authentication/Password Settings] (P. 1437)
[Encryption Settings] (P. 1437)
[System Verification Settings] (P. 1437)
[Recommended Security Set. for Usage Environment] (P. 1438)

[Authentication/Password Settings]

[Settings/Registration] ▶ [Management Settings] ▶ [Security Settings]

Configure the settings for the authentication functions and password policy of the machine.
[Authentication/Password Settings] (P. 1440)

[Encryption Settings]

[Settings/Registration] ▶ [Management Settings] ▶ [Security Settings]

Configure the encryption settings for the machine.
[Encryption Settings] (P. 1447)

[System Verification Settings]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Management Settings] ▶ [Security Settings]

Set whether to use the system verification and protection functions.
When you set [Verify System at Startup] to [On], the integrity of the firmware and MEAP applications is verified when the machine is started. When this setting is enabled, you can also set [Trellix Embedded Control] to [On] to prevent the unauthorized modification of programs and the execution of unauthorized programs, for improved system reliability.

[Verify System at Startup]
[On], [Off]

[Trellix Embedded Control]
[On], [Off]

IMPORTANT

- If you press [OK] when [Verify System at Startup] is set to [On], the machine restarts regardless of whether you changed the setting. To keep the [On] setting without restarting the machine, press [No] on the confirmation screen, and then press [Cancel] on the [System Verification Settings] screen.

NOTE

When [Verify System at Startup] Is Set to [On]

- Startup takes longer than when [Off] is selected, because system verification is performed.
- The following events and results are recorded in the machine management log. **Management of Logs (P. 1067)**

Events	Firmware verification, MEAP application verification
Results	Success, Failure

- If an error code appears on the screen when you start the machine, contact your dealer or service representative.

When [Trellix Embedded Control] Is Set to [On]

- It takes a few minutes longer than normal for the machine to start the first time after you enable this setting.
- [Trellix System Monitor] is displayed on the functions and setting buttons on the [Home] screen. You can press [Trellix System Monitor] to check the log of an invalid operation.

[Recommended Security Set. for Usage Environment]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Management Settings] ▶ [Security Settings]

Configure the security settings according to the environment in which the machine is used.

- [Usage Environment Settings]:
  You can change to the recommended security settings simply by selecting the usage environment that matches the environment of the machine. If you do not know which type of usage environment is applicable, press [Check Recommendation] or see "Security Settings Navigator." You can also check the details of the various usage environments in "Security Settings Navigator." **Security Settings Navigator**
- [Security-Related Notification Settings]:
  Set whether to display a message on the control panel to notify the user if a security issue is detected in the settings or installation environment of the machine. **Configuring Security Notification (P. 1054)**

[Usage Environment Settings]
- [1. Intranet And Internet Connection]
- [2. Direct Internet Connection]
- [3. Internet Connection Prohibited]
- [4. Private (Home) Network]
- [5. Public Network]
- [6. Highly Confidential Info. Environment]

- [Check Recommendation]
- [Clear]

[Security-Related Notification Settings]
- [When Recommended Usage Environment Is Updated]
  - [On], [Off]
- [When Internet Security Issue Is Detected]
  - [On], [Off]
- [When Encryption Method Vuln. Is Found for Selected Wireless LAN][*1]
  - [On], [Off]

[*1] This is displayed only when the optional Wireless LAN Board is installed.

IMPORTANT

- If a security policy is applied to the machine, you cannot configure this setting.

NOTE

When Changing to the Recommended Security Settings

- In situations such as when a required function no longer works, you can press [Clear] to cancel the setting changes and restore the original settings.

  * If you manually changed any settings for items that were changed in [Usage Environment Settings], the changed settings are not retained. The settings are reset to the values before [Usage Environment Settings] was executed.

- You can press [Print Set.Changes] to check the values of items that were changed.

[Authentication/Password Settings]

AW63-0WK

Configure the settings for the authentication functions and password policy of the machine.

[Authentication Function Settings] (P. 1440)
[Password Settings] (P. 1440)

[Authentication Function Settings]

[Settings/Registration] ▶ [Management Settings] ▶ [Security Settings] ▶ [Authentication/Password Settings]

Configure the settings for the authentication functions of the machine.
[Authentication Function Settings] (P. 1441)

[Password Settings]

[Settings/Registration] ▶ [Management Settings] ▶ [Security Settings] ▶ [Authentication/Password Settings]

Configure the settings for the password policy of the machine.
[Password Settings] (P. 1443)

[Authentication Function Settings]

AW63-0WL

Configure the settings for the authentication functions of the machine.

* Values in red text indicate the default setting for each item.

[Prohibit Authentication Using Department ID and PIN] (P. 1441)
[Lockout Settings] (P. 1441)

[Prohibit Authentication Using Department ID and PIN]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Management Settings] ▶ [Security Settings] ▶ [Authentication/Password Settings] ▶ [Authentication Function Settings]

Set whether to prohibit authentication with Department ID when the machine is operated from a computer via the driver or when the machine is accessed from device management software. Authentication with System Manager ID is also prohibited when this setting is enabled.
When you select [On], the authentication method for accessing the machine is limited to User Authentication.

* If jobs that are being processed or waiting to be processed are prohibited by this setting, these jobs will be forcibly canceled.

[On], [Off]

[Lockout Settings]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Management Settings] ▶ [Security Settings] ▶ [Authentication/Password Settings] ▶ [Authentication Function Settings]

Set whether to lock out users from logging in for a specified period of time if they enter an incorrect password when logging in.
If you enable lockout, you can set the number of consecutive failed login attempts that result in the lockout in [Lockout Threshold], and the amount of time that elapses before the lockout is canceled in [Lockout Period].

* This setting is not applied to Department ID Management authentication, Mail Box authentication, or authentication with a PIN.

[Enable Lockout]
[On], [Off]

[Lockout Threshold]
1 to 5 to 10 times

[Lockout Period]
1 to 3 to 60 min.

NOTE

- Lockout may occur before the specified number of times if the user performs the login operation from an operating system such as Windows, or from an application that uses any of the following protocols:
  - FTP
  - IPP
  - SNMPv3
  - SMB
  - WebDAV

[Password Settings]

AW63-0WR

Configure the settings for the password policy of the machine.

* Values in red text indicate the default setting for each item.

[Prohibit Caching of Authentication Password] (P. 1443)
[Display Warning When Default Password Is in Use] (P. 1443)
[Allow Use of Default Password for Remote Access] (P. 1443)
[Minimum Length Settings] (P. 1444)
[Validity Period Settings] (P. 1444)
[Prohibit Use of 3 or More Identical Consecutive Char.] (P. 1444)
[Use at Least 1 Uppercase Character] (P. 1445)
[Use at Least 1 Lowercase Character] (P. 1445)
[Use at Least 1 Digit] (P. 1445)
[Use at Least 1 Symbol] (P. 1445)

[Prohibit Caching of Authentication Password]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Management Settings] ▶ [Security Settings] ▶ [Authentication/Password Settings] ▶ [Password Settings]

Set whether to prohibit the caching of passwords that users enter at login to an external authentication server.

[On], [Off]

[Display Warning When Default Password Is in Use]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Management Settings] ▶ [Security Settings] ▶ [Authentication/Password Settings] ▶ [Password Settings]

Set whether to display the screen for changing the password when an administrator logs in to the machine using the "Administrator" user name and default password.

[On], [Off]

NOTE

- When the password has expired, the screen for changing the password is displayed regardless of this setting.

[Allow Use of Default Password for Remote Access]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Management Settings] ▶ [Security Settings] ▶ [Authentication/Password Settings] ▶ [Password Settings]

Set whether to allow an administrator with the "Administrator" user name to log in to Remote UI using the default password.

[On], [Off]

[Minimum Length Settings]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Management Settings] ▶ [Security Settings] ▶ [Authentication/Password Settings] ▶ [Password Settings]

Set the minimum number of characters for the password used in user authentication.
If a previously registered password does not meet this requirement, a screen prompting the user to change the password is displayed at login.

* This setting does not apply to PINs.

[On], [Off]
1 to 8 to 32 characters

[Validity Period Settings]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Management Settings] ▶ [Security Settings] ▶ [Authentication/Password Settings] ▶ [Password Settings]

Set the validity period for the password used in user authentication.
When the validity period expires, a screen prompting the user to change the password is displayed at login.

* This setting does not apply to PINs.

[On], [Off]
1 to 180 days

[Prohibit Use of 3 or More Identical Consecutive Char.]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Management Settings] ▶ [Security Settings] ▶ [Authentication/Password Settings] ▶ [Password Settings]

Set whether to prohibit passwords in which the same character is used consecutively three or more times.
If a previously registered password does not meet this requirement, a screen prompting the user to change the password is displayed at login.

* This setting does not apply to PINs.

[On], [Off]

[Use at Least 1 Uppercase Character]

DeviceAdmin NetworkAdmin **Remote UI**

[Settings/Registration] ▶ [Management Settings] ▶ [Security Settings] ▶ [Authentication/Password Settings] ▶ [Password Settings]

Set whether passwords are required to contain at least one uppercase letter in order to be registered.
If a previously registered password does not meet this requirement, a screen prompting the user to change the password is displayed at login.

* This setting does not apply to PINs.

[On], [Off]

[Use at Least 1 Lowercase Character]

DeviceAdmin NetworkAdmin **Remote UI**

[Settings/Registration] ▶ [Management Settings] ▶ [Security Settings] ▶ [Authentication/Password Settings] ▶ [Password Settings]

Set whether passwords are required to contain at least one lowercase letter in order to be registered.
If a previously registered password does not meet this requirement, a screen prompting the user to change the password is displayed at login.

* This setting does not apply to PINs.

[On], [Off]

[Use at Least 1 Digit]

DeviceAdmin NetworkAdmin **Remote UI**

[Settings/Registration] ▶ [Management Settings] ▶ [Security Settings] ▶ [Authentication/Password Settings] ▶ [Password Settings]

Set whether passwords are required to contain at least one number in order to be registered.
If a previously registered password does not meet this requirement, a screen prompting the user to change the password is displayed at login.

* This setting does not apply to PINs.

[On], [Off]

[Use at Least 1 Symbol]

DeviceAdmin NetworkAdmin **Remote UI**

[Settings/Registration] ▶ [Management Settings] ▶ [Security Settings] ▶ [Authentication/Password Settings] ▶ [Password Settings]

Set whether passwords are required to contain at least one symbol in order to be registered.

If a previously registered password does not meet this requirement, a screen prompting the user to change the password is displayed at login.

* This setting does not apply to PINs.

[On], [Off]

[Encryption Settings]

AW63-0WS

Configure the encryption settings for the machine.

* Values in red text indicate the default setting for each item.

[Prohibit Use of Weak Encryption] (P. 1447)
[Format Encryption Method to FIPS 140] (P. 1447)

[Prohibit Use of Weak Encryption]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Management Settings] ▶ [Security Settings] ▶ [Encryption Settings]

Set whether to prohibit the use of weak encryption, or a key and certificate with weak encryption.

- For details on the algorithms that are prohibited, see the following:

  Definition of "Weak Encryption" (P. 98)

- This setting prohibits the use of the following functions:
  - IPSec
  - TLS
  - Kerberos
  - S/MIME
  - Wireless LAN
  - SNMPv3

[On], [Off]
  [Prohibit Use of Key/Certificate with Weak Encryption]
    [On], [Off]

IMPORTANT

- When you prohibit the use of weak encryption, the machine cannot be connected to the following wireless LAN routers:
  - Routers without security settings
  - Routers configured to use WEP authentication or TKIP encryption (for C7100 Series and C5100 Series)

[Format Encryption Method to FIPS 140]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Management Settings] ▶ [Security Settings] ▶ [Encryption Settings]

Set whether to make the functions that use encryption comply with FIPS 140.

- For details on the algorithms that comply with FIPS 140, see the following:

  Algorithm Compliant with FIPS140 (P. 98)

- This setting is available for TLS encrypted communication and MEAP applications. However, the setting is not available for the following:
  - TLS encrypted communication using the Web Access function on the control panel
  - MEAP applications that do not use a FIPS provider

[On], [Off]

Printer Settings Menu

AW63-0WU

Configure the settings related to the specifications of the printer functions, or initialize the printer function settings.

[Custom Settings] (P. 1449)
[Utility] (P. 1449)

[Custom Settings]

[Settings/Registration] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings]

Configure the settings common to the printer functions.
[Custom Settings] (P. 1450)

[Utility]

[Settings/Registration] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings]

Delete downloaded fonts and delete print data in which errors occurred during processing.
[Utility] (P. 1512)

[Custom Settings]

AW63-0WW

Configure the settings common to the printer functions.

* Values in red text indicate the default setting for each item.

[Number of Copies] (P. 1450)
[2-Sided Printing] (P. 1450)
[Paper Feed] (P. 1451)
[Paper Output] (P. 1451)
[Print Quality] (P. 1451)
[Layout] (P. 1451)
[Auto Error Skip] (P. 1451)
[Timeout] (P. 1452)
[Print After Completing RIP] (P. 1452)
[Booklet] (P. 1452)
[Saddle Stitch] (P. 1453)
[Creep Correction] (P. 1453)
[Transparency Interleaving] (P. 1454)
[Copy Set Numbering] (P. 1454)
[Personality] (P. 1455)
[Mode Priority] (P. 1455)
[Auto Select] (P. 1455)
[Color Mode] (P. 1456)
[Compressed Image Output] (P. 1456)
[Connection Recognition] (P. 1456)
[Initialize] (P. 1456)
[UFR II] (P. 1457)
[PCL] (P. 1457)
[PS] (P. 1457)
[Imaging] (P. 1457)
[PDF] (P. 1457)
[XPS] (P. 1457)

[Number of Copies]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [Custom Settings]

Set the number of copies to print.

1 to 9999

[2-Sided Printing]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [Custom Settings]

Set whether to use 2-sided printing.

[On], [Off]

[Paper Feed]

[Settings/Registration] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [Custom Settings]

Change the default settings for the paper source and the paper size and type to be used when printing.
[Paper Feed] (P. 1458)

[Paper Output]

[Settings/Registration] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [Custom Settings]

Configure the finishing settings for printing.
[Paper Output] (P. 1461)

[Print Quality]

[Settings/Registration] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [Custom Settings]

Adjust the print quality, such as the density and resolution, according to the data to be printed and the purpose of printing.
[Print Quality] (P. 1464)

[Layout]

[Settings/Registration] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [Custom Settings]

Set the binding location, margins, and print position.
[Layout] (P. 1470)

[Auto Error Skip]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [Custom Settings]

Set whether to automatically skip errors that occur during printing.
The Auto Error Skip function enables the machine to temporarily clear the error and continue printing. Therefore, printing may not be performed correctly when an error is skipped.
It is recommended that you normally set this to [Off]. In this case, if printing stops due to an error that occurs, manually skip the error by pressing [Status Monitor] ▶ [Details] ▶ [Skip Error].

* You may not be able to skip some types of errors.

[On], [Off]

[Timeout]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [Custom Settings]

Set whether to cancel printing when a certain period of time has elapsed after the reception of print data is suspended.
To cancel printing, select [On] and set the amount of time from the start of reception standby until the timeout occurs.
This setting applies to print data received via USB or the network.

* When you set this item to [Off], you may not be able to perform copying until the printing that uses the Staple settings has been completed.

[Timeout]
[On], [Off]

[Timeout]
5 to 15 to 300 (sec.)

[Print After Completing RIP]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [Custom Settings]

Set whether to start printing after the conversion process (RIP process) required for printing is performed for all pages of the print data.
When you select [On], it takes a while for the machine to start printing. However, the amount of time from the start of printing to completion (the time that the printer function is used) is reduced. This makes it easier to perform other printing.

[On], [Off]

IMPORTANT

- When [On] is selected, you may not be able to perform printing if the print data has a large number of pages.

[Booklet]

DeviceAdmin | NetworkAdmin | Remote UI

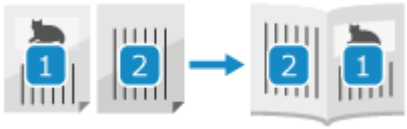
[Settings/Registration] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [Custom Settings]

Set whether to perform booklet printing.
When you perform booklet printing, the pages are arranged and printed so that they form a booklet when the paper is stacked and folded in half. You can also set whether the booklet is opened on the right or left side.

- [Left Opening]:
  When the paper is spread open, the left page is first and the right page is second.



- [Right Opening]:
  When the paper is spread open, the right page is first and the left page is second.



* When you perform booklet printing, the finishing setting is changed from "Group" to "Collate." In addition, the settings for adjusting the gutter and print position are disabled. **[Gutter] (P. 1470)** and **[Offset Short Edge] and [Offset Long Edge] (P. 1471)**

[Booklet]
[On], [Off]

[Book Opening]
[Left Opening], [Right Opening]

IMPORTANT

- When you set [Booklet] to [On], you may not be able to perform printing if the print data has a large number of pages.

NOTE

- With booklet printing, you can create booklets in the sizes listed below.

  * You cannot mix pages of different sizes.

  - A4: Printed on A3 size paper
  - B5: Printed on B4 size paper
  - A5: Printed on A4 or A4R size paper
  - Letter: Printed on 11" x 17" size paper

[Saddle Stitch]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [Custom Settings]

Set whether the machine folds the paper of the booklet print in half and staples the crease.

* This item is displayed only when [Booklet] is set to [On] and the booklet finisher is installed. **[Booklet] (P. 1452)**

[On], [Off]

NOTE

- When only one sheet of paper is printed, the machine folds the paper without stapling it.
- If the number of sheets that can be saddle stitched at one time is exceeded, the paper is output without being saddle stitched. **Supported Options (P. 4)**

[Creep Correction]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [Custom Settings]

Adjusts the printing position of each page when performing saddle stitch booklet printing.
When the stacked paper is folded in half, the inner pages protrude more as the number of pages increases. You can correct the paper displacement that occurs at this time.

Without correction



The red parts are displaced

With correction



The red parts are aligned

* To specify a numerical value for the correction width, select [Correction] and enter the distance of displacement between the inside and outside edges of the folded paper.

* This item is displayed only when [Booklet] is set to [On] and the booklet finisher is installed. **[Booklet] (P. 1452)**

[Creep Correction]
[Off], [Auto], [Correction Width]

[Correction Width]
0.00 to 10.00 (mm) (0.000 to 0.392 (inch))

NOTE

- When you adjust the gutter or print position, the corresponding values are added to the correction width. **[Gutter] (P. 1470)** and **[Offset Short Edge] and [Offset Long Edge] (P. 1471)**

[Transparency Interleaving]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [Custom Settings]

Set whether to insert paper (interleaving sheets) between transparencies, when you print on transparencies.
When you select [Printed], the same content as the transparencies is printed on the interleaving sheets.

* When you insert interleaving sheets, the finishing setting is changed from "Group" to "Collate."

* This item is displayed only when [Copy Set Numbering] is set to [Off]. **[Copy Set Numbering] (P. 1473)**

[Off], [Blank], [Printed]

IMPORTANT

- Interleaving sheets are counted in the number of sheets printed.

[Copy Set Numbering]

[Settings/Registration] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [Custom Settings]

Configure the settings for printing the copy set numbers (to indicate the order of the copy sets).
[Copy Set Numbering] (P. 1473)

[Personality]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [Custom Settings]

Normally, select [Auto] so that the machine automatically identifies the received print data and switches to the appropriate operating mode. In this case, you can specify the operating modes to which the machine can switch.
[Auto Select] (P. 1455)
Set which operating mode the machine uses when the operating mode is not switched due to a reason such as an unknown print data format.

[Auto], [PS], [PCL], [XPS], [Imaging], [PDF]

[Mode Priority]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [Custom Settings]

When you set [Personality] to [Auto], select which operating mode is given priority as the one to which the machine switches.
This setting is applied when the machine cannot identify the operating mode of the print data.
If you select [None] and the machine cannot identify the operating mode of the print data, the machine will continue processing the data with the operating mode that was previously in use.

[None], [PS], [PCL], [XPS], [PDF]

[Auto Select]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [Custom Settings]

Set the operating modes that the machine can switch to, when you set [Personality] to [Auto].

[PS]
[On], [Off]

[PCL]
[On], [Off]

[XPS]
[On], [Off]

[Imaging]
[On], [Off]

[PDF]
[On], [Off]

[Color Mode]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [Custom Settings]

Set whether to automatically switch between color printing and black and white printing according to the print data, or use black and white printing for all print data.

* When you select [Auto (Color/B&W)], data that appears to be a black and white image may be counted as a color print if the data was created as a color original or if a color image is hidden underneath the black and white image.

[Auto (Color/B&W)], [Black & White]

[Compressed Image Output]

[Settings/Registration] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [Custom Settings]

If the memory becomes insufficient during printing, the image data is highly compressed so that it can be stored in the memory. As a result, the image quality may be degraded. Set whether to continue or stop printing when this occurs.

- Select [Output] to continue printing even when the image quality is degraded.
  If sufficient memory is not made available, printing is canceled.
- Select [Display Error] to stop printing and display an error message when the image quality is significantly degraded.

[Output], [Display Error]

[Connection Recognition]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [Custom Settings]

Set this to [Off] if problems such as garbled characters or incorrect overlay printing occur in the print results when you print over the network.

[On], [Off]

[Initialize]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [Custom Settings]

Reset all items in [Custom Settings] to the factory default settings.

IMPORTANT

- Do not turn OFF the machine while initialization is being performed. Doing so may cause the memory of the machine to malfunction.

[UFR II]

[Settings/Registration] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [Custom Settings]

Set how the machine processes the print data when the UFR II printer driver is used.
[UFR II] (P. 1476)

[PCL]

[Settings/Registration] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [Custom Settings]

Set how the machine processes the print data when the PCL printer driver is used.
[PCL] (P. 1478)

[PS]

[Settings/Registration] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [Custom Settings]

Set how the machine processes the print data when the PS printer driver is used.
[PS] (P. 1485)

[Imaging]

[Settings/Registration] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [Custom Settings]

Set how the machine processes the print data when JPEG or TIFF format image files are printed.
[Imaging] (P. 1493)

[PDF]

[Settings/Registration] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [Custom Settings]

Set how the machine processes the print data when PDF format files are printed.
[PDF] (P. 1499)

[XPS]

[Settings/Registration] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [Custom Settings]

Set how the machine processes the print data when XPS format files are printed.
[XPS] (P. 1507)

[Paper Feed]

AW63-0WX

Change the default settings for the paper source and the paper size and type to be used when printing.

* Values in red text indicate the default setting for each item.

[Default Paper Feed Source] (P. 1458)
[Default Paper Size] (P. 1458)
[Default Paper Type] (P. 1459)
[Paper Size Override] (P. 1460)

[Default Paper Feed Source]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [Custom Settings] ▶ [Paper Feed]

Set the paper source to be used when you print from an operating system or mobile device for which a printer driver is not available.

[Auto], [MP Tray], Paper drawer*1

*1 The number of paper drawers displayed varies depending on the model and options.

[Default Paper Size]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [Custom Settings] ▶ [Paper Feed]

Set the paper size to be used when you print from an operating system or mobile device for which a printer driver is not available.

* An error may occur if the specified size of paper is not loaded in the paper source when printing is performed.

* The default setting varies depending on the region.

For C7100 Series and C5100 Series

Europe | North America

[A4], [A3], [A5], [A6], [B4], [B5], [8K], [16K], [Letter], [Legal], [11x17], [Statement], [Executive], [Env. NAGAGATA 3], [Env. NAGAGATA 4], [Env. YOGATANAGA3], [Env. KAKUGATA 2], [Env. No. 10], [Envelope ISO-C5], [Envelope DL], [Envelope Monarch], [305x457 mm]/[12x18], [320x450 mm (SRA3)]/[12 5/8x17 11/16]

Asia/Oceania | Latin America

[A4], [A3], [A5], [A6], [B4], [B5], [8K], [16K], [Letter], [Legal], [11x17], [Statement], [Executive], [Env. NAGAGATA 3], [Env. NAGAGATA 4], [Env. YOGATANAGA3], [Env. KAKUGATA 2], [Env. No. 10], [Envelope ISO-C5], [Envelope DL], [Envelope Monarch], [305x457 mm]/[12x18], [320x450 mm (SRA3)]/[12 5/8x17 11/16], [FOOLSCAP/FOLIO], [FOOLSCAP (Australia)], [LETTER (Government)], [LEGAL (Government)], [LETTER (Argentina)], [OFICIO], [OFICIO (Argentina)], [OFICIO (Brazil)], [OFICIO (Ecuador)], [OFICIO (Mexico)], [F4A], [LEGAL (India)]

For C3100 Series

Europe North America

[A4], [A3], [A5], [A6], [B4], [B5], [8K], [16K], [Letter], [Legal], [11x17], [Statement], [Executive], [Env. NAGAGATA 3], [Env. NAGAGATA 4], [Env. YOGATANAGA3], [Env. KAKUGATA 2], [Env. No. 10], [Envelope ISO-C5], [Envelope DL], [Envelope Monarch], [305x457 mm]/[12x18], [320x450 mm (SRA3)]/[12 5/8x17 11/16], [297x900 mm]/[11.7x35.4], [297x1200 mm]/[11.7x47.2]

Asia/Oceania Latin America

[A4], [A3], [A5], [A6], [B4], [B5], [8K], [16K], [Letter], [Legal], [11x17], [Statement], [Executive], [Env. NAGAGATA 3], [Env. NAGAGATA 4], [Env. YOGATANAGA3], [Env. KAKUGATA 2], [Env. No. 10], [Envelope ISO-C5], [Envelope DL], [Envelope Monarch], [305x457 mm]/[12x18], [320x450 mm (SRA3)]/[12 5/8x17 11/16], [FOOLSCAP/FOLIO], [FOOLSCAP (Australia)], [LETTER (Government)], [LEGAL (Government)], [LETTER (Argentina)], [OFICIO], [OFICIO (Argentina)], [OFICIO (Brazil)], [OFICIO (Ecuador)], [OFICIO (Mexico)], [F4A], [LEGAL (India)], [297x900 mm]/[11.7x35.4], [297x1200 mm]/[11.7x47.2]

[Default Paper Type]

DeviceAdmin NetworkAdmin Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [Custom Settings] ▶ [Paper Feed]

Set the paper type to be used when you print from an operating system or mobile device for which a printer driver is not available.

* An error may occur if the specified type of paper is not loaded in the paper source when printing is performed.

* The default setting varies depending on the region.

For C7100 Series

[Thin 2], [Thin 1], [Plain 1], [Plain 2], [Plain 3], [Heavy 1], [Heavy 2], [Heavy 3], [Heavy 4], [Heavy 5], [Heavy 6], [Heavy 7], [Color], [Recycled 1], [Recycled 2], [Recycled 3], [Pre-Punched], [Transparency], [Tracing], [Labels], [Bond], [Letterhead 1], [Letterhead 2], [Letterhead 3], [Letterhead 4], [Letterhead 5], [Letterhead 6], [Letterhead 7], [1-Sided Coated 1], [1-Sided Coated 2], [1-Sided Coated 3], [2-Sided Coated 1], [2-Sided Coated 2], [2-Sided Coated 3], [Tab 1], [Tab 2], [Tab 3], [Tab 4], [Envelope], [Water-Resistant]

For C5100 Series

[Thin 2], [Thin 1], [Plain 1], [Plain 2], [Plain 3], [Heavy 1], [Heavy 2], [Heavy 3], [Heavy 4], [Heavy 5], [Heavy 6], [Heavy 7], [Color], [Recycled 1], [Recycled 2], [Recycled 3], [Pre-Punched], [Transparency], [Tracing], [Labels], [Bond], [Letterhead 1], [Letterhead 2], [Letterhead 3], [Letterhead 4], [Letterhead 5], [Letterhead 6], [Letterhead 7], [1-Sided Coated 1], [1-Sided Coated 2], [1-Sided Coated 3], [2-Sided Coated 1], [2-Sided Coated 2], [2-Sided Coated 3], [Tab 1], [Tab 2], [Tab 3], [Tab 4], [Envelope]

For C3100 Series

[Thin 2], [Thin 1], [Plain 1], [Plain 2], [Plain 3], [Heavy 1], [Heavy 2], [Heavy 3], [Heavy 4], [Heavy 5], [Heavy 6], [Heavy 7], [Color], [Recycled 1], [Recycled 2], [Recycled 3], [Pre-Punched 1], [Pre-Punched 2], [Transparency], [Tracing], [Labels], [Bond], [Letterhead 1], [Letterhead 2], [Letterhead 3], [Letterhead 4], [Letterhead 5], [Letterhead 6], [Letterhead 7], [1-Sided Coated 1], [1-Sided Coated 2], [1-Sided Coated 3], [1-Sided Coated 4], [2-Sided Coated 1], [2-Sided Coated 2], [2-Sided Coated 3], [2-Sided Coated 4], [Envelope]

[Paper Size Override]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [Custom Settings] ▶ [Paper Feed]

Set whether the machine can print by substituting A4 and Letter size paper with each other, or A3 and 11" x 17" size paper with each other, if the size of paper specified in the print data is not loaded in the paper source.

[On], [Off]

[Paper Output]

AW63-0WY

Configure the finishing settings for printing.

* Values in red text indicate the default setting for each item.

[Finishing] (P. 1461)
[Punch] (P. 1462)
[Fold] (P. 1462)

[Finishing]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [Custom Settings] ▶ [Paper Output]

Configure the settings for sorting and stapling the printed paper. **Options with Finishing Functions (P. 11)**

[Finishing]
[Off], [Collate], [Group], [Rotate+Collate]*1, [Rotate+Group]*1, [Offset+Collate]*1, [Offset+Group]*1, [Staple + Collate]*1, [Staple + Group]*1, [Eco(Stpl-Fr) + Collate]*1*2, [Eco (Stpl-Fr) + Group]*1*2

[Offset Copies]*3
1 to 9999 (copies)

[Binding Position]
[Corner (Upper-L)], [Double (Top)], [Corner (Upper-R)], [Double (Right)], [Corner (Lower-R)], [Double (Bottom)], [Corner (Lower-L)], [Double (Left)]

*1 This item may not be displayed depending on the installed option.
*2 Only a corner binding position can be set when using this item.
*3 Set this item when you select [Offset+Collate].

IMPORTANT

- You may not be able to perform printing if the print data has a large number of pages.

NOTE

- When you select a "Rotate" setting, load the same size paper into the paper source in the portrait or landscape orientation. You can use the A4, B5, or Letter paper size.
- The positions in [Binding Position] correspond to the positions when a portrait image is printed on paper in portrait orientation. For a landscape image printed on paper in the landscape orientation, the staple position when the image is viewed upright is different from the specified binding position.
- When you select a "Staple" or "Eco (Staple-Free)" setting, the number of sheets that can be bound varies depending on the paper to be used. **Supported Options (P. 4)**
- When you configure the settings to perform stapling and hole punching at the same time, you need to configure the same setting for [Binding Position] and [Punch Position]. If the positions do not match, both settings will be disabled and the machine will not perform stapling and hole punching. **[Punch] (P. 1462)**
  * The settings are enabled when you set [Binding Position] to "Upper Left" and [Punch Position] to "Left."

[Punch]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [Custom Settings] ▶ [Paper Output]

Set whether to punch holes in the printed paper.
When you set the machine to punch holes, also set the position and number of holes to punch.

* This setting is displayed only when the finisher and puncher unit are installed.

[Punch]
[On], [Off]

[Punch Position]
[Left], [Right], [Top], [Bottom]

[Punch Type]
[Finisher (2 Hole)], [Finisher (3 Hole)], [Finisher (4 Hole)]

* Depending on your country or region, available punch type may differ.

NOTE

- When you configure the settings to perform stapling and hole punching at the same time, you need to configure the same setting for [Binding Position] and [Punch Position]. If the positions do not match, both settings will be disabled and the machine will not perform stapling and hole punching. **[Finishing] (P. 1461)**

  * The settings are enabled when you set [Binding Position] to "Upper Left" and [Punch Position] to "Left."

[Fold]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [Custom Settings] ▶ [Paper Output]

Set whether the machine folds the printed paper when the paper is output.
When you set the machine to fold and output paper, set the type of fold and other settings.

* This item is displayed only on machines with the option installed.

* The items displayed vary depending on the options that are installed. **Options with Folding Functions (P. 13)**

For C7100 Series and C5100 Series (When the Finisher and Paper Folding Unit Is Installed)
For C7100 Series and C5100 Series (When the Paper Folding Unit Is Installed)
For C7100 Series and C5100 Series (When the Booklet Finisher Is Installed)

[Fold]
[On], [Off]

[Fold Type]
[Z-Fold], [Saddle Fold], [Saddle C-Fold]

[Saddle Fold Sheet Together]
1 to 5 (sheets)

[Saddle C-Fold Sheets Together]

1 to 6 (sheets)

For C3100 Series (When the Booklet Finisher Is Installed)

[Fold]
[On], [Off]

[Fold Type]
[Saddle Fold]

[Saddle Fold Sheet Together]
1 to 3 (sheets)

NOTE

- You can adjust the position where the paper is folded. **[Adjust Fold Position] (P. 1279)**

[Print Quality]

AW63-0X0

Adjust the print quality, such as the density and resolution, according to the data to be printed and the purpose of printing.

* Values in red text indicate the default setting for each item.

[Density] (P. 1464)
[Density (Fine Adjust)] (P. 1464)
[Toner Save] (P. 1465)
[Resolution] (P. 1465)
[Img Compress. Optimization] (P. 1465)
[Sharpness] (P. 1465)
[Sharpness (Photo)] (P. 1466)
[Trapping] (P. 1466)
[Toner Volume Correction] (P. 1466)
[Line Control] (P. 1467)
[Width Adjustment] (P. 1467)
[Advanced Smoothing] (P. 1467)
[Gradation Smoothing] (P. 1468)
[Enhance Text for B&W Print] (P. 1468)
[High Quality Mode] (C7100 Series Only) (P. 1469)

[Density]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [Custom Settings] ▶ [Print Quality]

Adjust the toner density when printing.

* When [Toner Save] is set to [On], you cannot adjust the toner density. **[Toner Save] (P. 1465)**

[Cyan]/[Magenta]/[Yellow]/[Black]
-8 to 0 to +8

[Density (Fine Adjust)]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [Custom Settings] ▶ [Print Quality]

Adjust the toner density for printing, by setting the levels of the three density areas.

* When [Toner Save] is set to [On], you cannot make fine adjustments to the toner density. **[Toner Save] (P. 1465)**

[Cyan]/[Magenta]/[Yellow]/[Black]

[High]/[Medium]/[Low]
-8 to 0 to +8

[Toner Save]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [Custom Settings] ▶ [Print Quality]

Set whether to save toner while printing.
Select [On] when you want to check the layout and finishing before printing, such as when you print a large job.

[On], [Off]

[Resolution]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [Custom Settings] ▶ [Print Quality]

Set the resolution to be used for print data processing.
To print at a higher resolution, select [1200 dpi].
However, select [600 dpi] when you print on Long Sheet paper. If you select [1200 dpi], printing cannot be performed because the machine does not have enough memory for processing.

* This setting is applied when you print in PCL6 or PS mode or use Direct Print.

[1200 dpi], [600 dpi]

[Img Compress. Optimization]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [Custom Settings] ▶ [Print Quality]

Set whether to optimize the balance between image quality and the compression ratio, depending on the type of image data.
Select [On] to enable the mode suitable for data that contains both text and photos.

[On], [Off]

NOTE

- If the data does not fit in the memory, it is compressed again at a higher compression rate regardless of this setting. As a result, the image quality may be degraded. You can also set the machine to cancel printing without compressing the data again if this occurs. **[Compressed Image Output] (P. 1456)**

[Sharpness]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [Custom Settings] ▶ [Print Quality]

Adjust the clarity of the contours of text and images.

-3 to 0 to +3

[Sharpness (Photo)]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [Custom Settings] ▶ [Print Quality]

Adjust the clarity of the contours of low-resolution images.

-1 to +2 to +3

[Trapping]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [Custom Settings] ▶ [Print Quality]

Configure this setting to prevent image quality degradation caused by color misregistration.

* This setting is enabled when [Width Adjustment] is set to [Off]. **[Width Adjustment] (P. 1467)**

[Trapping]
[On], [Off]

[Trapping Width]
[Upper]/[Lower]/[Left]/[Right]
0 to 1 to 3 (pixels)

[Trapping Density]
[Cyan]/[Magenta]/[Yellow]
0 to 100 (%)

[Toner Volume Correction]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [Custom Settings] ▶ [Print Quality]

Adjust the toner volume for data such as text and lines so as not to exceed the limit value of the machine.

- Normally, select [Normal]. This maintains the resolution of text and lines while adjusting the toner volume for other types of data to ensure the proper color tones.

- To adjust the toner volume so that the proper color tones are ensured for all types of data, select [Grad. Priority]. Text and lines may become blurry when you use this setting.
- To adjust the toner volume so that the proper resolution is ensured for all types of data, select [Text Priority]. The color tones may not match when you use this setting.

* You cannot change the machine's limit value for the toner volume.

[Normal], [Grad. Priority], [Text Priority]

[Line Control]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [Custom Settings] ▶ [Print Quality]

Set the processing method used to reproduce lines.

- To render lines at the same resolution as the text, select [Res. Priority].
- To render lines so that the proper colors and gradations are maintained, select [Grad. Priority].

[Res. Priority], [Grad. Priority]

[Width Adjustment]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [Custom Settings] ▶ [Print Quality]

Set whether to adjust the width to print text and fine lines in bold.
To adjust the width, set [Width Adjustment] to [On], set the items such as the adjustment directions and levels. When you configure these settings, the printing speed may decrease or the image quality may be affected.

- You can set the width level separately for [Horizontal] and [Vertical]. Select [Level 2] to produce wider text and lines than [Level 1].
- You can select the color to adjust in [Target Color].

* Depending on the application, this setting may not be applied.

[Width Adjustment]
[On], [Off]

[Horizontal]
[Off], [Level 1], [Level 2]

[Vertical]
[Off], [Level 1], [Level 2]

[Target Color]
[All], [Black Only]

[Advanced Smoothing]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [Custom Settings] ▶ [Print Quality]

Configure the settings for the smoothing process, to print the contours of graphics (illustrations created in applications) and text with a smoother finish.
Set [Advanced Smoothing] to [Level 1] to enable the smoothing process, or set it to [Level 2] to print even more smoothly.
You can also set whether to apply the smoothing process to graphics and text separately.

* This setting is disabled when [Halftones] is set to [Error Diffusion].

* When you print using a printer driver, this setting is applied if [Advanced Smoothing] is set to [Printer Default] in the printer driver.

[Advanced Smoothing]
[Off], [Level 1], [Level 2]

[Apply to Graphics]
[On], [Off]

[Apply to Text]
[On], [Off]

[Gradation Smoothing]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [Custom Settings] ▶ [Print Quality]

Configure the settings for the smoothing process, to produce smoother printed gradations in images such as graphics (illustrations created in applications) and bitmap images.
Set [Gradation Smoothing] to [Level 1] to enable the smoothing process, or set it to [Level 2] to print more smoothly.
You can also set whether to apply the smoothing process to graphics and images separately.

* When you print using a printer driver, the [Gradation Smoothing] setting in the printer driver is applied to the smoothing process for graphics data only. The settings you configure here are applied to the smoothing process for image data.

[Gradation Smoothing]
[Off], [Level 1], [Level 2]

[Apply to Graphics]
[On], [Off]

[Apply to Images]
[On], [Off]

[Enhance Text for B&W Print]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [Custom Settings] ▶ [Print Quality]

Set whether to adjust the density of text to make it more legible when the document that contains colored text is printed in black and white.

- Although this setting is effective for light-colored text, it has no effect on the following types of data:
  - Text data rendered as a graphic or image
  - PDF data
- If [Off] is selected when you perform black and white printing for the document that contains light-colored text, the text will be printed more faintly and will be more difficult to see than when [On] is selected.
- If the text appears enhanced even when [Off] is selected, configure the settings so that the smoothing process is not performed. **[Advanced Smoothing] (P. 1467)**

[On], [Off]

[High Quality Mode] (C7100 Series Only)

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [Custom Settings] ▶ [Print Quality]

Set whether to increase the density of black areas when printing.

* Even when this setting is set to [On], this setting is not applied to coated paper.

[High Black Density]
[On], [Off]

[Layout]

AW63-0X1

Set the binding location, margins, and print position.

* Values in red text indicate the default setting for each item.

[Binding Location] (P. 1470)
[Gutter] (P. 1470)
[Offset Short Edge] and [Offset Long Edge] (P. 1471)

[Binding Location]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [Custom Settings] ▶ [Layout]

Set whether to bind the paper on the long edge or the short edge when the printed document will be bound using a method such as staples.
Configure this setting together with the [Gutter] setting to adjust the margin of the binding position. **[Gutter] (P. 1470)**

- To bind the paper on the long edge, select [Long Edge].



- To bind the paper on the short edge, select [Short Edge].



[Long Edge], [Short Edge]

[Gutter]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [Custom 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 (0.01") increments using a positive (+) or negative (-) value for the offset direction, in accordance with the edge specified in [Binding Location]. **[Binding Location] (P. 1470)**

When [Binding Location] Is Set to [Long Edge]

Specify a positive (+) value for the offset width when you bind on the left edge of the paper, or specify a negative (-) value when you bind on the right edge.



When a positive (+) value is specified



When a negative (-) value is specified

When [Binding Location] Is Set to [Short Edge]

Specify a positive (+) value for the offset width when you bind on the top edge of the paper, or specify a negative (-) value when you bind on the bottom edge.



When a positive (+) value is specified



When a negative (-) value is specified

-50.0 to 0.0 to +50.0 (mm) (-1.90 to 0.00 to +1.90 (inches))

NOTE

- When you adjust the creep or print position, the corresponding values are added to the offset width. **[Creep Correction] (P. 1453)** and **[Offset Short Edge] and [Offset Long Edge] (P. 1471)**

[Offset Short Edge] and [Offset Long Edge]

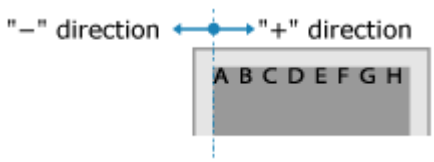
DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [Custom Settings] ▶ [Layout]

Offset the print position for text and images. Configure these settings when text and images are printed off-center or outside the print range.
Specify the offset width in 0.5 mm (0.01") increments using a positive (+) or negative (-) value for the offset direction, for each paper edge direction and print side.

When Adjusting the Offset Along the Short Edge (Horizontally)

Specify the offset width as a positive (+) value to adjust the offset toward the right of the paper, or a negative (-) value to adjust the offset toward the left.



When Adjusting the Offset Along the Long Edge (Vertically)

Specify the offset width as a positive (+) value to adjust the offset toward the bottom of the paper, or a negative (-) value to adjust the offset toward the top.



-50.0 to 0.0 to +50.0 (mm) (-2.00 to 0.00 to +2.00 (inches))

NOTE

- When you adjust the creep or gutter, the corresponding values are added to the offset width. **[Creep Correction] (P. 1453)** and **[Gutter] (P. 1470)**

[Copy Set Numbering]

AW63-0X2

Configure the settings for printing the copy set numbers (to indicate the order of the copy sets).

* Values in red text indicate the default setting for each item.

[Copy Set Numbering] (P. 1473)
[Print Position] (P. 1473)
[Starting Number] (P. 1474)
[Number Size] (P. 1474)
[Density] (P. 1474)
[Color] (P. 1474)
[Number Position Vertical] and [Number Position Horizontal] (P. 1475)

[Copy Set Numbering]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [Custom Settings] ▶ [Copy Set Numbering]

Set whether to add copy set numbers (to indicate the order of the copy sets) when printing.
When you select [On], the machine prints a five-digit copy set number in the background of each printed image.

- The copy set number is printed even when there is only one copy.
- Copy set numbers are not printed on the following types of pages:
  - Paper inserted as a front cover, sheet, chapter page, tab paper, job separator, or back cover
  - Blank pages (pages without print data)
  - When you print multiple pages on a single sheet

* When you print with copy set numbering, the finishing setting is changed from "Group" to "Collate."

* This setting is disabled when Forced Secure Watermark is used. **[Secure Watermark Settings] (P. 1303)**

[On], [Off]

NOTE

- If you configure the settings for [Gutter], [Offset Short Edge], or [Offset Long Edge], the copy set numbers may be partially missing when printed.
- If you enable the copy set numbering setting in the printer driver, the copy set numbers will be printed regardless of this setting.

[Print Position]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [Custom Settings] ▶ [Copy Set Numbering]

Set the print position for copy set numbering.

- When you select [5 Locations], the numbers are printed at the center of the paper and in each corner.
- When you select [Full Surface], the numbers are printed on the entire paper.
- When you select a setting other than [5 Locations] or [Full Surface], you can fine adjust the print position. **[Number Position Vertical] and [Number Position Horizontal] (P. 1475)**

[5 Locations], [Top Left], [Bottom Left], [Top Right], [Bottom Right], [Full Surface]

[Starting Number]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [Custom Settings] ▶ [Copy Set Numbering]

Set the starting number of the copies to be printed.
The printed number will have five digits, such as "00001."

1 to 9999

[Number Size]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [Custom Settings] ▶ [Copy Set Numbering]

Set the size of the numbers to be printed.

[Small (12 point)], [Medium (24 point)], [Large (36 point)]

[Density]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [Custom Settings] ▶ [Copy Set Numbering]

Set the density of the numbers to be printed.

5 levels

[Color]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [Custom Settings] ▶ [Copy Set Numbering]

Set the color of the numbers to be printed.

[Yellow], [Magenta], [Cyan], [Black], [Red], [Green], [Blue]

NOTE

- If you print with the "Two Colors" setting using the printer driver, the numbers will be printed in "Black" regardless of this setting.

[Number Position Vertical] and [Number Position Horizontal]

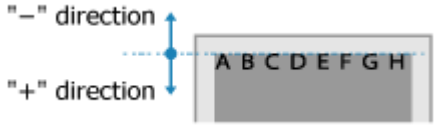
DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [Custom Settings] ▶ [Copy Set Numbering]

Offset the print position for copy set numbering.

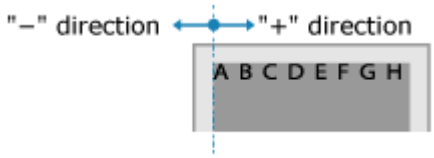
When Adjusting the Offset Vertically

Specify the offset width as a positive (+) value to adjust the offset toward the bottom of the paper, or a negative (-) value to adjust the offset toward the top.



When Adjusting the Offset Horizontally

Specify the offset width as a positive (+) value to adjust the offset toward the right of the paper, or a negative (-) value to adjust the offset toward the left.



* You can adjust the position when a setting other than [5 Locations] or [Full Surface] is selected in [Print Position]. **[Print Position] (P. 1473)**

-8 to 0 to +8 (mm) (-5/16 to 0 to +5/16 (inches))

[UFR II]

AW63-0X3

Set how the machine processes the print data when the UFR II printer driver is used.

* Values in red text indicate the default setting for each item.

[Halftones] (P. 1476)
[Matching Method] (P. 1476)
[Gray Compensation] (P. 1477)
[Paper Save] (P. 1477)

[Halftones]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [Custom Settings] ▶ [UFR II]

Set the printing method used to reproduce halftones (the intermediate range between the lighter and darker areas of an image), according to the content of the print data.
You can configure the settings separately for text, graphics (lines and figures), and images (photos).

- To print text with clear and detailed contours, select [Resolution]. This setting is suitable for printing data with text and fine lines.
- To smoothly print gradations and contours, select [Gradation]. This setting is suitable for printing data such as figures that use gradations.
- To print fine lines and small text at a high resolution, select [Error Diffusion]. This setting is suitable for printing data such as CAD data.

* When you select [Error Diffusion], the fixing of the toner and stability of the texture may be reduced.

[Text]
[Resolution], [Gradation], [Error Diffusion]

[Graphics]
[Resolution], [Gradation], [Error Diffusion]

[Image]
[Resolution], [Gradation], [Error Diffusion]

[Matching Method]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [Custom Settings] ▶ [UFR II]

Configure the settings to adjust the color according to the print data.

- To print with the color tones adjusted to suit general documents such as photos and text documents, select [General].
- To print with the color tones adjusted to suit bitmap images so that the printed colors match the colors shown on screen, select [Perceptual].

- To minimize color difference when RGB data is converted to CMYK data, select [Colorimetric].
- To print with color tones adjusted to produce deeper and more vivid colors than with [General], select [Vivid Photo].
- To use a profile downloaded to the machine, select [Download Profile]. Up to nine profiles can be stored.

[General], [Perceptual], [Colorimetric], [Vivid Photo], [Download Profile]

NOTE

- This setting is also applied to the [Matching Method] setting in the following items:
  [PCL] (P. 1478)
  [Imaging] (P. 1493)
  [XPS] (P. 1507)

[Gray Compensation]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [Custom Settings] ▶ [UFR II]

Set whether to print black or gray areas, where R=G=B in the RGB data, using only the black (K) toner. You can configure the settings separately for text, graphics (lines and figures), and images (photos).
When you select [Off], black and gray are printed using the four CMYK toner colors.

[Text]
[On], [Off]

[Graphics]
[On], [Off]

[Image]
[On], [Off]

[Paper Save]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [Custom Settings] ▶ [UFR II]

Select [On] to disable the output of pages that are determined to be blank when printing.

* Depending on the print data, a page may not be determined to be blank even when there is nothing in the print area.

[On], [Off]

[PCL]

AW63-0X4

Set how the machine processes the print data when the PCL printer driver is used.

* Values in red text indicate the default setting for each item.

[Paper Save] (P. 1478)
[Orientation] (P. 1478)
[Font Source] (P. 1479)
[Font Number] (P. 1479)
[Point Size] (P. 1479)
[Pitch] (P. 1480)
[Form Lines] (P. 1480)
[Character Code] (P. 1480)
[Custom Paper] (P. 1480)
[Unit of Measure] (P. 1481)
[X dimension] (P. 1481)
[Y dimension] (P. 1481)
[Append CR to LF] (P. 1481)
[Enlarge A4 Print Width] (P. 1482)
[Halftones] (P. 1482)
[Matching Method] (P. 1482)
[Gray Compensation] (P. 1483)
[BarDIMM] (P. 1483)
[FreeScape] (P. 1484)

[Paper Save]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [Custom Settings] ▶ [PCL]

Select [On] to disable the output of pages that are determined to be blank when printing.

* Depending on the print data, a page may not be determined to be blank even when there is nothing on it.

[On], [Off]

[Orientation]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [Custom Settings] ▶ [PCL]

Set the orientation of the paper when printing.
The machine prints using the orientation selected here, regardless of the orientation of the paper loaded in the paper source.

[Portrait]



[Landscape]



[Portrait], [Landscape]

[Font Source]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [Custom Settings] ▶ [PCL]

Set whether to use one of the machine's resident fonts or a font that has been installed.

* The [Soft/External] setting is displayed when soft fonts or downloaded fonts are installed on the machine.

[Internal], [Soft/External]

[Font Number]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [Custom Settings] ▶ [PCL]

Specify the number of the font to use.
The numbers that can be specified vary depending on the [Font Source] setting and the installed fonts. **[Font Source] (P. 1479)**

0 to 104 (when [Font Source] is set to [Internal])
1 to 999 (when [Font Source] is set to [Soft/External])

[Point Size]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [Custom Settings] ▶ [PCL]

Set the font size in 0.25 point increments.

* This setting is displayed when the font number corresponds to a proportional font. When you set [Font Source] to [Internal], the fonts numbered 1 to 78 are proportional fonts. **[Font Number] (P. 1479)**

4.00 to 12.00 to 999.75 (point)

[Pitch]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [Custom Settings] ▶ [PCL]

Set the number of characters per inch to print.

* This setting is displayed when the font number corresponds to a fixed-width scalable font. When you set [Font Source] to [Internal], the font numbered 0, as well those numbered 79 to 104, are fixed-width scalable fonts. **[Font Number] (P. 1479)**

0.44 to 10.00 to 99.99 (cpi)

* The "cpi" unit of measure represents the number of characters per inch.

[Form Lines]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [Custom Settings] ▶ [PCL]

Set the number of lines to print on each page.

5 to 60 *1 / 64 *2 to 128 (lines)

*1 Default value for North America.
*2 Default value for Europe, Asia/Oceania, and Latin America.

[Character Code]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [Custom Settings] ▶ [PCL]

Set the character code that is best suited to the computer that sends the print data.

[ARABIC8], [DESKTOP], [GREEK8], [HEBREW7], [HEBREW8], [ISO4], [ISO6], [ISO11], [ISO15], [ISO17], [ISO21], [ISO60], [ISO69], [ISOCYR], [ISOGRK], [ISOHEB], [ISOL1], [ISOL2], [ISOL5], [ISOL6], [ISOL9], [LEGAL], [MATH8], [MCTEXT], [MSPUBL], [PC8], [PC8DN], [PC8GRK], [PC8TK], [PC775], [PC850], [PC851], [PC852], [PC858], [PC862], [PC864], [PC866], [PC1004], [PIFONT], [PSMATH], [PSTEXT], [ROMAN8], [ROMAN9], [VNINTL], [VNMATH], [VNUS], [WIN30], [WINARB], [WINBALT], [WINCYR], [WINGRK], [WINL1], [WINL2], [WINL5]

[Custom Paper]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [Custom Settings] ▶ [PCL]

Set whether to specify the paper size when the print data does not have a specified page size.
To specify the paper size, select [On] and set the unit of measure and size. **[Unit of Measure] (P. 1481)** , **[X dimension] (P. 1481)** , and **[Y dimension] (P. 1481)**

[On], [Off]

[Unit of Measure]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [Custom Settings] ▶ [PCL]

Select the unit of measure to use for specifying the paper size. **[X dimension] (P. 1481)** and **[Y dimension] (P. 1481)**

* You can specify this setting when [Custom Paper] is set to [On]. **[Custom Paper] (P. 1480)**

* The default setting varies depending on the region.

[Millimeters], [Inches]

[X dimension]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [Custom Settings] ▶ [PCL]

Set the page width to be applied when the print data does not have a specified page width.

* You can specify this setting when [Custom Paper] is set to [On]. **[Custom Paper] (P. 1480)**

98.0 to 457.2 to 1300.0 (mm) (3.86 to 18.00 to 51.18 (inches))

[Y dimension]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [Custom Settings] ▶ [PCL]

Set the page length to be applied when the print data does not have a specified page length.

* You can specify this setting when [Custom Paper] is set to [On]. **[Custom Paper] (P. 1480)**

98.0 to 320.0 (mm) (3.86 to 12.59 (inches))

[Append CR to LF]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [Custom Settings] ▶ [PCL]

Set how the position of the text to be printed is moved when the machine receives a line feed (LF) code.

[Yes]
The position of the text to be printed is moved to the beginning of the next line.

[No]
The position of the text to be printed is moved to the next line, without changing the horizontal position.

[Yes], [No]

[Enlarge A4 Print Width]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [Custom Settings] ▶ [PCL]

Set whether to expand the width of the print area to that of Letter size paper, when you print on A4 paper.
When you select [On], the width of the print area is expanded, and the left and right margins are reduced from 4.2 mm (0.17") to 3.4 mm (0.13").

* This setting is applied only when the page is in portrait orientation.

[On], [Off]

[Halftones]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [Custom Settings] ▶ [PCL]

Set the printing method used to reproduce halftones (the intermediate range between the lighter and darker areas of an image), according to the content of the print data.
You can configure the settings separately for text, graphics (lines and figures), and images (photos).

- To print text with clear and detailed contours, select [Resolution]. This setting is suitable for printing data with text and fine lines.
- To smoothly print gradations and contours, select [Gradation]. This setting is suitable for printing data such as figures that use gradations.
- To print fine lines and small text at a high resolution, select [Error Diffusion]. This setting is suitable for printing data such as CAD data.

* When you select [Error Diffusion], the fixing of the toner and stability of the texture may be reduced.

[Text] [Resolution], [Gradation], [Error Diffusion] [Graphics] [Resolution], [Gradation], [Error Diffusion] [Image] [Resolution], [Gradation], [Error Diffusion]

[Matching Method]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [Custom Settings] ▶ [PCL]

Configure the settings to adjust the color according to the print data.

- To print with the color tones adjusted to suit general documents such as photos and text documents, select [General].
- To print with the color tones adjusted to suit bitmap images so that the printed colors match the colors shown on screen, select [Perceptual].
- To minimize color difference when RGB data is converted to CMYK data, select [Colorimetric].
- To print with color tones adjusted to produce deeper and more vivid colors than with [General], select [Vivid Photo].
- To use a profile downloaded to the machine, select [Download Profile]. Up to nine profiles can be stored.

[General], [Perceptual], [Colorimetric], [Vivid Photo], [Download Profile]

NOTE

- This setting is also applied to the [Matching Method] setting in the following items:
  - **[UFR II] (P. 1476)**
  - **[Imaging] (P. 1493)**
  - **[XPS] (P. 1507)**

[Gray Compensation]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [Custom Settings] ▶ [PCL]

Set whether to print black or gray areas, where R=G=B in the RGB data, using only the black (K) toner. You can configure the settings separately for text, graphics (lines and figures), and images (photos).
When you select [Off], black and gray are printed using the four CMYK toner colors.

[Text]
[On], [Off]

[Graphics]
[On], [Off]

[Image]
[On], [Off]

[BarDIMM]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [Custom Settings] ▶ [PCL]

Set whether to enable the machine to print barcode data with the Barcode Printing Kit.

* This setting is displayed when the license is registered for the optional Barcode Printing Kit. [Disable] is set if the license has not been registered.

* When you select [Enable], the printing speed may decrease.

[Enable], [Disable]

[FreeScape]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [Custom Settings] ▶ [PCL]

Set the character used to denote the end of the barcode data.

* You can specify this setting when [BarDIMM] is set to [Enable]. **[BarDIMM] (P. 1483)**

[Off], [~], ["], [#], [$], [/], [\], [?], [{], [}], [|]

[PS]

AW63-0X5

Set how the machine processes the print data when the PS printer driver is used.

* Values in red text indicate the default setting for each item.

[Paper Save] (P. 1485)
[Job Timeout] (P. 1485)
[Print PS Errors] (P. 1486)
[Line Refinement] (P. 1486)
[Pure Black Text] (P. 1486)
[Pure Black Graphics] (P. 1486)
[Black Overprint] (P. 1487)
[Matching Mode] (P. 1487)
[RGB Source Profile] (P. 1487)
[CMYK Simulation Profile] (P. 1488)
[Use Grayscale Profile] (P. 1489)
[Output Profile] (P. 1489)
[Matching Method] (P. 1489)
[Device Link Profile] (P. 1490)
[Halftones] (P. 1491)
[Brightness] (P. 1491)
[Composite Overprint] (P. 1491)
[Grayscale Conversion] (P. 1492)

[Paper Save]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [Custom Settings] ▶ [PS]

Select [On] to disable the output of pages that are determined to be blank when printing.

* Depending on the print data, a page may not be determined to be blank even when there is nothing on it.

[On], [Off]

[Job Timeout]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [Custom Settings] ▶ [PS]

Set the amount of time from the start of reception standby, after print data reception is canceled, until the timeout.

0 to 3600 (sec.)

[Print PS Errors]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [Custom Settings] ▶ [PS]

Set whether to print the error details when an error occurs during printing.

[On], [Off]

[Line Refinement]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [Custom Settings] ▶ [PS]

Set whether to use a uniform thickness for fine lines when printing.
When you select [On (Slim)], lines are finer than with [On], but lines may become too fine or faint.

[On], [On (Slim)], [Off]

[Pure Black Text]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [Custom Settings] ▶ [PS]

Set whether to print black text using only the black (K) toner.
When you select [Off], printing is performed according to the [Output Profile] setting. **[Output Profile] (P. 1489)**

* This setting applies to black text with the following color information:

- R=G=B=0%
- C=M=Y=100%
- C=M=Y=0%, and K=100%

[On], [Off]

[Pure Black Graphics]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [Custom Settings] ▶ [PS]

Set whether to print black graphics (illustrations created in applications) using only the black (K) toner.
When you select [Off], printing is performed according to the [Output Profile] setting. **[Output Profile] (P. 1489)**

* This setting applies to black graphics with the following color information:

- R=G=B=0%
- C=M=Y=100%
- C=M=Y=0%, and K=100%

[On], [Off]

[Black Overprint]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [Custom Settings] ▶ [PS]

Set whether to apply overprinting (printing colors on top of each other) when you print black text or graphics on a color background or figure.

When [Off] Is Selected

The color background or figure is printed so that the part behind the black text or graphics is left blank, and then the black text or graphics are printed on the blank part.



* When you select [Off], the black print may appear faint, or a white border may remain around the edges of the black text or graphics.

When [On] Is Selected

The color background or figure is printed, and then the black text or graphics are printed on top.



* This setting can be configured when black text and graphics are set to be printed using only the black (K) toner. **[Pure Black Text] (P. 1486)** and **[Pure Black Graphics] (P. 1486)**

[On], [Off]

[Matching Mode]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [Custom Settings] ▶ [PS]

Set whether to use an ICC profile or device link profile for the color correction of RGB input data and CMYK input data.

* When [Color Mode] is set to [Black & White], the device link profile settings are disabled. **[Color Mode] (P. 1456)**

[RGB Input]
[ICC Profile], [D. Link Profile]

[CMYK Input]
[ICC Profile], [D. Link Profile]

[RGB Source Profile]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [Custom Settings] ▶ [PS]

Set the profile for RGB data that is appropriate to the monitor being used.

- Select [sRGB] when you are using an sRGB-compatible monitor. This setting adjusts the colors to the industry-standard image quality for ordinary Windows monitors, so that the printed colors match those shown on the monitor.
- To ensure no loss in the brightest and darkest areas of the data, set a value from [Gamma 1.5] to [Gamma 2.4]. A larger value produces a darker print.
- To convert to CMYK data when no RGB input profile is applied, select [None].
- To use a profile downloaded to the machine, select [Download Profile]. Up to 100 profiles can be stored.

[sRGB], [Gamma 1.5], [Gamma 1.8], [Gamma 2.4], [None], [Download Profile]

NOTE

- You can download profiles using the device management software resource plugins.

[CMYK Simulation Profile]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [Custom Settings] ▶ [PS]

Select the simulation target when printing CMYK data. The machine converts CMYK data to a device-dependent CMYK color model based on this simulation.

- To print with color tones close to the Japanese standard, select [JapanColor(Canon]. The JapanColor profile is applied.
- To print with color tones close to the US standard, select [US Web Ctd(Canon]. The US Web Coated profile is applied.
- To print with color tones close to the European standard, select [Euro Standard]. The Euro Standard profile is applied.
- To print without applying a CMYK simulation profile, select [None]. CMYK data is printed using a device-dependent CMYK color model. Depending on the data, some gradations of dark colors may not be reproduced.
- To use a profile downloaded to the machine, select [Download Profile]. Up to 100 profiles can be stored.

[JapanColor(Canon], [US Web Ctd(Canon], [Euro Standard], [None], [Download Profile]

IMPORTANT

- When the machine receives data that includes a device-independent (CIE based) color space definition, the color processing is performed according to that definition. The machine does not apply the profile specified for this item.
- When the machine receives a device-dependent color space definition in which color processing was performed on a computer, the profile specified for this item is also applied.

NOTE

- You can download profiles using the device management software resource plugins.
- If you download a profile with the name of None, that profile cannot be used. The [None] setting is applied instead.

[Use Grayscale Profile]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [Custom Settings] ▶ [PS]

Set whether to convert gray data to CMYK data using the grayscale profile of the machine.

* Even when [On] is selected, the data is printed using only the black (K) toner, depending on the settings for the following items:
  - **[Output Profile] (P. 1489)**
  - **[Pure Black Text] (P. 1486)**
  - **[Pure Black Graphics] (P. 1486)**

[On], [Off]

[Output Profile]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [Custom Settings] ▶ [PS]

Set the appropriate profile for the print data. You can configure the settings separately for text, graphics (lines and figures), and images (photos).

- To print with color tones adjusted to closely match those of the monitor display, select [Normal].
- To print with color tones adjusted to resemble a photo, select [Photo].
- To adjust the color tones to closely match those of the monitor display, and reproduce black and gray areas using only the black (K) toner, select [TR Normal].
- To adjust the color tones to resemble a photo, and reproduce black and gray areas using only the black (K) toner, select [TR Photo].
- To use a profile downloaded to the machine, select [Download Profile]. Up to 100 profiles can be stored.

[Text]
[Normal], [Photo], [TR Normal], [TR Photo], [Download Profile]

[Graphics]
[Normal], [Photo], [TR Normal], [TR Photo], [Download Profile]

[Image]
[Normal], [Photo], [TR Normal], [TR Photo], [Download Profile]

NOTE

- You can download profiles using the device management software resource plugins.
- The [Output Profile] setting is disabled when any of the following settings are configured:
  - When [RGB Source Profile] is set to [None] **[RGB Source Profile] (P. 1487)**
  - When [CMYK Simulation Profile] is set to [None] **[CMYK Simulation Profile] (P. 1488)**
  - When [Use Grayscale Profile] is set to [Off] **[Use Grayscale Profile] (P. 1489)**

[Matching Method]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [Custom Settings] ▶ [PS]

Set the element to be prioritized when you adjust the color with [RGB Source Profile]. **[RGB Source Profile] (P. 1487)**

- To give priority to the color tones when adjusting, such as when you print photos or bitmap images, select [Perceptual].
- To give priority to the color clarity when adjusting, such as when you print artwork or graphs for presentation materials, select [Saturation].
- To reproduce RGB color values as accurately as possible within the color reproduction range of the machine, and to minimize color difference when adjusting, select [Colorimetric].

[Perceptual], [Saturation], [Colorimetric]

IMPORTANT

- The profile specified for this item is not applied if [RGB Source Profile] is set to [None] and the machine receives a device-dependent color space definition in which color processing was performed on a computer.

NOTE

- The correspondence between these settings and the printer driver settings is shown in the table below. Configure this setting together with the [Output Profile] setting. **[Output Profile] (P. 1489)**

Control Panel Setting		Printer Driver Setting	
[Output Profile]	[Matching Method]	[100% GCR Profile]	[RGB Matching Method]
[TR Photo]	[Perceptual]	✓	General
[TR Normal]	[Perceptual]	✓	Perceptual
[TR Normal]/[TR Photo]	[Colorimetric]	✓	Colorimetric
[TR Photo]	[Saturation]	✓	Vivid Photo
[Photo]	[Perceptual]	—	General
[Normal]	[Perceptual]	—	Perceptual
[Normal]/[Photo]	[Colorimetric]	—	Colorimetric
[Photo]	[Saturation]	—	Vivid Photo

[Device Link Profile]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [Custom Settings] ▶ [PS]

Select [Download Profile] to use a device link profile downloaded to the machine.

[RGB Input]
    [Download Profile]

[CMYK Input]
[Download Profile]

NOTE

- When [Color Mode] is set to [Black & White], the device link profile settings are disabled. **[Color Mode] (P. 1456)**
- These items can be configured only when both [RGB Input] and [CMYK Input] in [Matching Mode] are set to [D. Link Profile].

[Halftones]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [Custom Settings] ▶ [PS]

Set the printing method used to reproduce halftones (the intermediate range between the lighter and darker areas of an image), according to the content of the print data.
You can configure the settings separately for text, graphics (lines and figures), and images (photos).

- To print text with clear and detailed contours, select [Resolution]. This setting is suitable for printing data with text and fine lines.
- To smoothly print gradations and contours, select [Gradation]. This setting is suitable for printing data such as figures that use gradations.
- To print fine lines and small text at a high resolution, select [Error Diffusion]. This setting is suitable for printing data such as CAD data.

* When you select [Error Diffusion], the fixing of the toner and stability of the texture may be reduced.

[Text]
[Resolution], [Gradation], [Error Diffusion]

[Graphics]
[Resolution], [Gradation], [Error Diffusion]

[Image]
[Resolution], [Gradation], [Error Diffusion]

[Brightness]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [Custom Settings] ▶ [PS]

Adjust the brightness of the printed image in 5% increments. A larger value produces a darker print.

* This setting is displayed only when [Toner Save] is set to [Off]. **[Toner Save] (P. 1465)**

* When you print using a printer driver, this setting is not applied if [Toner Save] is set to [On] in the printer driver.

85 to 100 to 115 (%)

[Composite Overprint]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [Custom Settings] ▶ [PS]

Set whether to overprint CMYK as composite output, when overprint settings are configured for the data.
When you select [Off], the printing results will be the same as images for which overprinting is not set.

* Even when you select [On], this setting is not applied to overprinting with special colors.

[On], [Off]

[Grayscale Conversion]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [Custom Settings] ▶ [PS]

Set the conversion method for when you print color data in black and white.

- To perform black and white printing with smooth gradations that take color differences into consideration, select [sRGB].
- To perform black and white printing that looks similar to NTSC television images, select [NTSC].
- To perform black and white printing in which all colors have equal R, G, and B values according to the brightness, select [Uniform RGB].

* You can configure this setting when [Color Mode] is set to [Black & White]. **[Color Mode] (P. 1456)**

[sRGB], [NTSC], [Uniform RGB]

[Imaging]

AW63-0X6

Set how the machine processes the print data when JPEG or TIFF format image files are printed.

* Values in red text indicate the default setting for each item.

- **[Image Orientation] (P. 1493)**
- **[Zoom] (P. 1493)**
- **[Print Position] (P. 1494)**
- **[Show Warnings] (P. 1494)**
- **[Enlarge Print Area] (P. 1494)**
- **[Matching Method] (P. 1494)**
- **[Photo Correct. (Color Only)] (P. 1495)**
- **[Halftones] (P. 1495)**
- **[Gray Compensation] (P. 1495)**
- **[Grayscale Conversion] (P. 1496)**

[Image Orientation]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [Custom Settings] ▶ [Imaging]

Set the orientation of the paper when printing.
The machine prints using the orientation selected here, regardless of the orientation of the paper loaded in the paper source.
When you select [Auto], images are printed in landscape orientation if the width is greater than the height, or in portrait orientation if the height is greater than the width.

[Auto], [Vertical], [Horizontal]

[Zoom]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [Custom Settings] ▶ [Imaging]

Set whether to enlarge the image to match the printable area.

- When the image is larger than the printable area, the image is reduced to fit in the printable area regardless of this setting.
- The aspect ratio of the image is maintained when the image is enlarged or reduced.

[Off], [Auto]

NOTE

- When you select [Auto], even if the print position in a tag of a TIFF file is specified, it will not be applied.

[Print Position]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [Custom Settings] ▶ [Imaging]

Set the image print position.
When you select [Auto], the image is printed according to the print position specified in the tag of the TIFF data. If the print position is not specified or you print a JPEG image, the image is printed in the center.

[Auto], [Center], [Top Left]

[Show Warnings]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [Custom Settings] ▶ [Imaging]

Set whether to display errors on the control panel when they are detected.

[On], [Off]

NOTE

- Some errors may be displayed even when you select [Off].

[Enlarge Print Area]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [Custom Settings] ▶ [Imaging]

Set whether to enlarge the print area to the edge of the paper without providing margins around the paper.

* When you select [On], part of the edge of the printed image may not be printed, or the paper may be partly smudged, depending on the print data.

[On], [Off]

[Matching Method]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [Custom Settings] ▶ [Imaging]

Configure the settings to adjust the color according to the print data.

- To print with the color tones adjusted to suit general documents such as photos and text documents, select [General].
- To print with the color tones adjusted to suit bitmap images so that the printed colors match the colors shown on screen, select [Perceptual].
- To minimize color difference when RGB data is converted to CMYK data, select [Colorimetric].

- To print with color tones adjusted to produce deeper and more vivid colors than with [General], select [Vivid Photo].
- To use a profile downloaded to the machine, select [Download Profile]. Up to nine profiles can be stored.

[General], [Perceptual], [Colorimetric], [Vivid Photo], [Download Profile]

NOTE

- This setting is also applied to the [Matching Method] setting in the following items:
  - **[UFR II] (P. 1476)**
  - **[PCL] (P. 1478)**
  - **[XPS] (P. 1507)**

[Photo Correct. (Color Only)]

[Settings/Registration] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [Custom Settings] ▶ [Imaging]

Configure the settings to perform corrections for color photos.
[Photo Correct. (Color Only)] (P. 1497)

[Halftones]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [Custom Settings] ▶ [Imaging]

Set the printing method used to reproduce halftones (the intermediate range between the lighter and darker areas of an image), according to the content of the print data.

- To print using a dither pattern with a high number of lines for emphasis on resolution, select [Resolution]. This setting reduces the appearance of jagged edges, making it suitable for printing general text and graphics.
- To smoothly print gradations and contours, select [Gradation]. This setting is suitable for printing data such as figures that use gradations.
- To print fine lines and small text at a high resolution, select [Error Diffusion]. This setting is suitable for printing data such as CAD data.

* When you select [Error Diffusion], the fixing of the toner and stability of the texture may be reduced.

[Resolution], [Gradation], [Error Diffusion]

[Gray Compensation]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [Custom Settings] ▶ [Imaging]

Set whether to print black or gray areas, where R=G=B in the RGB data, using only the black (K) toner.
When you select [Off], black and gray are printed using the four CMYK toner colors.

[On], [Off]

[Grayscale Conversion]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [Custom Settings] ▶ [Imaging]

Set the conversion method for when you print color data in black and white.

- To perform black and white printing with smooth gradations that take color differences into consideration, select [sRGB].
- To perform black and white printing that looks similar to NTSC television images, select [NTSC].
- To perform black and white printing in which all colors have equal R, G, and B values according to the brightness, select [Uniform RGB].

* You can configure this setting when [Color Mode] is set to [Black & White]. **[Color Mode] (P. 1456)**

[sRGB], [NTSC], [Uniform RGB]

[Photo Correct. (Color Only)]

AW63-0X7

Configure the settings to perform corrections for color photos.

* Values in red text indicate the default setting for each item.

[Photo Optimizer PRO] (P. 1497)
[Red-Eye Correction] (P. 1497)
[Face Brightener] (P. 1498)

[Photo Optimizer PRO]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [Custom Settings] ▶ [Imaging] ▶ [Photo Correct.(Color Only)]

Set whether to automatically correct color photo images.

- The following items are automatically corrected:
  - Contrast
  - Color balance
  - Saturation
  - Gradation
- The effects of automatic correction vary depending on the image. Corrections may not be performed in some cases, depending on the results of image analysis.

* You can configure this setting when [Color Mode] is set to [Auto (Color/B&W)]. **[Color Mode] (P. 1456)**

[On], [Off]

NOTE

- This setting is not applied to the following types of images:
  - Small images with 400 pixels or less
  - Images with a skewed histogram distribution
- When an image is divided into multiple parts, the desired results may not be obtained because corrections are performed separately on each part of the divided image.

[Red-Eye Correction]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [Custom Settings] ▶ [Imaging] ▶ [Photo Correct.(Color Only)]

Set whether to detect and correct the red-eye effect in images, which is caused by the flash when a photo is taken. When you enable this correction, you can also set the correction level.

The effects of red-eye correction vary depending on the image. Correction is not performed on images with a vertical or horizontal dimension of less than 100 pixels.

* You can configure this setting when [Color Mode] is set to [Auto (Color/B&W)]. **[Color Mode] (P. 1456)**

[Red-Eye Correction]
[On], [Off]

[Red-Eye Correction Level]
[Weak], [Standard], [Strong]

[Face Brightener]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [Custom Settings] ▶ [Imaging] ▶ [Photo Correct.(Color Only)]

Perform correction on the entire image to obtain the desired brightness for the faces of people that appear dark due to backlighting or underexposure.
When you enable this correction, you can also set the correction level.
The effects of Face Brightener vary depending on the image. Correction is not performed on images with a vertical or horizontal dimension of less than 100 pixels.

* You can configure this setting when [Color Mode] is set to [Auto (Color/B&W)]. **[Color Mode] (P. 1456)**

[Face Brightener]
[On], [Off]

[Face Brightener Level]
[Weak], [Standard], [Strong]

NOTE

- When an image is divided into multiple parts, the desired results may not be obtained because corrections are performed separately on each part of the divided image.

[PDF]

AW63-0X8

Set how the machine processes the print data when PDF format files are printed.

* Values in red text indicate the default setting for each item.

[Paper Save] (P. 1499)
[Enlarge/Reduce to Fit Size] (P. 1499)
[Enlarge Print Area] (P. 1500)
[N on 1] (P. 1500)
[Comment Print] (P. 1500)
[Line Refinement] (P. 1500)
[Pure Black Text] (P. 1501)
[Pure Black Graphics] (P. 1501)
[Black Overprint] (P. 1501)
[Matching Mode] (P. 1502)
[RGB Source Profile] (P. 1502)
[CMYK Simulation Profile] (P. 1503)
[Use Grayscale Profile] (P. 1503)
[Output Profile] (P. 1503)
[Matching Method] (P. 1504)
[Device Link Profile] (P. 1505)
[Halftones] (P. 1505)
[Brightness] (P. 1505)
[Composite Overprint] (P. 1506)
[Grayscale Conversion] (P. 1506)

[Paper Save]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [Custom Settings] ▶ [PDF]

Select [On] to disable the output of pages that are determined to be blank when printing.

* Depending on the print data, a page may not be determined to be blank even when there is nothing on it.

[On], [Off]

[Enlarge/Reduce to Fit Size]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [Custom Settings] ▶ [PDF]

Set whether to enlarge or reduce the print data according to the paper to be used for printing.

* When you select [On], the print data is enlarged or reduced while maintaining the aspect ratio of the print data.

[On], [Off]

[Enlarge Print Area]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [Custom Settings] ▶ [PDF]

Set whether to enlarge the print area to the edge of the paper without providing margins around the paper.

* When you select [On], part of the edge of the printed image may not be printed, or the paper may be partly smudged, depending on the print data.

[On], [Off]

[N on 1]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [Custom Settings] ▶ [PDF]

Set whether to reduce the size of print data with multiple pages, and arrange the pages on one side of a sheet of paper when the data is printed.
When you combine pages, select the number of pages to be combined.

Example: When combining four pages of print data onto one side of a sheet of paper
Select [4 on 1].

[Off], [2 on 1], [4 on 1], [6 on 1], [8 on 1], [9 on 1], [16 on 1]

[Comment Print]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [Custom Settings] ▶ [PDF]

Set whether to print PDF comments.
When you select [Auto], the document and comments[*1] are printed.

[*1] This applies only to comments specified for printing in the PDF file.

[Off], [Auto]

[Line Refinement]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [Custom Settings] ▶ [PDF]

Set whether to use a uniform thickness for fine lines when printing.
When you select [On (Slim)], lines are finer than with [On], but lines may become too fine or faint.

[On], [On (Slim)], [Off]

[Pure Black Text]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [Custom Settings] ▶ [PDF]

Set whether to print black text using only the black (K) toner.
When you select [Off], printing is performed according to the [Output Profile] setting. **[Output Profile] (P. 1503)**

* This setting applies to black text with the following color information:

- R=G=B=0%
- C=M=Y=100%
- C=M=Y=0%, and K=100%

[On], [Off]

[Pure Black Graphics]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [Custom Settings] ▶ [PDF]

Set whether to print black graphics (illustrations created in applications) using only the black (K) toner.
When you select [Off], printing is performed according to the [Output Profile] setting. **[Output Profile] (P. 1503)**

* This setting applies to black graphics with the following color information:

- R=G=B=0%
- C=M=Y=100%
- C=M=Y=0%, and K=100%

[On], [Off]

[Black Overprint]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [Custom Settings] ▶ [PDF]

Set whether to apply overprinting (printing colors on top of each other) when you print black text or graphics on a color background or figure.

When [Off] Is Selected

The color background or figure is printed so that the part behind the black text or graphics is left blank, and then the black text or graphics are printed on the blank part.



* When you select [Off], the black print may appear faint, or a white border may remain around the edges of the black text or graphics.

When [On] Is Selected

The color background or figure is printed, and then the black text or graphics are printed on top.



* This setting can be configured when black text and graphics are set to be printed using only the black (K) toner. **[Pure Black Text] (P. 1501)** and **[Pure Black Graphics] (P. 1501)**

[On], [Off]

[Matching Mode]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [Custom Settings] ▶ [PDF]

Set whether to use an ICC profile or device link profile for the color correction of RGB input data and CMYK input data.

* When [Color Mode] is set to [Black & White], the device link profile settings are disabled. **[Color Mode] (P. 1456)**

[RGB Input] [ICC Profile], [D. Link Profile] [CMYK Input] [ICC Profile], [D. Link Profile]

[RGB Source Profile]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [Custom Settings] ▶ [PDF]

Set the profile for RGB data that is appropriate to the monitor being used.

- Select [sRGB] when you are using an sRGB-compatible monitor. This setting adjusts the colors to the industry-standard image quality for ordinary Windows monitors, so that the printed colors match those shown on the monitor.
- To ensure no loss in the brightest and darkest areas of the data, set a value from [Gamma 1.5] to [Gamma 2.4]. A larger value produces a darker print.
- To convert to CMYK data when no RGB input profile is applied, select [None].
- To use a profile downloaded to the machine, select [Download Profile]. Up to 100 profiles can be stored.

[sRGB], [Gamma 1.5], [Gamma 1.8], [Gamma 2.4], [None], [Download Profile]

NOTE

- You can download profiles using the device management software resource plugins.

[CMYK Simulation Profile]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [Custom Settings] ▶ [PDF]

Select the simulation target when printing CMYK data. The machine converts CMYK data to a device-dependent CMYK color model based on this simulation.

- To print with color tones close to the Japanese standard, select [JapanColor(Canon]. The JapanColor profile is applied.
- To print with color tones close to the US standard, select [US Web Ctd(Canon]. The US Web Coated profile is applied.
- To print with color tones close to the European standard, select [Euro Standard]. The Euro Standard profile is applied.
- To print without applying a CMYK simulation profile, select [None]. CMYK data is printed using a device-dependent CMYK color model. Depending on the data, some gradations of dark colors may not be reproduced.
- To use a profile downloaded to the machine, select [Download Profile]. Up to 100 profiles can be stored.

[JapanColor(Canon], [US Web Ctd(Canon], [Euro Standard], [None], [Download Profile]

IMPORTANT

- When the machine receives data that includes a device-independent (CIE based) color space definition, the color processing is performed according to that definition. The machine does not apply the profile specified for this item.
- When the machine receives a device-dependent color space definition in which color processing was performed on a computer, the profile specified for this item is also applied.

NOTE

- You can download profiles using the device management software resource plugins.
- If you download a profile with the name of None, that profile cannot be used. The [None] setting is applied instead.

[Use Grayscale Profile]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [Custom Settings] ▶ [PDF]

Set whether to convert gray data to CMYK data using the grayscale profile of the machine.

* Even when [On] is selected, the data is printed using only the black (K) toner, depending on the settings for the following items:

[Output Profile] (P. 1503)
[Pure Black Text] (P. 1501)
[Pure Black Graphics] (P. 1501)

[On], [Off]

[Output Profile]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [Custom Settings] ▶ [PDF]

Set the appropriate profile for the print data. You can configure the settings separately for text, graphics (lines and figures), and images (photos).

- To print with color tones adjusted to closely match those of the monitor display, select [Normal].
- To print with color tones adjusted to resemble a photo, select [Photo].
- To adjust the color tones to closely match those of the monitor display, and reproduce black and gray areas using only the black (K) toner, select [TR Normal].
- To adjust the color tones to resemble a photo, and reproduce black and gray areas using only the black (K) toner, select [TR Photo].
- To use a profile downloaded to the machine, select [Download Profile]. Up to 100 profiles can be stored.

[Text]
[Normal], [Photo], [TR Normal], [TR Photo], [Download Profile]

[Graphics]
[Normal], [Photo], [TR Normal], [TR Photo], [Download Profile]

[Image]
[Normal], [Photo], [TR Normal], [TR Photo], [Download Profile]

NOTE

- You can download profiles using the device management software resource plugins.
- The [Output Profile] setting is disabled when any of the following settings are configured:
  - When [RGB Source Profile] is set to [None] **[RGB Source Profile] (P. 1502)**
  - When [CMYK Simulation Profile] is set to [None] **[CMYK Simulation Profile] (P. 1503)**
  - When [Use Grayscale Profile] is set to [Off] **[Use Grayscale Profile] (P. 1503)**

[Matching Method]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [Custom Settings] ▶ [PDF]

Set the element to be prioritized when you adjust the color with [RGB Source Profile]. **[RGB Source Profile] (P. 1502)**

- To give priority to the color tones when adjusting, such as when you print photos or bitmap images, specify [Perceptual].
- To give priority to the color clarity when adjusting, such as when you print artwork or graphs for presentation materials, select [Saturation].
- To reproduce RGB color values as accurately as possible within the color reproduction range of the machine, and to minimize color difference when adjusting, select [Colorimetric].

[Perceptual], [Saturation], [Colorimetric]

IMPORTANT

- The profile specified for this item is not applied if [RGB Source Profile] is set to [None] and the machine receives a device-dependent color space definition in which color processing was performed on a computer.

[Device Link Profile]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [Custom Settings] ▶ [PDF]

Select [Download Profile] to use a device link profile downloaded to the machine.

[RGB Input]
[Download Profile]

[CMYK Input]
[Download Profile]

NOTE

- When [Color Mode] is set to [Black & White], the device link profile settings are disabled. **[Color Mode] (P. 1456)**
- These items can be configured only when both [RGB Input] and [CMYK Input] in [Matching Mode] are set to [D. Link Profile].

[Halftones]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [Custom Settings] ▶ [PDF]

Set the printing method used to reproduce halftones (the intermediate range between the lighter and darker areas of an image), according to the content of the print data.
You can configure the settings separately for text, graphics (lines and figures), and images (photos).

- To print text with clear and detailed contours, select [Resolution]. This setting is suitable for printing data with text and fine lines.
- To smoothly print gradations and contours, select [Gradation]. This setting is suitable for printing data such as figures that use gradations.
- To print fine lines and small text at a high resolution, select [Error Diffusion]. This setting is suitable for printing data such as CAD data.

* When you select [Error Diffusion], the fixing of the toner and stability of the texture may be reduced.

[Text]
[Resolution], [Gradation], [Error Diffusion]

[Graphics]
[Resolution], [Gradation], [Error Diffusion]

[Image]
[Resolution], [Gradation], [Error Diffusion]

[Brightness]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [Custom Settings] ▶ [PDF]

Adjust the brightness of the printed image in 5% increments. A larger value produces a darker print.

* This setting is displayed only when [Toner Save] is set to [Off]. **[Toner Save] (P. 1465)**

85 to 100 to 115 (%)

[Composite Overprint]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [Custom Settings] ▶ [PDF]

Set whether to overprint CMYK as composite output, when overprint settings are configured for the data.
When you select [Off], the printing results will be the same as images for which overprinting is not set.

* Even when you select [On], this setting is not applied to overprinting with special colors.

[On], [Off]

[Grayscale Conversion]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [Custom Settings] ▶ [PDF]

Set the conversion method for when you print color data in black and white.

- To perform black and white printing with smooth gradations that take color differences into consideration, select [sRGB].
- To perform black and white printing that looks similar to NTSC television images, select [NTSC].
- To perform black and white printing in which all colors have equal R, G, and B values according to the brightness, select [Uniform RGB].

* You can configure this setting when [Color Mode] is set to [Black & White]. **[Color Mode] (P. 1456)**

[sRGB], [NTSC], [Uniform RGB]

[XPS]

AW63-0X9

Set how the machine processes the print data when XPS format files are printed.

* Values in red text indicate the default setting for each item.

[Paper Save] (P. 1507)
[Matching Method] (P. 1507)
[Photo Correct. (Color Only)] (P. 1508)
[Halftones] (P. 1508)
[Gray Compensation] (P. 1508)
[Grayscale Conversion] (P. 1509)

[Paper Save]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [Custom Settings] ▶ [XPS]

Select [On] to disable the output of pages that are determined to be blank when printing.

* Depending on the print data, a page may not be determined to be blank even when there is nothing on it.

[On], [Off]

[Matching Method]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [Custom Settings] ▶ [XPS]

Configure the settings to adjust the color according to the print data.

- To print with the color tones adjusted to suit general documents such as photos and text documents, select [General].
- To print with the color tones adjusted to suit bitmap images so that the printed colors match the colors shown on screen, select [Perceptual].
- To minimize color difference when RGB data is converted to CMYK data, select [Colorimetric].
- To print with color tones adjusted to produce deeper and more vivid colors than with [General], select [Vivid Photo].
- To use a profile downloaded to the machine, select [Download Profile]. Up to nine profiles can be stored.

[General], [Perceptual], [Colorimetric], [Vivid Photo], [Download Profile]

NOTE

- This setting is also applied to the [Matching Method] setting in the following items:
  - **[UFR II] (P. 1476)**
  - **[PCL] (P. 1478)**

[Imaging] (P. 1493)

[Photo Correct. (Color Only)]

[Settings/Registration] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [Custom Settings] ▶ [XPS]

Configure the settings to perform corrections for color photos.
[Photo Correct. (Color Only)] (P. 1510)

[Halftones]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [Custom Settings] ▶ [XPS]

Set the printing method used to reproduce halftones (the intermediate range between the lighter and darker areas of an image), according to the content of the print data.
You can configure the settings separately for text, graphics (lines and figures), and images (photos).

- To print text with clear and detailed contours, select [Resolution]. This setting is suitable for printing data with text and fine lines.
- To smoothly print gradations and contours, select [Gradation]. This setting is suitable for printing data such as figures that use gradations.
- To print fine lines and small text at a high resolution, select [Error Diffusion]. This setting is suitable for printing data such as CAD data.

* When you select [Error Diffusion], the fixing of the toner and stability of the texture may be reduced.

[Text]
[Resolution], [Gradation], [Error Diffusion]

[Graphics]
[Resolution], [Gradation], [Error Diffusion]

[Image]
[Resolution], [Gradation], [Error Diffusion]

[Gray Compensation]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [Custom Settings] ▶ [XPS]

Set whether to print black or gray areas, where R=G=B in the RGB data, using only the black (K) toner. You can configure the settings separately for text, graphics (lines and figures), and images (photos).
When you select [Off], black and gray are printed using the four CMYK toner colors.

[Text]
[On], [Off]

[Graphics]
[On], [Off]

[Image]

[On], [Off]

[Grayscale Conversion]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [Custom Settings] ▶ [XPS]

Set the conversion method for when you print color data in black and white. You can configure the settings separately for text, graphics (lines and figures), and images (photos).

- To perform black and white printing with smooth gradations that take color differences into consideration, select [sRGB].
- To perform black and white printing that looks similar to NTSC television images, select [NTSC].
- To perform black and white printing in which all colors have equal R, G, and B values according to the brightness, select [Uniform RGB].

* You can configure this setting when [Color Mode] is set to [Black & White]. **[Color Mode] (P. 1456)**

[Text]
[sRGB], [NTSC], [Uniform RGB]

[Graphics]
[sRGB], [NTSC], [Uniform RGB]

[Image]
[sRGB], [NTSC], [Uniform RGB]

[Photo Correct. (Color Only)]

AW63-0XA

Configure the settings to perform corrections for color photos.

* Values in red text indicate the default setting for each item.

[Photo Optimizer PRO] (P. 1510)
[Red-Eye Correction] (P. 1510)
[Face Brightener] (P. 1511)

[Photo Optimizer PRO]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [Custom Settings] ▶ [XPS] ▶ [Photo Correct.(Color Only)]

Set whether to automatically correct color photo images.

- The following items are automatically corrected:
  - Contrast
  - Color balance
  - Saturation
  - Gradation
- The effects of automatic correction vary depending on the image. Corrections may not be performed in some cases, depending on the results of image analysis.

* You can configure this setting when [Color Mode] is set to [Auto (Color/B&W)]. **[Color Mode] (P. 1456)**

[On], [Off]

NOTE

- This setting is not applied to the following types of images:
  - Small images with 400 pixels or less
  - Images with a skewed histogram distribution
- When an image is divided into multiple parts, the desired results may not be obtained because corrections are performed separately on each part of the divided image.

[Red-Eye Correction]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [Custom Settings] ▶ [XPS] ▶ [Photo Correct.(Color Only)]

Set whether to detect and correct the red-eye effect in images, which is caused by the flash when a photo is taken. When you enable this correction, you can also set the correction level.

The effects of red-eye correction vary depending on the image. Correction is not performed on images with a vertical or horizontal dimension of less than 100 pixels.

* You can configure this setting when [Color Mode] is set to [Auto (Color/B&W)]. **[Color Mode] (P. 1456)**

[Red-Eye Correction]
[On], [Off]

[Red-Eye Correction Level]
[Weak], [Standard], [Strong]

[Face Brightener]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [Custom Settings] ▶ [XPS] ▶ [Photo Correct.(Color Only)]

Perform correction on the entire image to obtain the desired brightness for the faces of people that appear dark due to backlighting or underexposure.
When you enable this correction, you can also set the correction level.
The effects of Face Brightener vary depending on the image. Correction is not performed on images with a vertical or horizontal dimension of less than 100 pixels.

* You can configure this setting when [Color Mode] is set to [Auto (Color/B&W)]. **[Color Mode] (P. 1456)**

[Face Brightener]
[On], [Off]

[Face Brightener Level]
[Weak], [Standard], [Strong]

NOTE

- When an image is divided into multiple parts, the desired results may not be obtained because corrections are performed separately on each part of the divided image.

[Utility]

AW63-0XC

Delete downloaded fonts and delete print data in which errors occurred during processing.

[Initialize PCL Storage] (P. 1512)
[Initialize PS Storage] (P. 1512)
[Reset Printer] (P. 1512)

[Initialize PCL Storage]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [Utility]

Delete the information for all downloaded PCL fonts if a problem occurs when the fonts are downloaded. For details, see "Setting the Machine (PS/PCL/UFR II Printer)" at the online manual site.
https://oip.manual.canon/

IMPORTANT

- Do not perform [Initialize PCL Storage] when the machine is operating normally.

[Initialize PS Storage]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [Utility]

Delete the information for all downloaded PostScript fonts if a problem occurs when the fonts are downloaded.

IMPORTANT

- Do not perform [Initialize PS Storage] when the machine is operating normally.

[Reset Printer]

DeviceAdmin | NetworkAdmin | Remote UI

[Settings/Registration] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [Utility]

Delete jobs that are being processed if an error occurs during the process of generating the print image.

Settings That Can Be Distributed, Imported, and Exported

AW63-0XE

Depending on the setting item, the [Settings/Registration] menu items may or may not support the device information function and the import and export functions. See the list of the support status for device information distribution and importing and exporting settings for each item.
The lists also provide the names of the items when they are exported. **How to Read the Support Status Lists (P. 1514)**

[Preferences] (P. 1516)
[Adjustment/Maintenance] (P. 1531)
[Function Settings] (P. 1533)
[Set Destination] (P. 1558)
[Management Settings] (P. 1560)
Printer Settings Menu (P. 1569)
Volume Settings (P. 1576)

NOTE

- For details on the device information distribution function, see the following:

  Using the Same Settings Among Multiple Canon Multifunction Machines (Device Information Distribution) (P. 1123)

- For details on how to perform the import and export operations, see the following:

  Importing and Exporting the Address Book and Settings (P. 1137)

How to Read the Support Status Lists

AW63-0XF

The information described below is included in the lists that show the support status for the device information distribution, import, and export functions.

Device Information Distribution

Indicates whether settings can be distributed with the device information distribution function.

✔: Device information distribution is supported

—: Device information distribution is not supported

Import All

Indicates which machine settings can be imported with the Import All function. The " — " symbol indicates items that cannot be imported with the Import All function.

A: This machine only

B: Same machine model
You can import settings exported from the machine, as well as from other models in the same series as the machine.

C: Different machine models
You can import settings exported from the machine, from other models in the same series as the machine, and from other models (those that support the Import All function) in a different series than the machine.

Export All

Indicates the item in which the setting is included, which can be selected when using the Export All function. The " — " symbol indicates items that cannot be exported with the Export All function.

- Settings/Registration Basic Information
- Paper Type Management Settings
- Settings for Printer Settings
- Download Profile for Printer Settings
- Forwarding Settings
- Box Settings
- Department ID Management Settings
- Key Settings
- Certificate/Certificate Revocation List (CRL) Settings
- Visual Message Settings
- Home Settings
- Web Access Settings
- Favorite Settings
- Address Book
- User Group Address List
- Authentication User Management
- Security Policy Settings
- Personal Setting Information

- MEAP Application Setting Information

[Preferences]

AW63-0XH

You can check lists that show which settings support the device information distribution, import, and export functions.

[Paper Settings] (P. 1517)
[Display Settings] (P. 1519)
[Timer/Energy Settings] (P. 1520)
[Network] (P. 1521)
[External Interface] (P. 1529)
[Accessibility] (P. 1530)

[Paper Settings]

AW63-0XJ

The following list shows the support status for the device information distribution, import, and export functions. **How to Read the Support Status Lists (P. 1514)**

Setting Item		Device Information Distribution	Import All	Export All
[Paper Settings]	[Paper Settings]	—	B	Settings/Registration Basic Information
	[Custom Size]	—	—	Settings/Registration Basic Information
	[Envelope]	—	B	Settings/Registration Basic Information
[Paper Size Group for Auto Recognition in Drawer]		—	B	Settings/Registration Basic Information
[A5R/STMTR Paper Selection]		—	B	Settings/Registration Basic Information
[LGL/LGL (India) Paper Selection] (for C3100 Series)		—	B	Settings/Registration Basic Information
[Paper Type Management Settings]		—	A*1	Paper Type Management Settings
[Restrict Paper Source] (for C7100 Series)		—	A	Settings/Registration Basic Information
[Register Favorite Paper (Multi-Purpose Tray)]		—	B	Settings/Registration Basic Information
[Multi-Purpose Tray Defaults]		—	B	Settings/Registration Basic Information
[Set MP Tray Paper Type Auto Recognition as Default] (for C7100 Series)		—	C	Settings/Registration Basic Information
[Register Custom Size]		✓	B	Settings/Registration Basic Information

*1 The following items are categorized as "C":

- [Name]
- [Category]
- [Basis Weight]
- [Size] (for C7100 Series)
- [Finish]
- [Type]
- [Color]
- [Adjust Creep Correction]
- [Adj. Lead Edge Sec. Transfer Volt.]
- [Correct Tail End Toner Application]

- [Auto Adjust L/R Edge Alignment] (for C7100 Series)

[Display Settings]

AW63-0XK

The following list shows the support status for the device information distribution, import, and export functions.
How to Read the Support Status Lists (P. 1514)

Setting Item	Device Information Distribution	Import All	Export All
[Default Screen after Startup/Restoration]	—	C	Settings/Registration Basic Information Personal Setting Information
[Default Screen (Status Monitor)]	—	C	Settings/Registration Basic Information
[Copy Screen Display Settings]	—	C	Settings/Registration Basic Information
[Display Fax Function]	—	C	Settings/Registration Basic Information
[Store Location Display Settings]	—	C	Settings/Registration Basic Information
[Switch Language/Keyboard]	—	C	Settings/Registration Basic Information Personal Setting Information
[Display Switch Language/Keyboard Button]	—	C	Settings/Registration Basic Information
[Use Keyboard Shift Lock Feature]	✓	C	Settings/Registration Basic Information
[Registered Characters for Keyboard]	—	C	Settings/Registration Basic Information
[Display Remaining Paper Message]	—	C	Settings/Registration Basic Information
[No. of Copies/Job Duration Status]	—	C	Settings/Registration Basic Information
[Notify to Clean Original Scanning Area]	—	C	Settings/Registration Basic Information
[Paper Type Selection Screen Priority] (for C5100 Series and C3100 Series)	—	C	Settings/Registration Basic Information
[Change Default Display for Paper Type List]	—	C	Settings/Registration Basic Information
[Switch Millimeter/Inch Entry]	✓	C	Settings/Registration Basic Information
[Display Logged-in User Name]	—	C	Settings/Registration Basic Information
[Display Remaining Toner Error Message]	—	C	Settings/Registration Basic Information
[Delete Remaining Toner Error]	—	—	—
[IP Address Display Settings]	—	C	Settings/Registration Basic Information
[Display Scan for Mobile]	—	C	Settings/Registration Basic Information
[Display Mobile Portal]	—	C	Settings/Registration Basic Information
[Display QR Code on Mobile Portal]	—	C	Settings/Registration Basic Information

[Timer/Energy Settings]

AW63-0XL

The following list shows the support status for the device information distribution, import, and export functions.
How to Read the Support Status Lists (P. 1514)

Setting Item		Device Information Distribution	Import All	Export All
[Adjust Time]		—	—	—
[Date/Time Settings]	[Time Zone]	—	C	Settings/Registration Basic Information
	[Daylight Saving Time]	—	C	Settings/Registration Basic Information
	Date and time input	—	—	Settings/Registration Basic Information
[Time Format]		—	C	Settings/Registration Basic Information
[Quick Startup Settings for Main Power]		✓	C	Settings/Registration Basic Information
[Auto Reset Time]		✓	C	Settings/Registration Basic Information
[Restrict Auto Reset Time]		✓	C	Settings/Registration Basic Information
[Function After Auto Reset]		✓	C	Settings/Registration Basic Information
[Auto Shutdown Time] Europe		✓	C	Settings/Registration Basic Information
[Auto Shutdown Weekly Timer] Europe		✓	C	Settings/Registration Basic Information
[Auto Sleep Time]		✓	C	Settings/Registration Basic Information
[Sleep Mode Energy Use]		✓	C	Settings/Registration Basic Information
[Auto Sleep Weekly Timer]		✓	C	Settings/Registration Basic Information
[Time Settings for Auto Adjust Gradation]		✓	C	Settings/Registration Basic Information
[Sleep Mode Exit Time Settings]		✓	C	Settings/Registration Basic Information
[Sleep Mode Eco Exit]		—	C	Settings/Registration Basic Information

[Network]

AW63-0XR

The following list shows the support status for the device information distribution, import, and export functions. **How to Read the Support Status Lists (P. 1514)**

Setting Item		Device Information Distribution	Import All	Export All
[Output Report]		—	—	—
[Confirm Network Connection Setting Changes]		✓	C	Settings/Registration Basic Information
[TCP/IP Settings]		**[TCP/IP Settings] (P. 1524)**		
[SNMP Settings]	[Use SNMPv1]	✓	C	Settings/Registration Basic Information
	[Set Dedicated Community]	—	C	Settings/Registration Basic Information
	[Set Community Name 1]	—	C	Settings/Registration Basic Information
	[Set Community Name 2]	—	C	Settings/Registration Basic Information
	[Use SNMPv3]	—	C	Settings/Registration Basic Information
	[Administrator Settings]	—	C	Settings/Registration Basic Information
	[Custom]	—	C	Settings/Registration Basic Information
	[Retrieve Printer Mngt. Information from Host]	✓	C	Settings/Registration Basic Information
	[Reject SNMP Packets While in Sleep Mode]	—	C	Settings/Registration Basic Information
[Format Host Resources MIB to RFC2790]		—	C	Settings/Registration Basic Information
[Dedicated Port Settings]		✓	C	Settings/Registration Basic Information
[Dedicated Port Authentication Method]		—	C	Settings/Registration Basic Information
[Use Spool Function]		✓	C	Settings/Registration Basic Information
[Waiting Time for Connection at Startup]		—	C	Settings/Registration Basic Information
[Ethernet Driver Settings]	[Auto Detect]	—	C	Settings/Registration Basic Information

Setting Item		Device Information Distribution	Import All	Export All
	[Communication Mode]	—	C	Settings/Registration Basic Information
	[Ethernet Type]	—	C	Settings/Registration Basic Information
	[Current Transmission Speed]	—	—	—
	[MAC Address]	—	—	—
[Sleep Mode Priority Settings]		—	C	Settings/Registration Basic Information
[IEEE 802.1X Settings]	[Use IEEE 802.1X]	—	C	Settings/Registration Basic Information
	[Login Name]	—	C	Settings/Registration Basic Information
	[Verify Authentication Server Certificate]	—	C	Settings/Registration Basic Information
	[Verify Authentication Server Name]	—	C	Settings/Registration Basic Information
	[Authentication Server Name]	—	C	Settings/Registration Basic Information
	[Use TLS]	—	C	Settings/Registration Basic Information
	[Key and Certificate]	—	—	—
	[Use TTLS]	—	C	Settings/Registration Basic Information
	[Use PEAP]	—	C	Settings/Registration Basic Information
	[User Name]	—	C	Settings/Registration Basic Information
	[Password]	—	C	Settings/Registration Basic Information
	[Same User Name as Login Name]	—	C	Settings/Registration Basic Information
[Firewall Settings]	[IPv4 Address Filter]	—	C	Settings/Registration Basic Information
	[IPv6 Address Filter]	—	C	Settings/Registration Basic Information
	[MAC Address Filter]	—	C	Settings/Registration Basic Information
	[IP Address Block Log]	—	—	—
[Use Mopria]		✓	C	Settings/Registration Basic Information

Setting Item		Device Information Distribution	Import All	Export All
[Use AirPrint]		✔	C	Settings/Registration Basic Information
[Display Errors for AirPrint]		—	C	Settings/Registration Basic Information
[Use IPP Everywhere]		—	C	Settings/Registration Basic Information
[Universal Print Settings]	[Basic Settings]	—	C*1	Settings/Registration Basic Information
	[Registration Status]	—	—	—
[Device Position Information Settings]		—	—	—
[Select Interface]		—	C	Settings/Registration Basic Information
[Wireless LAN]	[Wireless LAN Settings]	—	—	—
	[Wireless LAN Information]	—	—	—
	[Power Save Mode]	—	C	Settings/Registration Basic Information
[Direct Connection Settings]	[Use Direct Connection]	—	C	Settings/Registration Basic Information
	[Direct Connection Type]	—	C	Settings/Registration Basic Information
	[Device Name for Wi-Fi Direct]	—	—	Settings/Registration Basic Information
	[Time Until Direct Connection Session Is Terminated]	—	C	Settings/Registration Basic Information
	[Access Point Mode Settings]	—	C	Settings/Registration Basic Information Personal Setting Information
	[Always Keep Enabled If SSID/ Network Key Specified]	—	C	Settings/Registration Basic Information
	[IP Address Settings for Direct Connection]	—	C	Settings/Registration Basic Information
	[Frequency Settings for Access Point Mode]	—	C	Settings/Registration Basic Information
	[Personal SSID and Network Key Settings]	—	C	Personal Setting Information
	[Use Login Name as User Name for Print Jobs]	—	C	Settings/Registration Basic Information
[Sub Line Settings]		**[Sub Line Settings] (P. 1527)**		
[Static Routing Settings]		—	C	Settings/Registration Basic Information

*1 [Printer Name] is categorized as "A."

[TCP/IP Settings]

AW63-0XS

The following list shows the support status for the device information distribution, import, and export functions.
How to Read the Support Status Lists (P. 1514)

Setting Item		Device Information Distribution	Import All	Export All
[IPv4 Settings]	[Use IPv4]	—	C	Settings/Registration Basic Information
	[IP Address Settings]	—	C*1	Settings/Registration Basic Information
	[DHCP Option Settings]	—	C	Settings/Registration Basic Information
	[PING Command]	—	—	—
[IPv6 Settings]	[Use IPv6]	—	C	Settings/Registration Basic Information
	[Stateless Address Settings]	—	C	Settings/Registration Basic Information
	[Manual Address Settings]	—	A	Settings/Registration Basic Information
	[Use DHCPv6]	✓	C	Settings/Registration Basic Information
	[PING Command]	—	—	—
	[Only Retrieve Stateful Address Prefix]	—	C	Settings/Registration Basic Information
	[DHCP Option Settings]	—	C	Settings/Registration Basic Information
[DNS Settings]	[DNS Server Address Settings]	—	C	Settings/Registration Basic Information
	[DNS Host Name/Domain Name Settings]	—	A	Settings/Registration Basic Information
	[DNS Dynamic Update Settings]	—	C	Settings/Registration Basic Information
	[mDNS Settings]	—	C	Settings/Registration Basic Information
[Computer Name/Workgroup Name Settings]		—	A	Settings/Registration Basic Information
[SMB Server Settings]		—	C	Settings/Registration Basic Information
[Specify SMB Server Version]		—	C	Settings/Registration Basic Information

Setting Item		Device Information Distribution	Import All	Export All
[SMB Client Settings]		—	C	Settings/Registration Basic Information
[Specify SMB Client Version]		—	C	Settings/Registration Basic Information
[WINS Settings]		—	C	Settings/Registration Basic Information
[LPD Print Settings]		✓	C	Settings/Registration Basic Information
[RAW Print Settings]		✓	C	Settings/Registration Basic Information
[SNTP Settings]	[Use SNTP]	—	C	Settings/Registration Basic Information
	[Polling Interval]	—	C	Settings/Registration Basic Information
	[NTP Server Address]	—	C	Settings/Registration Basic Information
	[Check NTP Server]	—	—	—
[FTP Print Settings]	[Use FTP Printing]	✓	C	Settings/Registration Basic Information
	[User Name]	—	C	Settings/Registration Basic Information
	[Password]	—	C	Settings/Registration Basic Information
[Use UTF-8 to Display Name of FTP Print Job]		✓	C	Settings/Registration Basic Information
[WSD Settings]		✓	C	Settings/Registration Basic Information
[Use FTP PASV Mode]		✓	C	Settings/Registration Basic Information
[IPP Print Settings]	[On]/[Off]	✓	C	Settings/Registration Basic Information
	[Allow When Using TLS]	—	C	Settings/Registration Basic Information
	[Use Authentication]	—	C	Settings/Registration Basic Information
[Multicast Discovery Settings]	[Response]	✓	C	Settings/Registration Basic Information
	[Scope Name]	—	C	Settings/Registration Basic Information
[Sleep Mode Notification Settings]		✓	C	Settings/Registration Basic Information
[Use HTTP]		✓	C	Settings/Registration Basic Information

Setting Item		Device Information Distribution	Import All	Export All
[Use WebDAV Server]		✓	C	Settings/Registration Basic Information
[TLS Settings]	[Key and Certificate]	—	—	—
	[Specify Allowed Versions]	—	C	Settings/Registration Basic Information
	[Encryption Algorithm Settings]	—	C	Settings/Registration Basic Information
	[Key Exchange Algorithm Settings]	—	C	Settings/Registration Basic Information
	[Signature Algorithm Settings]	—	C	Settings/Registration Basic Information
	[HMAC Algorithm Settings]	—	C	Settings/Registration Basic Information
[Proxy Settings]		—	C	Settings/Registration Basic Information
[Confirm Auth. Info. When in Auth. Management Mode]		—	C	Settings/Registration Basic Information
[IPSec Settings]	[Use IPSec]	—	C	Settings/Registration Basic Information
	[Receive Non-Policy Packets]	—	C	Settings/Registration Basic Information
	[Policy On/Off]	—	C	Settings/Registration Basic Information
	[Policy Name]	—	C	Settings/Registration Basic Information
	[Selector Settings]	—	C	Settings/Registration Basic Information
	[IKE Settings]	—	C	Settings/Registration Basic Information
	[IPSec Network Settings]	—	C	Settings/Registration Basic Information
	[Only Allow 256-bit for AES Key Length]	—	—	—
[SIP Settings]		— *2	— *2	— *2
[TCP/IP Option Settings]		—	C	Settings/Registration Basic Information
[Use Network Link Scan]		—	C	Settings/Registration Basic Information

*1 [IP Address] is categorized as "A."
*2 For details on the support for [SIP Settings], see the manual of IP FAX Expansion Kit at the online manual site.
https://oip.manual.canon/

[Sub Line Settings]

AW63-0XU

The following list shows the support status for the device information distribution, import, and export functions.
How to Read the Support Status Lists (P. 1514)

Setting Item		Device Information Distribution	Import All	Export All
[IP Address Settings]	[DHCP]	—	C	Settings/Registration Basic Information
	[IP Address]	—	A	Settings/Registration Basic Information
	[Subnet Mask]	—	C	Settings/Registration Basic Information
	[Gateway Address]	—	C	Settings/Registration Basic Information
[Priority Line for Communication with Mobile Devices]		—	C	Settings/Registration Basic Information
[Ethernet Driver Settings]	[Auto Detect]	—	C	Settings/Registration Basic Information
	[Communication Mode]	—	C	Settings/Registration Basic Information
	[Ethernet Type]	—	C	Settings/Registration Basic Information
	[Current Transmission Speed]	—	—	—
	[MAC Address]	—	—	—
[IEEE 802.1X Settings]	[Use IEEE 802.1X]	—	C	Settings/Registration Basic Information
	[Login Name]	—	C	Settings/Registration Basic Information
	[Verify Authentication Server Certificate]	—	C	Settings/Registration Basic Information
	[Verify Authentication Server Name]	—	C	Settings/Registration Basic Information
	[Authentication Server Name]	—	C	Settings/Registration Basic Information
	[Use TLS]	—	C	Settings/Registration Basic Information
	[Key and Certificate]	—	—	—
	[Use TTLS]	—	C	Settings/Registration Basic Information

Setting Item		Device Information Distribution	Import All	Export All
	[Use PEAP]	—	C	Settings/Registration Basic Information
	[User Name]	—	C	Settings/Registration Basic Information
	[Password]	—	C	Settings/Registration Basic Information
	[Same User Name as Login Name]	—	C	Settings/Registration Basic Information
[Firewall Settings]		—	C	Settings/Registration Basic Information
[Settings for System Data Communic.]		—	C	Settings/Registration Basic Information

[External Interface]

AW63-0XW

The following list shows the support status for the device information distribution, import, and export functions.
How to Read the Support Status Lists (P. 1514)

Setting Item		Device Information Distribution	Import All	Export All
[USB Settings]	[Use as USB Device]	✔	C	Settings/Registration Basic Information
	[Use MEAP Driver for USB Input Device]	✔	C	Settings/Registration Basic Information
	[Use MEAP Driver for USB Storage Device]	✔	C	Settings/Registration Basic Information
	[Use USB Storage Device]	—	C	Settings/Registration Basic Information

[Accessibility]

AW63-0XX

The following list shows the support status for the device information distribution, import, and export functions.
How to Read the Support Status Lists (P. 1514)

Setting Item	Device Information Distribution	Import All	Export All
[Key Repetition Settings]	—	C	Settings/Registration Basic Information Personal Setting Information
[Acceptance Delay for Repeated Presses]	—	C	Settings/Registration Basic Information Personal Setting Information
[Reversed Display (Color)]	—	C	Settings/Registration Basic Information Personal Setting Information
[Enable Screen Magnification]	—	C	Settings/Registration Basic Information Personal Setting Information
[Use Flick/Pinch Function]	—	C	Settings/Registration Basic Information

[Adjustment/Maintenance]

AW63-0XY

The following list shows the support status for the device information distribution, import, and export functions.
How to Read the Support Status Lists (P. 1514)

Setting Item		Device Information Distribution	Import All	Export All
[Adjust Image Quality]	[Auto Adjust Gradation]	—	—	—
	[Auto Correct Color Tone Settings] (for C7100 Series and C5100 Series)	—	—	—
	[Correct Density]	—	C	Settings/Registration Basic Information
	[Correct Shading]	—	—	—
	[Auto Correct Color Mismatch]	—	—	—
	[Adjust Image Position for Each Paper Drawer]	—	A	Settings/Registration Basic Information
	[Full Color Printing Vividness Settings]	—	A	Settings/Registration Basic Information
	[Fine Adjust Zoom]	—	A	Settings/Registration Basic Information
	[Dither Pattern Settings]	—	—	—
	[Adjust Toner Volume Used for Color Printing] (C3100 Series only)	—	A	Settings/Registration Basic Information
	[Color Balance] (for C7100 Series and C5100 Series)	—	A	Settings/Registration Basic Information
	[Correct Uneven Gloss] (for C3100 Series only)	—	A	Settings/Registration Basic Information
	[Special Smoothing]	—	A	Settings/Registration Basic Information
	[Register Color Profile]	—	—	—
[Adjust Action]	[Saddle Stitch Staple Repositioning]	—	—	—
	[Adjust Saddle Stitch Fold Position/Stitch Position]	—	—	—
	[Switch Finisher Puncher Mode]	—	B	Settings/Registration Basic Information
	[Adjust Fold Position]	—	—	—
	[Time Until Stapling Starts in Stapler Mode]	—	C	Settings/Registration Basic Information

Setting Item		Device Information Distribution	Import All	Export All
	[Start Key Touch Recognition Delay]	—	C	Settings/Registration Basic Information
[Maintenance]		—	—	—

[Function Settings]

AW63-0Y0

You can check lists that show which settings support the device information distribution, import, and export functions.

[Common] (P. 1534)
[Copy] (P. 1539)
[Printer] (P. 1540)
[Send] (P. 1541)
[Receive/Forward] (P. 1549)
[Store/Access Files] (P. 1553)
[Print] (P. 1555)
[Hold] (For C7100 Series and C5100 Series) (P. 1556)
[Web Access] (P. 1557)

[Common]

AW63-0Y1

The following list shows the support status for the device information distribution, import, and export functions. **How to Read the Support Status Lists (P. 1514)**

Setting Item		Device Information Distribution	Import All	Export All
[Paper Feed Settings]	[Paper Source Auto Selection]	—	B	Settings/Registration Basic Information
	[Paper Source Auto Selection Based on Color]	—	—	—
	[Switch Feed Method]	—	B	Settings/Registration Basic Information
	[Use Paper Separation Fan for Jobs with MP Tray] (C7100 Series only)	—	C	Settings/Registration Basic Information
	[Suspended Job Timeout]	✓	C	Settings/Registration Basic Information
[Paper Output Settings]	[Output Tray Settings]	—	A	Settings/Registration Basic Information
	[Use Optional Output Tray] (C3100 Series only)	—	A	Settings/Registration Basic Information
	[Offset Jobs]	✓	C	Settings/Registration Basic Information
	[Job Separator Between Jobs]	—	C	Settings/Registration Basic Information
	[Job Separator Between Copies]	—	C	Settings/Registration Basic Information
	[Unprocessed Tab Paper Forced Output] (for C7100 Series and C5100 Series)	—	C	Settings/Registration Basic Information
	[Action When Too Many Sheets to Staple]	—	B	Settings/Registration Basic Information
	[Enable Offset for Single-Sheet Print Jobs]	—	C	Settings/Registration Basic Information
[Print Settings]		**[Print Settings] (P. 1536)**		
[Scan Settings]	[Timing to Raise Feeder Tray]	—	B	Settings/Registration Basic Information
	[Feeder Jam Recovery Method]	—	B	Settings/Registration Basic Information
	[Set Detection of Feeder Multi. Sheet Feed as Default]	—	C	Settings/Registration Basic Information
	[Scanner Noise Settings]	—	B	Settings/Registration Basic Information

Setting Item		Device Information Distribution	Import All	Export All
	[Streak Prevention]	—	B	Settings/Registration Basic Information
	[Speed/Image Quality Priority for B&W Scan]	—	B	Settings/Registration Basic Information
	[LTRR/STMT Original Selection]	✓	B	Settings/Registration Basic Information
	[Remote Scan Gamma Value]	✓	B	Settings/Registration Basic Information
	[Auto Online]	✓	C	Settings/Registration Basic Information
	[Auto Offline]	✓	C	Settings/Registration Basic Information
	[Auto Set Different Size Originals When Using Feeder]	—	A	Settings/Registration Basic Information
	[Original Thickness Defaults for Scan from Feeder]	—	B	Settings/Registration Basic Information
[Generate File]		**[Generate File] (P. 1538)**		
[Set Authentication Method]	[Information Used for LDAP Server Authentication]	—	C	Settings/Registration Basic Information
	[Information Used for Rights Management Server Auth.] Americas	—	C	Settings/Registration Basic Information
	[Information Used for SMTP Server Authentication]	—	C	Settings/Registration Basic Information
	[Information Used for File TX/ Browsing Authentication]	—	C	Settings/Registration Basic Information

[Print Settings]

AW63-0Y2

The following list shows the support status for the device information distribution, import, and export functions. **How to Read the Support Status Lists (P. 1514)**

Setting Item	Device Information Distribution	Import All	Export All
[Print Priority]	✓	C	Settings/Registration Basic Information
[Text/Photo Priority When Recognized as B&W by ACS]	✓	B	Settings/Registration Basic Information
[Conversion Color by Specific Color for Two Colors Print]	—	C	Settings/Registration Basic Information
[Output Report Default Settings]	✓	C	Settings/Registration Basic Information
[Register Form] (for C7100 Series and C5100 Series)	—	—	—
[Image Quality Priority for Superimpose Image] (for C7100 Series and C5100 Series)	✓	C	Settings/Registration Basic Information
[Register Characters for Page Numbering/ Watermark]	✓	C	Settings/Registration Basic Information
[Copy Set Numbering Option Settings]	✓	B	Settings/Registration Basic Information
[Forced Print of Recognition Information]	—	B	Settings/Registration Basic Information
[Secure Watermark Settings]	**[Secure Watermark Settings] (P. 1536)**		
[Quickly Exit Sleep Mode for Print Job]	—	C	Settings/Registration Basic Information
[Auto Delete Suspended Jobs]	—	C	Settings/Registration Basic Information

[Secure Watermark Settings]

Setting Item		Device Information Distribution	Import All	Export All
[Forced Secure Watermark]		—	C	Settings/Registration Basic Information
[Printer Driver Secure Watermark]		—	C	Settings/Registration Basic Information
[Adjust Background/Character Contrast]	[Relative Contrast]	—	A	Settings/Registration Basic Information
	[Print Settings]	—	—	—

Setting Item		Device Information Distribution	Import All	Export All
	[Standard Value Settings]	—	A*1	Settings/Registration Basic Information*1
	[Latent Area Density]	—	A	Settings/Registration Basic Information

*1 [Print Settings] is categorized as " — ."

[Generate File]

AW63-0Y3

The following list shows the support status for the device information distribution, import, and export functions.
How to Read the Support Status Lists (P. 1514)

Setting Item	Device Information Distribution	Import All	Export All
[Image Quality Level for Limited Color/Compact]	✓	C	Settings/Registration Basic Information
[PDF (Limited Color) Resolution Settings]	✓	C	Settings/Registration Basic Information
[OCR (Text Searchable) Settings]	✓	C	Settings/Registration Basic Information
[Trace & Smooth Settings]	✓	C	Settings/Registration Basic Information
[OOXML Settings]	✓	C	Settings/Registration Basic Information
[Include Background Images in Word File]	—	C	Settings/Registration Basic Information
[Specify Minimum PDF Version]	✓	C	Settings/Registration Basic Information
[Format PDF to PDF/A]	✓	C	Settings/Registration Basic Information
[Optimize PDF for Web]	✓	C	Settings/Registration Basic Information
[256-bit AES Settings for Encrypted PDF]	✓	C	Settings/Registration Basic Information
[Rights Management Server Settings] Americas	—	C	Settings/Registration Basic Information

[Copy]

AW63-0Y4

The following list shows the support status for the device information distribution, import, and export functions.
How to Read the Support Status Lists (P. 1514)

Setting Item		Device Information Distribution	Import All	Export All
[Register/Edit Favorite Settings]		—	C	Favorite Settings
[Display Confirmation for Favorite Settings]		—	C	Settings/Registration Basic Information
[Change Default Settings]		—	C	Favorite Settings Personal Setting Information
[Register Options Shortcuts]		—	C	Favorite Settings Personal Setting Information
[Auto Collate]	[On]/[Off]	✓	B	Settings/Registration Basic Information
	[Offset at Same Time]	—	B	Settings/Registration Basic Information
[Auto Recognize Original Orientation]		✓	C	Settings/Registration Basic Information
[Select Color Settings for Copy]	[Use Auto (Color/Black & White)]	✓	C	Settings/Registration Basic Information
	[Use Full Color]	✓	C	Settings/Registration Basic Information
	[Use Single Color]	—	C	Settings/Registration Basic Information
	[Use Two Colors]	—	C	Settings/Registration Basic Information
[Speed Priority for Copying from Feeder]		—	B	Settings/Registration Basic Information
[Job Separator Between Groups]		—	B	Settings/Registration Basic Information

[Printer]

AW63-0Y5

The following list shows the support status for the device information distribution, import, and export functions. **How to Read the Support Status Lists (P. 1514)**

Setting Item	Device Information Distribution	Import All	Export All
[Output Report]	—	—	—
[Printer Settings]	**Printer Settings Menu (P. 1569)**		
[Restrict Printer Jobs]	✓	C	Settings for Printer Settings
[PDL Selection (Plug and Play)]	—	C	Settings for Printer Settings
[Paper Feed Mode for Printer Driver Jobs with MP Tray]	—	C	Settings/Registration Basic Information
[Envelope Flap Length Settings]	✓	B	Settings for Printer Settings
[PS Password Settings]	—	C	Settings for Printer Settings
[Virtual Printer Management]	—	C	Settings/Registration Basic Information
[Preset Management for IPP Printing]	—	C	Settings/Registration Basic Information
[Hot Folder Management]	—	C	Settings/Registration Basic Information
[Paper Feed Mode When Using PCL Emulation]	—	C	Settings/Registration Basic Information
[Use JDF] (C7100 Series only)	✓	B	Settings/Registration Basic Information

[Send]

AW63-0Y6

The following list shows the support status for the device information distribution, import, and export functions. **How to Read the Support Status Lists (P. 1514)**

Setting Item	Device Information Distribution	Import All	Export All
[Output Report]	—	—	—
[Common Settings]	**[Common Settings] (P. 1542)**		
[E-Mail/I-Fax Settings]	**[E-Mail/I-Fax Settings] (P. 1544)**		
[Fax Settings]	**[Fax Settings] (P. 1546)**		

[Common Settings]

AW63-0Y7

The following list shows the support status for the device information distribution, import, and export functions. **How to Read the Support Status Lists (P. 1514)**

Setting Item		Device Information Distribution	Import All	Export All
[Register Favorite Settings]/[Edit Favorite Settings]	[M1] to [M18]	✓	C	Favorite Settings
	[Show Comments]	—	C	Settings/Registration Basic Information
	[Name]	✓	C	Favorite Settings
	[Comment]	✓	C	Favorite Settings
[Display Confirmation for Favorite Settings]		—	C	Settings/Registration Basic Information
[Default Screen]		—	C	Settings/Registration Basic Information
[Restrict Address Book Use]		—	C	Settings/Registration Basic Information
[Change Default Settings]		—	C	Favorite Settings Personal Setting Information
[Register Options Shortcuts]		—	C	Favorite Settings Personal Setting Information
[TX Report]		✓	C	Settings/Registration Basic Information
[Communication Management Report]		✓	C	Settings/Registration Basic Information
[TX Terminal ID]		✓	C	Settings/Registration Basic Information
[Delete Failed TX Jobs]		✓	C	Settings/Registration Basic Information
[Retry Times]		✓	C	Settings/Registration Basic Information
[Data Compression Ratio]		✓	C	Settings/Registration Basic Information
[YCbCr TX Gamma Value]		✓	C	Settings/Registration Basic Information
[Use Divided Chunk Send for WebDAV TX]		✓	C	Settings/Registration Basic Information
[Confirm TLS Certificate for WebDAV TX]		—	C	Settings/Registration Basic Information

Setting Item	Device Information Distribution	Import All	Export All
[Confirm TLS Certificate for FTPS TX]	—	C	Settings/Registration Basic Information
[Limit New Destination]	✓	C	Settings/Registration Basic Information
[Always Add Device Signature to Send]	✓	C	Settings/Registration Basic Information
[Limit E-Mail to Send to Myself]	✓	C	Settings/Registration Basic Information
[Restrict File TX to Personal Folder]	✓	C	Settings/Registration Basic Information
[Personal Folder Specification Method]	✓	C	Settings/Registration Basic Information
[Restrict Resending from Log]	—	C	Settings/Registration Basic Information
[Archive TX Document]	✓	C	Settings/Registration Basic Information
[Display Notification When Job Is Accepted]	✓	C	Settings/Registration Basic Information
[Job to Cancel When Stop is Pressed]	✓	C	Settings/Registration Basic Information
[Display Warning for Dest. Set. Recalled from Timeline]	—	C	Settings for Printer Settings

[E-Mail/I-Fax Settings]

AW63-0Y8

The following list shows the support status for the device information distribution, import, and export functions. **How to Read the Support Status Lists (P. 1514)**

Setting Item		Device Information Distribution	Import All	Export All
[Register Unit Name]		—	C	Settings/Registration Basic Information
[Communication Settings]	[SMTP RX]	✓	C	Settings/Registration Basic Information
	[POP]	✓	C	Settings/Registration Basic Information
	[SMTP Server]	—	C	Settings/Registration Basic Information
	[E-Mail Address]	—	A	Settings/Registration Basic Information
	[POP Server]	—	C	Settings/Registration Basic Information
	[POP Login Name]	—	A	Settings/Registration Basic Information
	[POP Password]	—	A	Settings/Registration Basic Information
	[POP Interval]	—	C	Settings/Registration Basic Information
	[Authent./Encryption]	— *1	C	Settings/Registration Basic Information
[Specify Port Number for SMTP TX/POP RX]		✓	C	Settings/Registration Basic Information
[S/MIME Settings]		✓	C	Settings/Registration Basic Information
[Confirm TLS Certificate for SMTP TX]		—	C	Settings/Registration Basic Information
[Confirm TLS Certificate for POP RX]		—	C	Settings/Registration Basic Information
[Maximum Data Size for Sending]		✓	C	Settings/Registration Basic Information
[Default Subject]		✓	C	Settings/Registration Basic Information
[Use Destination Name for Subject]		—	C	Settings/Registration Basic Information
[Specify Authentication User for Reply-To]		—	C	Settings/Registration Basic Information

Setting Item	Device Information Distribution	Import All	Export All
[Specify Authentication User as Sender for E-Mail]	—	C	Settings/Registration Basic Information
[Specify Authentication User as Sender for I-Fax]	—	C	Settings/Registration Basic Information
[Allow Unregistered Users to Send E-Mail]	✓	C	Settings/Registration Basic Information
[Full Mode TX Timeout]	✓	C	Settings/Registration Basic Information
[Print MDN/DSN upon Receipt]	✓	C	Settings/Registration Basic Information
[Use Send via Server]	✓	C	Settings/Registration Basic Information
[Allow MDN Not via Server]	✓	C	Settings/Registration Basic Information
[Restrict TX Destination Domain]	✓	C	Settings/Registration Basic Information
[Auto Complete for Entering E-Mail Addresses]	—	C	Settings/Registration Basic Information
[Auto Add Specified Domain to Dest. Without Domain]	—	C	Settings/Registration Basic Information
[Use Fax Server] North America	—	C	Settings/Registration Basic Information

*1 [POP Auth. Method] is categorized as "✓."

[Fax Settings]

AW63-0Y9

The following list shows the support status for the device information distribution, import, and export functions. **How to Read the Support Status Lists (P. 1514)**

Setting Item		Device Information Distribution	Import All	Export All
[Register Favorite Settings]/[Edit Favorite Settings]	[M1] to [M18]	—	C	Favorite Settings
	[Show Comments]	—	C	Settings/Registration Basic Information
	[Name]	—	C	Favorite Settings
	[Comment]	—	C	Favorite Settings
[Display Confirmation for Favorite Settings]		—	C	Settings/Registration Basic Information
[Default Screen]		—	C	Settings/Registration Basic Information
[Restrict Address Book Use]		—	C	Settings/Registration Basic Information
[Change Default Settings]		—	C	Favorite Settings Personal Setting Information
[Register Options Shortcuts]		—	C	Favorite Settings Personal Setting Information
[Register Sender Name (TTI)]		—	C	Settings/Registration Basic Information
[Use Authentication User Name as Sender Name]		✓	C	Settings/Registration Basic Information
[ECM TX]		✓	C	Settings/Registration Basic Information
[Set Pause Time]		✓	C	Settings/Registration Basic Information
[Auto Redial]		✓	C	Settings/Registration Basic Information
[Check Dial Tone Before Sending]		✓	C	Settings/Registration Basic Information
[Fax TX Report]		✓	C	Settings/Registration Basic Information
[Fax Activity Report]		✓	C	Settings/Registration Basic Information
[Set Line]		**[Set Line] (P. 1547)**		

Setting Item		Device Information Distribution	Import All	Export All
[TX Start Speed]		✔	C	Settings/Registration Basic Information
[PIN Code Access] North America		✔	C	Settings/Registration Basic Information
[R-Key Setting] Europe Asia/Oceania Americas (for the 230 V machine only)		✔	C	Settings/Registration Basic Information
[Confirm Entered Fax Number]		✔	C	Settings/Registration Basic Information
[Allow Fax Driver TX]		✔	C	Settings/Registration Basic Information
[Confirm Before Sending When Fax Dest. Included]		—	C	Settings/Registration Basic Information
[Restrict Sequential Broadcast When Fax Dest. Included]		—	C	Settings/Registration Basic Information
[Remote Fax TX Settings]	[Remote Fax Server Address]	—	C	Settings/Registration Basic Information
	[TX Timeout]	✔	C	Settings/Registration Basic Information
	[No. of TX Lines]	—	C	Settings/Registration Basic Information
	[Select Priority Line]	—	C	Settings/Registration Basic Information
	[Use IP Fax]	—	C	Settings/Registration Basic Information
	[IP Fax Communication Mode Settings]	—	C	Settings/Registration Basic Information
[Remote Fax Settings]		—	C	Settings/Registration Basic Information
[Auto Adjust Communication Speed When Using VoIP]		—	C	Settings/Registration Basic Information

[Set Line]

Setting Item		Device Information Distribution	Import All	Export All
[Line 1] to [Line n]*1	[Register Unit Telephone Number]	—	A	Settings/Registration Basic Information
	[Register Unit Name]	—	A	Settings/Registration Basic Information
	[Select Line Type]	—	C	Settings/Registration Basic Information

Setting Item		Device Information Distribution	Import All	Export All
	[Edit Line Name for Select Line Screen]	—	C	Settings/Registration Basic Information
	[Default Address List When Selecting Line]	—	C	Settings/Registration Basic Information
[Select TX Line]		—	C	Settings/Registration Basic Information

*1 The number of lines displayed varies depending on the options that are installed.

[Receive/Forward]

AW63-0YA

The following list shows the support status for the device information distribution, import, and export functions. **How to Read the Support Status Lists (P. 1514)**

Setting Item	Device Information Distribution	Import All	Export All
[Output Report]	—	—	—
[Common Settings]	**[Common Settings] (P. 1550)**		
[Fax Settings]	**[Fax Settings] (P. 1552)**		

[Common Settings]

AW63-0YC

The following list shows the support status for the device information distribution, import, and export functions.
How to Read the Support Status Lists (P. 1514)

Setting Item		Device Information Distribution	Import All	Export All
[Print on Both Sides]		✓	C	Settings/Registration Basic Information
[Select Drawer]		✓	C	Settings/Registration Basic Information
[Reduce Fax RX Size]		✓	C	Settings/Registration Basic Information
[2 on 1 Log]		✓	C	Settings/Registration Basic Information
[Print RX Page Footer]		✓	C	Settings/Registration Basic Information
[YCbCr RX Gamma Value]		✓	C	Settings/Registration Basic Information
[Interrupt and Print RX Jobs]		—	C	Settings/Registration Basic Information
[Use Forwarding Settings]		—	C	Settings/Registration Basic Information
[Handle Files with Forwarding Errors]		✓	C	Settings/Registration Basic Information
[Forwarding Settings]	[Receive Method]	—	—	Forwarding Settings
	[Validate/Invalidate]	—	—	Forwarding Settings
	Registered forwarding conditions	—	C	Forwarding Settings
	Settings for forwarding without conditions	—	C	Forwarding Settings
	[E-Mail Priority]	—	C	Forwarding Settings
[Set Fax/I-Fax Inbox]	[Set/Register Confidential Fax Inboxes]	✓ *1	C	Box Settings
	[Memory RX Inbox PIN]	—	C	Box Settings
	[Use Fax Memory Lock]	✓	C	Settings/Registration Basic Information
	[Use I-Fax Memory Lock]	✓	C	Settings/Registration Basic Information
	[Memory Lock Start Time]	✓	C	Settings/Registration Basic Information

Setting Item		Device Information Distribution	Import All	Export All
	[Memory Lock End Time]	✓	C	Settings/Registration Basic Information
	[Divided Data RX Timeout]	✓	C	Settings/Registration Basic Information
	[Forward Temporarily Stored File to Memory RX Inbox]	—	—	—
[Always Send Notice for RX Errors]		✓	C	Settings/Registration Basic Information

*1 When a PIN is set, [Register Box Name] and [URL Send Settings] are not distributed.

[Fax Settings]

AW63-0YE

The following list shows the support status for the device information distribution, import, and export functions. **How to Read the Support Status Lists (P. 1514)**

Setting Item	Device Information Distribution	Import All	Export All
[ECM RX]	✓	C	Settings/Registration Basic Information
[Fax RX Report]	✓	C	Settings/Registration Basic Information
[Confidential Fax Inbox RX Report]	✓	C	Settings/Registration Basic Information
[RX Start Speed]	✓	C	Settings/Registration Basic Information
[RX Password]	—	C	Settings/Registration Basic Information

[Store/Access Files]

AW63-0YF

The following list shows the support status for the device information distribution, import, and export functions. **How to Read the Support Status Lists (P. 1514)**

Setting Item		Device Information Distribution	Import All	Export All
[Common Settings]		**[Common Settings] (P. 1554)**		
[Mail Box Settings]	[Set/Register Mail Boxes]	—	C	Box Settings
	[Settings for All Mail Boxes]	—	—	—
	[Box Security Settings]	✓	C	Settings/Registration Basic Information
[Advanced Space Settings]	[Unified Advanced Space Settings]	—	—	—
	[Open to Public]	—	C	Settings/Registration Basic Information
	[WebDAV Server Settings]	—	C	Settings/Registration Basic Information
	[Allow to Create Personal Space]	—	C	Settings/Registration Basic Information
	[Delete All Personal Spaces]	—	—	—
	[Initialize Shared Space]	—	—	—
	[Prohibit Writing from External]	—	C	Settings/Registration Basic Information
	[Authentication Management]	—	C	Settings/Registration Basic Information
	[File Formats Allowed for Storing]	—	C	Settings/Registration Basic Information
	[Save Operation Log]	—	C	Settings/Registration Basic Information
[Network Settings]		—	C	Settings/Registration Basic Information
[Memory Media Settings]	[Use Scan/Print Function]	✓	C	Settings/Registration Basic Information
	[Select Option When Connecting Memory Media]	—	C	Settings/Registration Basic Information

[Common Settings]

AW63-0YH

The following list shows the support status for the device information distribution, import, and export functions. **How to Read the Support Status Lists (P. 1514)**

Setting Item		Device Information Distribution	Import All	Export All
[Scan and Store Settings]	[Register/Edit Favorite Settings]	—	C	Favorite Settings
	[Change Default Settings]	—	C	Favorite Settings Personal Setting Information
[Access Stored Files Settings]	[Register/Edit Favorite Settings]	—	C	Favorite Settings
	[Change Default Settings]	—	C	Favorite Settings Personal Setting Information
[Limit Box PIN to 7 Digits/Restrict Access]		—	C	Settings/Registration Basic Information

[Print]

AW63-0YJ

The following list shows the support status for the device information distribution, import, and export functions.
How to Read the Support Status Lists (P. 1514)

Setting Item	Device Information Distribution	Import All	Export All
[Forced Hold]	—	C	Settings/Registration Basic Information
[Job Storage Period]	—	C	Settings/Registration Basic Information
[Delete Job After Printing]	—	C	Settings/Registration Basic Information
[Only Allow Encrypted Print Jobs]	—	C	Settings/Registration Basic Information
[Include Domain as User Recognition Condition]	—	C	Settings/Registration Basic Information
[Display Other User Jobs]	—	C	Settings/Registration Basic Information
[Restrict Deletion of Other User Jobs]	—	C	Settings/Registration Basic Information
[Match Case for User Name]	—	C	Settings/Registration Basic Information
[Job List Display Settings]	—	C	Settings/Registration Basic Information
[Held Jobs Warning Settings]	—	C	Settings/Registration Basic Information
[PIN Settings for Secure Print Jobs]	—	C	Settings/Registration Basic Information
[Enable Auto Print Function When Logging In]	—	C	Settings/Registration Basic Information
[Auto Print User Jobs When Logging In]	—	—	Settings/Registration Basic Information Personal Setting Information

[Hold] (For C7100 Series and C5100 Series)

AW63-0YK

The following list shows the support status for the device information distribution, import, and export functions.
How to Read the Support Status Lists (P. 1514)

Setting Item	Device Information Distribution	Import All	Export All
[Use Hold Function]	—	C	Settings/Registration Basic Information
[Time Until Hold Job Auto Delete]	—	—	—
[Store PS/PDF Data to Hold]	—	C	Settings/Registration Basic Information
[Default Settings for Job Deletion After Printing]	—	C	Settings/Registration Basic Information

[Web Access]

AW63-0YL

The following list shows the support status for the device information distribution, import, and export functions.
How to Read the Support Status Lists (P. 1514)

Setting Item		Device Information Distribution	Import All	Export All
[Settings]	[Security]	—	C	Web Access Settings
	[Cache]	—	C	Web Access Settings
	[Cookie]	—	C	Web Access Settings
	[Local Storage]	—	—	—
	[Privacy Policy and Regulations]	—	C	Web Access Settings
	[Proxy Settings]	—	C*1	Web Access Settings
	[Exit Sleep Mode When Displ. Web Access Scrn]	—	C	Web Access Settings
	[User Agent]	—	C	Web Access Settings
	[Version]	—	—	—
	[Browser Engine]	—	C	Web Access Settings

*1 The following items are categorized as " — ":

- [Use Proxy]
- [Proxy Server Address]
- [Port Number]
- [Use Proxy Authentication]

[Set Destination]

AW63-0YR

The following list shows the support status for the device information distribution, import, and export functions.
How to Read the Support Status Lists (P. 1514)

Setting Item		Device Information Distribution	Import All	Export All
[Address Lists]		—	—	—
[Register Destinations]		✓ *1	C	Address Book
[Rename Address List]		✓	C	Address Book
[Change Default Display of Address List]		—	C	Settings/Registration Basic Information
[Register One-Touch]		✓	C	Address Book
[Change Default Display of Address Book]		—	C	Settings/Registration Basic Information
[Address Book PIN]		✓	C	Settings/Registration Basic Information
[Manage Address Book Access Numbers]		✓	C	Settings/Registration Basic Information
[Include Password When Exporting Address Book]		✓	C	Settings/Registration Basic Information
[Register LDAP Server]		—	B	Settings/Registration Basic Information
[Auto Search When Using LDAP Server]		✓	C	Settings/Registration Basic Information
[Confirm TLS Certificate for LDAP Server Access]		—	C	Settings/Registration Basic Information
[Change Default LDAP Search Conditions]		—	C	Personal Setting Information
[Register/Edit LDAP Search Attribute]		—	B	Settings/Registration Basic Information
[Settings for Search by Name When Using LDAP Server]		—	C	Settings/Registration Basic Information
[Acquire Remote Address Book]	[Acquire Address Book]	✓	C	Settings/Registration Basic Information
	[Remote Address Book Server Address]	—	C	Settings/Registration Basic Information
	[Communication Timeout]	✓	C	Settings/Registration Basic Information

Setting Item		Device Information Distribution	Import All	Export All
	[Fax TX Line Auto Select Adjustment]	✓	C	Settings/Registration Basic Information
[Make Remote Address Book Open]		—	C	Settings/Registration Basic Information
[Use Personal Address List]		—	C	Settings/Registration Basic Information
[Use User Group Address List]		—	C	Settings/Registration Basic Information

*1 [Personal Address List] and [User Group Address List] are categorized as " — ."

[Management Settings]

AW63-0YS

You can check lists that show which settings support the device information distribution, import, and export functions.

[User Management] (P. 1561)
[Device Management] (P. 1563)
[License/Other] (P. 1566)
[Data Management] (P. 1567)
[Security Settings] (P. 1568)

[User Management]

AW63-0YU

The following list shows the support status for the device information distribution, import, and export functions. **How to Read the Support Status Lists (P. 1514)**

Setting Item		Device Information Distribution	Import All	Export All
[Authentication Management]		**[Authentication Management] (P. 1562)**		
[System Manager Information Settings]		✓	C	Department ID Management Settings
[Department ID Management]	[On]/[Off]	✓	C	Department ID Management Settings
	[Register PIN]	✓	C	Department ID Management Settings
	[Page Totals]	—	—	—
	[Allow Printer Jobs with Unknown IDs]	✓	C	Department ID Management Settings
	[Allow Remote Scan Jobs with Unknown IDs]	✓	C	Department ID Management Settings
	[Allow Black & White Copy/ Print Jobs]	✓	C	Department ID Management Settings
	[Allow Black & White Printer Jobs]	✓	C	Department ID Management Settings

[Authentication Management]

AW63-155

The following list shows the support status for the device information distribution, import, and export functions.
How to Read the Support Status Lists (P. 1514)

Setting Item		Device Information Distribution	Import All	Export All
[Change Password]		—	C	Authentication User Management
[Change PIN]		—	C	Authentication User Management
[Register/Edit Authentication User]		—	C	Authentication User Management
[Use User Authentication]		—	C	Settings/Registration Basic Information
[Keyboard Authentication]	[Number of Caches for Login Users]	—	C	Settings/Registration Basic Information
	[Display Button to Change Password on Settings Menu]	—	C	Settings/Registration Basic Information
	[Use Numeric Keys for Authentication]	—	C	Settings/Registration Basic Information
	[Restrict Password Reuse]	—	C	Settings/Registration Basic Information
	[Settings for Password Change Prohibition Period]	—	C	Settings/Registration Basic Information
[Login Screen Display Settings]		—	C	Settings/Registration Basic Information
[Functions to Restrict]		—	C	Settings/Registration Basic Information
[Restrict Job from Remote Device without User Auth.]		—	C	Settings/Registration Basic Information
[Default Role When Registering User]		—	C	Settings/Registration Basic Information
[Match Case for User Name]		—	C	Settings/Registration Basic Information
[Allow Use of @ in User Name]		—	C	Settings/Registration Basic Information

[Device Management]

AW63-0YX

The following list shows the support status for the device information distribution, import, and export functions. **How to Read the Support Status Lists (P. 1514)**

Setting Item	Device Information Distribution	Import All	Export All
[Device Information Settings]	—	A	Settings/Registration Basic Information
[Device Information Distribution Settings]	**[Device Information Distribution Settings] (P. 1564)**		
[Limited Functions Mode]	—	—	—
[Confirm Device Signature Certificate]	—	—	—
[Confirm User Signature Certificate]	—	—	—
[Certificate Settings]	**[Certificate Settings] (P. 1565)**		
[Display Job Status Before Authentication]	—	C	Settings/Registration Basic Information
[Restrict Access to Other User Jobs]	—	C	Settings/Registration Basic Information
[Display Job Log]	—	C	Settings/Registration Basic Information
[Save Audit Log]	—	C	Settings/Registration Basic Information
[Retrieve Network Authentication Log]	—	C	Settings/Registration Basic Information
[Store Key Operation Log]	—	C	Settings/Registration Basic Information
[Restrict Service Representative Access]	—	C	Settings/Registration Basic Information
[E-Mail Notification Settings]	—	B	Settings/Registration Basic Information
[Synchronize Custom Settings (Client)]	—	—	—
[Synchronize Custom Settings (Server)]	—	A	Settings/Registration Basic Information
[Manage Personal Settings]	—	C	Settings/Registration Basic Information
[Prohibit Initialization of Administrator Password]	—	—	—
[Restrict Special Mode Operations]	—	—	—

[Device Information Distribution Settings]

AW63-0YY

The following list shows the support status for the device information distribution, import, and export functions.
How to Read the Support Status Lists (P. 1514)

Setting Item		Device Information Distribution	Import All	Export All
[Transmitting Settings]	[Register Destinations]	—	B*1	Settings/Registration Basic Information*1
	[Set Auto Distribution]	—	B	Settings/Registration Basic Information
	[Manual Distribution]	—	—	—
	[Set MEAP Authentication]	—	C	Settings/Registration Basic Information
[Receiving Settings]	[Restrict Receiving Device Information]	—	C	Settings/Registration Basic Information
	[Restore Data]	—	—	—
	[Restrict Receiving for Each Function]	—	C	Settings/Registration Basic Information
	[Set Paper Information]	—	C	Settings/Registration Basic Information
	[Use MEAP Authentication When Receiving]	—	C	Settings/Registration Basic Information
[Communication Log]		—	— *2	— *3

*1 [Auto Search/Register] is categorized as " — ."

*2 [Report Settings] is categorized as "C."

*3 [Report Settings] is categorized as "Settings/Registration Basic Information."

[Certificate Settings]

AW63-100

The following list shows the support status for the device information distribution, import, and export functions.
How to Read the Support Status Lists (P. 1514)

Setting Item		Device Information Distribution	Import All	Export All
[Generate Key]	[Generate Network Communication Key]	—	—	—
	[Generate/Update Device Signature Key]	—	C	Key Settings
[Key and Certificate List]		—	C*1*2	Certificate/Certificate Revocation List (CRL) Settings
[CA Certificate List]		—	C*1	Certificate/Certificate Revocation List (CRL) Settings
[Certificate Revocation List (CRL)]		—	C*1	Certificate/Certificate Revocation List (CRL) Settings
[Register Key and Certificate]		—	—	—
[Register CA Certificate]		—	—	—
[OCSP (Online Certificate Status Protocol) Settings]		—	C	Settings/Registration Basic Information
[Settings for Certificate Issuance Request (SCEP)]		—	C	Settings/Registration Basic Information

*1 Only algorithms that can be imported from Remote UI are supported.
*2 Keys and certificates are exported in the PKCS#12 format.

[License/Other]

AW63-101

The following list shows the support status for the device information distribution, import, and export functions.
How to Read the Support Status Lists (P. 1514)

Setting Item		Device Information Distribution	Import All	Export All
[Register License]		—	—	—
[MEAP Settings]	[Print System Information]	—	—	—
	[Use TLS]	—	C	Settings/Registration Basic Information
	[Confirm TLS Certificate Using MEAP Application]	—	C	Settings/Registration Basic Information
	[Use DNS Caching]	—	C	Settings/Registration Basic Information
	[Use Proxy Settings of This Device]	—	C	Settings/Registration Basic Information
	[Add X-FRAME-OPTIONS to HTTP Header]	—	C	Settings/Registration Basic Information
[Remote UI]	[On]/[Off]	✓	C	Settings/Registration Basic Information
	[Use TLS]	—	C	Settings/Registration Basic Information
[Delete Message Board Contents]		—	—	—
[Visual Message Settings]		—	C	Visual Message Settings
[Remote Operation Settings]		—	C	Settings/Registration Basic Information
[Use ACCESS MANAGEMENT SYSTEM]		—	C	Settings/Registration Basic Information
[Register/Update Software]		—	—	—
[Start Setup Guide]		—	—	—
[Allow Jobs to Be Performed from Mobile Device]		—	C	Settings/Registration Basic Information

[Data Management]

AW63-102

The following list shows the support status for the device information distribution, import, and export functions.
How to Read the Support Status Lists (P. 1514)

Setting Item		Device Information Distribution	Import All	Export All
[Import/Export]	[Import from USB Memory]	—	—	—
	[Export to USB Memory]	—	—	—
	[Import Result Report]	—	—	—
	[Restrict Import/Export from Web Service]	—	C	Settings/Registration Basic Information
[Initialize All Data/Settings]		—	—	—
[TPM Settings]	[Use TPM]	—	C*1	Settings/Registration Basic Information
	[Back Up TPM Key]	—	—	—
	[Restore TPM Key]	—	—	—

*1 When [TPM Settings] is set to [On] on the importing machine, make sure to back up the TPM key before importing.

[Security Settings]

AW63-103

The following list shows the support status for the device information distribution, import, and export functions.
How to Read the Support Status Lists (P. 1514)

Setting Item	Device Information Distribution	Import All	Export All
[Authentication/Password Settings]	—	C	Settings/Registration Basic Information
[Encryption Settings]	—	C	Settings/Registration Basic Information
[System Verification Settings]	—	C	Settings/Registration Basic Information
[Recommended Security Set. for Usage Environment]	—	—	—

Printer Settings Menu

AW63-104

You can check lists that show which settings support the device information distribution, import, and export functions, in [Settings/Registration] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings].

[Custom Settings] (P. 1570)
[Utility] (P. 1575)

[Custom Settings]

AW63-105

The following list shows the support status for the device information distribution, import, and export functions.
How to Read the Support Status Lists (P. 1514)

Setting Item		Device Information Distribution	Import All	Export All
[Number of Copies]		✓	C	Settings for Printer Settings
[2-Sided Printing]		✓	C	Settings for Printer Settings
[Paper Feed]	[Default Paper Feed Source]	—	B	Settings for Printer Settings
	[Default Paper Size]	—	B	Settings for Printer Settings
	[Default Paper Type]	—	B	Settings for Printer Settings
	[Paper Size Override]	✓	C	Settings for Printer Settings
[Paper Output]	[Finishing]	✓	C	Settings for Printer Settings
	[Punch]	✓	C	Settings for Printer Settings
	[Fold]	—	C	Settings for Printer Settings
[Print Quality]	[Density]	✓	C	Settings for Printer Settings
	[Density (Fine Adjust)]	✓	C	Settings for Printer Settings
	[Toner Save]	✓	C	Settings for Printer Settings
	[Resolution]	✓	B	Settings for Printer Settings
	[Img Compress. Optimization]	✓	B	Settings for Printer Settings
	[Sharpness]	—	B	Settings for Printer Settings
	[Sharpness (Photo)]	—	C	Settings for Printer Settings
	[Trapping]	✓	B	Settings for Printer Settings
	[Toner Volume Correction]	✓	C	Settings for Printer Settings
	[Line Control]	✓	C	Settings for Printer Settings
	[Width Adjustment]	✓	B	Settings for Printer Settings
	[Advanced Smoothing]	✓	C	Settings for Printer Settings
	[Gradation Smoothing]	✓	C	Settings for Printer Settings

Setting Item		Device Information Distribution	Import All	Export All
	[Enhance Text for B&W Print]	—	C	Settings for Printer Settings
	[High Quality Mode] (C7100 Series Only)	—	C	Settings for Printer Settings
[Layout]		✓	C	Settings for Printer Settings
[Auto Error Skip]		✓	C	Settings for Printer Settings
[Timeout]		✓	C	Settings for Printer Settings
[Print After Completing RIP]		✓	C	Settings for Printer Settings
[Booklet]		✓	C	Settings for Printer Settings
[Saddle Stitch]		✓	C	Settings for Printer Settings
[Creep Correction]		✓	C	Settings for Printer Settings
[Transparency Interleaving]		✓	C	Settings for Printer Settings
[Copy Set Numbering]	[Copy Set Numbering]	✓	C	Settings for Printer Settings
	[Print Position]	✓	C	Settings for Printer Settings
	[Starting Number]	✓	C	Settings for Printer Settings
	[Number Size]	✓	C	Settings for Printer Settings
	[Density]	✓	C	Settings for Printer Settings
	[Color]	✓	B	Settings for Printer Settings
	[Number Position Vertical] and [Number Position Horizontal]	✓	C	Settings for Printer Settings
[Personality]		—	C	Settings for Printer Settings
[Mode Priority]		—	C	Settings for Printer Settings
[Auto Select]		—	C	Settings for Printer Settings
[Color Mode]		✓	C	Settings for Printer Settings
[Compressed Image Output]		✓	C	Settings for Printer Settings
[Connection Recognition]		—	—	—
[Initialize]		—	—	—
[UFR II]	[Halftones]	✓	B	Settings for Printer Settings
	[Matching Method]	—	C	Settings for Printer Settings
	[Gray Compensation]	✓	B	Settings for Printer Settings

Setting Item		Device Information Distribution	Import All	Export All
	[Paper Save]	✓	C	Settings for Printer Settings
[PCL]	[Paper Save]	✓	C	Settings for Printer Settings
	[Orientation]	✓	C	Settings for Printer Settings
	[Font Source]	—	C	Settings for Printer Settings
	[Font Number]	—	C	Settings for Printer Settings
	[Point Size]	—	C	Settings for Printer Settings
	[Pitch]	—	C	Settings for Printer Settings
	[Form Lines]	—	C	Settings for Printer Settings
	[Character Code]	✓	C	Settings for Printer Settings
	[Custom Paper]	—	C	Settings for Printer Settings
	[Unit of Measure]	—	C	Settings for Printer Settings
	[X dimension]	—	B	Settings for Printer Settings
	[Y dimension]	—	B	Settings for Printer Settings
	[Append CR to LF]	✓	C	Settings for Printer Settings
	[Enlarge A4 Print Width]	✓	C	Settings for Printer Settings
	[Halftones]	✓	B	Settings for Printer Settings
	[Matching Method]	—	C	Settings for Printer Settings
	[Gray Compensation]	✓	B	Settings for Printer Settings
	[BarDIMM]	✓	C	Settings for Printer Settings
	[FreeScape]	✓	C	Settings for Printer Settings
[PS]	[Paper Save]	—	C	Settings for Printer Settings
	[Job Timeout]	✓	C	Settings for Printer Settings
	[Print PS Errors]	✓	C	Settings for Printer Settings
	[Line Refinement]	—	C	Settings for Printer Settings
	[Pure Black Text]	✓	C	Settings for Printer Settings
	[Pure Black Graphics]	—	C	Settings for Printer Settings
	[Black Overprint]	✓	C	Settings for Printer Settings

Setting Item		Device Information Distribution	Import All	Export All
	[Matching Mode]	—	—	Settings for Printer Settings
	[RGB Source Profile]	—	—	—
	[CMYK Simulation Profile]	—	—	—
	[Use Grayscale Profile]	—	—	—
	[Output Profile]	—	—	—
	[Matching Method]	✓	C	Settings for Printer Settings
	[Device Link Profile]	—	—	Settings for Printer Settings
	[Halftones]	✓	B	Settings for Printer Settings
	[Brightness]	✓	C	Settings for Printer Settings
	[Composite Overprint]	✓	C	Settings for Printer Settings
	[Grayscale Conversion]	✓	C	Settings for Printer Settings
[Imaging]	[Image Orientation]	✓	C	Settings for Printer Settings
	[Zoom]	✓	C	Settings for Printer Settings
	[Print Position]	✓	C	Settings for Printer Settings
	[Show Warnings]	✓	C	Settings for Printer Settings
	[Enlarge Print Area]	✓	C	Settings for Printer Settings
	[Matching Method]	—	C	Settings for Printer Settings
	[Photo Correct.(Color Only)]	—	C	Settings for Printer Settings
	[Halftones]	✓	B	Settings for Printer Settings
	[Gray Compensation]	✓	B	Settings for Printer Settings
	[Grayscale Conversion]	✓	C	Settings for Printer Settings
[PDF]	[Paper Save]	—	C	Settings for Printer Settings
	[Enlarge/Reduce to Fit Size]	✓	C	Settings for Printer Settings
	[Enlarge Print Area]	✓	C	Settings for Printer Settings
	[N on 1]	✓	C	Settings for Printer Settings
	[Comment Print]	✓	C	Settings for Printer Settings
	[Line Refinement]	—	C	Settings for Printer Settings

Setting Item		Device Information Distribution	Import All	Export All
	[Pure Black Text]	✓	C	Settings for Printer Settings
	[Pure Black Graphics]	—	C	Settings for Printer Settings
	[Black Overprint]	✓	C	Settings for Printer Settings
	[Matching Mode]	—	—	Settings for Printer Settings
	[RGB Source Profile]	—	—	—
	[CMYK Simulation Profile]	—	—	—
	[Use Grayscale Profile]	—	—	—
	[Output Profile]	—	—	—
	[Matching Method]	✓	C	Settings for Printer Settings
	[Device Link Profile]	—	—	Settings for Printer Settings
	[Halftones]	✓	B	Settings for Printer Settings
	[Brightness]	✓	C	Settings for Printer Settings
	[Composite Overprint]	✓	C	Settings for Printer Settings
	[Grayscale Conversion]	✓	C	Settings for Printer Settings
[XPS]	[Paper Save]	✓	C	Settings for Printer Settings
	[Matching Method]	✓	C	Settings for Printer Settings
	[Photo Correct.(Color Only)]	—	C	Settings for Printer Settings
	[Halftones]	✓	B	Settings for Printer Settings
	[Gray Compensation]	✓	B	Settings for Printer Settings
	[Grayscale Conversion]	✓	C	Settings for Printer Settings

[Utility]

AW63-106

The following list shows the support status for the device information distribution, import, and export functions. **How to Read the Support Status Lists (P. 1514)**

Setting Item	Device Information Distribution	Import All	Export All
[Initialize PCL Storage]	—	—	—
[Initialize PS Storage]	—	—	—
[Reset Printer]	—	—	—

Volume Settings

AW63-107

The following list shows which sound-related settings support the device information distribution, import, and export functions. The sound-related settings are displayed when you press [Volume Settings] on the [Home] screen, or the Volume Settings key. **How to Read the Support Status Lists (P. 1514)**

Setting Item	Device Information Distribution	Import All	Export All
[Alarm Volume]*1	✓	C	Settings/Registration Basic Information
[Monitor Volume]*1	✓	C	Settings/Registration Basic Information
[Memory RX/TX End Tone]*1	—	C	Settings/Registration Basic Information
[Memory RX/TX Error Tone]*1	—	C	Settings/Registration Basic Information
[Other Volume Settings]*2	✓	C	Settings/Registration Basic Information

*1 Only displayed when your machine has a fax function.
*2 [Volume Settings] is displayed if your machine does not have a fax function.

Adjustment and Maintenance

Adjustment and Maintenance 1579
Cleaning the Machine 1581
Cleaning the Surface of the Machine 1583
Cleaning the Platen Glass 1584
Cleaning the Feeder 1586
Cleaning the Inside of the Machine 1595
Cleaning the LED Printhead 1596
Replacing Consumables and Parts 1599
Replacing the Toner Cartridges 1600
Replacing the Waste Toner Container 1603
Adding Staples (Option) 1606
Adding Staples to the Staple Finisher 1607
Adding Staples to the Booklet Finisher 1609
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Checking the Remaining Amount of Consumables and Parts 1620
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Disposing of Punch Waste (Option) 1626
Disposing of Punch Waste in the Staple Finisher and Booklet Finisher 1627
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Registering Frequently Used Paper Types 1631
[Details/Edit] Screen 1634
Adjusting the Image Quality 1639
Calibrating the Gradation 1642
Calibrating the Color Tone (For C7100 Series and C5100 Series) 1647
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Adjusting the Binding Position and Fold Position (Option) 1706
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Adjusting the Paper Fold Position 1709

Adjustment and Maintenance

AW63-108

To ensure safe and convenient use of the machine, daily maintenance that includes cleaning and replacement of consumables and parts is required.
If you notice a deterioration in the print quality or other problems, perform cleaning and adjustment to improve it.

Performing Maintenance Operations

In addition to performing regular cleaning, operations are required according to the machine status and print quality.
For maintenance precautions, see "Important Safety Instructions" included with the machine.
When you perform maintenance work on the optional equipment, also refer to the precautions for using the optional equipment. **Precautions When Using Options (P. 7)**
Cleaning the Machine (P. 1581)
Replacing Consumables and Parts (P. 1599)
Disposing of Punch Waste (Option) (P. 1626)

Adjusting the Image Quality and Appearance

If the print results or appearance is not as expected, register the paper type and perform adjustments according to the symptoms of the problems that occur.

Registering Paper Types According to the Paper Characteristics

By registering paper types you frequently use according to the paper characteristics, you can prevent print quality degradation when using certain paper types. **Registering Frequently Used Paper Types (P. 1631)**

Adjusting the Image Quality

If the printed color is not reproduced properly, adjust the image quality according to the symptoms that occur.
Adjusting the Image Quality (P. 1639)

Adjusting the Position and Size

If the print position, binding position, or fold position is shifted, or if the size of the copied image differs from the original, adjust the position and size.
Adjusting the Print Position (P. 1682)
Adjusting the Print Size of the Copied Image (P. 1705)
Adjusting the Binding Position and Fold Position (Option) (P. 1706)

IMPORTANT

About Maintenance

- The minimum holding period for performance parts for repairs, toner cartridges and the drum unit is seven (7) years after production of the machine model is discontinued.
- If a problem occurs during operation, see the following:

  Troubleshooting (P. 1715)
  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. 1903)**

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.

- The machine may not operate properly when used at high altitudes (3,000 meters (3,280 yards) 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 and Staple Jams (P. 1853)
Problems with Print Results (P. 1717)

Checking the Number of Printed Pages and Machine Usage

As a guide to when to perform maintenance, you can check the number of printed pages using the counter and check the usage of the machine from reports and lists.

Checking the Usage Status and Settings (P. 1105)

Cleaning the Machine

AW63-109

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), platen glass, and underside of the feeder (b) frequently.

Cleaning the Surface of the Machine (P. 1583)
Cleaning the Platen Glass (P. 1584)



Parts to Clean When Symptoms Occur

If the following symptoms occur, clean the feeder (c) or inside the machine and pressure roller for fixing (d).

- Original becomes dirty, paper is jammed, smudges appear on printouts, or original size is not detected correctly.

  Cleaning the Feeder (P. 1586)

- Paper becomes dirty or print quality has deteriorated.

  Cleaning the Inside of the Machine (P. 1595)



If conditions do not improve, clean the LED printhead ( ). **Cleaning the LED Printhead (P. 1596)**



Cleaning the Surface of the Machine

AW63-10A

Regularly clean the surface of the machine to keep it clean.

NOTE

- Black dots in the surface of the machine are due to the use of recycled materials and are not a quality problem.

1 Turn OFF the power and remove the power cord from the outlet. **Turning OFF the Machine (P. 179)**

- Check the operation status of the machine before turning it OFF. Turning OFF the machine during an operation may cancel the operation or result in data corruption or damage.
- Wait at least three seconds after the Main Power indicator on the control panel turns off before unplugging the power cord.

2 Wipe the surface of the machine.



Wipe with a soft cloth soaked in water or diluted neutral detergent and wrung out.

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. 178)**

Cleaning the Platen Glass

AW63-10C

Regularly clean the platen glass and underside of the feeder to prevent originals from becoming dirty and printouts from appearing to be smudged.
If the platen glass or underside of the feeder is dirty, originals can become dirty and paper 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. 179)**

- Check the operation status of the machine before turning it OFF. Turning OFF the machine during an operation may cancel the operation or result in data corruption or damage.
- Wait at least three seconds after the Main Power indicator on the control panel turns off before unplugging the power cord.

2 Open the feeder.



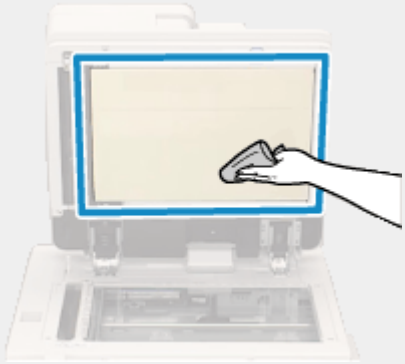
3 Wipe the platen glass and underside of the feeder.

1. Wipe the platen glass.



Use the supplied glass cleaning cloth to wipe. If the glass cleaning cloth is dirty, rinse it and allow it to dry before wiping.

2. Wipe the underside of the feeder.



Wipe with a soft cloth soaked in water and wrung out. Next, wipe with a soft, dry cloth.

If Still Dirty
Wipe with a soft cloth soaked in diluted neutral detergent and wrung out. Next, wipe with a soft, dry cloth.

4 Gently close the feeder.

5 Plug the power cord into the outlet, and turn ON the machine. **Turning ON the Machine (P. 178)**

Cleaning the Feeder

AW63-10E

If the following symptoms occur when using the feeder, wipe clean the feeder:

- Originals become dirty
- Originals frequently jam
- Paper appears smudged after scanning, copying, or sending faxes
- Original size is not detected correctly

If you do not see an improvement after wiping the feeder, use paper to perform cleaning.

Cleaning the Feeder by Wiping (P. 1586)
Cleaning the Feeder with Paper (P. 1593)

NOTE

Notification that the Document Feed Scanning Area Is Dirty

- You can configure the machine to display a message on the control panel screen to notify you when the original scanning area is dirty and needs to be cleaned. **[Notify to Clean Original Scanning Area] (P. 1209)**

Cleaning the Feeder by Wiping

Wipe the rollers inside the feeder and the document feed scanning area to remove any adhering graphite powder and dust.

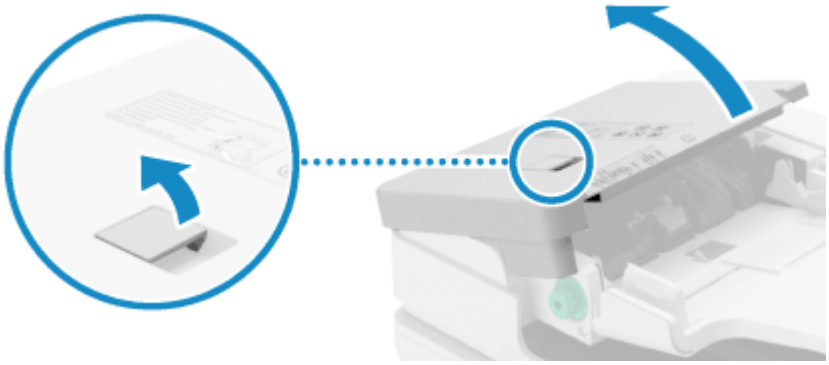
Single Pass DADF-E [Europe][Asia/Oceania][Americas] (P. 1586)
Single Pass DADF-F [Europe][Asia/Oceania] (P. 1590)

Single Pass DADF-E Europe Asia/Oceania Americas

1 Turn OFF the power and remove the power cord from the outlet. **Turning OFF the Machine (P. 179)**

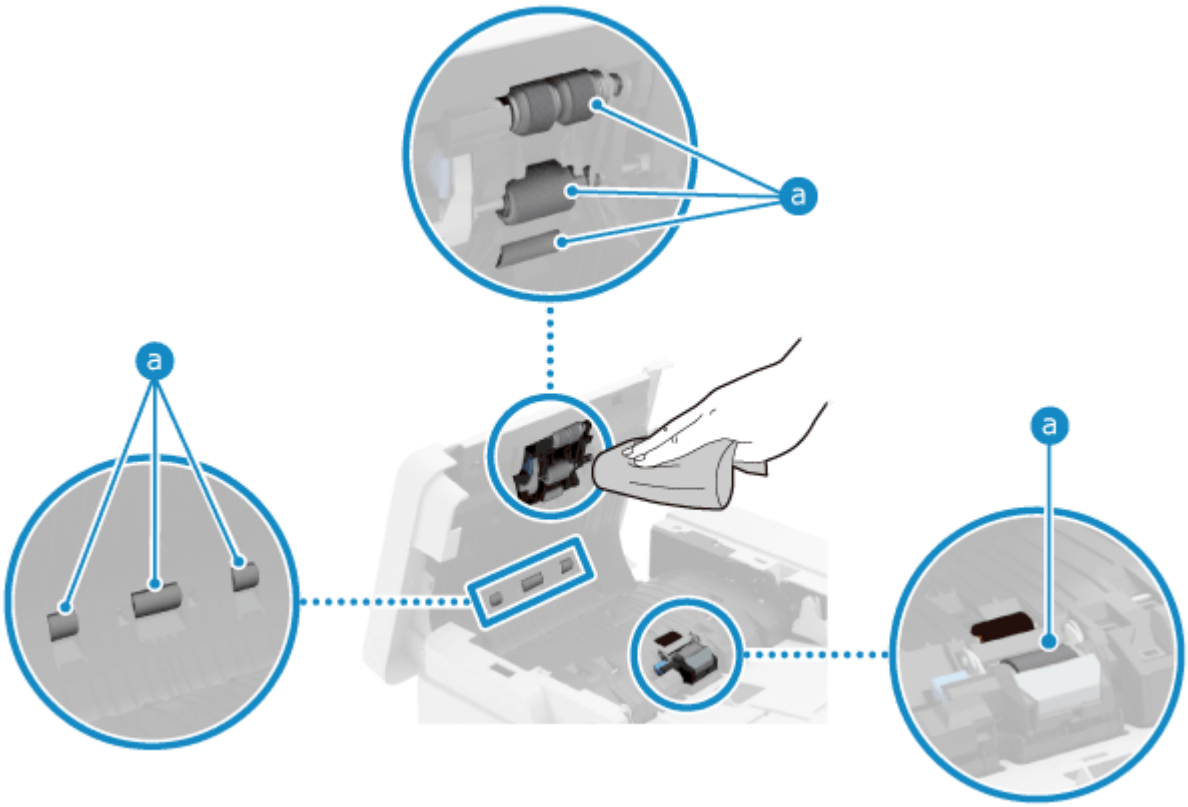
- Check the operation status of the machine before turning it OFF. Turning OFF the machine during an operation may cancel the operation or result in data corruption or damage.
- Wait at least three seconds after the Main Power indicator on the control panel turns off before unplugging the power cord.

2 Open the feeder cover.



Pull the feeder cover lever to open.

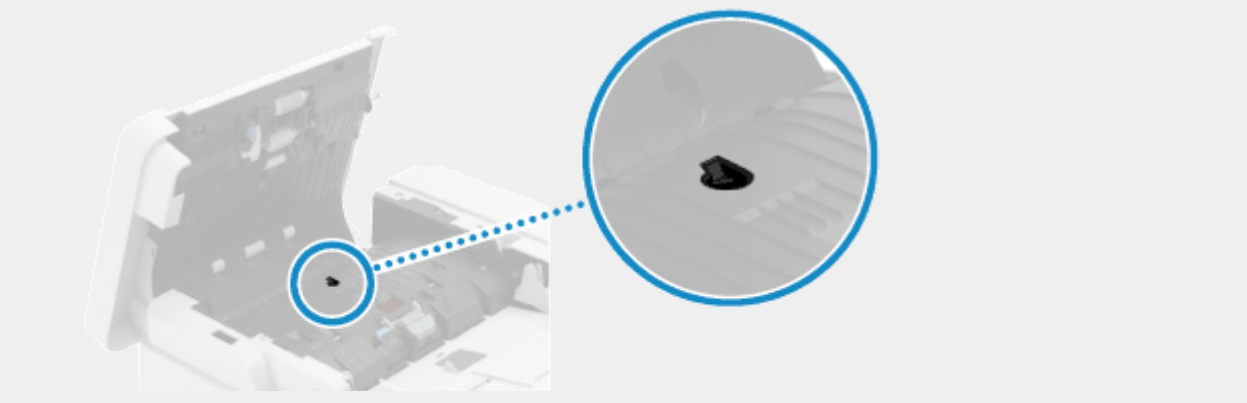
3 Wipe the rollers (a) inside the feeder and surrounding areas.



Wipe with a cloth soaked in water and wrung out. Next, wipe with a soft, dry cloth.

If Paper Scraps or Other Debris Gets in the Grooves of the Multiple Sheet Feed Detection Sensor

Remove with a soft cloth.



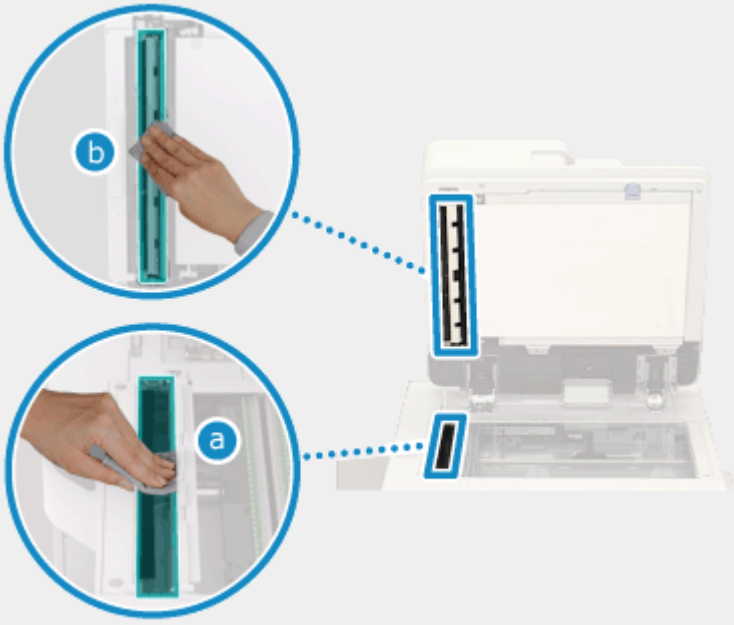
4 Gently close the feeder cover.

5 Open the feeder.



6 Wipe the document feed scanning area.

1. Use the supplied glass cleaning cloth to wipe the thin glass part (a) and white plate part (b).



- If still dirty, clean by wiping with a soft cloth soaked in water and wrung out. Next, wipe with a soft, dry cloth.

- When the machine has fully dried, move to the next step.

2. Open the document feed scanning area cover.

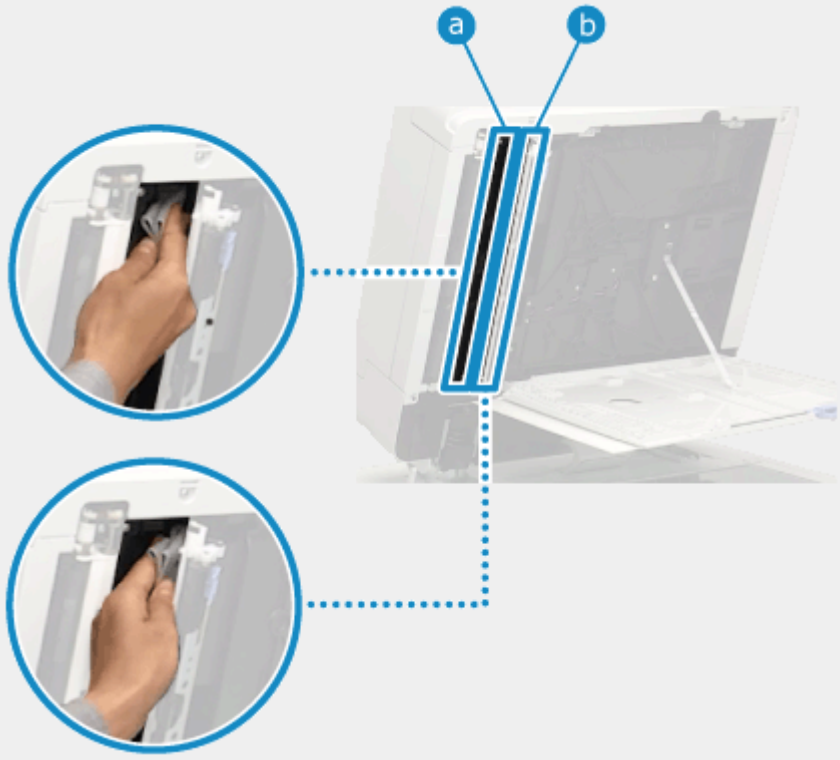


Pull the blue lever at top, and gently open while being careful not to scratch the platen glass.

3. Open the inside cover.



4. Wipe the thin glass part (a) and white plate part (b).



- Wipe with a soft cloth soaked in water and wrung out. Next, wipe with a soft, dry cloth.
- When it has fully dried, move to the next step.

5. Close the inside cover.

6. Close the document feed scanning area cover.
   Close it firmly until you hear a click.

7 Gently close the feeder.

8 Plug the power cord into the outlet, and turn ON the machine. **Turning ON the Machine (P. 178)**

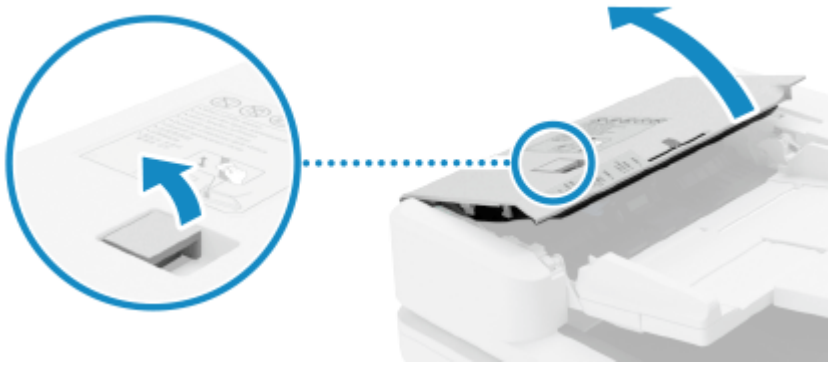
Single Pass DADF-F Europe Asia/Oceania

Spin the rollers while cleaning them.

1 Turn OFF the power and remove the power cord from the outlet. **Turning OFF the Machine (P. 179)**

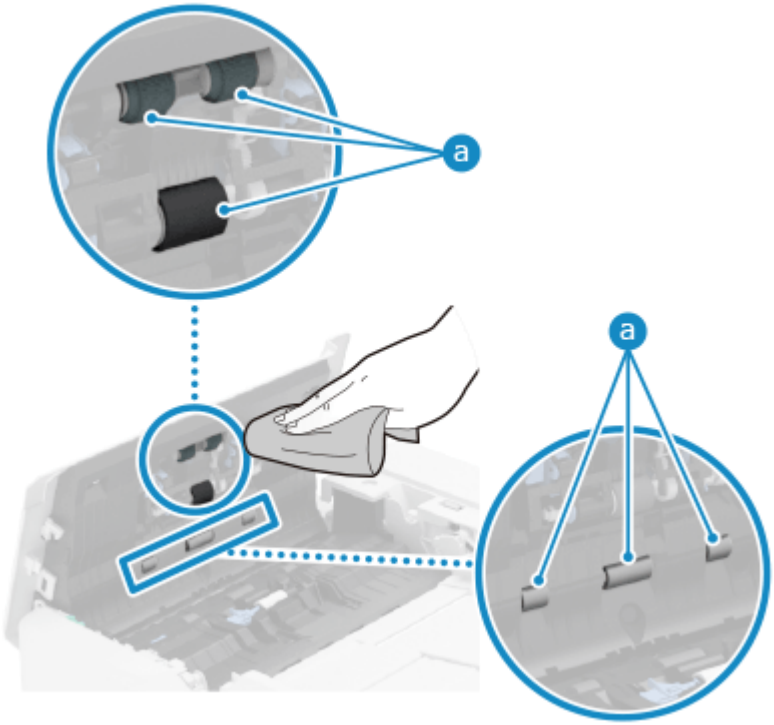
- Check the operation status of the machine before turning it OFF. Turning OFF the machine during an operation may cancel the operation or result in data corruption or damage.
- Wait at least three seconds after the Main Power indicator on the control panel turns off before unplugging the power cord.

2 Open the feeder cover.



Pull the feeder cover lever to open.

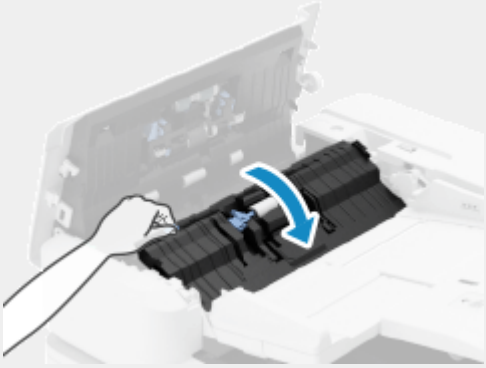
3 Wipe the rollers (a) inside the feeder and surrounding areas.



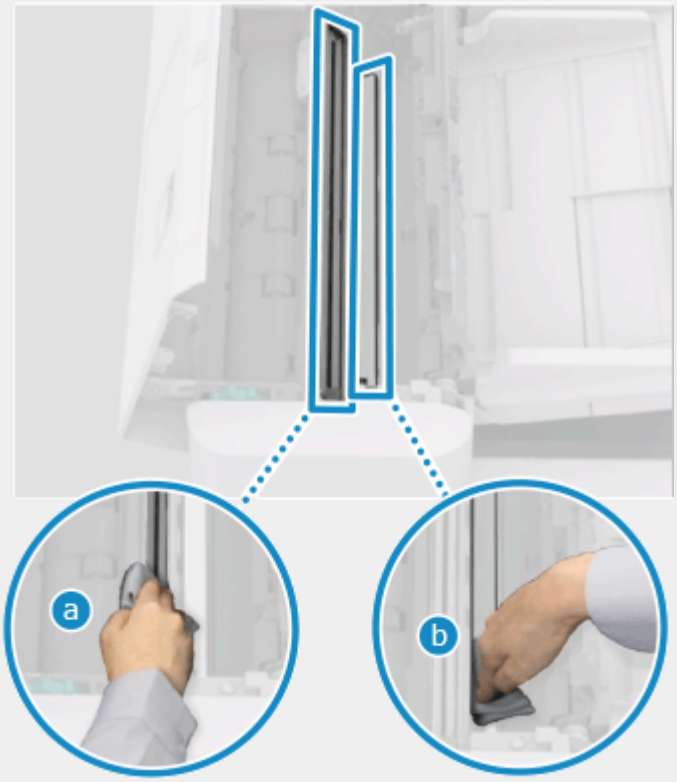
Wipe with a cloth soaked in water and wrung out. Next, wipe with a soft, dry cloth.

4 Clean the inside of the inside cover of the feeder.

1. Open the inside cover of the feeder.



2. Use the supplied glass cleaning cloth to wipe the thin glass part (a) and white plate part (b).



- Clean by wiping with a soft cloth soaked in water and wrung out. Next, wipe with a soft, dry cloth.
- When the machine has fully dried, move to the next step.

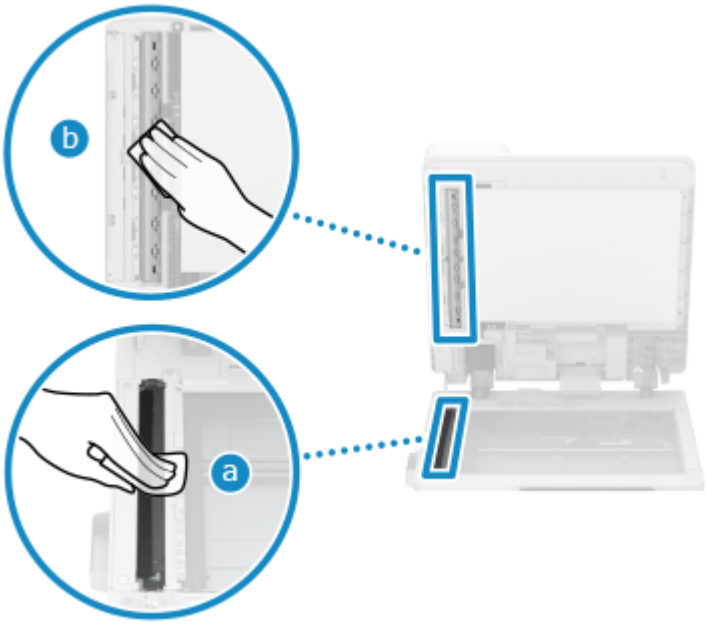
3. Close the inside cover of the feeder.
Be careful not to get your fingers caught in the gaps when you close the inside cover of the feeder.

5 Gently close the feeder cover.

6 Open the feeder.



7 Use the supplied glass cleaning cloth to wipe the thin glass part (a) and white plate part (b).



- If still dirty, clean by wiping with a soft cloth soaked in water and wrung out. Next, wipe with a soft, dry cloth.
- When the machine has fully dried, move to the next step.

8 Gently close the feeder.

9 Plug the power cord into the outlet, and turn ON the machine. **Turning ON the Machine (P. 178)**

Cleaning the Feeder with Paper

Clean the feeder by running paper through the inside.

1 Load 10 sheets of A4 or LTR size plain paper into the feeder. **Placing Originals (P. 229)**



2 On the control panel, press [Settings/Registration] in the [Home] screen or other screen. **[Home] Screen (P. 189)**

→ The [Settings/Registration] screen is displayed.

3 Press [Adjustment/Maintenance] ▶ [Maintenance] ▶ [Clean Feeder].

→ The [Clean Feeder] screen is displayed.

4 Press [Connect].

→ The paper loaded in the feeder is fed to the machine, and cleaning starts.
Cleaning takes about 20 seconds.
The paper is output when cleaning is completed.

Cleaning the Inside of the Machine

AW63-10F

If the printout is smudged or is partially not printed, the inside of the machine may be dirty. In this case, clean the inside of the machine.
The inside of the machine cannot be cleaned when data is waiting to be printed or there is insufficient toner.

There are two types of cleaning inside the machine: cleaning inside the main unit and cleaning the pressure roller for fixing.

- Cleaning inside the main unit
  Perform this cleaning when the printed paper has streaks or is smudged, or when part of the image is not printed.
- Cleaning the pressure roller for fixing
  Perform this cleaning when the printed paper is smudged.

Required Preparations

- Check that there is toner. **Checking the Remaining Amount of Consumables and Parts (P. 1620)**

1 On the control panel, press [Settings/Registration] in the [Home] screen or other screen.
[Home] Screen (P. 189)

→ The [Settings/Registration] screen is displayed.

2 Press [Adjustment/Maintenance] ▶ [Maintenance] ▶ [Clean Inside Main Unit] or [Clean Pressure Roller for Fixing].

→ The [Clean Inside Main Unit] screen or the [Clean Pressure Roller for Fixing] screen is displayed.

When Cleaning the Pressure Roller for Fixing
Check that usable paper is loaded in the multi-purpose tray.

3 Press [Start].

→ Cleaning starts.
When cleaning is complete, [Cleaning is complete.] is displayed.
When cleaning of the pressure roller for fixing is complete, a sheet of paper with a printed image (pattern) is output.

Cleaning the LED Printhead

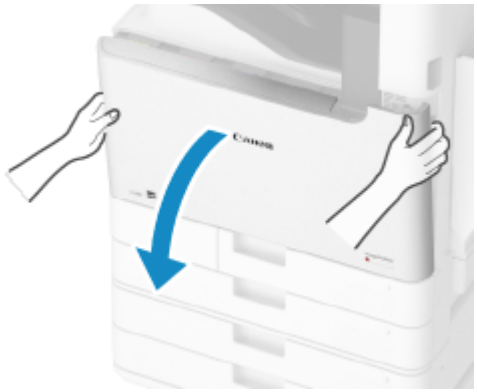
AW63-10H

If the printout is still smudged or has white streaks (lines) or white spots even after cleaning the machine surface, platen glass, and feeder, the LED printhead may be dirty. In this case, clean the LED printhead.

1 Turn OFF the power and remove the power cord from the outlet. **Turning OFF the Machine (P. 179)**

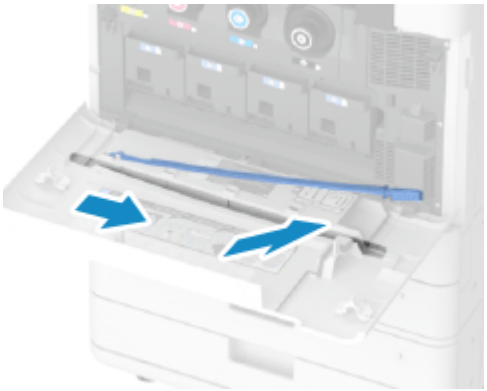
- Check the operation status of the machine before turning it OFF. Turning OFF the machine during an operation may cancel the operation or result in data corruption or damage.
- Wait at least three seconds after the Main Power indicator turns off before unplugging the power cord.

2 Open the front cover of the machine.



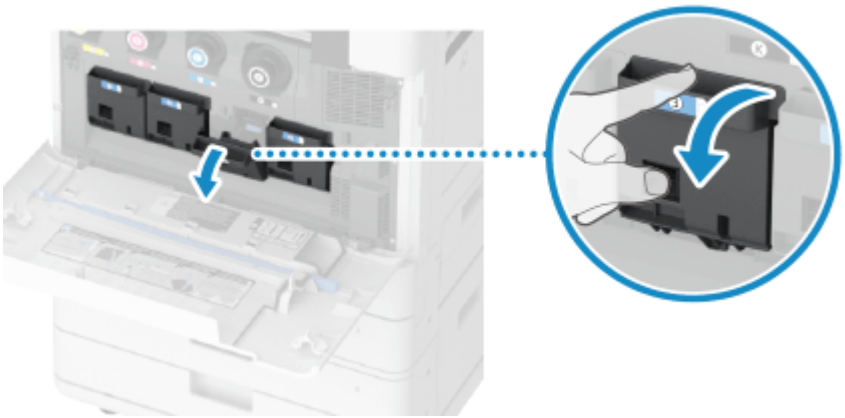
Open the cover while holding both sides.

3 Remove the cleaning rod from the inside of the front cover of the machine.

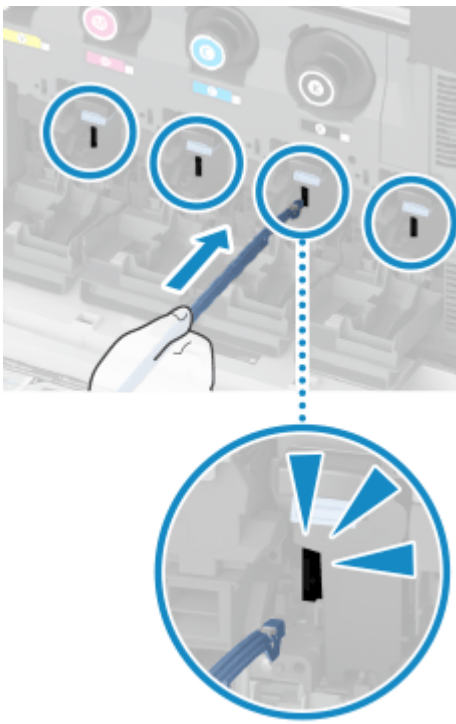


Slide the cleaning rod to the right to remove.

4 Open the drum unit cover.



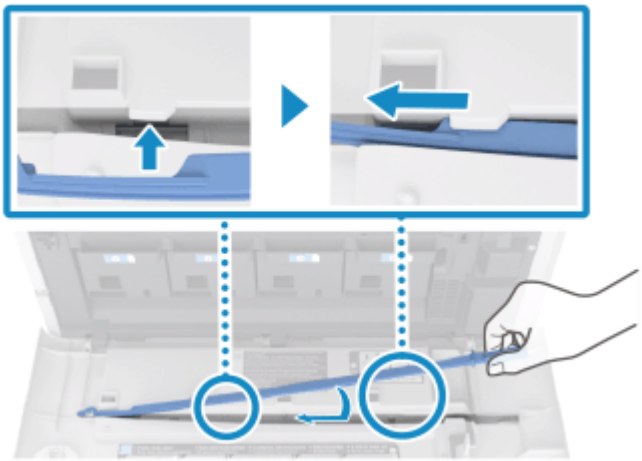
5 Insert the cleaning rod into the four openings to clean them.



- Hold the cleaning rod with the rubber tip facing down, slowly insert the cleaning rod straight in until it touches the back of the opening, and then pull it out.
- Do not stop inserting the cleaning rod partway in, and do not move it back and forth. Otherwise, the image quality may be degraded.

6 Close the drum unit cover.

7 Return the cleaning rod to the inside of the front cover of the machine.



Face the tip of the cleaning rod to the left, align the hole of the cleaning rod with the projection of the front cover of the machine, and slide the cleaning rod to the left.

8 Close the front cover of the machine.

9 Plug the power cord into the outlet, and turn ON the machine. **Turning ON the Machine (P. 178)**

Replacing Consumables and Parts

AW63-10J

If a message about consumables or parts appears on the screen of the control panel or Remote UI, replace the consumables or parts.

Replacing the Toner Cartridges (P. 1600)
Replacing the Waste Toner Container (P. 1603)
Adding Staples (Option) (P. 1606)
Replacing the Drum Unit (P. 1617)

You can check the current remaining amount of consumables and parts on the control panel and Remote UI. For the consumables and parts item names, see the list of consumables and parts.

Checking the Remaining Amount of Consumables and Parts (P. 1620)
List of Consumables and Parts (P. 1621)

Replacing the Toner Cartridges

AW63-10K

A message appears on the control panel when the amount of remaining toner is low or the toner runs out. In this case, replace the toner cartridge while following the message.

- If printing pauses due to the toner running out, printing resumes after the toner cartridge is replaced.
- As long as black toner is remaining, you can print in black and white even if cyan, magenta, or yellow toner runs out. However, the print quality will deteriorate.

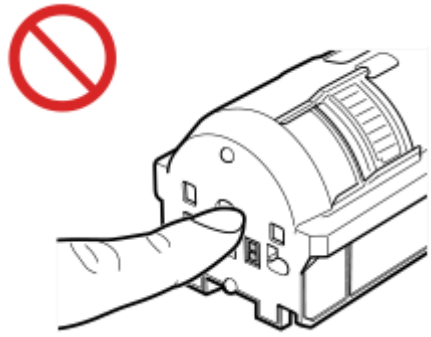
  * When you are printing in black and white, do not replace the color toner cartridge that has run out until you finish printing.
- You can press [ ] at the bottom right of the screen to display a step-by-step video of how to replace the toner cartridges.

  * You can play the replacement procedure video at any time by pressing [Settings/Registration] on the [Home] screen or other screen. **[Replace Toner Cartridge] (P. 1283)**

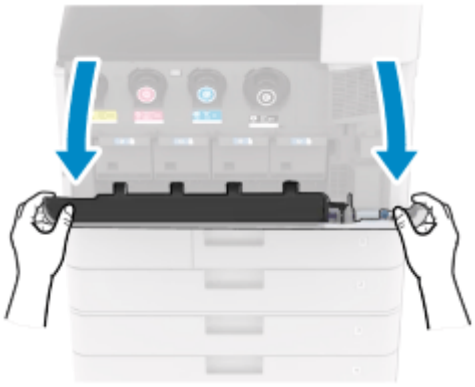
Check the precautions in "Important Safety Instructions" included with the machine before replacing the toner cartridge.

CAUTION

- Do not touch the electrical contacts at the rear of the toner cartridge (the side without the toner color label).

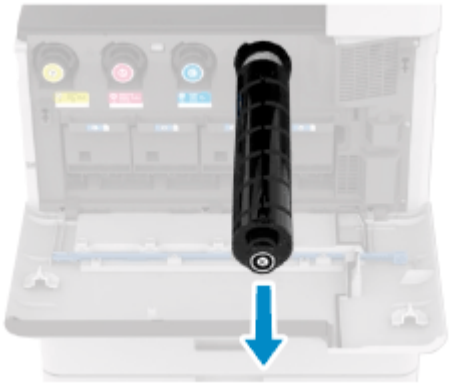


1 Open the front cover of the main unit.



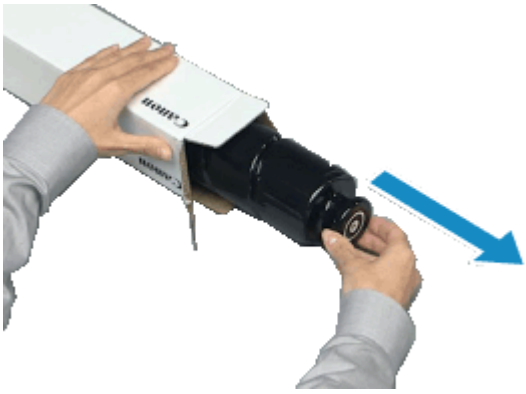
Open the cover while holding both sides.

2 Pull out the toner cartridge.

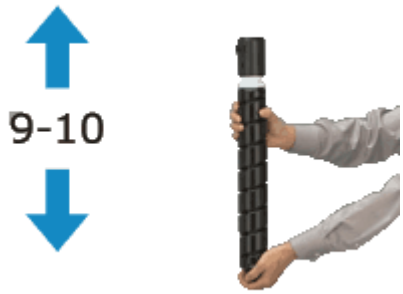


- Be careful not to touch the lead edge of the toner cartridge or bump or otherwise impact the toner cartridge. Toner may leak.
- Prepare a piece of paper or cloth that can get dirty, and temporarily place the removed toner cartridge on it.

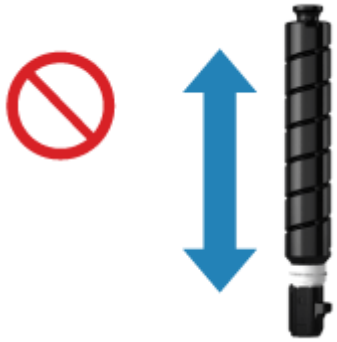
3 Remove the new toner cartridge from the box.



4 With the white part of the toner cartridge toward the top, shake the toner cartridge vertically about 10 times to evenly distribute the toner.



Do not hold the toner cartridge with the white part toward the bottom. The toner may not be supplied properly.



5 Install the new toner cartridge.



- Check that the toner cartridge color matches the color displayed on the slot of the main unit.
- With the flat side of the toner cartridge facing down, slide and push the toner cartridge all the way in.
- An error message is displayed if the toner is not evenly distributed. In this case, pull out the toner cartridge, and shake it to distribute the toner.

6 Close the front cover of the machine.

NOTE

Correcting Color and Density

- You can correct the print color and density if they are different from those before replacing the toner cartridge.

Calibrating the Gradation (P. 1642)
Correcting Density (P. 1651)

Replacing the Waste Toner Container

AW63-10L

The waste toner container collects waste toner (excess toner generated during printing). A message appears on the control panel when the waste toner container is full or nearly full. In this case, follow the instructions of the message to replace the waste toner container.

- Do not replace the waste toner container before the message appears on the control panel.
- Waste toner cannot be reused. Do not mix the waste toner with new toner.
- You can press [ ] at the bottom right of the screen to display a step-by-step video of how to replace the waste toner container.

  * You can play the replacement procedure video at any time by pressing [Settings/Registration] on the [Home] screen or other screen. **[Replace Waste Toner Container] (P. 1283)**

Check the precautions in "Important Safety Instructions" included with the machine before replacing the waste toner container.

1 Open the waste toner cover.



Open the cover while holding the left side.

2 Remove the waste toner container.

1. Pull out the waste toner container halfway.

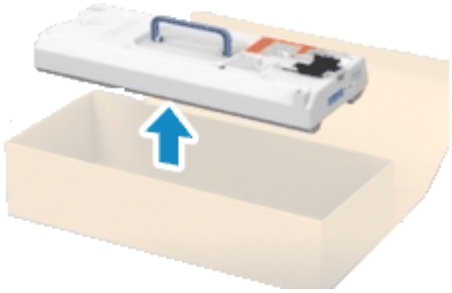


2. Hold the handle on top and pull the waste toner container straight out while being careful not to spill the toner inside.



Prepare a piece of paper or cloth that can get dirty, and temporarily place the removed waste toner container on it.

3 Remove the new waste toner container from the box.



4 Wrap the used waste toner container in the bag and place it in the box.



- The bag is in the box of the new waste toner container.
- After wrapping the waste toner container in the bag, twist close the opening of the bag and place it in the box so the toner does not spill.

5 Install the new waste toner container.



Install it with the Canon logo facing the rear, and firmly push it in as far as it will go. If the waste toner container is not pushed all the way in, toner may scatter when the waste toner container is removed.

6 Close the waste toner cover.

Adding Staples (Option)

AW63-10R

When staples run out, [] is displayed at the bottom right of the screen. In this case, replace the staple case with a new one and add more staples.

Adding Staples to the Staple Finisher (P. 1607)
Adding Staples to the Booklet Finisher (P. 1609)
Adding Staples to the Inner Finisher (P. 1614)

IMPORTANT

- The machine may output paper and the option may operate even when you are replacing the staple case. Be careful when handling the option.

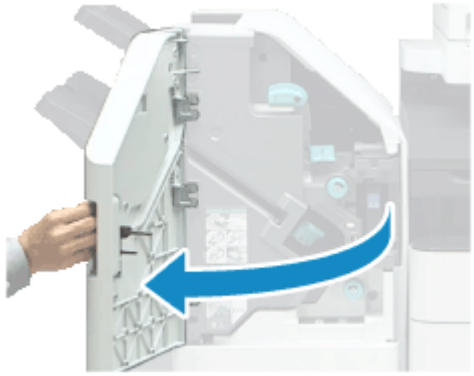
Adding Staples to the Staple Finisher

AW63-10S

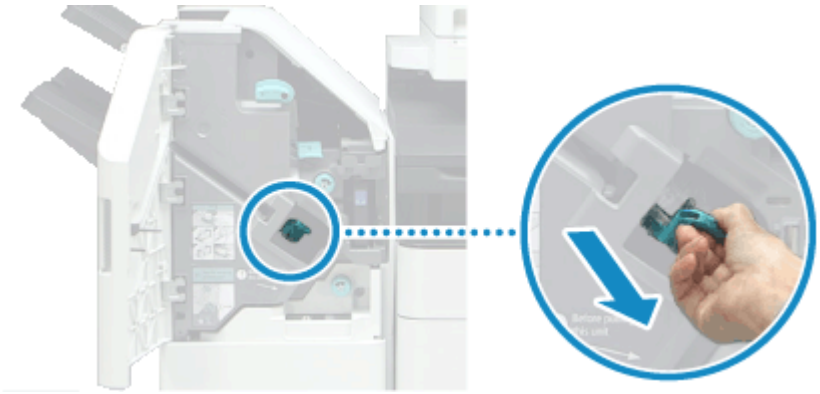
When staples in the staple finisher run out, [ ] is displayed at the bottom right of the screen. In this case, replace the staple case with a new one and add more staples.
You can press [ ] to display a step-by-step video of how to replace the staple case.

* You can play the replacement procedure video at any time by pressing [Settings/Registration] on the [Home] screen or other screen. **[Load Staples (Staples)] (P. 1283)**

1 Open the front cover of the finisher.

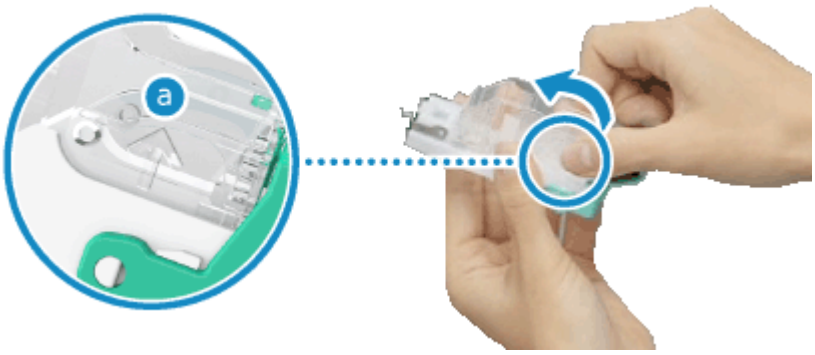


2 Remove the staple cartridge.



Hold the green knob on the staple cartridge and pull it straight out.

3 Remove the staple case from the staple cartridge.

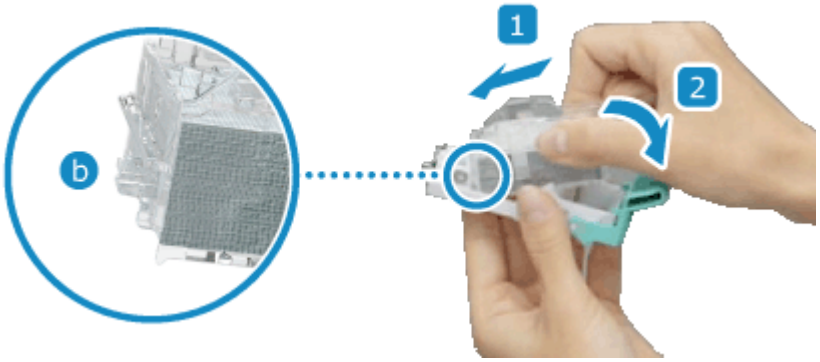


Hold the part of the staple case indicated with the arrows (a), and remove the staple case in the direction of the arrow shown above.

4 Remove a new staple case from the box.



5 Load the new staple case in the staple cartridge.



Insert the claw (b) on the front end of the staple case into the staple cartridge, and lower the staple case to install it.

6 Install the staple cartridge into the finisher.



Hold the green knob on the staple cartridge, and firmly push in the cartridge as far as it will go.

7 Close the front cover of the finisher.

Adding Staples to the Booklet Finisher

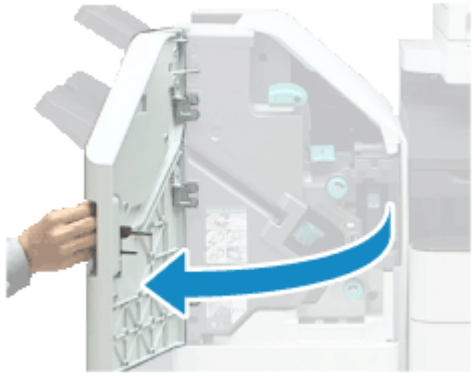
AW63-10U

When staples in the staple unit or the saddle stitch unit of the booklet finisher run out, [ ] is displayed at the bottom right of the screen. In this case, replace the staple case with a new one and add more staples.
You can press [ ] to display a step-by-step video of how to replace the staple case.

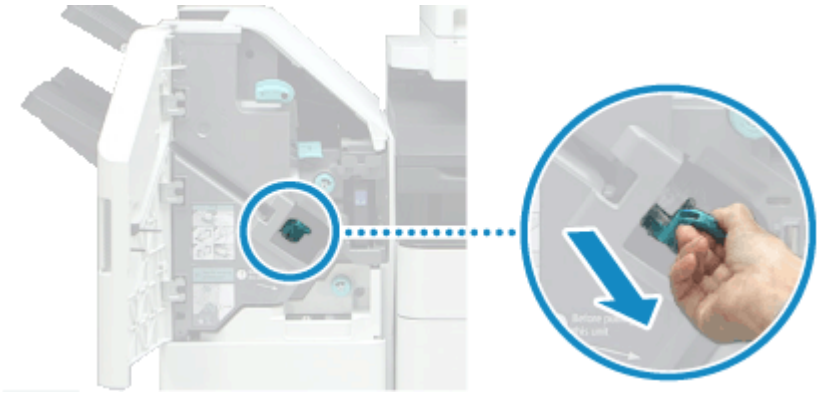
* You can play the replacement procedure video at any time by pressing [Settings/Registration] on the [Home] screen or other screen. **[Check Maintenance Method] (P. 1283)**
Replacing the Staple Case of the Staple Unit (P. 1609)
Replacing the Staple Case of the Saddle Stitch Unit (P. 1611)

Replacing the Staple Case of the Staple Unit

1 Open the front cover of the finisher.

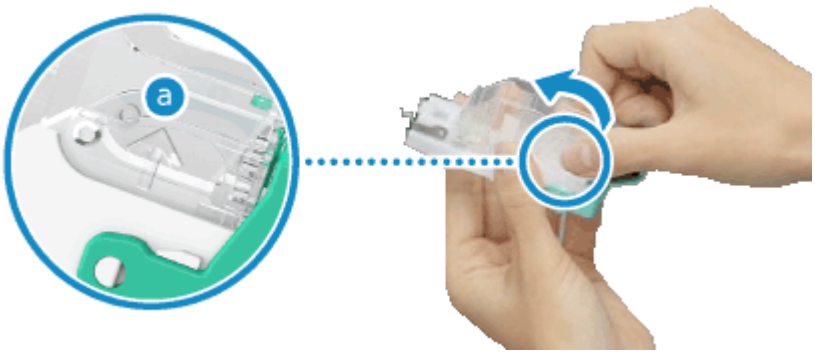


2 Remove the staple cartridge.



Hold the green knob on the staple cartridge and pull it straight out.

3 Remove the staple case from the staple cartridge.

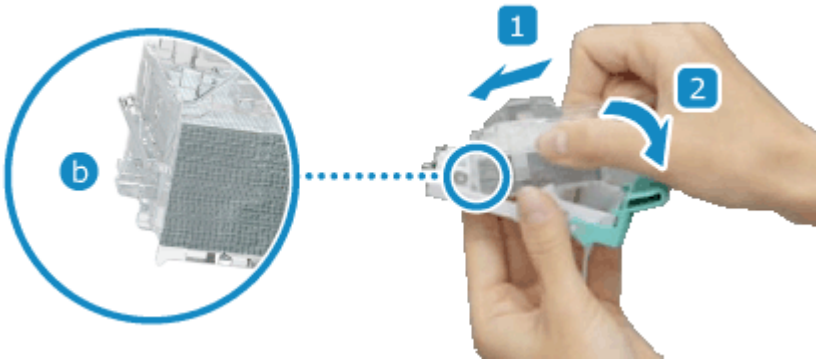


Hold the part of the staple case indicated with the arrows (a), and remove the staple case in the direction of the arrow shown above.

4 Remove a new staple case from the box.



5 Install the new staple case into the staple cartridge.



Insert the claw (b) on the front end of the staple case into the staple cartridge, and lower the staple case to install it.

6 Install the staple cartridge into the finisher.



Hold the green knob on the staple cartridge, and firmly push in the cartridge as far as it will go.

7 Close the front cover of the finisher.

Replacing the Staple Case of the Saddle Stitch Unit

Required Preparations

- Remove all paper output to the booklet tray.

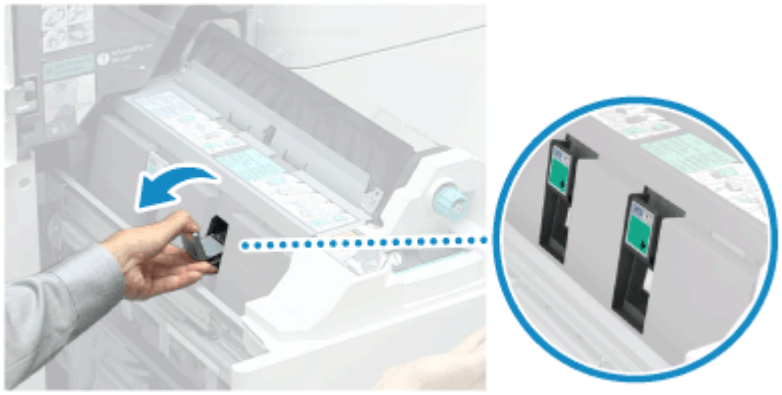
1 Open the front cover of the finisher.



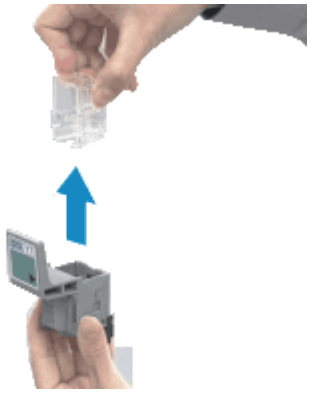
2 Pull out the saddle stitch unit.



3 Remove the two staple cartridges while lowering the levers toward you.



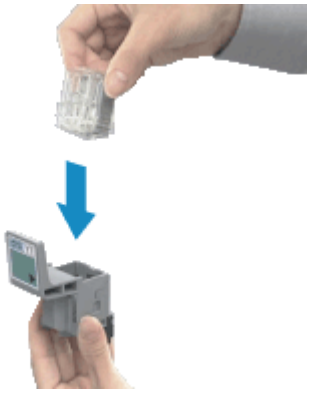
4 Remove the staple case while holding both sides of the top of the staple case.



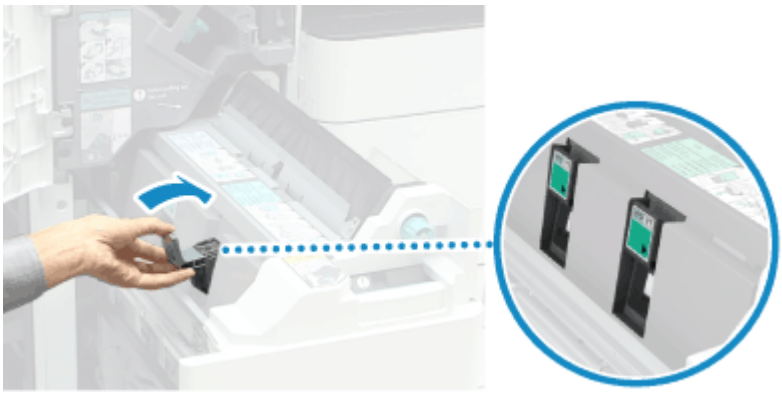
5 Remove a new staple case from the box.



6 Load the new staple case in the staple cartridge.



7 Install the two staple cartridges into the saddle stitch unit.



Firmly push in the cartridges as far as they will go.

8 Push in the saddle stitch unit.

9 Close the front cover of the finisher.

NOTE

If the Machine Does Not Staple after Installing a New Staple Case

- The staples may not be reaching the front end of the cartridge. Reposition the staples. **[Saddle Stitch Staple Repositioning] (P. 1278)**

Adding Staples to the Inner Finisher

AW63-10W

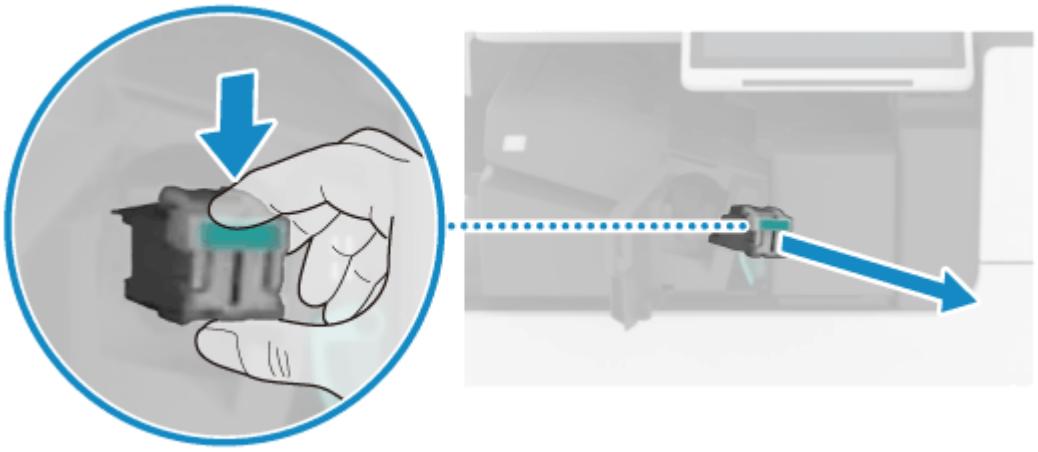
When staples in the inner finisher run out, [ ] is displayed at the bottom right of the screen. In this case, replace the staple case with a new one and add more staples.
You can press [ ] to display a step-by-step video of how to replace the staple case.

* You can play the replacement procedure video at any time by pressing [Settings/Registration] on the [Home] screen or other screen. **[Load Staples (Staples)] (P. 1283)**

1 Open the left cover of the finisher.

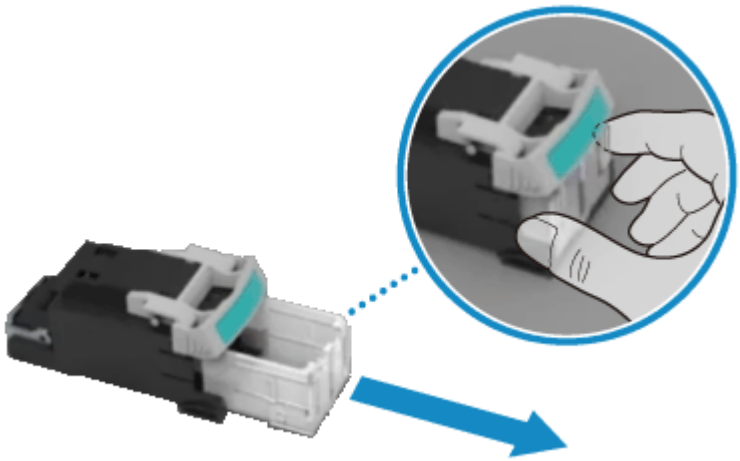


2 Remove the staple cartridge.



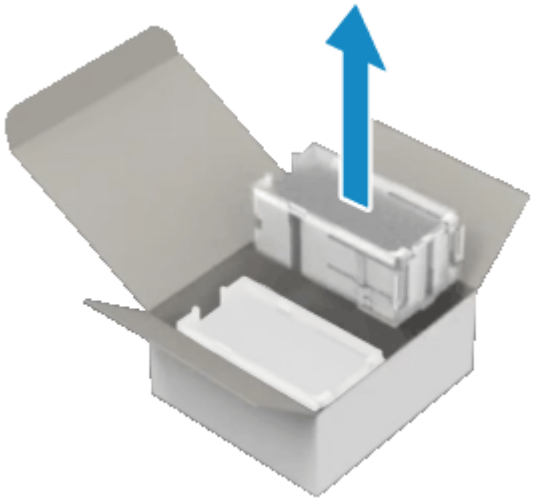
Lower the part of the staple cartridge with the green mark to unlock it, and pull it straight out.

3 Remove the staple case from the staple cartridge.

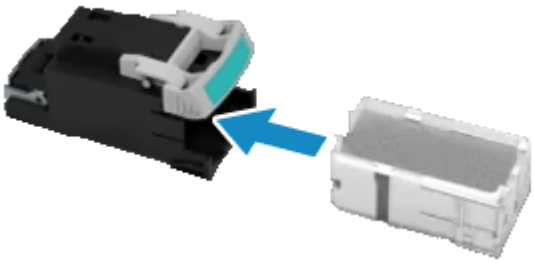


Hold the tabs on both sides of the staple case, release the lock, and remove the staple case in the direction of the arrow shown above.

4 Remove a new staple case from the box.



5 Load the new staple case in the staple cartridge.



Insert the front end of the staple case into the staple cartridge, and gently push in the staple case until you hear a click.

6 Install the staple cartridge into the finisher.



Hold the staple cartridge so that the part with the green mark is facing toward you, firmly push in the staple cartridge as far as it will go.

7 Close the left cover of the finisher.

NOTE

- Dry stapling may be performed automatically to reposition the staples after you replace the staple case.

Replacing the Drum Unit

AW63-10X

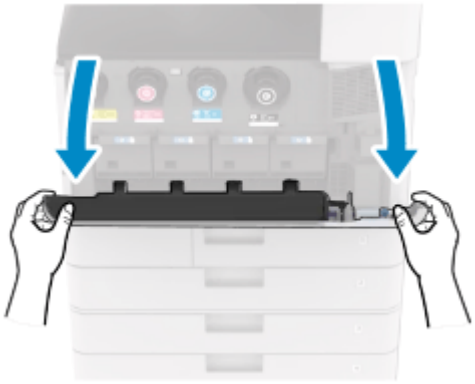
A message and the icon ( ) appear at the bottom right of the screen when the drum unit is reaching the end of its lifetime. In this case, replace the drum unit while following the message.

- The message that is displayed at the bottom of the screen instructing you to replace the drum unit varies depending on your contract.
- You can press [ ] to display a step-by-step video of how to replace the drum unit.

  * You can play the replacement procedure video at any time by pressing [Settings/Registration] on the [Home] screen or other screen. **[Replace Drum Unit] (P. 1284)**

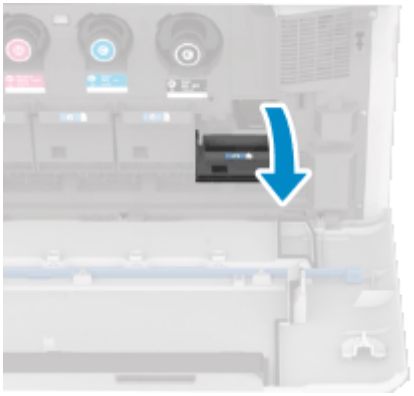
Check the precautions in "Important Safety Instructions" supplied with the machine before replacing the drum unit.

1 Open the front cover of the machine.

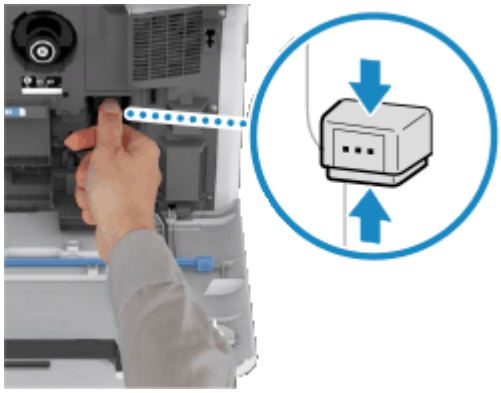


Open the cover while holding both sides.

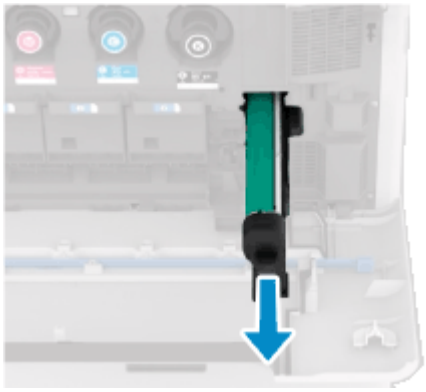
2 Open the drum unit cover.



3 Grasp the handle of the drum unit, and unlock it.



4 Remove the drum unit.

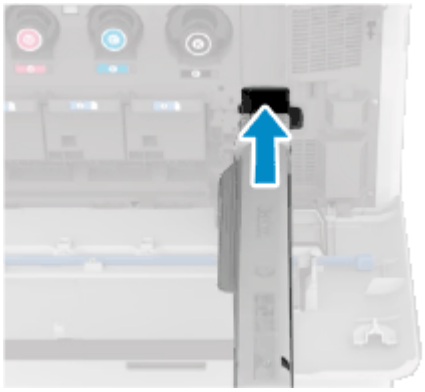


- Pull out the drum unit while supporting it with your hands.
- Do not tilt the drum unit. Toner inside the drum may spill.
- Prepare a piece of paper or cloth that can get dirty, and temporarily place the removed drum unit on it.

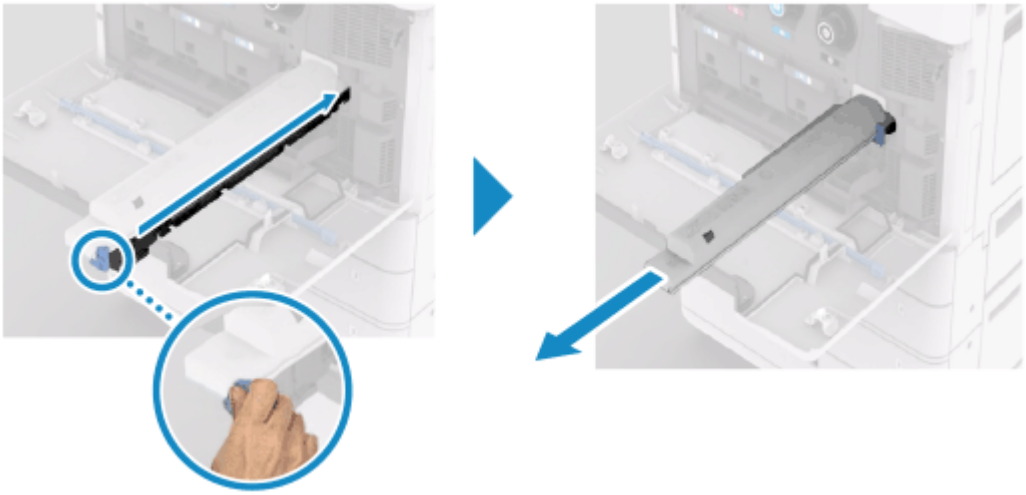
5 Remove the new drum unit from the box.



6 Install the new drum unit.



7 Remove the protective cover.



- First, push the slider on the right side of the gray protective cover toward the rear of the machine as far as it will go, and then pull out the protective cover.
- After removing the protective cover, check that the drum unit is pushed all the way into the machine. If the drum unit is not pushed all the way in, accidental operations may occur.

8 Close the drum unit cover.

9 Close the front cover of the machine.

10 Press [Close].

NOTE

Correcting Color and Density

- You can correct the print color and density if they are different from those before replacing the drum unit.

Calibrating the Gradation (P. 1642)
Correcting Density (P. 1651)

Checking the Remaining Amount of Consumables and Parts

AW63-10Y

You can check the current remaining toner level in increments of 10% and check the space available in the waste toner container. When you are using the optional finisher, you can also check the remaining amount of staples.
Check the remaining amount of consumables and parts, for example, to see if you need to prepare a new toner cartridge, waste toner container, or staples before printing a large volume document.

* The displayed value for the remaining amount of consumables and parts is for reference and may not indicate the actual amount remaining.

This section describes how to check this information using the control panel.
You can also use Remote UI from a computer to check this information. **Managing the Machine from a Computer (Remote UI) (P. 1094)**

1 On the control panel, press [Status Monitor] in the [Home] screen or other screen. **[Home] Screen (P. 189)**

→ The [Status Monitor] screen is displayed.

2 Press [Consumables/Others] to check the remaining amount of consumables and parts.

- You can use [Other Information] to check the following information:
  - Remaining amount of toner for each color
  - Space available in the waste toner container
  - Staple supply status (when using the finisher)
  - Saddle staple supply status (when using the finisher)
  - Amount of punch waste (when using the finisher)
- When the remaining amount of toner or space available in the waste toner container is low and you need to prepare to replace these, press [Check Consumables] to check the following:
  - Item names of consumables and consumable parts
  - Remaining number of days until replacement (estimated) Europe

  * You can also check the remaining amount of consumables and parts by pressing [Operating Status] at the bottom of the [Status Monitor] screen.

NOTE

Notifying You of the Color of Toner That Is Low

- You can configure to display a screen on the control panel to notify you of the color of the toner that is low and that a new toner cartridge needs to be prepared. **[Display Remaining Toner Error Message] (P. 1210)**

Remaining Number of Days until Replacement Europe

- The remaining number of days is the estimated number of days until replacement based on usage. "1 year or more" may be displayed a little while after using the machine for the first time.
- Even if "Replacement Needed" is displayed in the remaining number of days, do not replace the consumables or parts until the message instructing you to replace these is displayed at the bottom of the control panel.

List of Consumables and Parts

AW63-110

When replacing consumables and parts in the machine and making preparations to replace these, check the item name and contact your dealer to purchase the consumables and parts.
You can check the current remaining amount of consumables and parts on the control panel and Remote UI. **Checking the Remaining Amount of Consumables and Parts (P. 1620)**
In addition, precautions must be taken when handling and storing consumables and parts. See also the precautions in "Important Safety Instructions" included with the machine.

Genuine Consumables

Canon continuously develops technology innovations in Canon manufactured Toner, Toner cartridge, and Parts, specifically designed for use in Canon Multi-Functional machines.

Experience the benefits of optimal print performance, print volume and high quality outputs, achieved through Canon's new advanced technologies. Therefore, the use of Canon genuine consumables is recommended for your Canon Multi-Functional machines.

Consumables (P. 1621)
Parts (P. 1623)

Consumables

Toner for Replacement

Confirm that the code on the front cover of the machine and the one on the package of the genuine toner are the same.

Model Name	Genuine Canon Toner
C3150	• Canon C-EXV 1007 Toner Black • Canon C-EXV 1007 Toner Cyan • Canon C-EXV 1007 Toner Magenta • Canon C-EXV 1007 Toner Yellow

CAUTION

Store toner cartridges as described below

- Store unopened until immediately prior to use.
- Store toner cartridges in the following conditions:
  - Storage temperature range: 10 - 30 °C (50 - 86 °F)

- Storage humidity range: 20% to 80% RH (relative humidity, condensation-free)*

  * Even within the approved storage humidity range, water droplets (condensation) may develop inside the toner container if the temperatures inside and outside the toner container differ. Condensation will adversely affect the print quality.

- Do not store toner cartridges in the following locations:
  - Locations exposed to open flames
  - Locations exposed to direct sunlight
  - 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 that emit magnetism
- When storing toner cartridges, do not store them upright or upside down.

IMPORTANT

Be careful of counterfeit toners

- Please be aware that there are counterfeit Canon toners in the marketplace. Use of counterfeit toner 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.
  For more information, see the website below.

  https://global.canon/ctc/

NOTE

- For collection of used toner cartridges, see "Important Safety Instructions" included with the machine.

Drum Unit

Model Name	Model Number
C3150	Canon C-EXV 1007 Drum Unit

CAUTION

Store drum units as described below

Storing drum units in an improper location or environment may cause problems such as data loss.

- Store unopened until immediately prior to use.
- Store drum units in the following conditions:
  - Storage temperature range: 10 - 30 °C (50 - 86 °F)
  - Storage humidity range: 20% to 80% RH (relative humidity, condensation-free)*

    * Even within the approved storage humidity range, water droplets (condensation) may develop inside the drum unit if the temperatures inside and outside the drum unit differ. Condensation will adversely affect the print quality.
- Do not store drum units in the following locations:
  - Locations exposed to open flames

- Locations exposed to direct sunlight or bright light for five minutes or more
- 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 that emit magnetism

- Store the packaging material safely for future use. It will be needed for situations such as storing the machine with the drum unit removed.
- Do not store drum units upright or upside down.

IMPORTANT

Protective Cover

- Do not remove the gray protective cover until instructed to do so.

Be Careful of Counterfeit Drum Units

- Please be aware that there are counterfeit Canon drum units in the marketplace. Use of counterfeit drum units 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 drum units.
  For more information, see the website below.

  https://global.canon/ctc/

Staple Case for Replacement

Be sure to use the dedicated staple case for replacement. The staple case item name varies depending on the finisher.

Finisher Name	Genuine Canon Staple Case
Staple Finisher-AH Staple Finisher Lite-B Americas	Staple-P1
Booklet Finisher-AH	Staples Staple-P1 Saddle Staples Staple Cartridge-Y1
Inner Finisher-N	Staple Cartridge-Z1

Parts

Waste Toner Container

Be sure to use the dedicated waste toner container.



WT-202

Fixing Assembly

Follow the instructions of your dealer or service representative.

FX-508

Secondary Transfer Outer Roller

Follow the instructions of your dealer or service representative.

TR-503

ITB Unit

Follow the instructions of your dealer or service representative.

TB-505

ADF Maintenance Kit (For Single Pass DADF-E) Europe Asia/Oceania Americas

Follow the instructions of your dealer or service representative.

DR-205

ADF Maintenance Kit (For Single Pass DADF-F) Europe Asia/Oceania

Follow the instructions of your dealer or service representative.

DR-501


PDF

Disposing of Punch Waste (Option)

AW63-111

The punch waste tray in the finisher collects paper scraps when holes are punched. Dispose of the punch waste when the punch waste tray becomes full and the icon instructing you to dispose of punch waste is displayed on the control panel.
Check the amount of punch waste to see if you need to dispose of punch waste before punching holes in a large volume document. You can check the amount of punch waste in the same way as checking the remaining amount of consumables and parts. **Checking the Remaining Amount of Consumables and Parts (P. 1620)**

Disposing of Punch Waste in the Staple Finisher and Booklet Finisher (P. 1627)
Disposing of Punch Waste in the Inner Finisher (P. 1629)

IMPORTANT

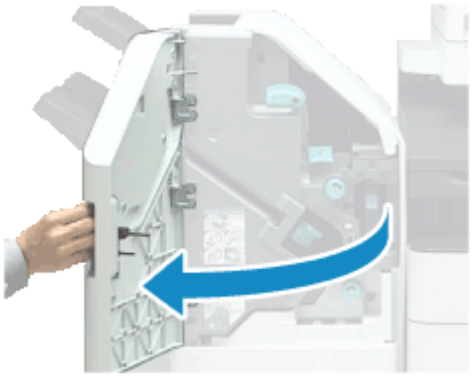
- The machine may output paper and the option may operate even when disposing of punch waste. Be careful when handling the option.

Disposing of Punch Waste in the Staple Finisher and Booklet Finisher

AW63-112

Dispose of the punch waste when the punch waste in the staple finisher or booklet finisher becomes full and the icon instructing you to dispose of punch waste is displayed on the control panel.

1 Open the front cover of the finisher.



2 Pull out the punch waste tray.



3 Dispose of the punch waste.



4 Install the punch waste tray into the finisher.



Firmly push in the tray as far as it will go.

5 Close the front cover of the finisher.

Disposing of Punch Waste in the Inner Finisher

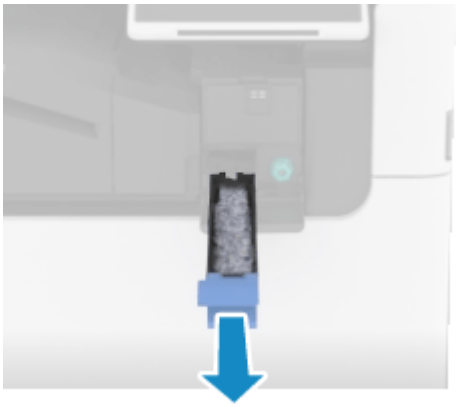
AW63-113

Dispose of the punch waste when the punch waste tray in the inner finisher becomes full and the icon instructing you to dispose of punch waste is displayed on the control panel.

1 Open the right cover of the finisher.



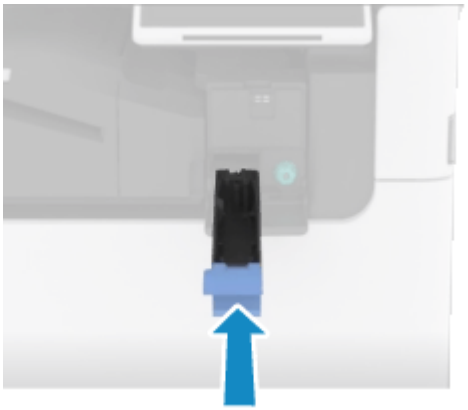
2 Pull out the punch waste tray.



3 Dispose of the punch waste.



4 Install the punch waste tray into the finisher.



Firmly push in the tray as far as it will go.

5 Close the right cover of the finisher.

Registering Frequently Used Paper Types

AW63-115

You can copy one of the paper types already registered in the machine, change the name and paper information, and register it as a new paper type (custom type).
If misfeeds or print quality degradation occurs with a certain paper type, you may be able to solve the problem by using a custom paper type in which the paper information is changed according to the characteristics of the paper.

You can use one of the paper types already registered in the machine, change the name and paper information, and register it as a new paper type (custom type).
If misfeeds or print quality degradation occurs with a certain paper type, you may be able to solve the problem by using a custom paper type in which the paper information is changed according to the characteristics of the paper.

* For C7100 Series, you can also register frequently used paper types to use for adjusting or registering new paper when you set the paper size and type.

This section describes how to register frequently used paper types using the control panel.
You can also perform registration using Remote UI from a computer. **Managing the Machine from a Computer (Remote UI) (P. 1094)**
For C5100 Series and C3100 Series, Administrator or DeviceAdmin privileges are required.

1 Log in to the machine as an administrator (for C5100 Series and C3100 Series). **Logging In to the Machine (P. 225)**

2 On the control panel, press [Settings/Registration] in the [Home] screen or other screen. **[Home] Screen (P. 189)**

→ The [Settings/Registration] screen is displayed.

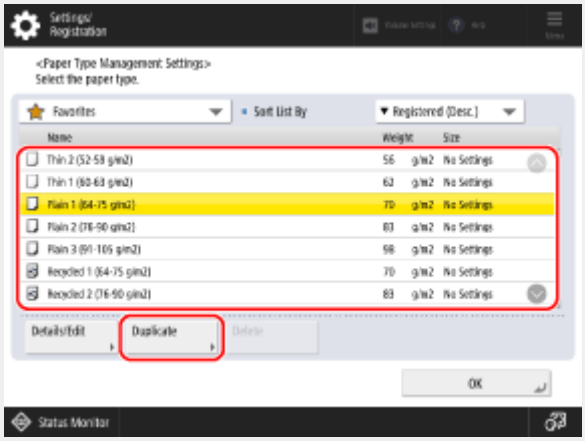
3 Press [Preferences] ▶ [Paper Settings] ▶ [Paper Type Management Settings].

→ The [Paper Type Management Settings] screen is displayed.

4 Register the paper type.

When Registering the Duplicated Paper Type

1. Select a paper type from the list and press [Duplicate].

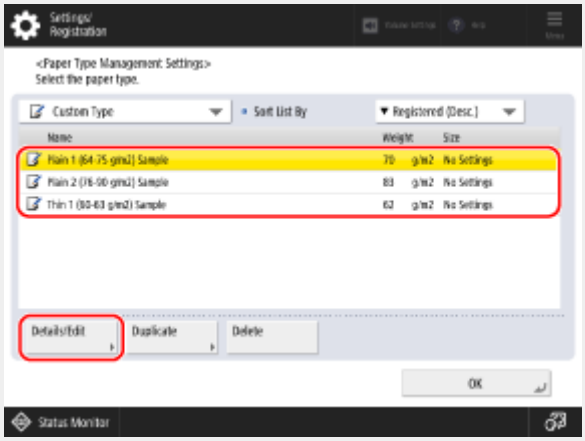


➔ The [Duplicated Paper Type Name (Max 100 characters)] screen is displayed.

- Select one of the pre-registered paper types that is similar to the paper you want to register as a custom paper.
- Using the pulldown menu at the top left of the screen, you can filter the paper types so that only basic paper types (paper types registered as the default setting), or only custom paper types are displayed in the list.
- From the pulldown menu at the top right of the screen, you can change the list order of the paper types.

2. Enter the name of the custom paper type.
   Enter a name that does not duplicate with any existing paper type.
3. Press [OK].

   ➔ The custom paper type is registered.
4. Select the registered custom paper from the list, and press [Details/Edit].

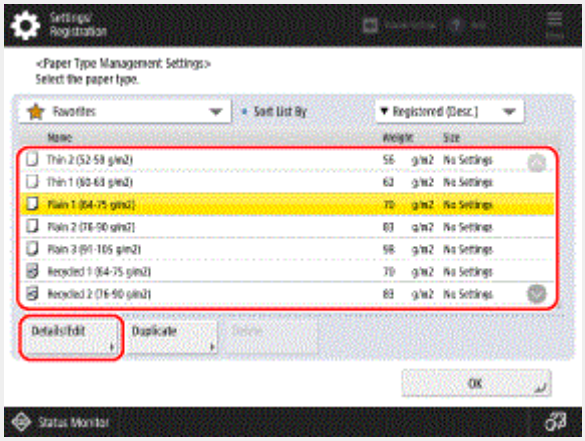


   ➔ The [Details/Edit] screen is displayed.
5. Press [Change] for the item you want to change, and change the paper information. **[Details/Edit] Screen (P. 1634)**
   You can change the information such as basis weight and paper type, as well as the image quality and print position according to the characteristics of the paper.
6. Press [OK].

   ➔ The changes are applied.

When Registering the Edited Paper Type with a New Name (For C7100 Series Only)

1. Select a paper type from the list and press [Details/Edit].



   ➔ The [Details/Edit] screen is displayed.

2. Press [Change] for [Name].

   → The [Name] screen is displayed.

3. Enter the name of the custom paper type.
   Enter a name that does not duplicate with any existing paper type.
4. Press [OK].

   → The [Details/Edit] screen is displayed again.

5. Press [Change] for the item you want to change, and change the paper information. **[Details/Edit] Screen (P. 1634)**
   You can change the information such as basis weight and paper type, as well as the image quality and print position according to the characteristics of the paper.
6. Press [OK].

   → The custom paper type is registered.

5 Press [OK].

NOTE

- When using the registered custom paper, change the paper setting of the paper drawer in which the paper is loaded.

  Setting the Paper Size and Type for the Paper Drawer (P. 282)
  Setting the Paper Size and Type for the Multi-purpose Tray (P. 286)
- You cannot delete the paper types registered as the default settings.

[Details/Edit] Screen

AW63-116

The [Details/Edit] screen is displayed when you press [Settings/Registration] ▶ [Preferences] ▶ [Paper Settings] ▶ [Paper Type Management Settings], select the paper type, and press [Details/Edit].
You can check and change the paper type information on this screen.

* You cannot change the paper type information registered by default.
* You can also check and change the paper type information on the same screen displayed in Remote UI. **Managing the Machine from a Computer (Remote UI) (P. 1094)**

For C5100 Series and C3100 Series, Administrator or DeviceAdmin privileges are required.



You can press [Change] for each item to change the paper type information.
For C7100 Series, when [Add to Favorites] is selected, the registered custom paper is added to the list of paper types sorted by Favorites on the Paper Type Management Settings screen. **Registering Frequently Used Paper Types (P. 1631)**

IMPORTANT

- If the following information differs from the information of the paper to be actually used, a paper jam or print problem may be caused.
  - [Basis Weight]
  - [Finish]
  - [Type]
  - [Color]

[Name]
You can change the name of the paper type.

[Basis Weight]
You can change the paper weight.

[Size] (C7100 Series only)
You can set the paper size.

[Finish]
You can change the surface quality of the paper (such as fine paper and recycled paper).

[Type]
You can change the characteristics of the paper (such as tab paper and envelops).

[Color]
You can change the paper color.

[Use as Template Paper]
Set this to [On] when you use paper with a logo or other graphic design.
* The loaded paper with this setting set to [On] will not be selected automatically in the following cases:

- When the settings are configured so that the paper type to be used is selected automatically for printing
- When [Paper Source Auto Selection] is set to [On], and [Consider Paper Type] is set to [Off], for copying **[Paper Source Auto Selection] (P. 1291)**

* When loading paper with this setting set to On, pay attention to the orientation and which side is face up. **Orientation for Loading Paper with a Logo (P. 274)**

[2nd Side of 2-Sided Page]
Set this to [On] when you register paper with the back side already printed.

[Adjust Image Position]
You can adjust the print position when the printed images are shifted. **Adjusting the Print Position (P. 1682)**

[Adjust Creep Correction]
You can adjust the amount of creep (shift) correction for each sheet of paper so that the inner pages do not creep out when the layered paper is folded in half.
When you make a saddle stitched booklet using custom paper with [Adjust Creep (Displacement) Correction] performed automatically, the correction is performed according to the correction amount set for this setting.
* For details about [Adjust Creep (Displacement) Correction], see the following:
Making Booklets (Booklet Copying) (P. 701)

[Use Paper Separation Fan] (C7100 Series Only)
If you do not want to use the paper separation fan, set this to [Off].

[Adjust Paper Separation Fan Level] (C7100 Series Only)
You can change the air volume of the paper separation fan according to the symptoms of problems that occur. For details on the adjustment method, contact your dealer or service representative.

- [-5] to [-1]: When high-density images are not printed evenly or a large amount of curling occurs on the printed paper
- [0]: When normal
- [1] to [5]: When paper jams occur frequently or when the machine is used in a hot and humid environment

[Adjust Paper Separation Fan Time] (C7100 Series Only)
You can adjust the paper separation fan operation time in seconds.
Press [-] to decrease the fan operation time, and press [+] to increase it.

[Adj. Paper Separation Fan Interval] (C7100 Series Only)
You can adjust the number of sheets for the interval at which the paper separation fan operates.

[Adjust Paper Realignment Speed]
Adjust the paper realignment speed if more roughness occurs in the image compared to when printed on regular paper, or if the color at the trailing edge of the paper is different than when printed on regular paper. For details on the adjustment method, contact your dealer or service representative.

- Press [-] if roughness occurs in the printed image.
- Press [-] if the color at the trailing edge of the paper is different. If the symptoms do not improve, press [+].

[Adjust Gloss]
Adjust the glossiness of the printed image when using plain paper, coated paper, or other paper.

- Press [-] to decrease the glossiness, or press [+] to increase the glossiness.
- Adjust the value gradually to avoid problems that may occur when you change the adjustment value significantly.
- Depending on the paper, setting a [-] value may cause a fixing or printing error, and setting a [+] value may cause a paper jam.

[Adjust Lead/Tail Margins]
You can adjust the length of the margins at the leading edge and trailing edge according to the feed direction. Printing errors such as uneven glossiness, as well as corner folding and misfeeds, may occur when the margins are small. In such cases, increase the margin length.

[Adjust Secondary Transfer Voltage]

If the overall printed image is lighter in color or distorted compared to when printed on regular paper, you can adjust the secondary transfer voltage (voltage when the image is transferred onto the paper). **Adjusting the Transfer Condition of the Printed Image (P. 1676)**

[Adj. Lead Edge Sec. Transfer Volt.]
If the printed image is lighter in color or distorted only in the leading edge area of the paper according to the feed direction compared to when printed on regular paper, you can adjust the lead edge secondary transfer voltage (voltage when the image is transferred onto the paper).

- When you set [Adjustment Level] to a [+] value, the effect on the print problem will be increased. If the set value is too large, white spots may occur in high density areas.
- When you set [Adjustment Range] to a [+] value, the adjusted distance from the leading edge of the paper becomes longer (by 1 mm for every "+1").
- Making this adjustment may affect the [Correct Tail End Toner Application] and [Adjust Image Position] settings. Readjust those settings, as needed.

[Correct Tail End Toner Application]
If you use curled paper or paper prone to curl during 2-sided printing, white spots or faint colors may occur in the image at the trailing edge area of the paper according to the feed direction. Low density images may also become lighter or deeper in color. If this happens, perform Correct Tail End Toner Application.

- When you set [Correction Level] to a [+] value, the effect on the print problem will be increased. If the set value is too large, white spots may occur in high density areas.
- When you set [Correction Amount] to a [+] value, the adjusted distance from the trailing edge toward the leading edge of the paper becomes longer (by 1 mm for every "+1").
- If the symptoms do not improve even after performing Correct Tail End Toner Application, perform adjustment using [Adjust Secondary Transfer Voltage] or [Adj. Lead Edge Sec. Transfer Volt.]. A certain effect can be expected by making the secondary transfer voltage smaller than the current value, but it may affect images.

[Toner Amount Reduction Mode] (For C7100 Series and C5100 Series)
Set this to [On] if printing errors such as uneven glossiness occur, or if misfeeds or fixing errors occur. This reduces the amount of toner used for printing, which may solve the problem.

- The density, color tone, or glossiness may change when this is set to [On], depending on the paper.
- Even when this is set to [On], the adjustment values applied to the color levels set for the color balance and other settings are retained while the toner amount is reduced.

[Adjust Saddle Fold Position]
Adjust the saddle fold position so that it is at the center of the paper.
You can either enter the values directly, or you can print a test page to check the shift amount of the fold position on the test page, and then perform adjustment.
* This item is displayed only on machines with the option installed.

When Entering Values Directly

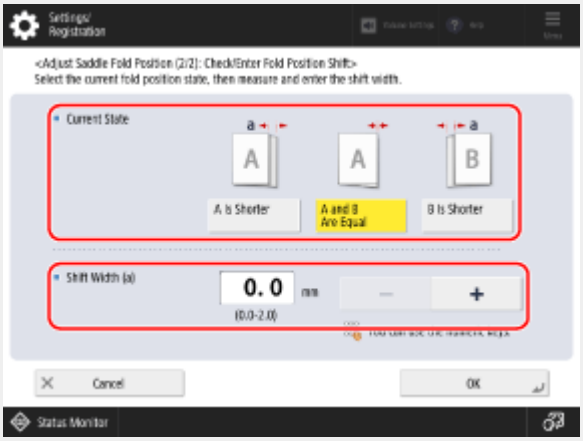
Press [+] to move the fold position to the left, and press [-] to move the fold position to the right.

When Using a Test Page to Check and Adjust the Shift Width of the Fold Position

1. Press [Start] ▶ [Next].
2. Select the paper source with the loaded usable paper, and press [Start Printing].

   ➔ A test page is printed.

3. Select the current state of the fold position, and adjust the shift width.



Check the current state of the fold position and the shift width on the test page, then select the current state and set the shift width.

4. Press [OK].
5. Press [Start Printing] to print the test page again, and check the adjustment results.
   To end the adjustment without printing the test page, press [Done].
6. Press [Done].
   If further adjustment is needed, press [Re-Adjust] and repeat Steps 3 to 5.

[Adjust Saddle Stitch Fold Position] and [Change Fold/Stitch Position]

Adjust the saddle stitch fold position or saddle stitch position so that it is at the center of the paper. Use [Adjust Saddle Stitch Fold Position] to adjust the fold position of the paper without changing the staple position, or use [Change Fold/Stitch Position] to adjust both the staple position and the fold position of the paper.
You can either enter the values directly, or you can print a test page to check the shift width of the fold position and stitch position on the test page, and then perform adjustment.
* This item is displayed only on machines with the option installed.

When Entering Values Directly

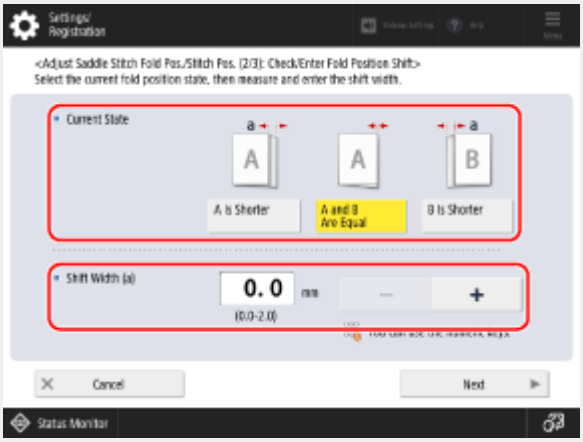
- For [Adjust Saddle Stitch Fold Position], press [+] to move the fold position toward the right of the print side, and press [-] to move the fold position toward the left of the print side.
- For [Change Fold/Stitch Position], press [+] to move the saddle stitch position toward the right of the print side, and press [-] to move the saddle stitch position toward the left of the print side.

When Using a Test Page to Check and Adjust the Shift Width of the Fold Position and Stitch Position

1. Press [Start] ▶ [Next].
2. Select the paper source with the loaded usable paper, and press [Start Printing].

   ➔A test page is printed.

3. Select the current state of the fold position, and adjust the shift width.



Check the current state of the fold position and the shift width on the test page, then select the current state and set the shift width.

4. Press [Next].
5. Select the current state of the stitch position, and adjust the shift width.



Check the current state of the stitch position and the shift width on the test page, then select the current state and set the shift width.

6. Press [OK].
7. Press [Start Printing] to print the test page again, and check the adjustment results.
   To end the adjustment without printing the test page, press [Done].
8. Press [Done].
   If further adjustment is needed, press [Re-Adjust] and repeat Steps 3 to 7.

[Adjust Fixing Speed] (For C7100 Series and C5100 Series)

When you use heavy paper, adjust the fixing speed if streaks (lines) appear or if the image is blurred at the trailing edge of the paper according to the feed direction. For details on the adjustment method, contact your dealer or service representative.

* If the conditions do not improve even after pressing [+], press [-].

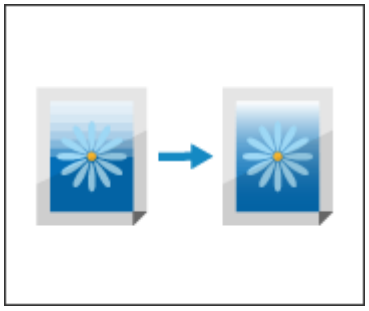
[Auto Adjust L/R Edge Alignment] (C7100 Series Only)

You can perform adjustment to prevent the printed image from being shifted perpendicular (sideways) to the feed direction. You can set this to [Off] to improve the results when the left edge alignment has shifted or the image position varies greatly on printed paper, bordered paper, or color paper. For details on the adjustment method, contact your dealer or service representative.

Adjusting the Image Quality

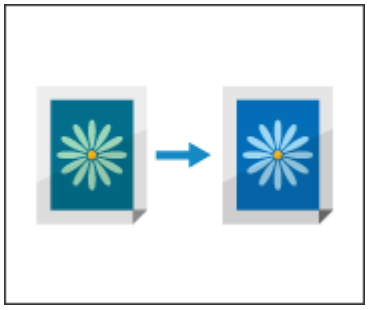
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If the results are not as expected, such as when the printed colors are not reproduced properly, adjust the image quality according to the symptoms that occur.



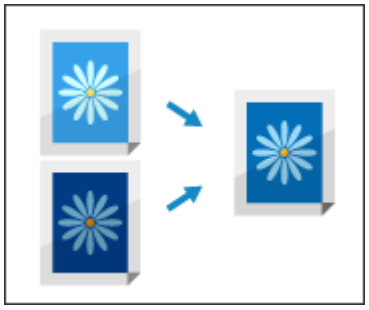
Gradation is not reproduced.

Calibrating the Gradation (P. 1642)



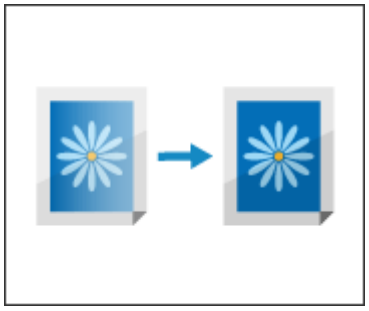
Color is not reproduced.

Calibrating the Color Tone (For C7100 Series and C5100 Series) (P. 1647)



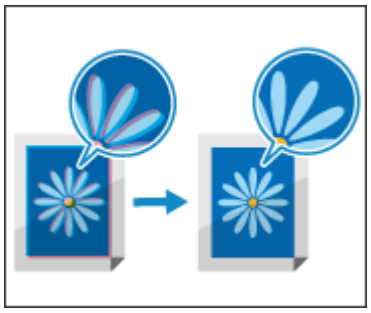
Density is faint or dark.

Correcting Density (P. 1651)



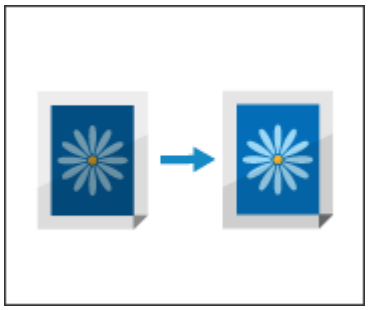
Density is uneven.

Correcting Uneven Density (P. 1652)



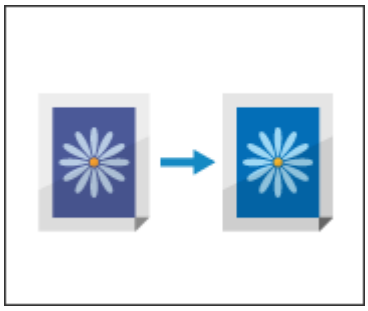
Printed image is blurry.

Correcting Color Mismatch (P. 1659)



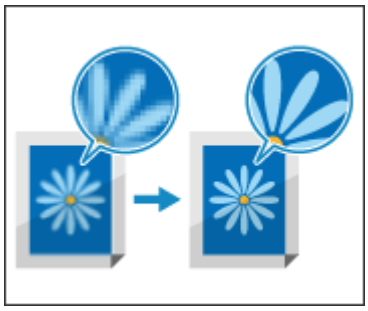
I want to make the color more vivid.

Making Colors More Vivid (P. 1660)



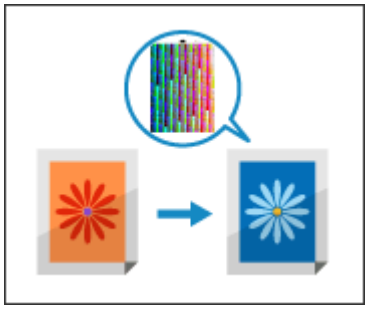
I want to adjust the color levels.

Adjusting the Color Balance (For C7100 Series and C5100 Series) (P. 1661)



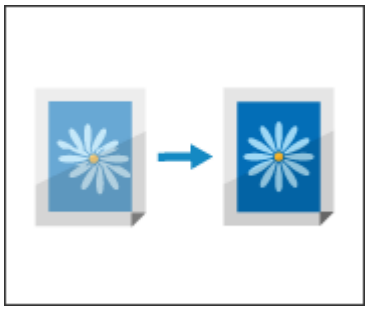
I want a smooth printed image.

Smoothing Curves and Gradations (Dither Pattern Settings) (P. 1663)



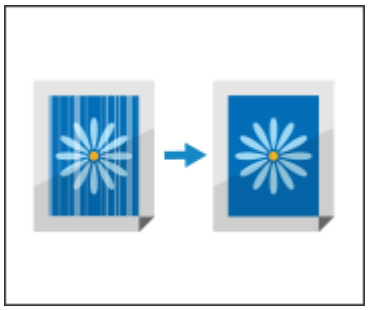
I want to accurately reproduce specific colors or the color tone of another machine.

Reproducing Specific Colors or the Color Tones of Other Machines (Register Color Profile) (Windows) (P. 1665)



The printed image is faint or distorted.

Adjusting the Transfer Condition of the Printed Image (P. 1676)

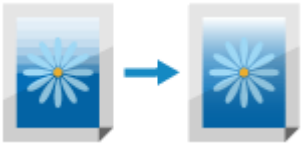


Printouts has streaks or are uneven during color printing.

Reducing Toner Used When Color Printing (C3100 Series Only) (P. 1681)

Calibrating the Gradation

AW63-118



Gradation is the gradual changing of the color depth and brightness. If the gradation is not reproduced correctly and the printed data greatly differs from the source data or original, calibrate the gradation (calibration).
You cannot perform calibration while printing or scanning or when there is insufficient toner.

Gradation can be calibrated in two ways: Quick Adjust or Full Adjust.
First, try Quick Adjust for simple calibration. If you do not see an improvement, perform Full Adjust to calibrate more accurately.

Simple Calibration (Quick Adjust) (P. 1642)
Calibrating More Accurately (Full Adjust) (P. 1644)

IMPORTANT

- Toner is used during calibration.
  - Performing frequent calibration may affect the lifetime of the toner.
  - If the symptoms do not improve even after performing calibration, the remaining amount of toner may be low. It is recommended to check the remaining amount of toner, and replace any toner containers, as needed.

Checking the Remaining Amount of Consumables and Parts (P. 1620)
Replacing the Toner Cartridges (P. 1600)

NOTE

For C3100 Series

- If you have never adjusted the gradation on the machine, it may take some time to print the first sheet after the power is turned ON.

Simple Calibration (Quick Adjust)

This section describes how to perform calibration (Quick Adjust) using the control panel.
You can also perform calibration (Quick Adjust) using Remote UI from a computer. **Managing the Machine from a Computer (Remote UI) (P. 1094)**

For C7100 Series and C5100 Series (P. 1642)
For C3100 Series (P. 1643)

For C7100 Series and C5100 Series

1 On the control panel, press [Settings/Registration] in the [Home] screen or other screen.

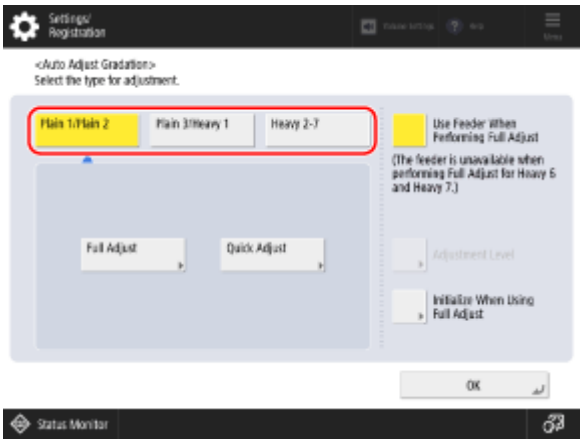
[Home] Screen (P. 189)

➔ The [Settings/Registration] screen is displayed.

2 Press [Adjustment/Maintenance] ▶ [Adjust Image Quality] ▶ [Auto Adjust Gradation].

➔ The [Auto Adjust Gradation] screen is displayed.

3 Select the paper type to calibrate.



You can skip this step if the paper type is not displayed. Proceed to Step 4. In this case, calibration will be applied to all paper types.

4 Press [Quick Adjust].

➔ The [Quick Adjust] screen is displayed.

5 Press [Start].

➔ Calibration is performed.
When calibration is complete, [Adjustment is complete.] is displayed.
If the result after performing Quick Adjust is not satisfactory, perform Full Adjust. **Calibrating More Accurately (Full Adjust) (P. 1644)**

For C3100 Series

Calibration will be applied to all paper types.

1 On the control panel, press [Settings/Registration] in the [Home] screen or other screen.
[Home] Screen (P. 189)

2 Press [Adjustment/Maintenance] ▶ [Adjust Image Quality] ▶ [Auto Adjust Gradation].

➔ The [Auto Adjust Gradation] screen is displayed.

3 Press [Thin/Plain/Recycled] ▶ [Quick Adjust].

➔ The [Quick Adjust] screen is displayed.

4 Press [Start].

→ Calibration is performed.
When calibration is complete, [Adjustment is complete.] is displayed.
If the result after performing Quick Adjust is not satisfactory, perform Full Adjust. **Calibrating More Accurately (Full Adjust) (P. 1644)**

NOTE

- You can configure the settings to perform Quick Adjust automatically at regular periods. **[Time Settings for Auto Adjust Gradation] (P. 1218)**
- For C7100 Series and C5100 Series, you can use [Adjustment Level] on the screen in Step 2 to set the range to apply Quick Adjust. By default, [By Paper Type Group] is set, and you can make calibrations for each paper type selected in Step 3. When you select [Simple], calibration is applied to all paper types and calibration accuracy decreases, but the time it takes for calibration becomes shorter. Administrator privileges or DeviceAdmin privileges are required to configure the setting.

  * If you do not perform Full Adjust after changing the settings, the color balance may deteriorate.

Calibrating More Accurately (Full Adjust)

Scan the test page printed with the machine on the feeder or platen glass to calibrate the gradation more accurately. The result calibrated here is used until Full Adjust is performed next time.

Paper Sizes and Types Usable for Calibration

Depending on the model, the size and type of paper usable for calibration vary.

- For C7100 Series and C5100 Series
  - Size: A3, A4, 11" x 17", LTR
  - Type: Plain 1 to Plain 3, Heavy 1 to Heavy 7
- For C3100 Series
  - Size: A3, A4, 11" x 17", LTR, 8K, 16K
  - Type: Thin 1 and Thin 2, Plain 1 to Plain 3, Recycled 1 to Recycled 3, Heavy 1 to Heavy 7

Use the control panel to perform calibration (Full Adjust). You cannot perform calibration (Full Adjust) using Remote UI from a computer.

1 On the control panel, press [Settings/Registration] in the [Home] screen or other screen. **[Home] Screen (P. 189)**

→ The [Settings/Registration] screen is displayed.

2 Press [Adjustment/Maintenance] ▶ [Adjust Image Quality] ▶ [Auto Adjust Gradation].

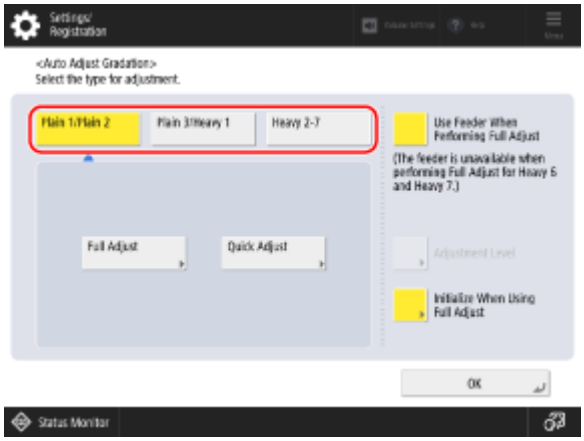
→ The [Auto Adjust Gradation] screen is displayed.

3 Configure the calibration settings.

- If you do not select [Use Feeder When Performing Full Adjust], scan the printed test page one sheet at a time using the platen glass.
- [Use Feeder When Performing Full Adjust] may not be displayed depending on the model. Use the platen glass when you scan the test page.
- If you select [On] for [Initialize When Using Full Adjust], the previous Full Adjust data is initialized and calibrated.

* If you do not perform Full Adjust after changing the calibration settings, the color balance may deteriorate.

4 Select the paper type to calibrate.



You can skip this step if the paper type is not displayed. Proceed to Step 5. In this case, calibration will be applied to all paper types.

5 Press [Full Adjust].

➔ The [Select Paper] screen is displayed.

6 Select the paper source with the loaded usable paper, and press [OK].

7 Press [Start Printing].

➔ A test page is printed.

8 Scan the test page to perform calibration.

If the test page was printed on Heavy 6 or Heavy 7, use the platen glass to scan.

Using the Feeder to Scan (C7100 Series)

1. Follow the instructions on the screen to load the test page in the feeder.
2. Press [Start Scanning].
3. Press [Start Printing].
4. Follow the instructions on the screen to load the test page in the feeder.
5. Press [Start Scanning].

➔ The test page is scanned, and adjustment is performed.
When calibration is complete, [Adjustment is complete.] is displayed.

Using the Feeder to Scan (C5100 Series and C3100 Series)

1. Follow the instructions on the screen to load the test page in the feeder.
2. Press [Start Scanning].

➔ The test page is scanned, and calibration is performed.
When calibration is complete, [Adjustment is complete.] is displayed.

Using the Platen Glass to Scan

1. Open the feeder.
2. Follow the instructions on the screen to place the test page on the platen glass.
3. Gently close the feeder.
4. Press [Start Scanning].

   → Test page 1 is scanned.
5. Press [Start Printing].

   → Test page 2 is printed.
6. Remove test page 1 from the platen glass.
7. Repeat Steps 2 to 6 to finish scanning all the test pages.

   → Calibration is performed after all the test pages are scanned.
   - For C7100 Series, scan four sheets of test pages.
   - For C5100 Series and C3100 Series, scan three sheets of test pages.
   - When calibration is complete, [Adjustment is complete.] is displayed.
8. Remove the test page from the platen glass.

NOTE

When Changing the Calibration Level (For C7100 Series and C5100 Series)

- You can use [Adjustment Level] on the screen in Step 2 to set the range to apply Quick Adjust. By default, [By Paper Type Group] is set, and you can make calibrations for each paper type selected in Step 4. When you select [Simple], calibration is applied to all paper types and calibration accuracy decreases, but the time it takes for calibration becomes shorter. Administrator privileges or DeviceAdmin privileges are required to configure the setting.

  * If you do not perform Full Adjust after changing the settings, the color balance may deteriorate.

Calibrating the Color Tone (For C7100 Series and C5100 Series)

AW63-119



Color tone is how we see color, combining color density, brightness, and intensity. If the density or brightness of the print result varies greatly from the source data or original, calibrate the color tone.
Color tone calibration is performed automatically by scanning a test page printed from the machine on the feeder or platen glass.
You cannot calibrate the color tone while printing or scanning or when there is insufficient toner.

* You can also register a correction pattern to match the paper type and perform calibration according to that pattern, as needed. **Registering a Correction Pattern (P. 1649)**
* Performing this operation in a location with significant changes of the indoor environment (temperature and humidity) may change the color tone.

Use the control panel to calibrate the color tone. You cannot perform calibration using Remote UI from a computer.

Required Preparations

- Perform Auto Adjust Gradation (Full Adjust), and calibrate the gradation more accurately. **Calibrating More Accurately (Full Adjust) (P. 1644)**

1 On the control panel, press [Settings/Registration] in the [Home] screen or other screen. **[Home] Screen (P. 189)**

→ The [Settings/Registration] screen is displayed.

2 Press [Adjustment/Maintenance] ▶ [Adjust Image Quality] ▶ [Auto Correct Color Tone Settings] ▶ [Auto Correct Color Tone] ▶ [Yes].

→ The [Auto Correct Color Tone] screen is displayed.

When Using a Registered Correction Pattern to Calibrate the Color Tone
Press [Change Corr. Pattern], select a registered correction pattern, and press [OK].

3 Press [Start Correcting].

→ The [Auto Correct Color Tone: Select Paper for Test Page] screen is displayed.

4 Select the paper source with the loaded usable paper, and press [OK].

5 Press [Start Printing].

→ A test page is printed.

6 Place the test page on the platen glass.

1. Open the feeder.
2. Follow the instructions on the screen to place the test page on the platen glass.
3. Gently close the feeder.

7 Press [Start Scanning].

→ The test page is scanned, and calibration is performed.
When calibration is complete, [Adjustment is complete.] is displayed.

8 Remove the test page from the platen glass.

IMPORTANT

- Toner is used during calibration.
  - Performing frequent calibration may affect the lifetime of the toner.
  - If the symptoms do not improve even after performing calibration, the remaining amount of toner may be low. It is recommended to check the remaining amount of toner, and replace any toner containers, as needed.

Checking the Remaining Amount of Consumables and Parts (P. 1620)
Replacing the Toner Cartridges (P. 1600)

NOTE

- You can configure whether to apply color tone calibration for copying and printing separately. **[Job Type to Apply To] (P. 1276)**

Registering a Correction Pattern

AW63-11A

Register a color tone correction pattern according to the paper type. You can register up to four correction patterns.
You cannot register a correction pattern while printing or scanning or when there is insufficient toner.

Use the control panel to register a correction pattern. You cannot perform registration using Remote UI from a computer.
Administrator or DeviceAdmin privileges are required.

Required Preparations

- Perform Auto Adjust Gradation (Full Adjust), and calibrate the gradation more accurately. **Calibrating More Accurately (Full Adjust) (P. 1644)**

1 Log in to the machine as an administrator. **Logging In to the Machine (P. 225)**

2 On the control panel, press [Settings/Registration] in the [Home] screen or other screen. **[Home] Screen (P. 189)**

→ The [Settings/Registration] screen is displayed.

3 Press [Adjustment/Maintenance] ▶ [Adjust Image Quality] ▶ [Auto Correct Color Tone Settings] ▶ [Register Correction Pattern] ▶ [Yes].

→ The [Register Correction Pattern] screen is displayed.

4 Select the registration destination, and press [Next].

→ The screen for selecting the paper type is displayed.

5 Select the paper type, and press[Next].

→ The [Auto Correct Color Tone: Select Paper for Test Page] screen is displayed.

6 Select the paper source with the loaded usable paper, and press [OK].

7 Press [Start Printing].

→ A test page is printed.

8 Place the test page on the platen glass.

1. Open the feeder.
2. Follow the instructions on the screen to place the test page on the platen glass.
3. Gently close the feeder.

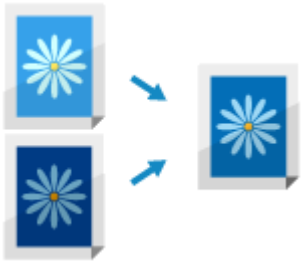
9 Press [Start Scanning].

→ The test page is scanned, and registration is performed.
When registration is complete, [Registration is complete.] is displayed.

10 Remove the test page from the platen glass.

Correcting Density

AW63-11C



If the color density of the scanned data or print result differs significantly from the source data or original, perform correction so that the density when scanning is closer to that of the original. You can correct the density for each function.

Use the control panel to correct the density. You cannot perform correction using Remote UI from a computer.

1 On the control panel, press [Settings/Registration] in the [Home] screen or other screen.

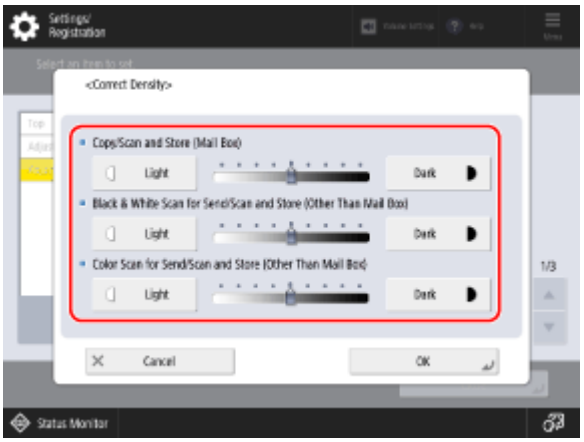
[Home] Screen (P. 189)

→ The [Settings/Registration] screen is displayed.

2 Press [Adjustment/Maintenance] ▶ [Adjust Image Quality] ▶ [Correct Density].

→ The [Correct Density] screen is displayed.

3 Move the slider to the left or right to adjust the density for each function.



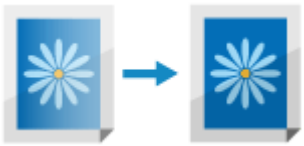
- The more you move the slider to the [Dark] side, the larger the area printed with maximum density.
- Move to the [Light] side mainly to adjust the intermediate density. Note that filled areas, text, and lines may be printed similar to halftone with missing dots.

4 Press [OK].

→ The adjustments are applied.

Correcting Uneven Density

AW63-11E



If the print result has uneven density, correct it so the density becomes uniform.
You cannot perform correction while printing or scanning or when there is insufficient toner.

There are two methods for correcting uneven density: correct it automatically by scanning a printed test page with the machine, or correct it by manually entering density values. Measure the density values with a densitometer or perform a visual check.

Correcting Automatically by Scanning (P. 1652)
Correcting by Entering Density Values (Checking with a Densitometer) (P. 1655)
Correcting by Entering Density Values (Visual Correction) (P. 1656)

IMPORTANT

- Toner is used during correction.
  - Performing frequent correction may affect the lifetime of the toner.
  - If the symptoms do not improve even after performing correction, the remaining amount of toner may be low. It is recommended to check the remaining amount of toner, and replace any toner containers, as needed.

Checking the Remaining Amount of Consumables and Parts (P. 1620)
Replacing the Toner Cartridges (P. 1600)

Correcting Automatically by Scanning

Scan the printed test page with the machine, have the density values determined and corrected.
The two available methods for scanning and automatically correcting images are Quick Adjust and Full Adjust.

Performing Simple Correction (Quick Adjust) (P. 1652)
Performing More Accurate Correction (Full Adjust) (P. 1653)

Performing Simple Correction (Quick Adjust)

Use the control panel to perform Quick Adjust. You cannot perform Quick Adjust using Remote UI from a computer.

1 On the control panel, press [Settings/Registration] in the [Home] screen or other screen.

[Home] Screen (P. 189)

→ The [Settings/Registration] screen is displayed.

2 Press [Adjustment/Maintenance] ▶ [Adjust Image Quality] ▶ [Correct Shading].

→ The [Correct Shading] screen is displayed.

3 Press [Scanner Correction].

4 Press [Quick Adjust].

→ The [Select Paper] screen is displayed. You can check the usable paper sizes and currently selected paper type.

5 Select the paper source with the loaded usable paper, and press [OK].

6 Press [Start Printing].

→ A test page is printed.

7 Scan the test page and perform correction.

Using the Feeder to Scan

1. Follow the instructions on the screen to load the test page in the feeder.
2. Press [Start Scanning].

→ The test page is scanned, and adjustment is performed.
When calibration is complete, [Adjustment is complete.] is displayed.

Using the Platen Glass to Scan

1. Press [Scan Using Platen Glass].
2. Open the feeder.
3. Follow the instructions on the screen to place the test page on the platen glass.
4. Gently close the feeder.
5. Press [Start Scanning].

→ The test page is scanned, and adjustment is performed.
When calibration is complete, [Adjustment is complete.] is displayed.

8 Press [OK] ▶ [Close].

Performing More Accurate Correction (Full Adjust)

Use the control panel to perform Full Adjust. You cannot perform correction using Remote UI from a computer.

1 On the control panel, press [Settings/Registration] in the [Home] screen or other screen.

[Home] Screen (P. 189)

→ The [Settings/Registration] screen is displayed.

2 Press [Adjustment/Maintenance] ▶ [Adjust Image Quality] ▶ [Correct Shading].

→ The [Correct Shading] screen is displayed.

3 Press [Scanner Correction].

4 Press [Full Adjust].

→ The [Select Paper] screen is displayed. You can check the usable paper sizes and currently selected paper type.

5 Select the paper source with the loaded usable paper, and press [OK].

6 Press [Start Printing].

→ Two sheets of test pages are printed.

7 Open the feeder.

8 Follow the instructions on the screen to place the test page 1 on the platen glass.

9 Gently close the feeder.

10 Press [Start Scanning].

→ Test page 1 is scanned.

11 Remove test page 1 from the platen glass.

12 Repeat Steps 8 to 11 to scan the test page 2.

→ The test page is scanned, and correction is performed.

13 Press [Start Printing].

→ A test page is printed.

14 Open the feeder.

15 Follow the instructions on the screen to place the test page on the platen glass.

16 Gently close the feeder.

17 Press [Start Scanning].

➔ The test page is scanned, and correction is performed.
When correction is complete, [Adjustment is complete.] is displayed.

18 Remove the test page from the platen glass.

19 Press [OK] ▶ [Close].

Correcting by Entering Density Values (Checking with a Densitometer)

Measure the printed test page with a commercial densitometer and enter the measured density values to make corrections so that the density of halftone areas is uniform.

Use the control panel to perform correction. You cannot perform correction using Remote UI from a computer.

1 On the control panel, press [Settings/Registration] in the [Home] screen or other screen.
[Home] Screen (P. 189)

➔ The [Settings/Registration] screen is displayed.

2 Press [Adjustment/Maintenance] ▶ [Adjust Image Quality] ▶ [Correct Shading].

➔ The [Correct Shading] screen is displayed.

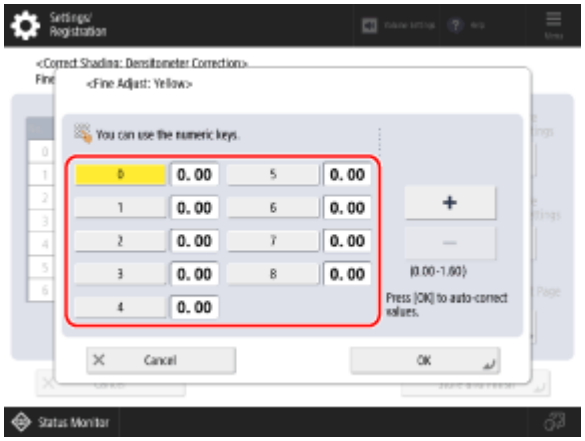
3 Press [Densitometer Correction] ▶ [Start Printing].

➔ A test page is printed.

4 Press [Fine Adjust].



5 Enter the density values.



Measure color samples 0 to 8 on the test page with a densitometer, and enter the measured density value for each number.

6 Press [OK].

→ The screen in Step 4 is displayed again.

7 Press [Output Test Page] ▶ [Start Printing].

→ A test page after correction is printed.

8 Check the test page, and if there are no problems, press [Store and Finish].

→ The density values are stored.
If the test page after correction has uneven density, perform a visual correction. **Correcting by Entering Density Values (Visual Correction) (P. 1656)**

9 Press [OK] ▶ [Close].

Correcting by Entering Density Values (Visual Correction)

If you do not have a densitometer or the result after correction using a densitometer is not as expected, visually check the printed test page, and determine and correct the density values.

Use the control panel to perform correction. You cannot perform correction using Remote UI from a computer.

1 On the control panel, press [Settings/Registration] in the [Home] screen or other screen. **[Home] Screen (P. 189)**

→ The [Settings/Registration] screen is displayed.

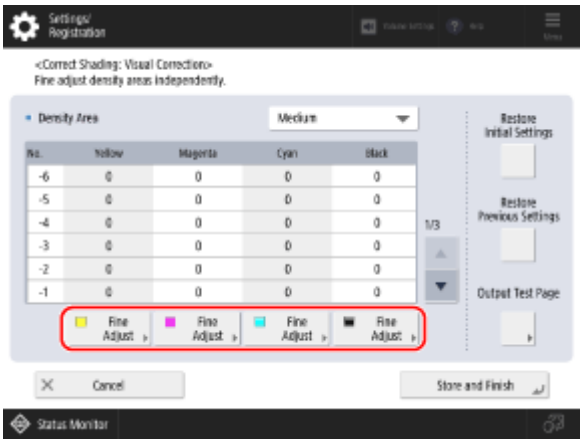
2 Press [Adjustment/Maintenance] ▶ [Adjust Image Quality] ▶ [Correct Shading].

→ The [Correct Shading] screen is displayed.

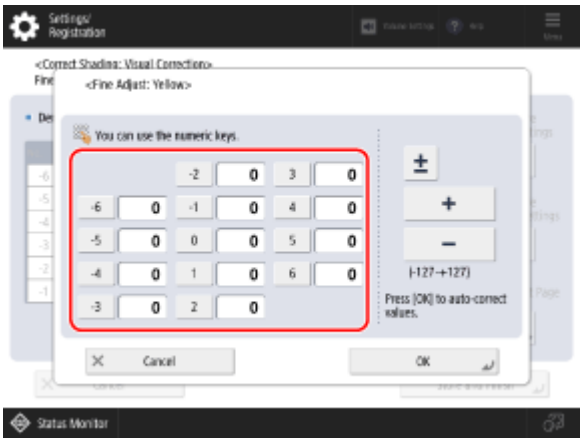
3 Press [Visual Correction] ▶ [Output Test Page] ▶ [Start Printing].

➔ A test page is printed.

4 Press [Fine Adjust].



5 Enter the density values.



Visually check the color samples on the test page to determine the density values (adjustment values), and enter a density value for each number.

* Enter a positive value to increase the density, or a negative value to decrease the density.
* The numbers of the color samples on the test page are from "-6" to "+6."

6 Press [OK].

➔ The screen in Step 4 is displayed again.

7 Press [Output Test Page] ▶ [Start Printing].

➔ A test page after correction is printed.

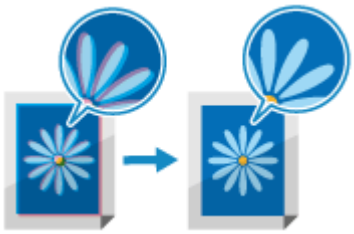
8 Check the test page, and if there are no problems, press [Store and Finish].

➔ The density values are stored.

9 Press [OK] ▶ [Close].

Correcting Color Mismatch

AW63-11F



Color mismatch refers to a slight shift in the print positions of colors. When color mismatch occurs, printed images appear blurry. If this occurs, correct the color mismatch by performing calibration.
You cannot perform calibration while printing or scanning or when there is insufficient toner.

Use the control panel to correct the color mismatch. You cannot perform correction using Remote UI from a computer.

1 On the control panel, press [Settings/Registration] in the [Home] screen or other screen.

[Home] Screen (P. 189)

→ The [Settings/Registration] screen is displayed.

2 Press [Adjustment/Maintenance] ▶ [Adjust Image Quality] ▶ [Auto Correct Color Mismatch].

→ The [Auto Correct Color Mismatch] screen is displayed.

3 Press [Start].

→ Calibration is performed.
When calibration is complete, [Adjustment is complete.] is displayed.

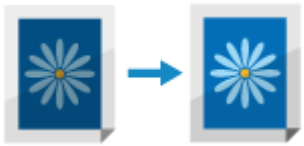
IMPORTANT

- Toner is used during calibration.
  - Performing frequent correction may affect the lifetime of the toner.
  - If the symptoms do not improve even after performing calibration, the remaining amount of toner may be low. It is recommended to check the remaining amount of toner, and replace any toner containers, as needed.

Checking the Remaining Amount of Consumables and Parts (P. 1620)
Replacing the Toner Cartridges (P. 1600)

Making Colors More Vivid

AW63-11H



Configure the settings to make the colors of the printing results more vivid than those of the original.

Use the control panel to configure the settings. You cannot configure the settings using Remote UI from a computer. The machine must be restarted to apply the settings.

1 On the control panel, press [Settings/Registration] in the [Home] screen or other screen.

[Home] Screen (P. 189)

→ The [Settings/Registration] screen is displayed.

2 Press [Adjustment/Maintenance] ▶ [Adjust Image Quality] ▶ [Full Color Printing Vividness Settings].

→ The [Full Color Printing Vividness Settings] screen is displayed.

3 Select the saturation level, and press [OK].

- [Standard] prints with the same color saturation as in the original.
- [Level 1] and [Level 2] increase the color saturation in that order.

4 Press [Settings/Registration] ▶ [Yes].

→ The machine restarts, and the settings are applied.

Adjusting the Color Balance (For C7100 Series and C5100 Series)

AW63-11J



Adjust the color balance of yellow, magenta, cyan, and black when printing in color. You can adjust the levels of the three density areas for each color.

Use the control panel to adjust the color balance. You cannot perform adjustment using Remote UI from a computer. Administrator or DeviceAdmin privileges are required.

1 Log in to the machine as an administrator. **Logging In to the Machine (P. 225)**

2 On the control panel, press [Settings/Registration] in the [Home] screen or other screen. **[Home] Screen (P. 189)**

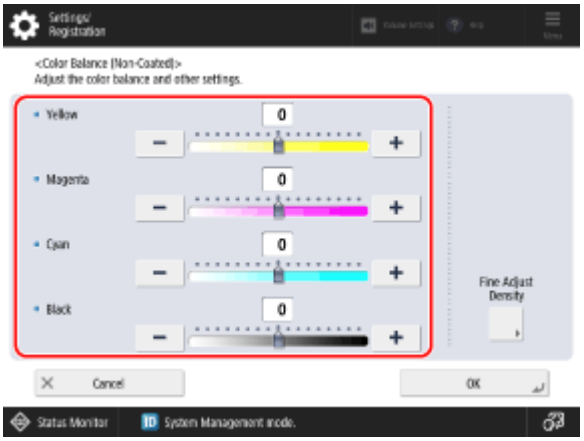
→ The [Settings/Registration] screen is displayed.

3 Press [Adjustment/Maintenance] ▶ [Adjust Image Quality] ▶ [Color Balance].

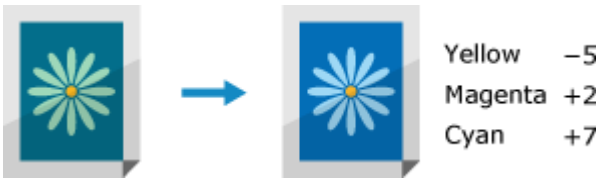
→ The screen for selecting the paper type to adjust is displayed.

4 Select either [Non-Coated] or [Coated].

5 Move the slider for each color to the left or right to adjust the color balance.



Adjustment example:



6 Press [Fine Adjust Density], as needed.

➔ The [Fine Adjust Density] screen is displayed.

You can skip this step if you do not want to adjust the color balance for each density area. Proceed to Step 9.

7 Select the color to make fine adjustment, and move the slider for each density area to the left or right to adjust the color balance.



8 Press [OK].

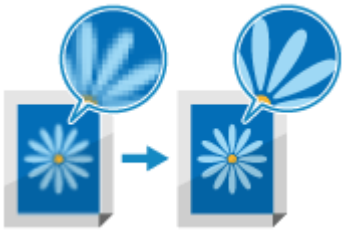
➔ The screen for adjusting the color balance is displayed again.

9 Press [OK].

➔ The adjustments are applied.

Smoothing Curves and Gradations (Dither Pattern Settings)

AW63-11K



Dithering is a technique for reproducing color and density using groups of small dots. The source data for drawing these dots is called a dither pattern. Using a dither pattern suitable for the image to print enables the gradations and curves of the printed image to be reproduced more smoothly.
Perform Auto Adjust Gradation (Full Adjust) after setting the dither pattern. If you print without adjusting the gradation, the color balance may deteriorate. You cannot adjust the gradation while printing or scanning or when there is insufficient toner.

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

1 Log in to the machine as an administrator. **Logging In to the Machine (P. 225)**

2 On the control panel, press [Settings/Registration] in the [Home] screen or other screen. **[Home] Screen (P. 189)**

→ The [Settings/Registration] screen is displayed.

3 Press [Adjustment/Maintenance] ▶ [Adjust Image Quality] ▶ [Dither Pattern Settings].

→ The [Dither Pattern Settings] screen is displayed.

4 Select the dither pattern.

The dither pattern that can be selected varies depending on the model.

For C7100 Series and C5100 Series
[Pattern 1]: The setting to enhance reproduction of halftones for color images
[Pattern 2]: The setting to enhance reproduction of the edges of the printed image
[Pattern 3]: The default setting
[Pattern 4]: The setting to enhance reproduction of highlight areas of color images

For C3100 Series
[Pattern 1]: The default setting
[Pattern 2]: The setting to enhance reproduction of highlight areas of black and white images
[Pattern 3]: The setting to enhance reproduction of halftone areas of color images
[Pattern 4]: The setting to enhance reproduction of the smoother rendering of color images

5 Press [OK].

➔A confirmation screen for performing Auto Adjust Gradation (Full Adjust) is displayed.

6 Press [Yes], and perform Auto Adjust Gradation (Full Adjust). **Calibrating More Accurately (Full Adjust) (P. 1644)**

➔The settings are applied.

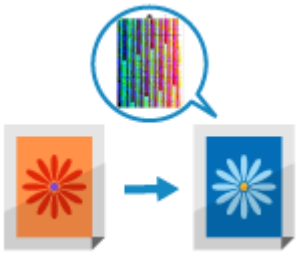
IMPORTANT

- Toner is used during adjustment of the gradation.
  - Performing frequent adjustment may affect the lifetime of the toner.
  - If the symptoms do not improve even after performing adjustment, the remaining amount of toner may be low. It is recommended to check the remaining amount of toner, and replace any toner containers, as needed.

    Checking the Remaining Amount of Consumables and Parts (P. 1620)
    Replacing the Toner Cartridges (P. 1600)

Reproducing Specific Colors or the Color Tones of Other Machines (Register Color Profile) (Windows)

AW63-11L



You can register color profiles in the machine to accurately reproduce specific colors or the color tones of other machines (Canon multifunction machines) when printing.
Up to nine profiles can be registered.

* You need to perform Auto Adjust Gradation (Full Adjust) before using this function. **Calibrating More Accurately (Full Adjust) (P. 1644)**

Registering a Profile for Specific Colors (P. 1666)
Registering a Profile for Colors from Another Machine (P. 1670)
Printing Using a Registered Profile (P. 1674)

IMPORTANT

- If the page description language or printer operating mode (Personality) is set to PS, PDF, or Imaging[*1], you cannot print using a profile for specific colors.

[*1] For Imaging, this applies only when using CMYK data. In the case of RGB data, you can print using a profile for specific colors.

Registering a Profile for Specific Colors

AW63-11R

From a computer, print the "Color Chart for Assign RGB Values to Output Colors in Color Chart" with the machine, and refer to the chart to register specific colors to the profile.

Step 1: Printing the Chart from a Computer with the Machine (P. 1666)
Step 2: Registering the Profile on the Machine (P. 1667)

Step 1: Printing the Chart from a Computer with the Machine

From a computer, print the "Color Chart for Assign RGB Values to Output Colors in Color Chart" with the machine using the printer driver.

This section describes the general procedure for this operation. Check the manual of the application you are using for a detailed description of the operation.

Required Preparations

- Install the printer driver on the computer, and configure the settings according to your usage environment. **Preparing to Print Data Using a Driver (P. 376)**
- Perform Auto Adjust Gradation (Full Adjust) on the machine. **Calibrating More Accurately (Full Adjust) (P. 1644)**

1 On the computer, download the "Color Chart for Assign RGB Values to Output Colors in Color Chart" from the page for the machine at the online manual site.
https://oip.manual.canon/

2 Open the downloaded chart.

3 From the menu in the application used to open the chart, select the print command.

4 Select the printer driver of the machine, and click [Preferences] or [Properties].

→ The [Printing Preferences] screen of the printer driver is displayed.

5 On the [Basic Settings] tab, configure the settings as follows.

- [Page Size]: Select [A4] or [Letter].
- [1-sided/2-sided/Booklet Printing]: Select [1-sided Printing].
- [Manual Scaling]: Clear the checkbox.

6 On the [Quality] tab, select the [Manual Color Settings] checkbox, and click [Color Settings].

→ The [Color Settings] screen is displayed.

7 On the [Matching] tab, configure the settings as follows.

- [Matching Mode]: Select [Do Not Use].
- [Application Color Matching Priority]: Clear the checkbox.

8 Click [OK].

→ The [Printing Preferences] screen is displayed again.

9 Click [OK], and click [Print] or [OK].

→ The machine starts printing the chart.
When printing is completed, proceed to Step 2. **Step 2: Registering the Profile on the Machine (P. 1667)**

- You can cancel printing on the printing screen or from the printer icon in the Windows notification area. **Canceling Printing from a Computer (P. 443)**
- You can use [Status Monitor] on the control panel to check the print job status and log. **Viewing the Print Job Status and Log (P. 446)**

NOTE

- If the machine is configured so that print data from the computer is not printed immediately, you need to operate the machine to perform printing. **Printing Documents in Forced Hold State (P. 437)**

Step 2: Registering the Profile on the Machine

Refer to the chart printed in Step 1, and register the colors you want to reproduce in the profile of the machine.

Use the control panel to register the profile. You cannot register the profile using Remote UI from a computer. Administrator or DeviceAdmin privileges are required. The machine must be restarted to apply the registration.

1 Log in to the machine as an administrator. **Logging In to the Machine (P. 225)**

2 On the control panel, press [Settings/Registration] in the [Home] screen or other screen. **[Home] Screen (P. 189)**

→ The [Settings/Registration] screen is displayed.

3 Press [Adjustment/Maintenance] ▶ [Adjust Image Quality] ▶ [Register Color Profile].

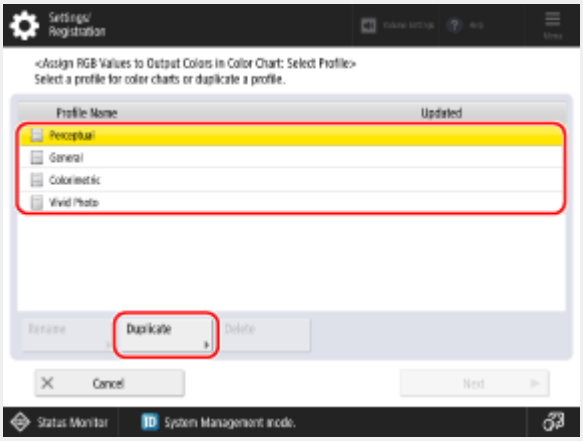
→ The [Register Color Profile] screen is displayed.

4 Press [Assign RGB Values to Output Colors in Color Chart].

5 Create a profile to register the colors you want to reproduce.

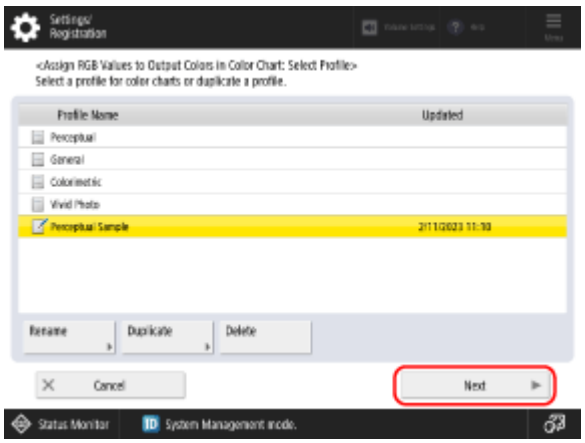
Select and duplicate one of the previously registered profiles in the machine, and create a profile to register the colors you want to reproduce.

1. Select a profile from the list, and press [Duplicate].



2. Enter the profile name, and press [OK].

6 Select the created profile, and press [Next].

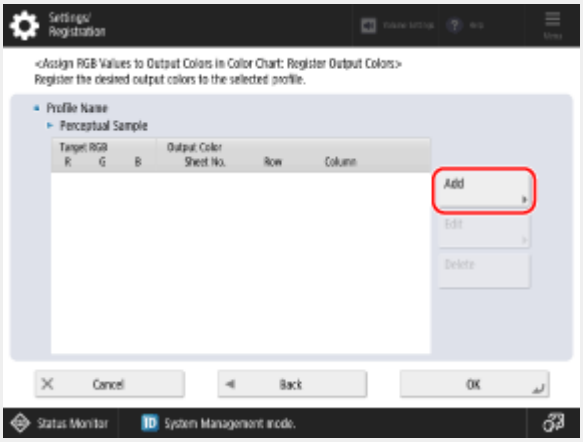


➔ A list of colors registered in the profile is displayed.

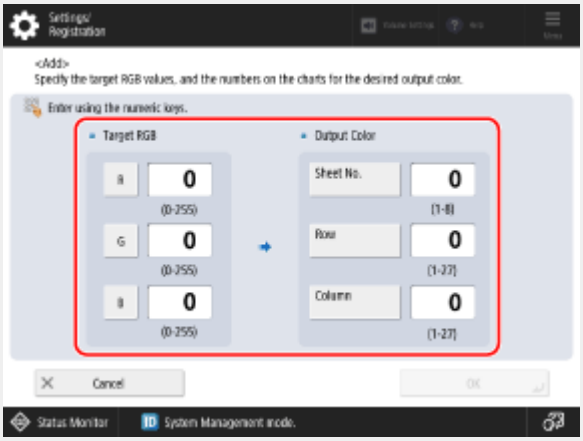
7 Register the colors you want to reproduce in the profile.

Up to 168 colors can be registered in each profile.

1. Press [Add].



2. Enter the values for the colors you want to register.



[Target RGB]
Enter the RGB values for the colors you want to register.
* You cannot register an RGB value in which the R, G, and B values are the same.
Examples:

- R,G,B = 255,255,255 (White)
- R,G,B = 0,0,0 (Black)

* You cannot register an additional color with an RGB value that has already been registered.

[Output Color]
Refer to the chart printed in Step 1, and enter numbers in [Sheet No.], [Row], and [Column] for the colors you want to reproduce.

3. Press [OK].

→ The screen shown in Step 7 -1 is displayed again, and the registered colors are added to the list.

8 Press [OK] ▶ [OK].

9 Press [Settings/Registration] ▶ [Yes].

→ The machine restarts, and the registrations are applied.

Registering a Profile for Colors from Another Machine

AW63-11S

From a computer, print the "A4/LTR Color Chart for Reproduce Colors from Other Device" with both this machine and another machine, and then scan the charts to register the colors from the other machine to the profile.

* This function may not be supported by some models, such as those not equipped with a feeder.

Step 1: Printing the Chart from a Computer with the Machine (P. 1670)
Step 2: Printing the Chart from a Computer with the Other Machine (P. 1671)
Step 3: Registering the Profile on the Machine (P. 1672)

IMPORTANT

- When you print the charts with this machine and the other machine, set the scaling to 100%. If the scaling is not set correctly, an error message appears when you scan the charts.

Step 1: Printing the Chart from a Computer with the Machine

From a computer, print the "A4/LTR Color Chart for Reproduce Colors from Other Device" with the machine using the printer driver.

This section describes the general procedure for this operation. Check the manual of the application you are using for a detailed description of the operation.

Required Preparations

- Install the printer driver on the computer, and configure the settings according to your usage environment. **Preparing to Print Data Using a Driver (P. 376)**
- Perform Auto Adjust Gradation (Full Adjust) on the machine. **Calibrating More Accurately (Full Adjust) (P. 1644)**

1 On the computer, download the "Chart for the machine" in "A4/LTR Color Chart for Reproduce Colors from Other Device" from the page for the machine at the online manual site.
https://oip.manual.canon/

2 Open the downloaded chart.

3 From the menu in the application used to open the chart, select the print command.

4 Select the printer driver of the machine, and click [Preferences] or [Properties].

→ The [Printing Preferences] screen of the printer driver is displayed.

5 On the [Basic Settings] tab, configure the settings as follows.

- [Page Size]: Select [A4] or [Letter].
- [1-sided/2-sided/Booklet Printing]: Select [1-sided Printing].
- [Manual Scaling]: Select the checkbox, and set [Scaling] to [100%].

6 On the [Quality] tab, select the [Manual Color Settings] checkbox, and click [Color Settings].

→ The [Color Settings] screen is displayed.

7 On the [Matching] tab, configure the settings as follows.

- [Matching Mode]: Select [Do Not Use].
- [Application Color Matching Priority]: Clear the checkbox.

8 Click [OK].

→ The [Printing Preferences] screen is displayed again.

9 Click [OK].

10 If the application has a scaling setting, specify 100%.

11 Click [Print] or [OK].

→ The machine starts printing the chart.
When printing is completed, proceed to Step 2. **Step 2: Printing the Chart from a Computer with the Other Machine (P. 1671)**

- You can cancel printing on the printing screen or from the printer icon in the Windows notification area. **Canceling Printing from a Computer (P. 443)**
- You can use [Status Monitor] on the control panel to check the print job status and log. **Viewing the Print Job Status and Log (P. 446)**

NOTE

- If the machine is configured so that print data from the computer is not printed immediately, you need to operate the machine to perform printing. **Printing Documents in Forced Hold State (P. 437)**

Step 2: Printing the Chart from a Computer with the Other Machine

From a computer, print the "A4/LTR Color Chart for Reproduce Colors from Other Device" with the other machine that has the color tone you want to reproduce, using the printer driver.

This section describes the general procedure for this operation. Check the manual of the application you are using for a detailed description of the operation.

Required Preparations

- Install the printer driver on the computer, and configure the settings according to your usage environment. For details, see the manual of the other machine.
- Perform Auto Adjust Gradation (Full Adjust) on the other machine. For details on how to perform adjustment, see the manual of the other machine.

1 On the computer, download the "Chart for the other machine" in "A4/LTR Color Chart for Reproduce Colors from Other Device" from the page for the machine at the online manual site.
https://oip.manual.canon/

2 Open the downloaded chart.

3 From the menu in the application used to open the chart, select the print command.

4 Select the printer driver of the other machine, and click [Preferences] or [Properties].

→ The [Printing Preferences] screen of the printer driver is displayed.

5 On the [Basic Settings] tab, configure the settings as follows.

- [Page Size]: Select [A4] or [Letter].
- [1-sided/2-sided/Booklet Printing]: Select [1-sided Printing].
- [Manual Scaling]: Clear the checkbox.

6 Configure the color settings, as needed.

Configure the color settings so that the chart is printed with the color tone you want to reproduce.

7 Click [OK].

8 If the application has a scaling setting, specify 100%.

9 Click [Print] or [OK].

→ The machine starts printing the chart.
When printing is completed, proceed to Step 3. **Step 3: Registering the Profile on the Machine (P. 1672)**

Step 3: Registering the Profile on the Machine

Scan the charts printed in Step 1 and Step 2 with this machine, and register the colors of the other machine to the profile of this machine.

Use the control panel to register the profile. You cannot register the profile using Remote UI from a computer. Administrator or DeviceAdmin privileges are required. The machine must be restarted to apply the registration.

1 Log in to the machine as an administrator. **Logging In to the Machine (P. 225)**

2 On the control panel, press [Settings/Registration] in the [Home] screen or other screen.
[Home] Screen (P. 189)

→ The [Settings/Registration] screen is displayed.

3 Press [Adjustment/Maintenance] ▶ [Adjust Image Quality] ▶ [Register Color Profile].

→ The [Register Color Profile] screen is displayed.

4 Press [Reproduce Colors from Other Device].

→ The [Reproduce Colors from Other Device] screen is displayed.

5 Follow the instructions on the screen to load the printed charts in the feeder.

6 Press [Start Scanning].

→ The machine starts scanning the charts.
When scanning is completed, the screen for entering the profile name is displayed.

7 Enter the profile name, and press [OK].

→ The profile is registered.

You cannot register the same name of a profile that has already been registered.

8 Press [OK].

9 Press [Settings/Registration] ▶ [Yes].

→ The machine restarts, and the registrations are applied.

Printing Using a Registered Profile

AW63-11U

When you print from a computer, the color profile registered in the machine is used for printing.

* If you use a PS printer driver, you cannot print using a profile for specific colors.

Required Preparations

- Perform Auto Adjust Gradation (Full Adjust) on the machine. **Calibrating More Accurately (Full Adjust) (P. 1644)**

IMPORTANT

- To print using a registered profile, you first need to obtain device information from the printer driver. On the [Device Settings] tab of the printer driver properties screen, click [ ] in [Device Information].

1 Display the [Printing Preferences] screen of the printer driver. **Printing (P. 403)**

2 Select a profile registered in the machine.

When Using a Printer Driver Other Than PS

1. On the [Quality] tab, select the [Manual Color Settings] checkbox, and click [Color Settings].

   → The [Color Settings] screen is displayed.
2. On the [Matching] tab, configure the settings as follows.
   - [Matching Mode]: Select [Use].
   - [Application Color Matching Priority]: Clear the checkbox.
   - [Matching Method]: Select a profile registered in the machine.
3. Click [OK].

   → The [Printing Preferences] screen is displayed again.

When Using a PS Printer Driver

On the [Color] tab, configure the settings as follows.

- [RGB Matching Mode]: Select [Device Link Profile].
- [RGB Input [Light + Color Space]]: Select a profile registered in the machine.

3 Configure the other print settings, as needed.

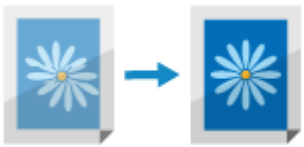
Configure 2-sided printing and adjust the image quality and other settings to suit your document and purpose. For details, click [Help] on the [Printing Preferences] screen to display help.

4 Click [OK], and click [Print] or [OK].

➔ Printing starts.

Adjusting the Transfer Condition of the Printed Image

AW63-11W



If the overall printed image is lighter in color or distorted compared to when printed on regular paper, you can register that paper as a custom paper type and adjust the secondary transfer voltage (voltage when the image is transferred onto the paper). The adjustment results are applied when you specify the paper type and perform printing.

Step 1: Registering the Paper Type (P. 1676)
Step 2: Adjusting the Secondary Transfer Voltage (P. 1676)

NOTE

- When you adjust the transfer condition of the printed image, the print position settings may be affected. Adjusts the print position, as needed. **Adjusting the Print Position (P. 1682)**

Step 1: Registering the Paper Type

Register the paper for which you want to adjust the secondary transfer voltage as a custom paper type. **Registering Frequently Used Paper Types (P. 1631)**

Step 2: Adjusting the Secondary Transfer Voltage

To adjust the secondary transfer voltage, you can either visually check a printed chart to perform the adjustment manually, or you can perform the adjustment automatically by scanning the chart.

Adjusting by Visually Checking the Chart (P. 1676)
Adjusting Automatically by Scanning the Chart (P. 1679)

Adjusting by Visually Checking the Chart

Print the chart, visually check it, and manually adjust the most appropriate patch.

Use the control panel to adjust the secondary transfer voltage. You can set the adjustment values using Remote UI from a computer, but you cannot print the chart.
For C5100 Series and C3100 Series, Administrator or DeviceAdmin privileges are required.

1 Log in to the machine as an administrator (for C5100 Series and C3100 Series). **Logging In to the Machine (P. 225)**

2 On the control panel, press [Settings/Registration] in the [Home] screen or other screen.

→ The [Settings/Registration] screen is displayed.

3 Press [Preferences] ▶ [Paper Settings] ▶ [Paper Type Management Settings].

→ The [Paper Type Management Settings] screen is displayed.

4 Select the registered custom paper type, and press [Details/Edit].

→ The [Details/Edit] screen is displayed.

5 Press [Change] of [Adjust Secondary Transfer Voltage].

→ The screen for selecting the adjustment method is displayed.

6 Press [Do Not Use Scanner].

→ The [Adjust Secondary Transfer Voltage] screen is displayed.

7 Press [Chart Print Settings].

→ The [Chart Print Settings] screen is displayed.

8 Set the voltage range and print side for the chart to be printed, and press [Next].

- To make fine adjustments to the secondary transfer voltage, set [Chart Print Type] to [For Fine Adjustment]. A chart with the adjustment values in ± 1 increments is printed.
  To make large adjustments, set this to [For Coarse Adjustment]. A chart with the adjustment values in the increments according to the condition of the machine is printed.
- To perform adjustment for both sides of the paper, set [Print Side] to [Both Sides]. **Usable Paper for 2-Sided Printing (P. 74)**
- Set [Print Side] to [Front Side Only] in either of the following cases:
  - When [2nd Side of 2-Sided Page] is set to [On] for custom paper **[Details/Edit] Screen (P. 1634)**
  - When paper is loaded in the multi-purpose tray, and [2nd Side of 2-Sided Page] is set on the screen for setting the paper type **Setting the Paper Size and Type for the Multi-purpose Tray (P. 286)**

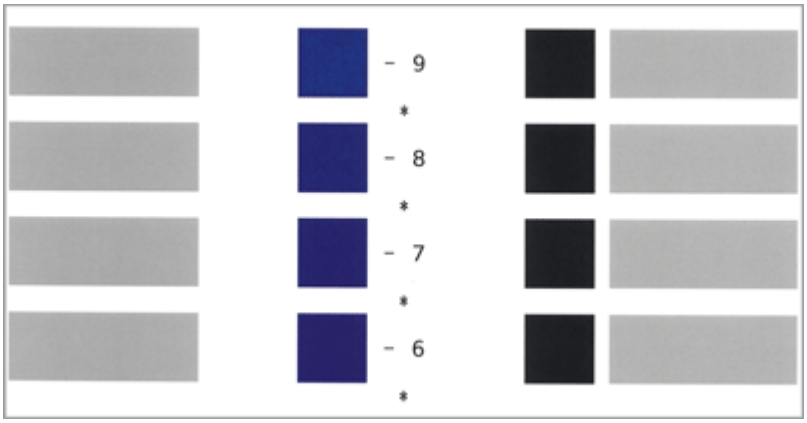
9 Select the paper source loaded with the custom paper to be adjusted and press [OK].

→ The [Adjust Secondary Transfer Voltage] screen is displayed again.

10 Press [Chart Print].

→ The chart is printed.

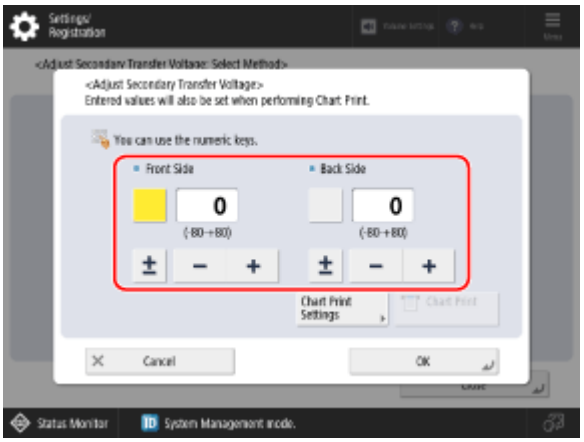
11 Check the chart, and select the most appropriate patch.



- The numeric value printed in magenta is the current set value.
- Check the numeric values ascending order from the minus values to plus values, and compare the position where the density seems to be even against the next two values and select the value you consider the most appropriate.
  If no difference can be seen among the selected values, select the one in the middle of the three.
- When the chart is printed on both sides of the paper, select the most appropriate patch separately for the front side and back side. The front side has "*" printed on it, and the back side has "**" printed on it.

Example: When the position where density seems to be even is "-8"
Compare "-8," "-7," and "-6," and select the value you consider the most appropriate.
If you cannot see the difference between these three values, select "-7."

12 Enter the value checked on the chart.



- Press the [Front Side] or [Back Side] button to select it, and then enter the value.
- You can press [±] to switch the entered value between positive and negative.
- Enter a value for [Back Side] in either of the following cases:
  - When [2nd Side of 2-Sided Page] is set to [On] for custom paper **[Details/Edit] Screen (P. 1634)**
  - When paper is loaded in the multi-purpose tray, and [2nd Side of 2-Sided Page] is set on the screen for setting the paper type **Setting the Paper Size and Type for the Multi-purpose Tray (P. 286)**

13 Press [OK] ▶ [Close].

→ The adjustments are applied.

Adjusting Automatically by Scanning the Chart

Print the chart, and then scan the chart to automatically adjust the most appropriate patch.

Use the control panel to perform automatic adjustment. You cannot perform automatic adjustment using Remote UI from a computer.
For C5100 Series and C3100 Series, Administrator or DeviceAdmin privileges are required.

1 Log in to the machine as an administrator (for C5100 Series and C3100 Series). **Logging In to the Machine (P. 225)**

2 On the control panel, press [Settings/Registration] in the [Home] screen or other screen. **[Home] Screen (P. 189)**

→ The [Settings/Registration] screen is displayed.

3 Press [Preferences] ▶ [Paper Settings] ▶ [Paper Type Management Settings].

→ The [Paper Type Management Settings] screen is displayed.

4 Select the registered custom paper type, and press [Details/Edit].

→ The [Details/Edit] screen is displayed.

5 Press [Change] for [Adjust Secondary Transfer Voltage].

→ The screen for selecting the adjustment method is displayed.

6 Press [Use Scanner].

→ The [Adjust Secondary Transfer Voltage] screen is displayed.

7 Press [Chart Print Settings].

→ The [Chart Print Settings] screen is displayed.

8 Set the chart type and print side for the chart to be printed, and press [Next].

- To make fine adjustments to the secondary transfer voltage, set [Chart Print Type] to [For Fine Adjustment]. A chart with the adjustment values in ± 1 increments is printed.
  To make large adjustments, set this to [For Coarse Adjustment]. A chart with the adjustment values in the increments according to the condition of the machine is printed.
- To perform adjustment for both sides of the paper, set [Print Side] to [Both Sides]. **Usable Paper for 2-Sided Printing (P. 74)**
- Set [Print Side] to [Front Side Only] in either of the following cases:
  - When [2nd Side of 2-Sided Page] is set to [On] for custom paper **[Details/Edit] Screen (P. 1634)**
  - When paper is loaded in the multi-purpose tray, and [2nd Side of 2-Sided Page] is set on the screen for setting the paper type **Setting the Paper Size and Type for the Multi-purpose Tray (P. 286)**

9 Select the paper source loaded with the custom paper to be adjusted, and press [OK].

➔ The [Adjust Secondary Transfer Voltage] screen is displayed again.

10 Press [Chart Print/Scan].

➔ The [Chart Print/Scan] screen is displayed.

11 Press [Start Printing].

➔ The chart is printed.

12 Scan the chart to perform adjustment.

Depending on the paper type, the location where to place the chart may be restricted to the platen glass.

When Using the Feeder to Scan

1. Follow the instructions on the screen to load the chart in the feeder.
2. Press [Start Scanning].

   ➔ The chart is scanned, and adjustment is performed.
   When adjustment is complete, [Adjustment is complete.] is displayed.

When Using the Platen Glass to Scan

1. Open the feeder.
2. Follow the instructions on the screen to place the chart on the platen glass.
3. Gently close the feeder.
4. Press [Start Scanning].

   ➔ The chart is scanned.
   When adjustment is complete, [Adjustment is complete.] is displayed.

   * When the chart is printed on both sides of the paper, follow the instructions on the screen to place the chart on the platen glass again, and press [Start Scanning].
5. Remove the chart from the platen glass.

13 Press [OK] ▶ [Close].

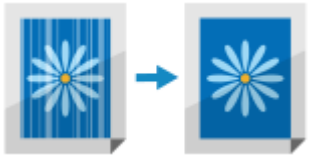
➔ The adjusted settings are applied.

NOTE

- You may not be able to perform scanning (automatic adjustment) when using special paper such as Pre-Punched, Transparency, Labels, or Color paper. In this case, adjust manually. **Step 1: Registering the Paper Type (P. 1676)**
  * Print the chart again according to the manual adjustment procedure.

Reducing Toner Used When Color Printing (C3100 Series Only)

AW63-153



If you notice the following symptoms during full color printing, reducing the amount of toner may improve conditions:

- Dark text or ghost images of text or lines
- Streaks or uneven printing
- Toner smudges and splatters
- Poor toner fixing
- Darkening of images printed on transparencies at the time of projection
- Bleed-through appearing when copying originals from 2-sided printing

* When you print with a reduced amount of toner, color print reproduction may deteriorate.
* This function is enabled when the following color settings (color modes) are selected for printing or copying:
  - When [Full Color] is selected in [Select Color]
  - When [Auto (Color/Black & White)] is selected in [Select Color] and full color is determined automatically

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

1 Log in to the machine as an administrator. **Logging In to the Machine (P. 225)**

2 On the control panel, press [Settings/Registration] in the [Home] screen or other screen. **[Home] Screen (P. 189)**

3 Press [Adjustment/Maintenance] ▶ [Adjust Image Quality] ▶ [Adjust Toner Volume Used for Color Printing].

→ The [Adjust Toner Volume Used for Color Printing] screen is displayed.

4 Select the toner volume.

[Off]: Prints with the standard toner volume.
[Level 1]: Prints deep color areas with slightly less toner.
[Level 2]: Prints with less toner overall.

5 Press [OK].

→ The settings are applied.

Adjusting the Print Position

AW63-11X

If the print position is shifted, you can perform adjustments on the machine as follows:

- When printed image is slanting diagonally (Correct Image Misalignment)
- When printed image is distorted like a parallelogram (Correct Distortion (Parallelogram))
- When printed image is distorted like a trapezoid (Correct Distortion (Trapezoid)) (C7100 Series only)
- When printed image is enlarged or reduced (Adjust Image Size)
- When image position is shifted left or right according to the feed direction (Adjust Left Edge Alignment)
- When image position is shifted toward the leading or trailing edge according to the feed direction (Adjust Lead Edge Alignment)

You can either adjust the print position for each paper source, or you can adjust it for each paper type.
* You can also perform adjustment for paper that can be used for 2-sided printing. **Usable Paper for 2-Sided Printing (P. 74)**

Adjusting for Each Paper Source

If the print position is shifted when you use a particular paper source, specify the paper source and adjust the print position.

Adjusting the Print Position for Each Paper Source (P. 1683)

* When you use custom paper for which the print position has been adjusted, the adjustment values for that paper are used.

Adjusting for Each Paper Type

If the print position is shifted when you use a particular paper type of paper, register the paper as a custom paper type and adjust the print position. You can use the test page or guide sheet to perform the print position adjustments in batch, or you can perform adjustment by entering individual measured values according to how the print position is shifted.
The adjustment results are applied when you specify the paper type and perform printing.

Scanning the Test Page and Guide Sheet to Adjust the Print Position (P. 1687)
Adjusting the Print Position by Entering Measured Values (P. 1691)

Adjusting the Print Position for Each Paper Source

AW63-11Y

If the print position is shifted when you use a particular paper source, specify the paper source and adjust the print position.
You can adjust the print position either automatically by scanning a printed test page with the machine, or manually by entering the measured values.

Adjusting Automatically by Scanning (P. 1683)
Adjusting by Entering Measured Values (P. 1685)

Adjusting Automatically by Scanning

Scan the printed test page with the machine to automatically determine and adjust the print position.

Use the control panel to perform adjustment. You cannot perform adjustment using Remote UI from a computer.

1 On the control panel, press [Settings/Registration] in the [Home] screen or other screen.

[Home] Screen (P. 189)

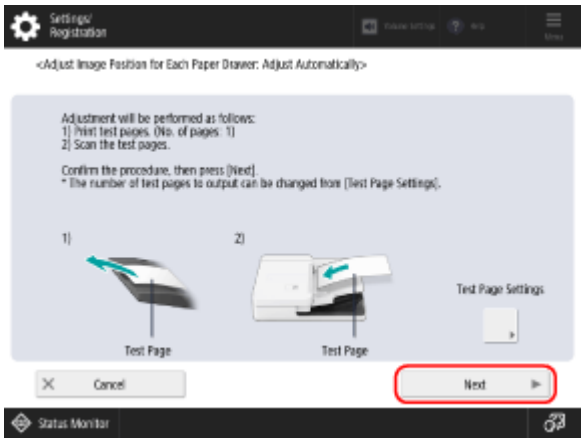
→ The [Settings/Registration] screen is displayed.

2 Press [Adjustment/Maintenance] ▶ [Adjust Image Quality] ▶ [Adjust Image Position for Each Paper Drawer].

→ The screen for selecting the adjustment method is displayed.

3 Press [Adjust Automatically].

4 Select where to place the test page for scanning and set the number of sheets to output, as needed.



- Press [Test Page Settings], select where to place the test page for scanning, set the number of sheets to output, and then press [OK] ▶ [Next].
- Scanning the multiple sheets of test pages for adjustment may increase calibration accuracy.

- If you do not want to configure the test page settings, press [Next] without configuring the settings.

5 Select the paper source that you want to adjust, and press [Start Printing].

➔ The test page(s) is printed.

6 Scan the test page to perform adjustment.

Place the test page in the feeder or on the platen glass according to the setting configured in Step 4.

When Using the Feeder to Scan

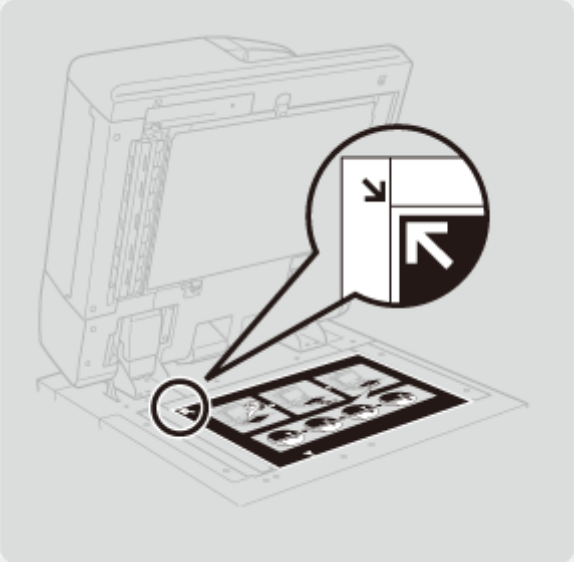
1. Follow the instructions on the screen to place the test page(s) in the feeder.
2. Press [Start Scanning].

   ➔ The test page(s) is scanned, and adjustment is performed.
   When the print position adjustment is complete, [Adjustment is complete.] is displayed.

When Using the Platen Glass to Scan

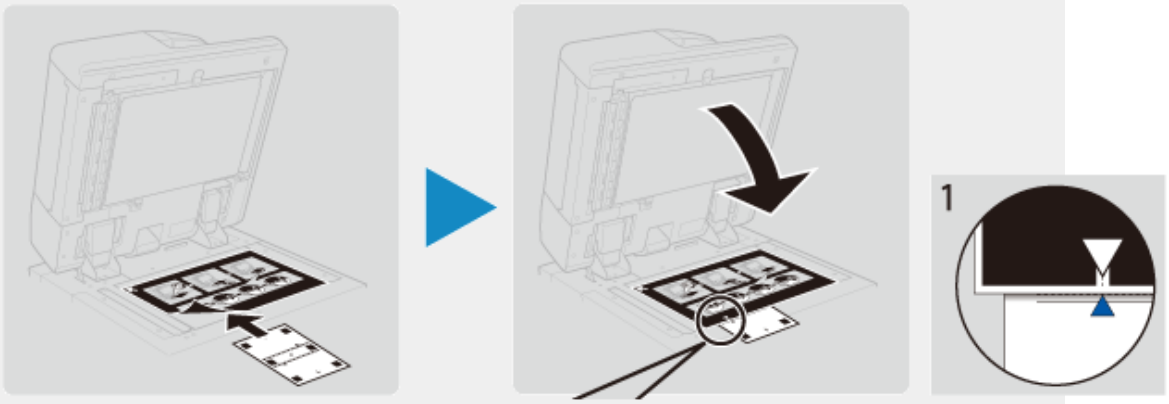
1. Press [Output Guide Sheet].
2. Select the paper source loaded with usable paper, and press [Start Printing].

   ➔ The guide sheet is printed.
3. Place the guide sheet on the platen glass.



Place the guide sheet so that the arrow on the guide sheet is aligned with the arrow on the platen glass.

4. Place the test page so that the ▲ (blue) mark is aligned with the mark on the guide sheet, and gently close the feeder.



Make sure that the guide sheet does not move when you close the feeder.

5. Press [Start Scanning].
6. Repeat Steps 4 and 5 for the ▲ (yellow), ▲ (green), and ▲ (red) marks, in that order.
   - Turn the test page upside down or turn it over, depending on where each mark is located.
   - When the print position adjustment is complete, [Adjustment is complete.] is displayed.
7. Repeat Step 4 to 6 for the number of test pages printed in Step 4.

Adjusting by Entering Measured Values

Check the shift amount of the image on the printed test page, and adjust the print position.

Use the control panel to perform adjustment. You cannot perform adjustment using Remote UI from a computer.

1 On the control panel, press [Settings/Registration] in the [Home] screen or other screen.
[Home] Screen (P. 189)

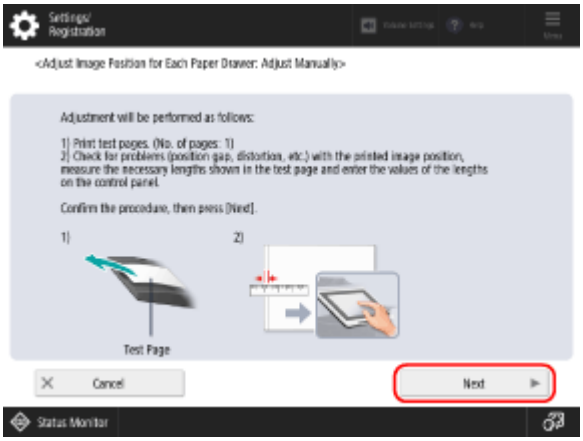
→ The [Settings/Registration] screen is displayed.

2 Press [Adjustment/Maintenance] ▶ [Adjust Image Quality] ▶ [Adjust Image Position for Each Paper Drawer].

→ The screen for selecting the adjustment method is displayed.

3 Press [Adjust Manually].

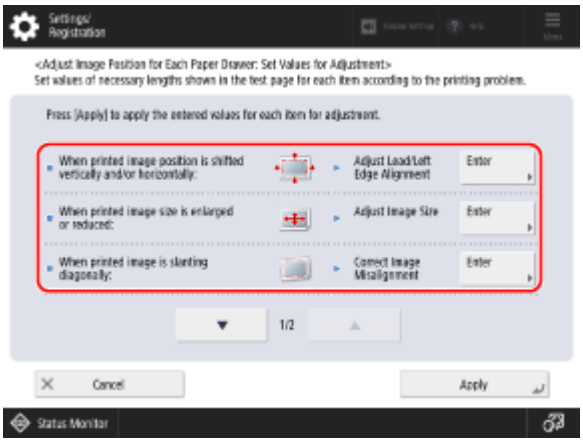
4 Check the instructions, and press [Next].



5 Select the paper source for which you want to adjust the print position, and press [Start Printing].

➔ The test page is printed.

6 Measure the lengths on the test page, and adjust the print position for each item.



For any adjustment item you select, follow the instructions on the screen to measure each length on the front and back sides of the test page, and enter the values.
The front side has "1st side" printed on it, and the back side has "2nd side" printed on it.

1. Press [Enter] for the item that you want to adjust.
2. Measure the lengths on the front side, enter the values, and press [Next].
3. Measure the lengths on the back side, enter the values, and press [OK].

7 Press [Apply].

8 Press [Start Printing] to print the test page again, and check the adjustment results.

To end the adjustment without printing the test page, press [Close].

9 Press [Done].

If further adjustment is needed, press [Re-Adjust] and repeat Steps 6 to 8.

Scanning the Test Page and Guide Sheet to Adjust the Print Position

AW63-120

Print and scan the test page to adjust the print position. If the print position is shifted on the front and back sides of the paper when 2-sided printing or 2-sided copying is performed, scan the guide sheet and test page to adjust the print position.

* You cannot adjust the image printed on Long Sheet paper. In addition, you may not be able to correctly adjust images on textured or Color paper. In this case, measure the shift amount of the image, and adjust the print position. **Adjusting the Print Position by Entering Measured Values (P. 1691)**

Step 1: Registering the Paper Type (P. 1687)
Step 2: Scanning the Test Page and Guide Sheet to Adjust the Print Position (P. 1687)

Step 1: Registering the Paper Type

Register the paper type for which you want to adjust the print position as a custom paper type. **Registering Frequently Used Paper Types (P. 1631)**

* You can skip this step if the paper is already registered. Proceed to Step 2.

Step 2: Scanning the Test Page and Guide Sheet to Adjust the Print Position

Use the control panel to perform adjustment. You cannot perform adjustment using Remote UI from a computer. For C5100 Series and C3100 Series, Administrator or DeviceAdmin privileges are required.

Required Preparations

- Load the paper to be adjusted.
  * Use up to 10 sheets of paper for printing the test page.
- For the guide sheet, load paper that meets the conditions below.
  - Paper size: A3 or 11" x 17"
  - Finish: Uncoated, 1-Sided Coated, or 2-Sided Coated
  - Type: None (normal)
  - Basis weight: Paper with weight of 80 g/m^2 (21 lb bond) or more that can be printed on both sides (use of paper with weight of 200 g/m^2 (74.0 lb cover) or more is recommended)

1 Log in to the machine as an administrator (for C5100 Series and C3100 Series). **Logging In to the Machine (P. 225)**

2 On the control panel, press [Settings/Registration] in the [Home] screen or other screen. **[Home] Screen (P. 189)**

→ The [Settings/Registration] screen is displayed.

3 Press [Preferences] ▶ [Paper Settings] ▶ [Paper Type Management Settings].

➔ The [Paper Type Management Settings] screen is displayed.

4 Select the custom paper to be adjusted, and press [Details/Edit].

➔ The [Details/Edit] screen is displayed.

5 Press [Change] for [Adjust Image Position].

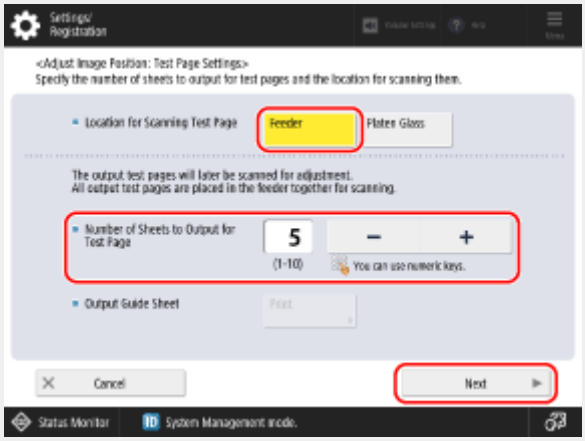
➔ The screen for selecting the adjustment method is displayed.

6 Press [Use Scanner].

7 Perform adjustment of the print position.

When Scanning the Test Page from the Feeder to Adjust the Print Position

1. Select [Feeder] for [Location for Scanning Test Page], set the number of sheets to output, and then press [Next].



Scanning the multiple sheets of test pages for adjustment may increase calibration accuracy.

2. Select the paper source loaded with the custom paper to be adjusted, and press [Start Printing].

➔ The guide sheet is printed.

3. Follow the instructions on the screen to place the test page in the feeder.
4. Press [Start Scanning].

➔ The test page is scanned and adjustment is performed.
When the print position adjustment is complete, [Adjustment is complete.] is displayed.

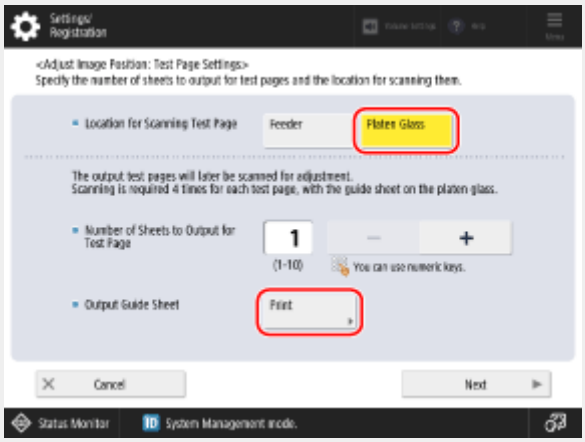
When the Print Position Adjustment Fails

Depending on the paper or usage environment, adjustment of the print position may fail. If this occurs, check the following:

- Adjustment may not be performed correctly if you are using curled paper for the test page. Flatten the edges of the test page to remove any curls.
- If the print position adjustment fails when you use plain paper, use the guide sheet to adjust the print position.

When Scanning the Guide Sheet from the Platen Glass to Adjust the Print Position

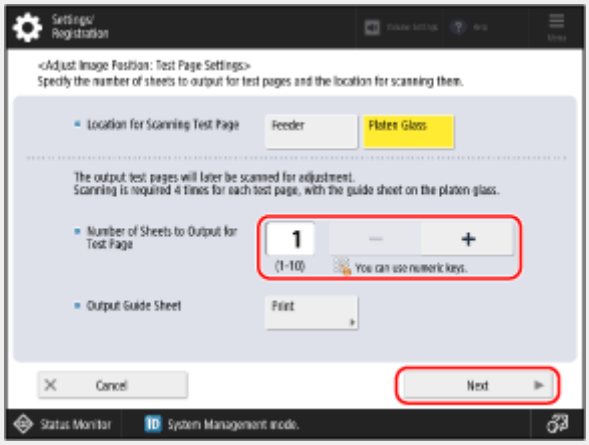
1. Select [Platen Glass] for [Location for Scanning Test Page], and press [Print] for [Output Guide Sheet].



2. Select the paper source loaded with the paper to be used for the guide sheet, and press [Start Printing].

   ➔ The guide sheet is printed.

3. Enter the number of copies of the test page to be printed, and press [Next].

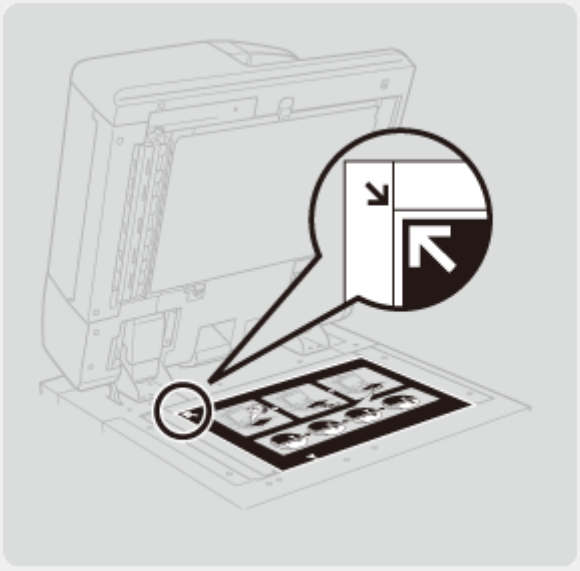


   Scanning the multiple sheets of test pages for adjustment may increase calibration accuracy.

4. Select the paper source loaded with the custom paper to be adjusted, and press [Start Printing].

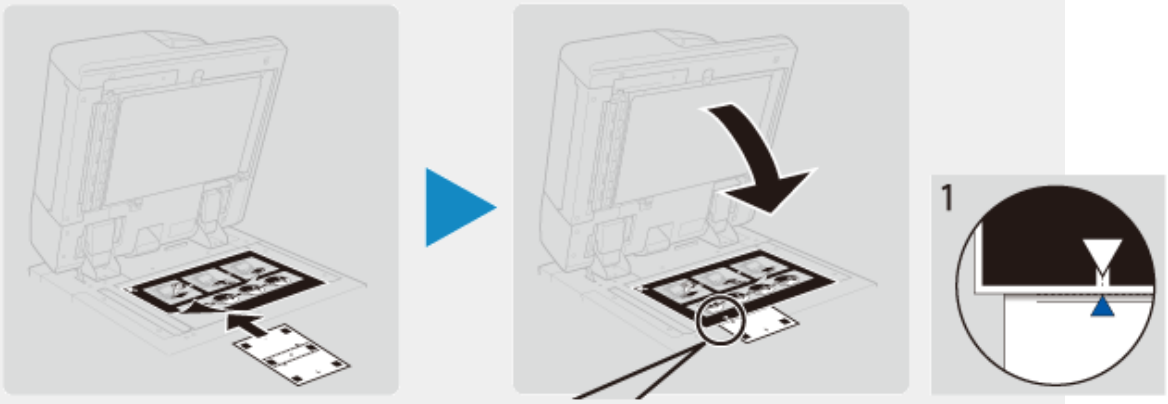
   ➔ The test page(s) is printed.

5. Place the guide sheet on the platen glass.



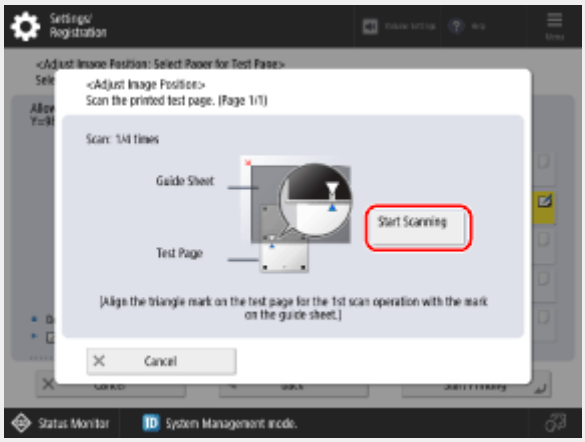
Place the guide sheet so that the arrow on the guide sheet is aligned with the arrow on the platen glass.

6. Place the test page so that the ▲ (blue) mark is aligned with the mark on the guide sheet, and gently close the feeder.



Make sure that the guide sheet does not move when you close the feeder.

7. Press [Start Scanning].



If [Correctly place the test page on the platen glass.] is displayed,the edges of the test page may be improperly folded or a transfer defect may have occurred.

8. Repeat Steps 6 and 7 for the △ (yellow), ▲ (green), and ▲ (red) marks, in that order.

Turn the test page upside down or turn it over, depending on where each mark is located.

9. Repeat Step 6 to 8 for the number of test pages printed in Step 3.

8 Press [Close] ▶ [OK].

NOTE

- You can also adjust the image position more precisely after performing the adjustment described above. **Adjusting the Print Position by Entering Measured Values (P. 1691)**

Adjusting the Print Position by Entering Measured Values

AW63-121

Measure the shift amount of the image on the test page or any printed page, and enter the measured values to perform adjustment.
You can select the adjustment items according to the problems.

When you want to adjust multiple items, you can more easily align the print position on both sides of the paper by performing the adjustments in the following order:

- When printed image is slanting diagonally (Correct Image Misalignment)
- When printed image is distorted like a parallelogram (Correct Distortion (Parallelogram))
- When printed image is distorted like a trapezoid (Correct Distortion (Trapezoid)) (C7100 Series only)
- When printed image is enlarged or reduced (Adjust Image Size)
- When image position is shifted left or right according to the feed direction (Adjust Left Edge Alignment)
- When image position is shifted toward the leading or trailing edge according to the feed direction (Adjust Lead Edge Alignment)

* You can also adjust the image printed on Long Sheet paper (models other than C3100 Series for Europe).
* You cannot perform Adjust Image Size using any other printed page.

Step 1: Registering the Paper Type (P. 1691)
Step 2: Printing a Test Page (P. 1691)
Step 3: Adjusting by Entering Measured Values (P. 1693)

Step 1: Registering the Paper Type

Register the paper type for which you want to adjust the print position as a custom paper type. **Registering Frequently Used Paper Types (P. 1631)**

* You can skip this step if the paper is already registered. Proceed to Step 2.

Step 2: Printing a Test Page

Print a test page on both sides of the paper using the control panel. **Usable Paper for 2-Sided Printing (P. 74)**
You cannot print the test page using Remote UI from a computer.
For C5100 Series and C3100 Series, Administrator or DeviceAdmin privileges are required.

* You can skip this step if you use a printed page other than the test page. Proceed to Step 3. **Step 3: Adjusting by Entering Measured Values (P. 1693)**

Models Other than C3100 Series for Europe

* If you want to perform adjustment for Long Sheet paper, print the dedicated test page on both sides of the paper, and proceed to Step 3. **Step 3: Adjusting by Entering Measured Values (P. 1693)**

- You can download the dedicated test page from the online manual site.
  https://oip.manual.canon/
- The front side of the test page has "1st side" printed on it.
- To ensure accurate adjustment results, print the Long Sheet test page at 100% magnification.

- Print the test page on the actual Long Sheet paper to be used.
- Depending on the size of the paper to be printed, the "b," "f," "h," and "j" indicators may be printed multiple times. Perform adjustment for the locations closest to the trailing edge of the paper.

Required Preparations

- Load the paper you want to adjust.

  * Use up to 10 sheets of paper for printing the test page.

1 Log in to the machine as an administrator (for C5100 Series and C3100 Series). **Logging In to the Machine (P. 225)**

2 On the control panel, press [Settings/Registration] in the [Home] screen or other screen. **[Home] Screen (P. 189)**

→ The [Settings/Registration] screen is displayed.

3 Press [Preferences] ▶ [Paper Settings] ▶ [Paper Type Management Settings].

→ The [Paper Type Management Settings] screen is displayed.

4 Select the registered custom paper, and press [Details/Edit].

→ The [Details/Edit] screen is displayed.

5 Press [Change] for [Adjust Image Position].

→ The screen for selecting the adjustment method is displayed.

6 Press [Do Not Use Scanner].

→ The [Adjust Image Position] screen is displayed.

7 Print a test page.

Print the test page according to the items you want to adjust.
* The test page printed for Correct Distortion (Parallelogram) can also be used for the other adjustment items except Correct Image Misalignment.

When Performing Correct Image Misalignment, Correct Distortion (Parallelogram), or Correct Distortion (Trapezoid)

1. Select [Set Details].
2. Select [Correct Image Misalignment], [Corr. Distortion (Parallelogram)], or [Corr. Distortion (Trapezoid)].
3. Select [Output Test Page].
4. Set the number of test page copies, and press [Next].
5. Select the paper source loaded with the paper to be adjusted.
6. Press [Start Printing].

   → The test page(s) is printed.

When Performing Adjust Image Size, Adjust Left Edge Alignment, or Adjust Lead Edge Alignment

1. Select [Output Test Page].
2. Set the number of test page copies, and press [Next].
3. Select the paper source loaded with the paper to be adjusted.
4. Press [Start Printing].

   ➔ The test page(s) is printed.

Step 3: Adjusting by Entering Measured Values

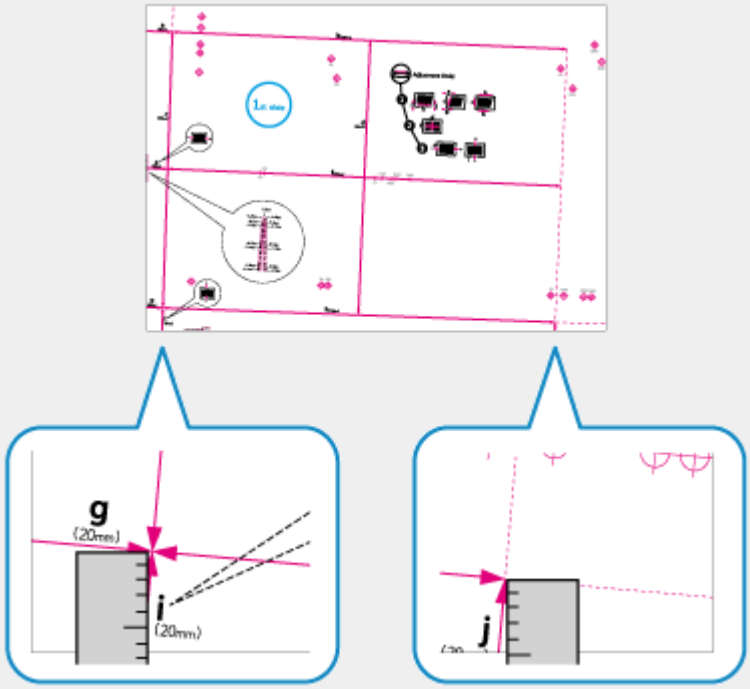
Check both the front and back sides of the test page or a printed page to determine whether the print position is shifted.
If the position is shifted, measure each length on the front and back sides, and perform adjustment based on the measured values.

1 Measure each length on the test page or a printed page.

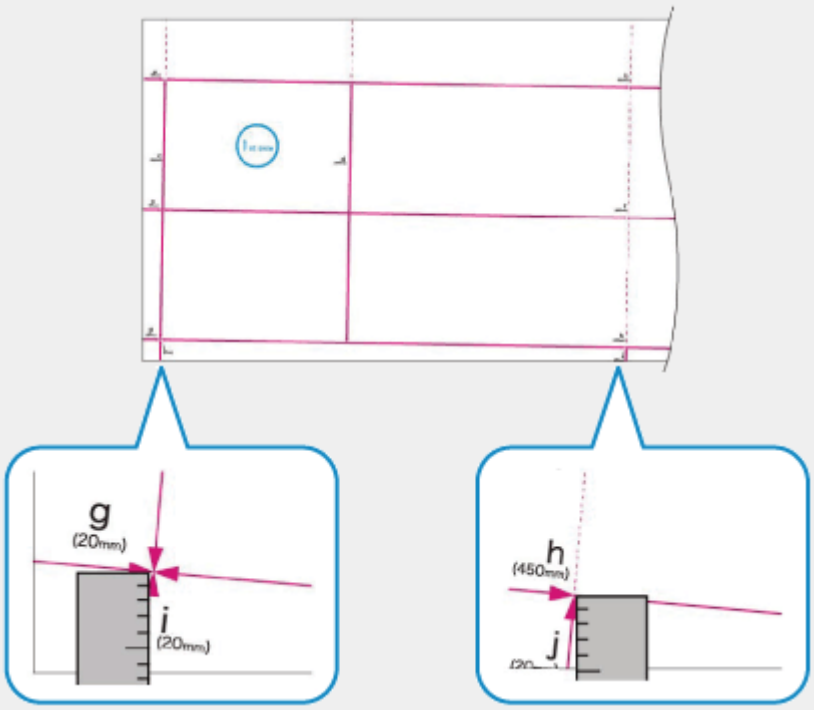
Measure the lengths on the front side and back side. The front side of the test page has "1st side" printed on it.

When Performing Correct Image Misalignment

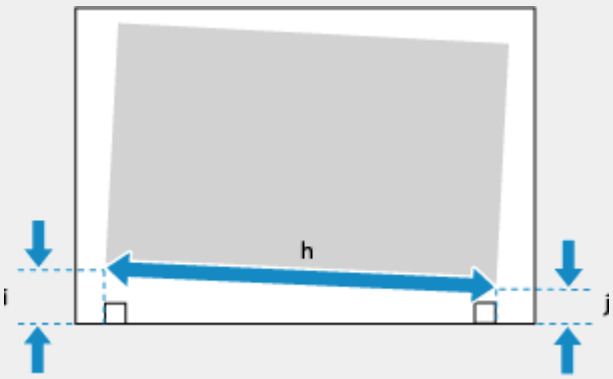
Test page (standard size)



Test page (Long)



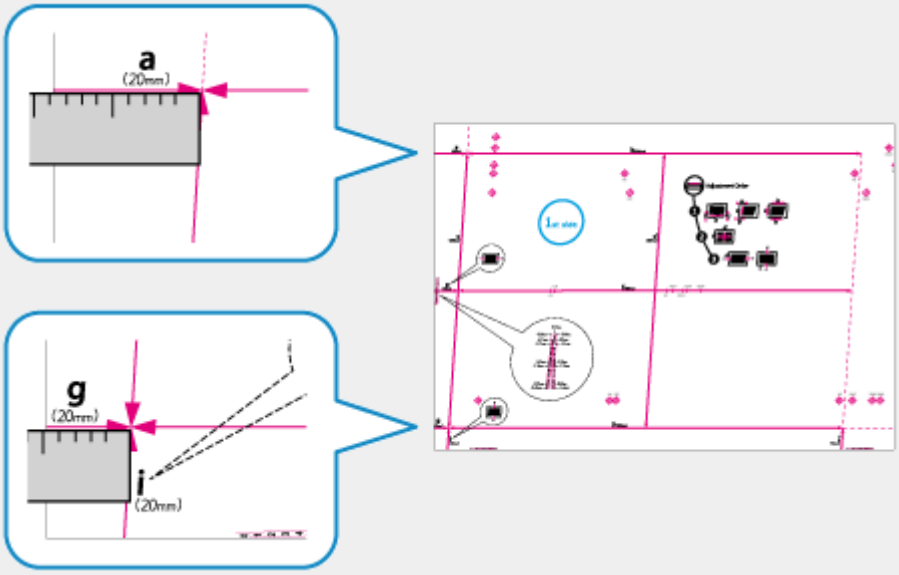
Other printed page



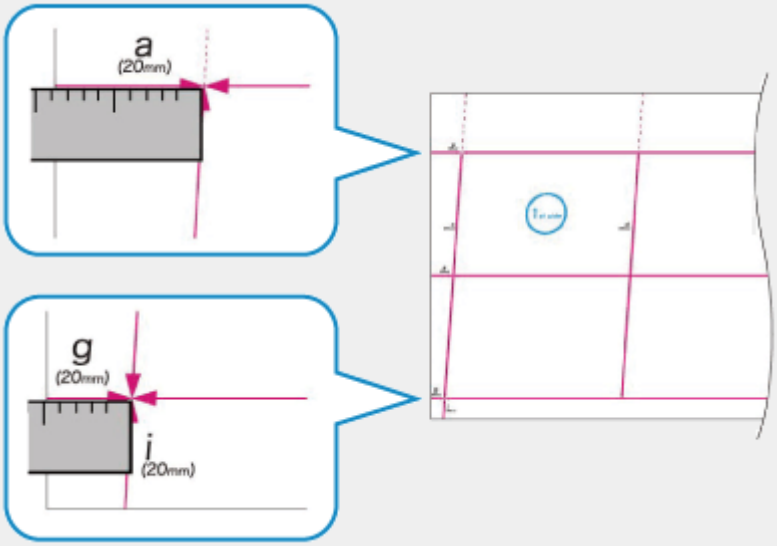
- Measure the lengths of "i" and "j."
- On the test page, the "i" indicator is printed at the left side of the leading edge and the "j" indicator is printed at the left side of the trailing edge, according to the feed direction.
- When you use a printed page other than the test page, also measure the length of "h."

When Performing Correct Distortion (Parallelogram)

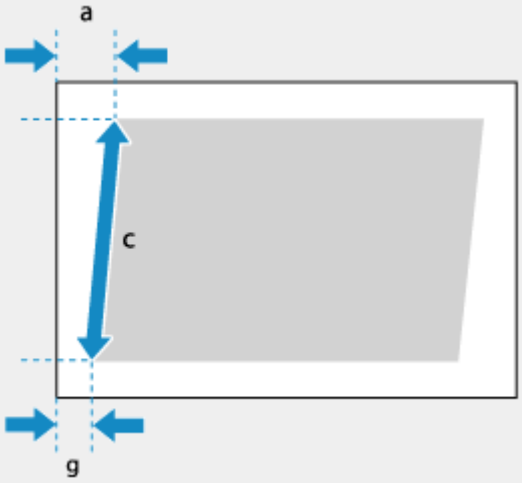
Test page (standard size)



Test page (Long)



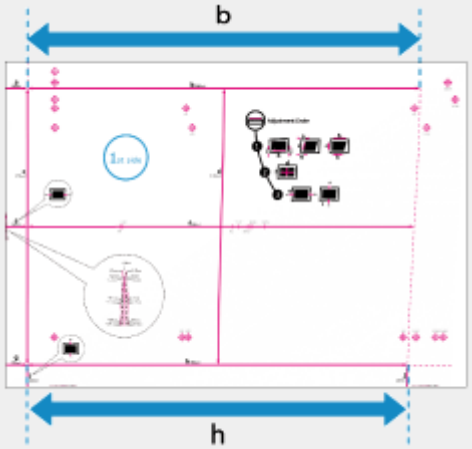
Other printed page



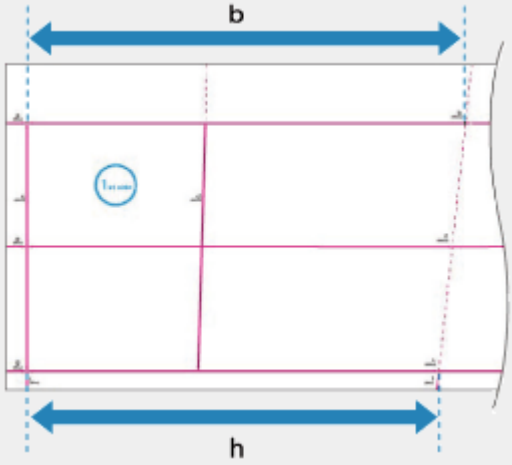
- Measure the lengths of "a" and "g."
- On the test page, the "a" indicator is printed at the right side of the leading edge and the "g" indicator is printed at the left side of the leading edge, according to the feed direction.
- When you use a printed page other than the test page, also measure the length of "c."

When Performing Correct Distortion (Trapezoid) (C7100 Series Only)

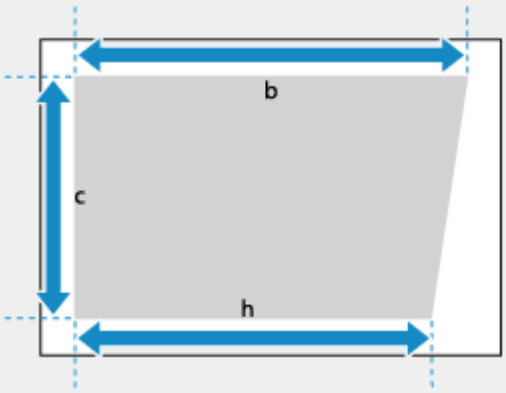
Test page (standard size)



Test page (Long)



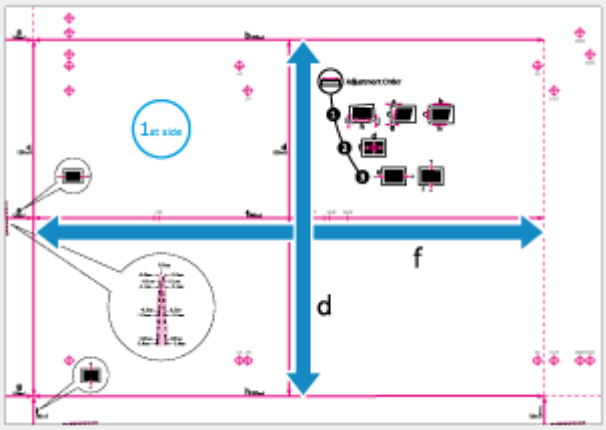
Other printed page



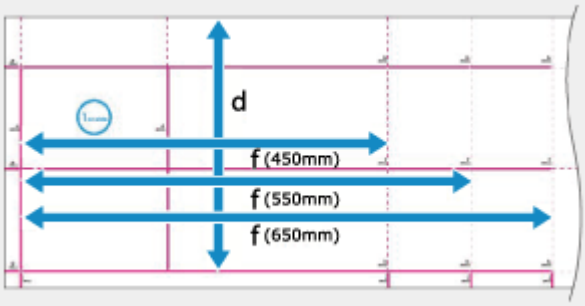
- Measure the lengths of "b" and "h." For Long Sheet paper, measure the lengths of the "b" and "h" closest to the trailing edge of the paper.
- On the test page, the "b" indicator is printed on the right side and the "h" indicator is printed on the left side, according to the feed direction.
- When you use a printed page other than the test page, also measure the length of "c."

When Performing Adjust Image Size

Test page (standard size)



Test page (Long)



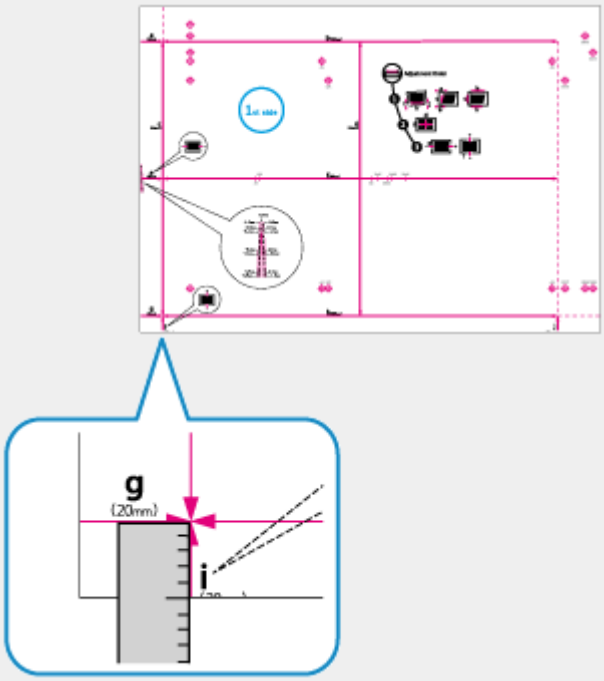
- Measure the lengths of "f" and "d."
- If part of the image is not printed on the test page (standard size), measure the lengths of "f/2" (half the length of "f") and "d/2" (half the length of "d"). Compare these measured values to the prescribed values (f/2: 180.0 mm, d/2: 125.0 mm) to calculate the enlargement or reduction ratio.

  * If you print the test page on paper smaller than 270.0 mm x 380.0 mm (10 5/8" x 15"), part of the image will not be printed on the paper.
- If part of the image is not printed on the test page (Long), follow the procedure below to compare the values and calculate the enlargement or reduction ratio.
  - If part of "d" is missing, measure the length of "d/2" (half the length of "d"), and compare it to the prescribed value (125.0 mm).
  - If part of "f" is missing, measure the length of "f" closest to the trailing edge, and compare it to the corresponding prescribed value (450.0 mm, 550.0 mm, or 650.0 mm).

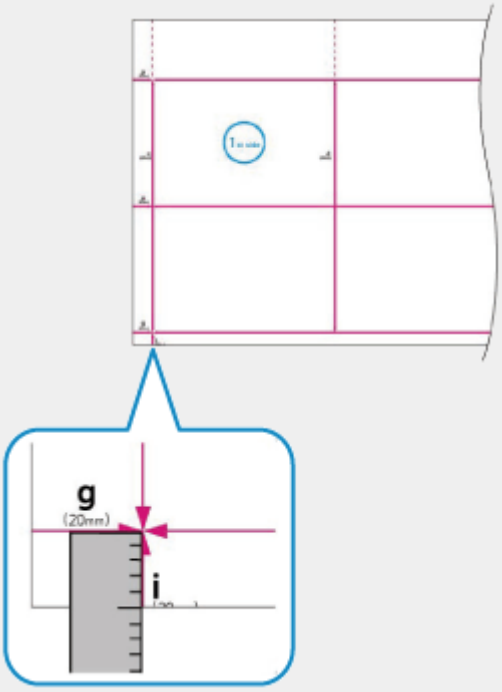
  * If you print the test page on paper smaller than 270.0 mm x 762.0 mm (10 5/8" x 30"), part of the image will not be printed on the paper.

When Performing Adjust Left Edge Alignment

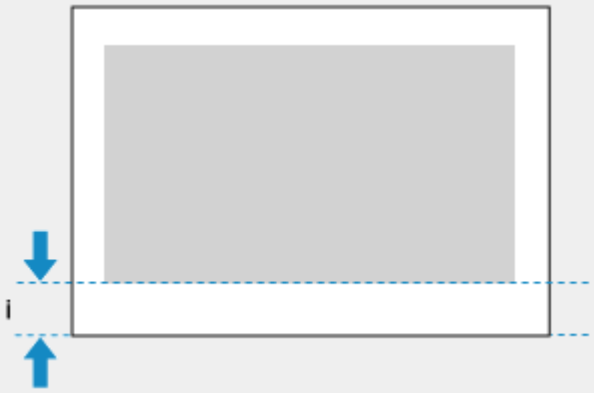
Test page (standard size)



Test page (Long)



Other printed page

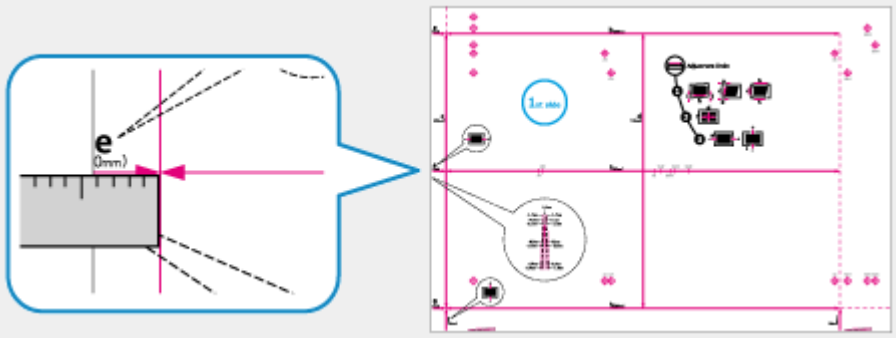


- Measure the length of "i."

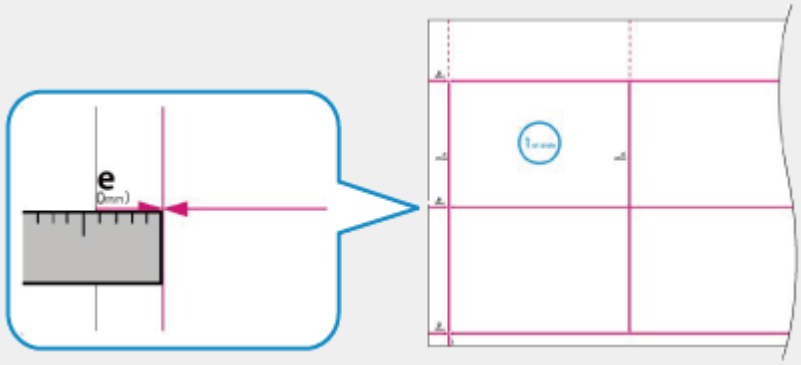
- When you use the test page, you can also perform adjustment by checking the value of the indicator at the bottom left. When you check the value of the indicator at the bottom left, proceed to Step 2.
- When you use a printed page other than the test page, "i" is at the left side of the leading edge according to the feed direction.

When Performing Adjust Lead Edge Alignment

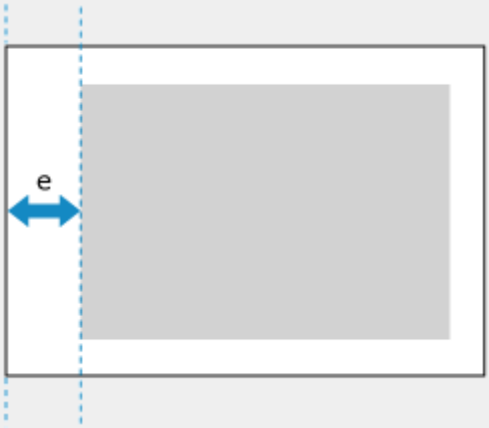
Test page (standard size)



Test page (Long)



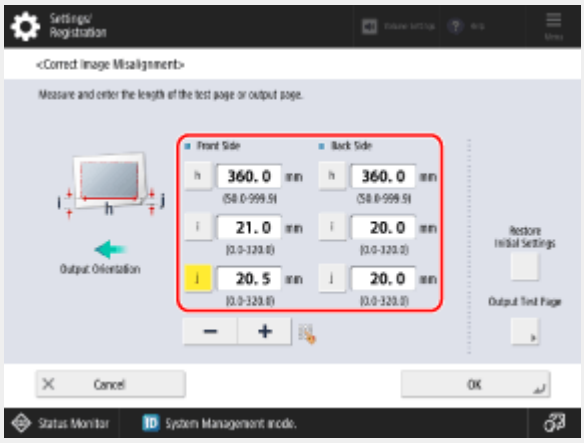
Other printed page



- Measure the length of "e."
- When you use the test page, you can also perform adjustment by checking the value of the indicator at the leading edge according to the feed direction. When you check the value of the indicator at the bottom left, proceed to Step 2.
- When you use a printed page other than the test page, "e" is at the leading edge according to the feed direction.

2 Enter the measured values in each item for the front side and back side.

When Performing Correct Image Misalignment



Enter the measured values in [i] and [j], enter the value indicated below in [h], and press [OK].

- For test page (standard size): 360.0
- For test page (Long): Value closest to trailing edge (360.0, 450.0, 550.0, or 650.0)
- For other printed page: Measured value

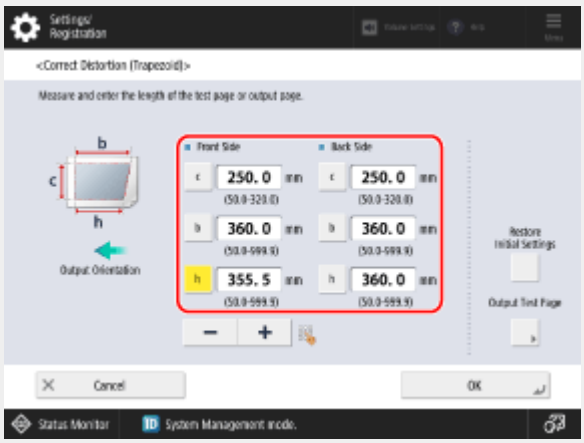
When Performing Correct Distortion (Parallelogram)



Enter the measured values in [a] and [g], enter the value indicated below in [c], and press [OK].

- For test page (standard size or Long): 250.0
- For other printed page: Measured value

When Performing Correct Distortion (Trapezoid) (C7100 Series Only)



Enter the measured values in [b] and [h], enter the value indicated below in [c], and press [OK].

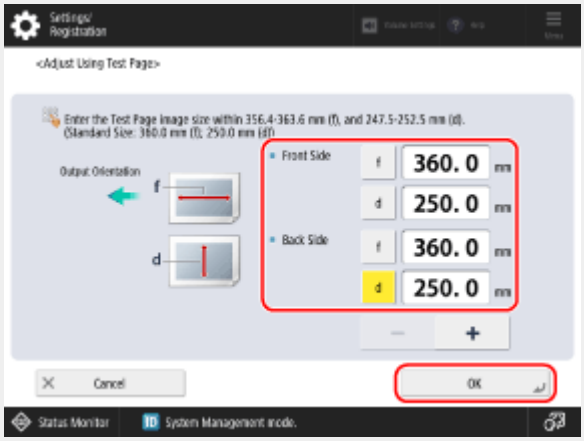
- For test page (standard size or Long): 250.0

- For other printed page: Measured value

When Performing Adjust Image Size

When Entering the Measured Values

Press [Adjust Using Test Page], enter the measured values in [f] and [d], and press [OK] ▶ [OK].



For a Long test page, perform the calculation below and enter the value in [f].
Prescribed value (360.0 mm) ÷ Measurement position (450.0 mm, 550.0 mm, or 650.0 mm) x Measured "f" value

When Entering the Enlargement or Reduction Ratio

If part of the image is not printed on the page in Step 1, enter the calculated enlargement or reduction ratio in [Zoom (f)] and [Zoom (d)], and press [OK].



- To enlarge or reduce the print image in the direction parallel to the feed direction, enter the value in [Zoom (f)].
- To enlarge or reduce the print image in the direction perpendicular to the feed direction, enter the value in [Zoom (d)].
- You can press [±] to switch the entered value between positive and negative.

When Performing Adjust Left Edge Alignment

When Entering the Measured Values



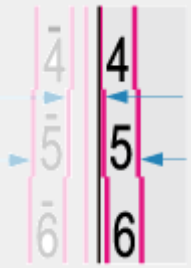
In [Left Edge (i) Alignment], enter the amount of difference between the prescribed value (20.0 mm) and the length of "i" measured in Step 1, and then press [OK].

- If the measured length of "i" is 21.5 mm, enter -1.5 mm.
- If the measured length of "i" is 18.5 mm, enter +1.5 mm.
- You can press [±] to switch the entered value between positive and negative.

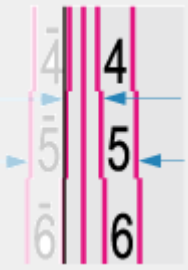
When Adjusting Based on the Indicator at the Bottom Left of the Test Page

Check the amount of the shift between the paper edge and the center line of the indicator, enter the corresponding value, and press [OK].

- When the center line of the indicator is outside the paper edge (when the center line of the indicator is not printed on the page), set a positive (+) value. The print position moves toward the right edge according to the feed direction.
  Example: If the center line of the indicator on the front side is 0.4 mm outside the edge of the paper, set [Front Side] to "0.4 mm."



- When the center line of the indicator is inside the paper edge, set a negative (-) value. The print position moves toward the left edge according to the feed direction.
  Example: If the center line of the indicator on the front side is 0.6 mm inside the edge of the paper, set [Front Side] to "-0.6 mm."



When Performing Adjust Lead Edge Alignment

When Entering the Measured Values



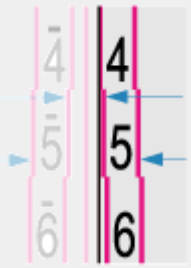
In [Lead Edge (e) Alignment], enter the amount of difference between the prescribed value (20.0 mm) and the length of "e" measured in Step 1, and then press [OK].

- If the measured length of "e" is 21.0 mm, enter -1.0 mm.
- If the measured length of "e" is 19.0 mm, enter +1.0 mm.
- You can press [±] to switch the entered value between positive and negative.

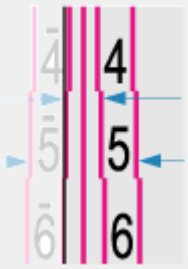
When Adjusting Based on the Indicator at the Leading Edge of the Test Page

Check the amount of the shift between the paper edge and the center line of the indicator, enter the corresponding value, and press [OK].

- When the center line of the indicator is outside the paper edge (when the center line of the indicator is not printed on the page), set a positive (+) value. The print position moves toward the trailing edge according to the feed direction.
  Example: If the center line of the indicator on the front side is 0.4 mm outside the edge of the paper, set [Front Side] to "0.4 mm."



- When the center line of the indicator is inside the paper edge, set a negative (-) value. The print position moves toward the leading edge according to the feed direction.
  Example: If the center line of the indicator on the front side is 0.6 mm inside the edge of the paper, set [Front Side] to "-0.6 mm."



3 Print the test page again, and check the adjustment results.

When Performing Correct Image Misalignment, Correct Distortion (Parallelogram), or Correct Distortion (Trapezoid)

1. Select [Correct Image Misalignment], [Corr. Distortion (Parallelogram)], or [Corr. Distortion (Trapezoid)].
2. Select [Output Test Page].
3. Set the number of test page copies, and press [Next].
4. Select the paper source loaded with the paper to be adjusted.
5. Press [Start Printing].

   → The test page(s) is printed.

When Performing Adjust Image Size, Adjust Left Edge Alignment, or Adjust Lead Edge Alignment

1. Select [Do Not Use Scanner].
2. Select [Output Test Page].
3. Set the number of test page copies, and press [Next].
4. Select the paper source loaded with the paper to be adjusted.
5. Press [Start Printing].

   → The test page(s) is printed.

4 If further adjustment is needed, repeat Steps 1 to 3.

* When you display the [Adjust Image Position] screen after performing Adjust Left Edge Alignment or Adjust Lead Edge Alignment, the value on the screen is reset to "0.0 mm," but the previously set value is retained. If you want to repeat the adjustment, check the indicator on the reprinted test page and set that value.

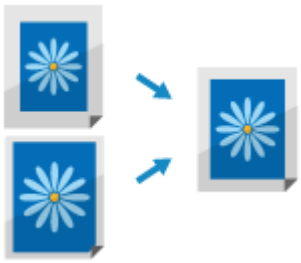
5 Press [OK] ▶ [Close].

NOTE

- If you want to reset the retained adjustment values to the initial values and perform the adjustment again, press [Restore Initial Settings] on the screen for setting the values.

Adjusting the Print Size of the Copied Image

AW63-122



If the size of the copied image slightly differs from the original, you can adjust the vertical and horizontal magnification in 0.1% increments to better match the image size of the original.

Use the control panel to adjust the print size of the copied image. You cannot perform adjustment using Remote UI from a computer.

1 On the control panel, press [Settings/Registration] in the [Home] screen or other screen.

[Home] Screen (P. 189)

→ The [Settings/Registration] screen is displayed.

2 Press [Adjustment/Maintenance] ▶ [Adjust Image Quality] ▶ [Fine Adjust Zoom].

→ The [Fine Adjust Zoom] screen is displayed.

3 Move the slider to the left or right to adjust the magnification for [X] (horizontal) and [Y] (vertical).



Move to the [+] side to increase the magnification or to the [-] side to decrease it.

4 Press [OK].

→ The adjustments are applied.

Adjusting the Binding Position and Fold Position (Option)

AW63-123

Adjust the fold/stitch position or folding position of the paper if it is offset when using an option.

Fold/stitch position is offset from middle of paper **Adjusting the Saddle Stitch Fold Position and Staple Position (P. 1707)**



Fold position on paper is different than expected **Adjusting the Paper Fold Position (P. 1709)**



Adjusting the Saddle Stitch Fold Position and Staple Position

AW63-124

Adjust the saddle stitch fold position and staple position so that they are at the center of the paper. Print a test page, check the current state of the fold position and the shift width on the test page, and then perform adjustment.



* Adjustment can be performed only when an option that supports the saddle stitch function is installed on the machine.

Use the control panel to adjust the saddle stitch fold position and staple position. You cannot perform adjustment using Remote UI from a computer.

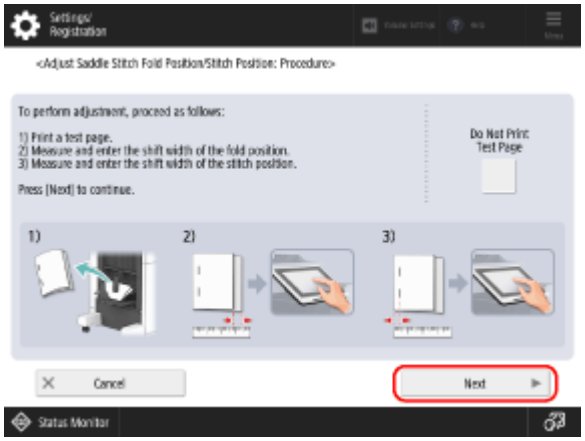
1 On the control panel, press [Settings/Registration] in the [Home] screen or other screen.

[Home] Screen (P. 189)

→ The [Settings/Registration] screen is displayed.

2 Press [Adjustment/Maintenance] ▶ [Adjust Action] ▶ [Adjust Saddle Stitch Fold Position/Stitch Position].

3 Check the displayed instructions, and press [Next].

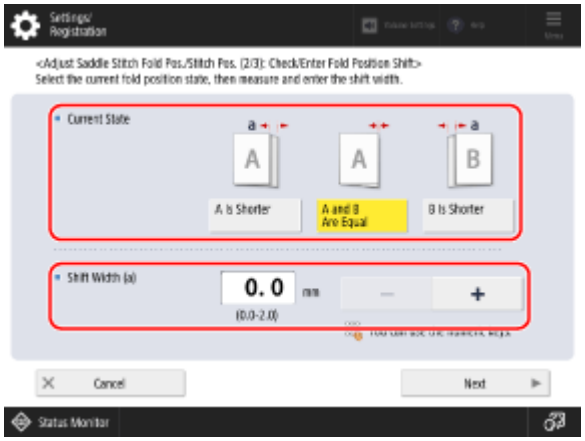


If the test page has already been printed, press [Do Not Print Test Page] to select it, and then press [Next].

4 Select the paper source with the loaded usable paper, and press [Start Printing].

→ A test page is printed.

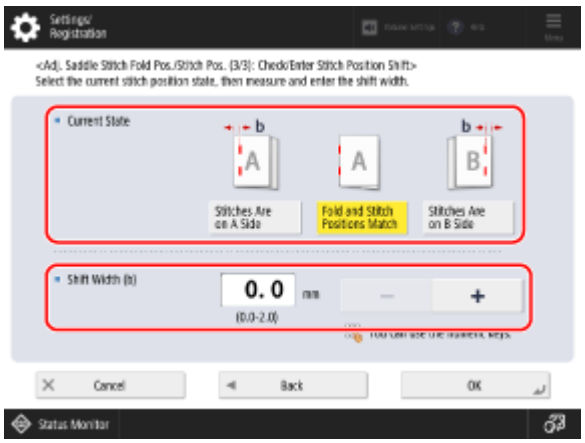
5 Select the current state of the fold position and set the shift width.



Check the current state of the fold position and the shift width on the test page, then select the current state and set the shift width.

6 Press [Next].

7 Select the current state of the staple position and set the shift width.



Check the current state of the staple position and the shift width on the test page, then select the current state and set the shift width.

8 Press [OK].

9 Press [Start Printing] to print the test page again, and check the adjustment results.

To end the adjustment without printing the test page, press [Done].

10 Press [Done].

If further adjustment is needed, press [Re-Adjust] and repeat Steps 5 to 9.

Adjusting the Paper Fold Position

AW63-125

Adjust the fold position toward the left or right so that it is at the center of the paper.



* Adjustment can be performed only when an option that supports the fold function is installed on the machine.

Use the control panel to adjust the paper fold position. You cannot perform adjustment using Remote UI from a computer.

For C7100 Series and C5100 Series (P. 1709)
For C3100 Series (P. 1711)

For C7100 Series and C5100 Series

1 On the control panel, press [Settings/Registration] in the [Home] screen or other screen.

[Home] Screen (P. 189)

→ The [Settings/Registration] screen is displayed.

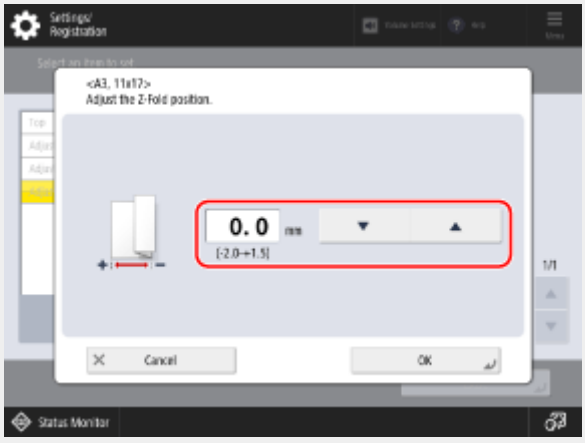
2 Press [Adjustment/Maintenance] ▶ [Adjust Action] ▶ [Adjust Fold Position].

→ The [Adjust Fold Position] screen is displayed.

3 Adjust the fold position.

When Adjusting the Z-Fold Position

1. Press [Adjust Z-Fold Position].
2. Select the paper size to adjust.
3. Enter the adjustment value.



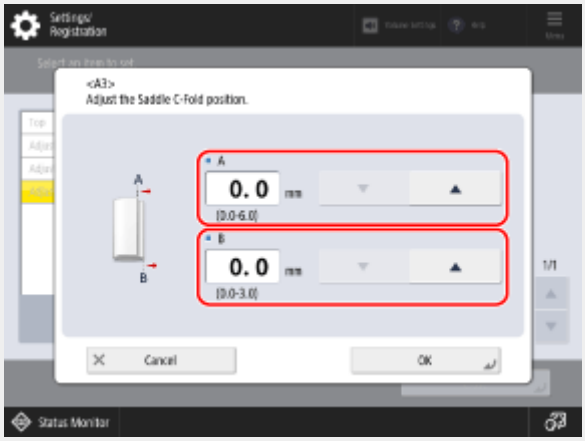
Set a positive (+) value to shift the position toward the left of the paper when it is spread open, or set a negative (-) value to shift the position toward the right.

4. Press [OK] ▶ [Close].

➔ The adjusted settings are applied.

When Adjusting the Saddle C-Fold Position

1. Press [Adjust Saddle C-Fold Position].
2. Select the paper size to adjust.
3. Enter the adjustment value.



Adjust the [A] value to shift the right edge of the top overlapping surface toward the right, or adjust the [B] value to shift the position of the right fold toward the right.

4. Press [OK] ▶ [Close].

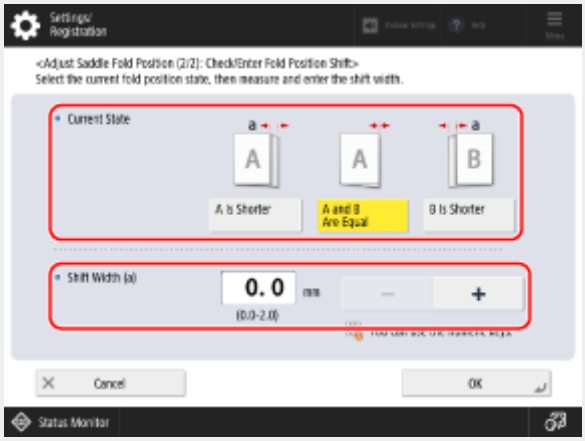
➔ The adjusted settings are applied.

When Adjusting the Saddle Fold Position

1. Press [Adjust Saddle Fold Position].
2. Check the displayed instructions, and press [Next].
3. Select the paper source with the loaded usable paper, and press [Start Printing].

➔ A test page is printed.

4. Select the current state of the fold position, and adjust the shift width.



Check the current state of the fold position and the shift width on the test page, then select the current state and set the shift width.

5. Press [OK].

6. Press [Start Printing] to print the test page again, and check the adjustment results.
   To end the adjustment without printing the test page, press [Done].
7. Press [Done].
   If further adjustment is needed, press [Re-Adjust] and repeat Steps 4 to 6.

4 Press [Close].

For C3100 Series

1 On the control panel, press [Settings/Registration] in the [Home] screen or other screen.
[Home] Screen (P. 189)

→ The [Settings/Registration] screen is displayed.

2 Press [Adjustment/Maintenance] ▶ [Adjust Action] ▶ [Adjust Fold Position].

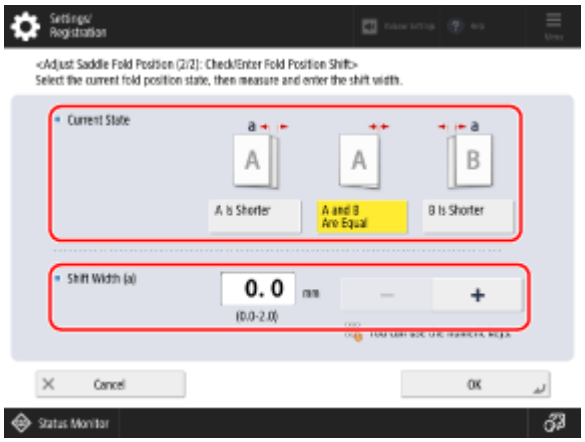
→ The [Adjust Fold Position] screen is displayed.

3 Check the displayed instructions, and press [Next].

4 Select the paper source with the loaded usable paper, and press [Start Printing].

→ A test page is printed.

5 Select the current state of the fold position, and adjust the shift width.



Check the current state of the fold position and the shift width on the test page, then select the current state and set the shift width.

6 Press [OK].

7 Press [Start Printing] to print the test page again, and check the adjustment results.

To end the adjustment without printing the test page, press [Done].

8 Press [Done].

If further adjustment is needed, press [Re-Adjust] and repeat Steps 5 to 7.

9 Press [Close].

Troubleshooting

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Paper and Staple Jams 1853
Paper Jams in the Feeder 1855
Paper Jams Inside the Main Unit 1860
Paper Jams Inside the Main Unit (When the Inner Finisher Is Installed) 1870
Paper Jams in the Paper Source 1875
Paper Jams in the Finisher (Option) 1883
Paper Jams That Occur Repeatedly 1894
Staple Jams (Option) 1897
If the Problem Persists 1903

Troubleshooting

AW63-126

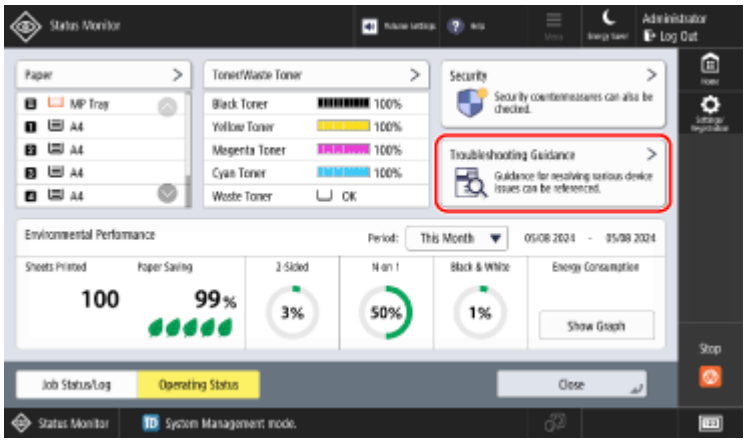
This chapter describes how to troubleshoot problems and answers frequently asked questions.
Select an item to check from the contents or the list below.
You can click [ ] at the top of the screen to search for the message or error code (three-digit number starting with "#") that appears on the control panel, and check how to troubleshoot problems.

Frequently Asked Questions

- **System Manager Password or ID and PIN Are Lost (P. 1777)**
- **Cannot Connect to Wireless LAN (P. 1730)**
- **Cannot Find the IP Address of the Machine (P. 1733)**
- **Paper and Staple Jams (P. 1853)**
- **Adjusting the Volume for the Confirmation Sound and Fax Communication Sounds (P. 1775)**
- **Preventing Printing of the Communication Management Report and TX Report (P. 1778)**

Troubleshooting Guidance

The support information for troubleshooting problems with printing, faxing, and sending scanned data can be checked in [Troubleshooting Guidance] in the operation status of the machine. **Checking the Operation Status of the Machine (P. 1106)**



Frequently Asked Questions About Operations

I Want to Scan an Original.

Make preparations according to the store location and send method of the scanned data, and then scan the original.

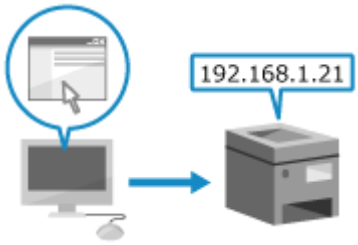
Scanning (P. 450)



I Want to Start Remote UI.

From a Web browser on a computer, access the IP address of the machine.

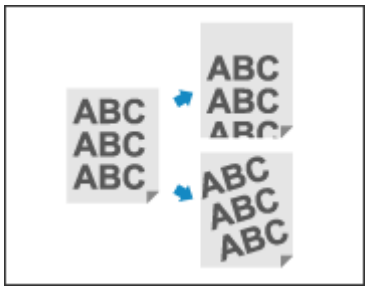
Starting Remote UI (P. 1095)



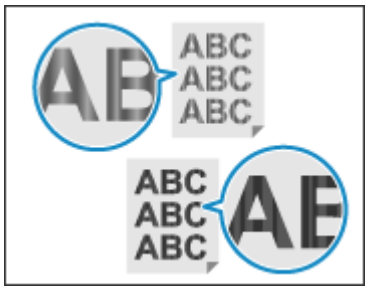
Problems with Print Results

AW63-127

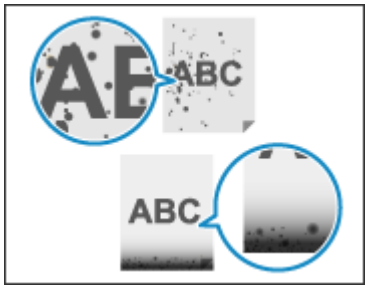
If the print results show any of the symptoms below, check how to troubleshoot the problem based on the symptom.



Printouts Are Misaligned or Skewed (P. 1719)



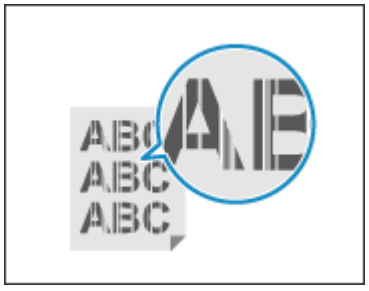
Printouts Are Uneven or Faded (P. 1720)



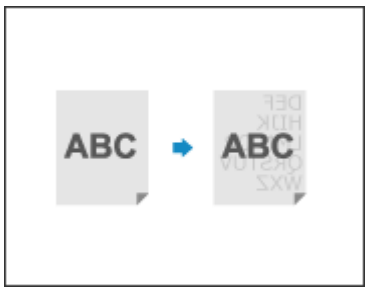
Printouts Are Dirty or Darkened (P. 1721)



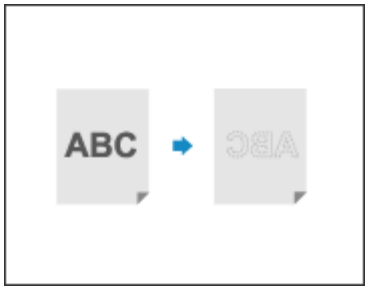
Black Streaks (Lines) Appear (P. 1722)



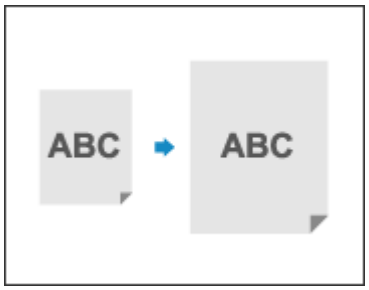
White Streaks (Lines) Appear (P. 1723)



Bleed-Through Occurs (P. 1724)



Images Are Not Printed on the Intended Side of the Paper (P. 1725)



Images Are Not Printed in the Intended Size (P. 1727)



White Spots Appear (P. 1728)

Printouts Are Misaligned or Skewed

AW63-128

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. 244)**

Printouts Are Uneven or Faded

AW63-129

Troubleshoot by checking in the following order:

Step 1: Checking the Paper (P. 1720)
Step 2: Adjusting the Gradation (P. 1720)
Step 3: Changing and Adjusting the Original Type for Copying (P. 1720)

Step 1: Checking the Paper

Is the Paper Damp?

Replace with paper that is not damp.

Step 2: Adjusting the Gradation

Try Adjusting the Gradation.

Adjusting the gradation may improve the problem. **Calibrating the Gradation (P. 1642)**

Step 3: Changing and Adjusting the Original Type for Copying

Select the original type for copying again.

If you select [Text] for [Original Type] in the copy screen or if you adjust to give priority to text in [Adjust Level] after selecting [Text/Photo] for [Original Type] in the copy screen, the problem may be improved. **Selecting the Original Type (P. 664)**

Printouts Are Dirty or Darkened

AW63-12A

These symptoms may occur when the pressure roller for fixing is dirty. In this case, clean the pressure roller for fixing.
Cleaning the Inside of the Machine (P. 1595)

Black Streaks (Lines) Appear

AW63-12C

Clean the document feed scanning area if dirty. **Cleaning the Feeder (P. 1586)**

White Streaks (Lines) Appear

AW63-12E

Troubleshoot by checking the items below.

Clean the LED Printhead.

Cleaning the LED printhead may improve the problem. **Cleaning the LED Printhead (P. 1596)**

Is the Original Scanning Area Dirty?

Clean the original scanning area if dirty. **Cleaning the Feeder (P. 1586)**

Bleed-Through Occurs

AW63-12F

Troubleshoot by checking the items below.

Did You Specify a High Background Density?

Adjusting the density according to the original may solve the problem. **Adjusting the Density (P. 665)**
* You can configure the BleedReduce function when [BleedReduce] is displayed on the screen for adjusting the background density.

Is the Original Type Setting Appropriate?

Selecting the original type according to the content of the original will prevent the back side of the original or the next page from being visible. **Selecting the Original Type (P. 664)**
* You can configure the BleedReduce function when [BleedReduce] is displayed on the screen for selecting the original type.

Images Are Not Printed on the Intended Side of the Paper

AW63-12H

Troubleshoot by checking the items below.

Is the Paper Loaded Correctly?

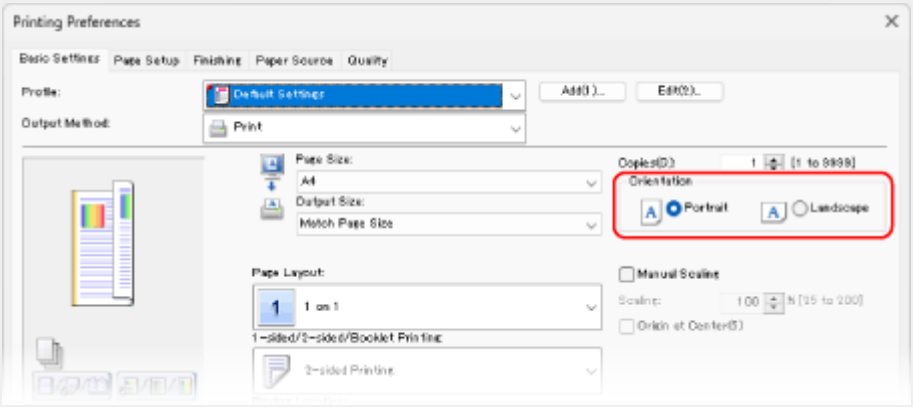
Check the orientation and the front and back sides of the loaded paper. Load the paper again if loaded incorrectly.
Loading Paper (P. 244)

Is 2-Sided Printing Set Correctly?

Check using the following procedure:

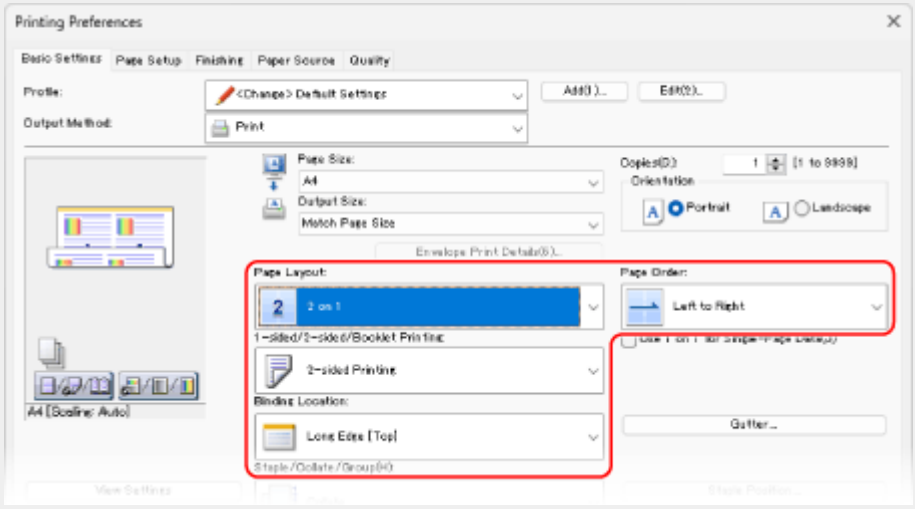
1. From the menu in the application, select the print command.
2. On the screen for printing, check or set the original orientation.
3. Select the printer driver of the machine, and click [Preferences] or [Properties].

   → The [Printing Preferences] screen of the printer driver is displayed.
4. In [Orientation] on the [Basic Settings] tab, check that [Orientation] is set to the same orientation you set in Step 2.



5. While checking the print preview, click [Page Layout] ▶ [Page Order] ▶ [1-sided/2-sided/Booklet Printing] ▶ [Binding Location], and check or configure the setting.

[Page Order] is displayed when [Page Layout] is set to a setting other than [1 on 1].



Images Are Not Printed in the Intended Size

AW63-12J

Troubleshoot by checking the items below.

Is the Size of the Loaded Paper Correct?

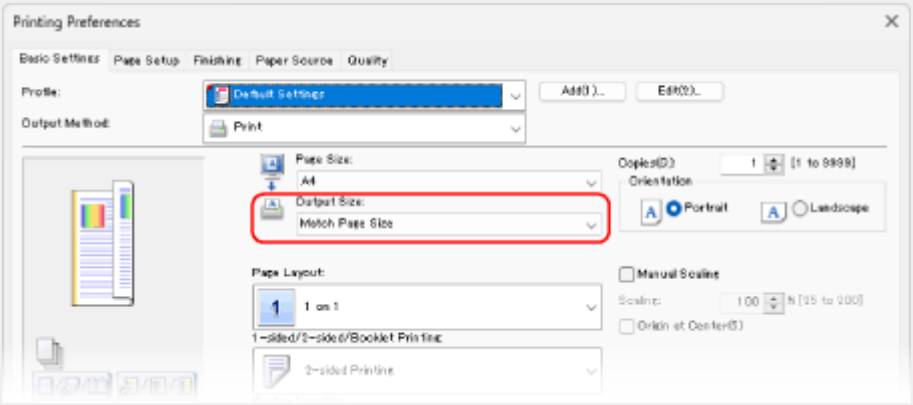
Replace the paper if the size of the loaded paper is different from the size of the paper you want to print on.

Did You Correctly Set the Size of the Paper You Want to Print On?

Check using the following procedure:

1. From the menu in the application, select the print command.
2. Select the printer driver of the machine, and click [Preferences] or [Properties].

   → The [Printing Preferences] screen of the printer driver is displayed.
3. In [Output Size] on the [Basic Settings] tab, check or set the paper size to print on.



White Spots Appear

AW63-159

Troubleshoot by checking in the following order:

Step 1: Checking the Paper (P. 1728)
Step 2: Checking the Toner Cartridge (P. 1728)
Step 3: Clean the Inside of the Machine (P. 1728)

Step 1: Checking the Paper

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. 67)
Loading Paper (P. 244)

Is the Paper Damp?

Replace with paper that is not damp.

Step 2: Checking the Toner Cartridge

Check the Remaining Amount of Toner in the Toner Cartridge.

Replace the low running color cartridge.
* 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. If the condition persists even after replacing the toner cartridge indicated to have a low amount of toner, it is recommended to replace the other toner cartridges as well.
Checking the Remaining Amount of Consumables and Parts (P. 1620)
Replacing the Toner Cartridges (P. 1600)

Step 3: Clean the Inside of the Machine

This symptom may occur when the inside of the machine is dirty with paper dust. In this case, clean any paper dust from the transport route. **Cleaning the Inside of the Machine (P. 1595)**

Setup and Network

AW63-12K

The following is a list of problems that can occur during setup of the machine and use of the network. Check how to troubleshoot the problem based on the symptom.

Cannot Connect to Wireless LAN (P. 1730)
Cannot Switch to Wireless LAN (P. 1732)
Cannot Find the IP Address of the Machine (P. 1733)

Cannot Connect to Wireless LAN

AW63-12L

Troubleshoot by checking the status of the computer, wireless LAN router (access point), and machine in the following order:

Step 1: Checking the Status of the Computer and Wireless LAN Router (P. 1730)
Step 2: Checking the Status of the Machine and Wireless LAN Router (P. 1730)
Step 3: Reconnecting to a Wireless LAN (P. 1731)

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 the 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 them on again.

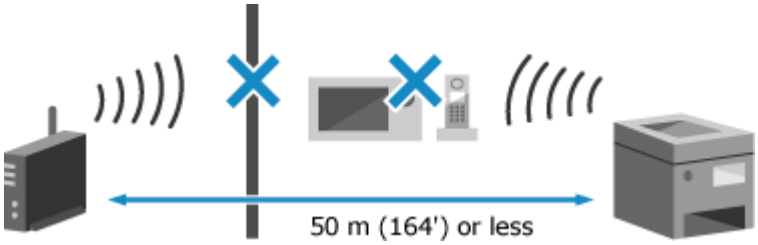
Step 2: Checking the Status of the Machine and Wireless LAN Router

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 50 m (164') of each other.
- Do not install near a microwave oven, digital 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. 135)**

NOTE

- If you cannot connect to the wireless LAN, use the manual setup method and try connecting. **Connecting to a Wireless LAN by Setting the Details (Manual Setup Mode) (P. 142)**
- If the wireless LAN router is configured as follows, change the settings on the router:
  - MAC address filtering is set.
  - When communicating with IEEE 802.11n only, WEP is selected or the encryption method for WPA/WPA2 is set to TKIP.

Cannot Switch to Wireless LAN

AW63-12R

Troubleshoot by checking the items below.

Administrator or NetworkAdmin privileges are required.

1. Log in to the machine as an administrator. **Logging In to the Machine (P. 225)**
2. On the control panel, in the [Home] screen or other screen, press [Settings/Registration].
   → The [Settings/Registration] screen is displayed.
3. Press [Preferences] ▶ [Network] ▶ [Select Interface].
4. Select the interface.
   Select either of the following:
   - Select [Wired LAN] for [Main Line], and select [Wireless LAN] for [Sub Line].
   - Select [Wireless LAN] for [Main Line], and select [Off] or [Wired LAN] for [Sub Line].
5. Press [OK].
6. Connect the machine to the wireless LAN. **Connecting to a Wireless LAN (P. 135)**

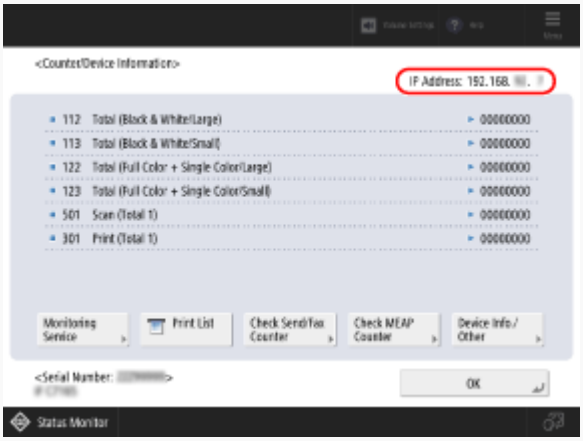
Cannot Find the IP Address of the Machine

AW63-12S

Check the IP address using the procedures described below.

Checking the IPv4 Address

On the control panel, press [ ] on the [Home] screen or other screen to display the [Counter/Device Information] screen, and check the IPv4 address.



* When the machine is connected to two different networks at the same time, the IPv4 addresses of the main and sub lines are displayed side by side.

Checking the IPv6 Address

Administrator or NetworkAdmin privileges are required.

Log in to the machine as an administrator ▶ on the control panel, in the [Home] screen or other screen, click [Settings/Registration] ▶ [Preferences] ▶ [Network] ▶ [TCP/IP Settings] ▶ [IPv6 Settings] ▶ select the IPv6 address setting ▶ check the IPv6 address.

NOTE

If the IP Address Is Displayed as "0.0.0.0" or "Could not retrieve." Is Displayed

- A suitable IP address is not set. Set the IP address again.

Setting the IPv4 Address (P. 144)
Setting IPv6 Addresses (P. 148)

Printing and Copying

AW63-12U

The following 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. 1735)
Cannot Find the Print Server to Connect to (P. 1744)
Cannot Connect to a Shared Printer (P. 1745)
AirPrint Does Not Work (P. 1746)

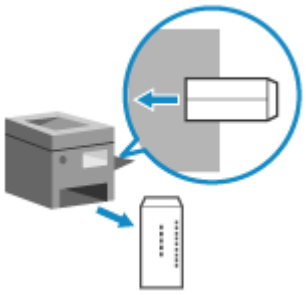
Problems with Print Results

If the results are not as expected when you perform printing or copying, see the following:
Problems with Print Results (P. 1717)

Frequently Asked Questions About Operations

I Want to Print on Envelopes from the Multi-Purpose Tray

Load the envelopes into the multi-purpose tray with the correct orientation, set the paper size and paper type, and print.
Printing on Envelopes from the Multi-Purpose Tray (P. 1747)



I Want to Print Data on a USB Memory Device

Change the settings of the machine, and insert the USB memory device.
Printing Files in a USB Memory Device (P. 802)



Cannot Print or Copy

AW63-12W

Troubleshoot by checking the items below.

Is the Processing/Data Indicator on the Control Panel Blinking or Lit?

If the indicator is blinking or lit, there is print data that is being processed or waiting to be processed. Wait until the process is completed or change the priority of the data you want to print on the screen for confirming the print status.

Viewing the Print Job Status and Log (P. 446)
Printing Documents in Forced Hold State (P. 437)

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. 446)
Checking the Copy Status and Log (P. 737)
An Error Code Is Displayed (#xxx) (P. 1826)

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. 1919)

Is the Operation Mode to Be Used Subject to Auto Select?

Set all operation modes to be used to Auto Select. **[Auto Select] (P. 1455)**

Is Forced Hold Settings Enabled?

If enabled, print data that meets the conditions is forcibly held and the machine must be operated to perform printing.

Configuring the Forced Hold Settings (P. 1013)
Printing Documents in Forced Hold State (P. 437)

Check the Network Connection Status and Settings.

Check the required items according to the usage environment.

Cannot Print (Wireless LAN) (P. 1736)
Cannot Print (Wired LAN) (P. 1738)
Cannot Print (USB Connection) (P. 1740)
Cannot Print (via Print Server) (P. 1741)

Cannot Print (Wireless LAN)

AW63-12X

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. **Checking the MAC Address and Connection Information of the Wireless LAN (P. 172)**

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. 1730)**

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 transmit power level 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 (network name) of the machine matches that of the computer.

  Checking the MAC Address and Connection Information of the Wireless LAN (P. 172)
  Checking the Network Connection Information of the Computer (P. 1915)
- 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. 135)**

Is the Printer Port of the Computer Configured Correctly? (Windows)

Change the setting if it has not been configured correctly. If there is no available port, add a new port.
Checking the Printer Port (P. 1918)
Checking the Network Connection Information of the Computer (P. 1915)

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 or NetworkAdmin privileges are required.

1. Log in to the machine as an administrator. **Logging In to the Machine (P. 225)**
2. Disable the firewall settings.

   To Disable IPv4 Address Filter

Press [Settings/Registration] ▶ [Preferences] ▶ [Network] ▶ [Firewall Settings] ▶ [IPv4 Address Filter] ▶ [Outbound Filter] or [Inbound Filter] ▶ set [Use Filter] to [Off] ▶ press [OK] ▶ [Settings/Registration] ▶ [Yes]

To Disable IPv6 Address Filter

Press [Settings/Registration] ▶ [Preferences] ▶ [Network] ▶ [Firewall Settings] ▶ [IPv6 Address Filter] ▶ [Outbound Filter] or [Inbound Filter] ▶ set [Use Filter] to [Off] ▶ press [OK] ▶ [Settings/Registration] ▶ [Yes]

To Disable MAC Address Filter

Press [Settings/Registration] ▶ [Preferences] ▶ [Network] ▶ [Firewall Settings] ▶ [MAC Address Filter] ▶ [Outbound Filter] or [Inbound Filter] ▶ set [Use Filter] to [Off] ▶ press [OK] ▶ [Settings/Registration] ▶ [Yes]

3. Configure the firewall correctly. **Setting Up a Firewall (P. 958)**

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. 1903)**

Cannot Print (Wired LAN)

AW63-12Y

Troubleshoot by checking the items below.

Is the Printer Port of the Computer Configured Correctly? (Windows)

Change the setting if it has not been configured correctly. If there is no available port, add a new port.
Checking the Printer Port (P. 1918)
Configuring a Printer Port (Windows Only) (P. 380)

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 or NetworkAdmin privileges are required.

1. Log in to the machine as an administrator. **Logging In to the Machine (P. 225)**
2. Disable the firewall settings.

   To Disable IPv4 Address Filter

   Press [Settings/Registration] ▶ [Preferences] ▶ [Network] ▶ [Firewall Settings] ▶ [IPv4 Address Filter] ▶ [Outbound Filter] or [Inbound Filter] ▶ set [Use Filter] to [Off] ▶ press [OK] ▶ [Settings/Registration] ▶ [Yes]

   To Disable IPv6 Address Filter

   Press [Settings/Registration] ▶ [Preferences] ▶ [Network] ▶ [Firewall Settings] ▶ [IPv6 Address Filter] ▶ [Outbound Filter] or [Inbound Filter] ▶ set [Use Filter] to [Off] ▶ press [OK] ▶ [Settings/Registration] ▶ [Yes]

   To Disable MAC Address Filter

   Press [Settings/Registration] ▶ [Preferences] ▶ [Network] ▶ [Firewall Settings] ▶ [MAC Address Filter] ▶ [Outbound Filter] or [Inbound Filter] ▶ set [Use Filter] to [Off] ▶ press [OK] ▶ [Settings/Registration] ▶ [Yes]

3. Configure the firewall correctly. **Setting Up a Firewall (P. 958)**

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. 1903)**

Cannot Print (USB Connection)

AW63-130

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 using a short USB cable, the cable may be damaged. Replace with a new USB cable, and try printing.

Are You Using a USB Hub?

If so, 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. **Checking the Printer Port (P. 1918)**
For details about how to install the driver, see the driver manual 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. **Checking Two-way Communication (P. 1919)**

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 right side of the machine is restricted, cancel this setting. **Preventing Connection to a Computer via the USB Port (P. 1042)**

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. 1903)**

Cannot Print (via Print Server)

AW63-131

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. 1744)**

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/

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. 1912)**

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. 1903)**

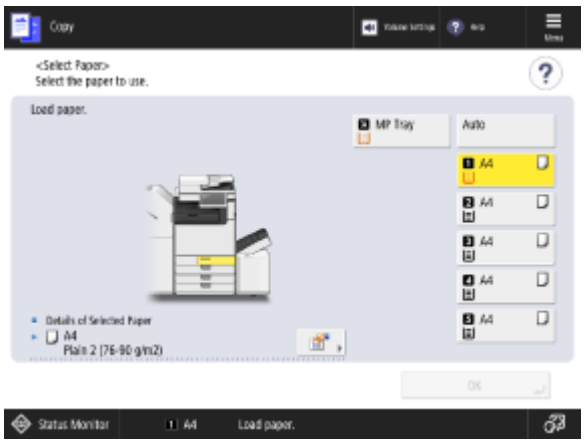
Cannot Select and Use a Paper Source (C7100 Series Only)

AW63-132

In [Restrict Paper Source], the paper source you want to use may be set to [On]. In this case, use another paper source.

The [Load paper.] Screen Appears Repeatedly and Printing or Copying Stops (C7100 Series Only)

AW63-154



Perform the operations described below according to the paper to be used, and resume printing or copying.

When Using the Paper in the Multi-Purpose Tray

1. Reload the paper in the multi-purpose tray.
2. Set the paper size and paper type.
   - Press [Change Paper Size], and change the paper size.
   - Press [Change Paper Type], and change the paper type.
     * To change the paper type, press [Select from List] and configure the setting manually. Do not use [Auto-Recog. When Printing].
   - If you use paper that does not match the paper settings configured here, it may cause paper jams or printing errors.
3. Press [OK].

When Using the Paper in a Paper Drawer

Specify the paper source loaded with the displayed paper, and press [OK].

Cannot Find the Print Server to Connect to

AW63-133

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.

Do You Have Permission to Connect 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. 1911)**

Cannot Connect to a Shared Printer

AW63-134

Check if a shared printer is displayed on the network computer. **Displaying a Shared Printer in the Print Server (P. 1912)**

If it is not displayed, contact the network or print server administrator.

AirPrint Does Not Work

AW63-135

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. 181)**

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. 1781)**

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. 124)**

When connecting via USB, directly connect the USB cable to the USB port for computer connection on the back right side of the machine. **Rear Side (P. 56)**

Are You Required to Enter the User Information and/or Department ID to Print from a Computer? (When Using User Authentication and/or Department ID Management on the Machine)

If you are required to enter user information and /or a Department ID to print from a computer, the machine blocks printing from an unknown Department ID, so AirPrint cannot be used. To enable use of AirPrint, cancel blocking of printing when the Department ID is unknown. **Enabling Department ID Management (P. 910)**

Are the Functions Usable with AirPrint 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. 829)**

Is Bonjour Enabled on Your Apple Device?

Enable Bonjour if it is not enabled. For details, see the manual of your Apple device.

Printing on Envelopes from the Multi-Purpose Tray

AW63-136

Use the procedure below to print on envelopes. Envelopes can be printed only on the front side (non-glued side).

Step 1: Loading Envelopes in the Multi-purpose Tray (P. 1747)
Step 2: Setting the Paper Size and Type (P. 1747)
Step 3: Printing from a Computer (P. 1747)

Step 1: Loading Envelopes in the Multi-purpose Tray

Load envelopes in the multi-purpose tray while paying attention to the orientation and side of the envelopes. **Orientation for Loading Envelopes (Multi-purpose Tray) (P. 271)**

Step 2: Setting the Paper Size and Type

Set the paper size and type according to the loaded envelopes. **Setting the Paper Size and Type for the Multi-purpose Tray (P. 286)**

Step 3: Printing from a Computer

Use the printer driver of the computer to correctly set the paper size of the paper source and document and the paper size to print, and then perform printing.

When Using Windows

1 On your computer, open the document you want to print.

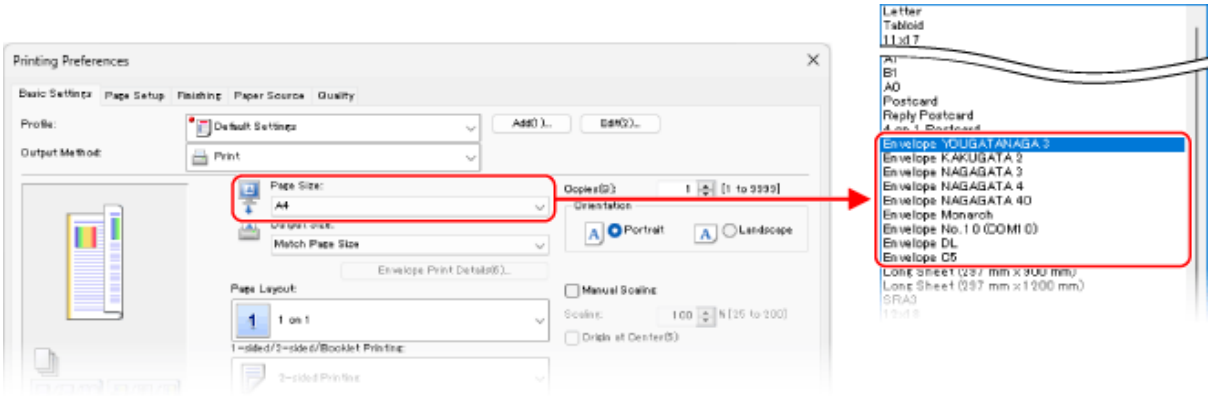
2 From the menu in the application used to open the document, select the print command.

3 Select the printer driver of the machine, and click [More settings] or [Properties].

→ The [Printing preferences] screen of the printer driver is displayed.

4 In [Page Size] on the [Basic Settings] tab, select the size of the envelope.

➔ The [Information] screen is displayed.



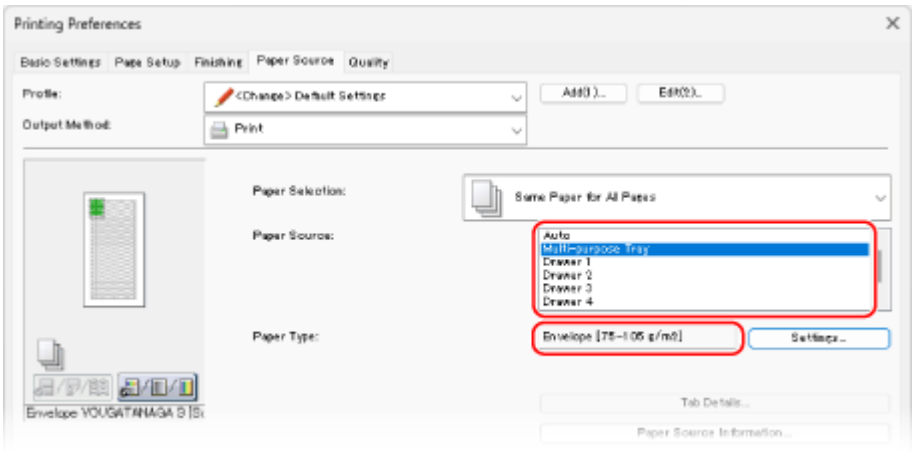
5 Click [Yes].

➔ The [Print Envelope] screen is displayed.

6 Check the paper settings and the orientation of the print data, and click [Next].

7 Click [Finish].

8 In [Paper Source] and [Paper Type] on the [Paper Source] tab, select the multi-purpose tray and envelope.



- In [Paper Source], select [Multi-purpose Tray].
- In [Paper Type], select [Envelope].

9 Click [OK], and click [Print] or [OK].

➔ Printing starts.

When Using macOS

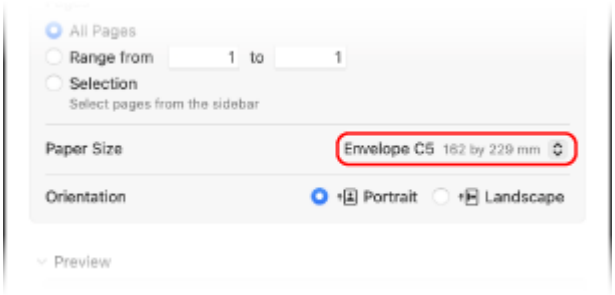
1 On your computer, open the document you want to print.

2 From the menu in the application, select the print command.

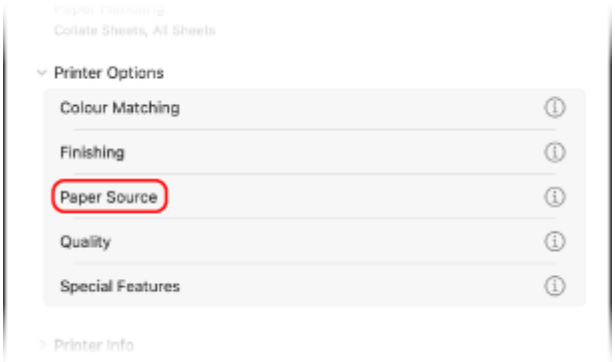
→ The printing dialog box is displayed.

3 In [Printer], select the printer driver of the machine.

4 In [Paper Size], select the size of the loaded envelopes.



5 Click [Printer Options] ▶ [Paper Source].



6 In [Paper Source], select [Multi-purpose Tray].

7 In [Paper Type], click [Settings], select the envelope, and click [OK].

8 Click [OK], and click [Print].

→ Printing starts.

Scanning

AW63-137

The following is a list of problems that can occur when scanning. Check how to troubleshoot the problem based on the symptom.

- **Cannot Send Scanned Data by E-mail (P. 1751)**
- **Cannot Save Scanned Data to a Shared Folder (P. 1752)**
- **Registering Shared Folder Information to an Address Book (P. 1755)**
- **Bleed-Through Occurs in the Scanned Data (P. 1757)**
- **Scanning Cannot Be Performed As Expected (Easy Scan and Send/Easy Scan) (P. 1758)**

Frequently Asked Questions About Operations

I Want to Scan an Original.

Make preparations according to the store location and send method of the scanned data, and then scan the original.

Scanning (P. 450)



I Want to Store Data on a USB Memory Device

Configure the settings to enable saving of scanned data to a USB memory device, and then insert the USB memory device into the machine.

Using a USB Memory Device (P. 797)



Cannot Send Scanned Data by E-mail

AW63-138

Check the status of the computer used as the store location and the machine in the following order:

Step 1: Checking the Occurrence of the Problem (P. 1751)
Step 2: Checking the Information of the Destination (P. 1751)

Step 1: Checking the Occurrence of the Problem

Checking the Information of the E-mail Server

If no e-mail can be sent, check the information of the e-mail server of the machine. If the machine cannot connect to the e-mail server, reconfigure the e-mail server information.

Configuring Information of the E-mail Server (P. 454)

Step 2: Checking the Information of the Destination

Is the Destination Information Correct?

If e-mail cannot be sent to a specific e-mail address, check the information of destination. Change the registered details in the Address Book and one-touch buttons, as needed.

Editing and Deleting Destinations in the Address Book (Control Panel) (P. 325)
Editing and Deleting Destinations in the Address Book (Remote UI) (P. 339)

Cannot Save Scanned Data to a Shared Folder

AW63-139

Check the saving method, shared folder of the store location, and status of the machine in the following order:

Step 1: Checking the Saving Method (P. 1752)
Step 2: Checking the Occurrence of the Problem (P. 1753)
Step 3: Checking the Status of the Computer with the Shared Folder (P. 1753)
Step 4: Checking the Status of the Machine (P. 1753)
Step 5: Checking the Shared Folder (P. 1754)

Step 1: Checking the Saving Method

To save scanned data to a shared folder, on the control panel in the [Home] screen, press [Scan and Send], specify the shared folder as the destination, and perform scanning.

* You cannot use [Scan and Store] on the [Home] screen to save scanned data to a shared folder. Check in the following order:

Prepare a shared folder that serves as the store location of the scanned data in advance.

You can also create a new shared folder. **Creating a Shared Folder (P. 1909)**

Specify the prepared shared folder as the destination.

On the [Scan and Send] screen, press [New Destination] ▶ [File], and specify the following information:
* If the shared folder of the store location is registered in the Address Book, press [Address Book] to select the shared folder.

[Protocol]
Select [Windows (SMB)].

[Host Name]
Enter the name or IP address of the computer with the shared folder, prefixed with "\\."
Examples:
\\192.168.100.50
\\[fe80:2e9e:fcff:fe4e:dbce]
* You can confirm the computer name and IP address on the computer.
Checking the System Information of the Computer (P. 1914)
Checking the Network Connection Information of the Computer (P. 1915)

[Folder Path]
Enter the path to the folder to which to save the file. Use "\" as a separator.

[User Name] and [Password]
Enter the user name and password to access the shared folder.
* When you are using the login user name of the computer with the shared folder, you can confirm the user name on that computer. **Checking the Login User Name for the Computer (P. 1913)**

NOTE

- By registering the shared folder information of the store location to the Address Book in advance, you can save the trouble of entering the information each time you send data. **Registering Shared Folder Information to an Address Book (P. 1755)**

Step 2: Checking the Occurrence of the Problem

Does the Problem Occur with All Shared Folders?

If so, check the network connection 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. 170)
Setting Up the Network (P. 124)

Step 3: 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 (Control Panel) (P. 313)
Registering Destinations to the Address Book (Remote UI) (P. 328)

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 re-register the information for accessing the shared folder to the Address Book of the machine. **Preparing to Send and Save Scanned Data (P. 453)**

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 4: Checking the Status of the Machine

Did You Change the IP Address of the Machine or Another Machine?

If so, check whether the machine and the other machine have the same IP address. If they have the same IP address, change it to a different IP address.
Setting the IPv4 Address (P. 144)
Setting IPv6 Addresses (P. 148)

Step 5: 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 [Everyone] has the access permission of [Change].
3. If not, in the access permissions for [Everyone], select [Allow] for [Change].

When Using macOS

1. Click [ ] ▶ [System Settings] ▶ [General] ▶ [Sharing].

   → The [Sharing] screen is displayed.
2. Set [File Sharing] to on, and click ⓘ.



3. In [Shared Folders], select the shared folder of the store location.
4. In [Users], select [Everyone] ▶ [Read & Write].

Checking the Attributes of the Shared Folder

On the computer, check that the attributes of the shared folder are not read only.

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 [General] tab, check that the [Read-only] checkbox in [Attributes] is not selected.
3. If the checkbox is selected, clear the [Read-only] checkbox.

Registering Shared Folder Information to an Address Book

AW63-13A

By registering destinations (shared folder information) to the Address Book in advance when repeatedly saving scanned data to a specified shared folder, you can save the trouble of entering the information of destinations each time you send data.

This section describes how to register destinations to a common address list (Address Lists 1 to 10) using the control panel.
You can also register the settings using Remote UI from a computer. **Registering Destinations to the Address Book (Remote UI) (P. 328)**
* To register destinations to a user-specific address list (personal address list or user group address list), you first need to log in.
Address List Types (P. 309)
Logging In to the Machine (P. 225)

1 Prepare a shared folder.

Prepare a shared folder that serves as the sending destination for the scanned data.
You can also create a new shared folder. **Creating a Shared Folder (P. 1909)**

2 Check the information of the prepared shared folder.

Check the following information of the shared folder prepared in Step 1:

- Name or IP address of the computer with the shared folder

  Checking the System Information of the Computer (P. 1914)
  Checking the Network Connection Information of the Computer (P. 1915)

- Path to the shared folder
- User name and password to access the shared folder

  * When you are using the login user name of the computer with the shared folder, you can confirm the user name on that computer. **Checking the Login User Name for the Computer (P. 1913)**

3 On the control panel, press [Dest./Fwd. Settings] in the [Home] screen. **[Home] Screen (P. 189)**

4 Press [Register Destinations].

- If the PIN input screen appears, enter the PIN set for the Address Book, and press [OK].

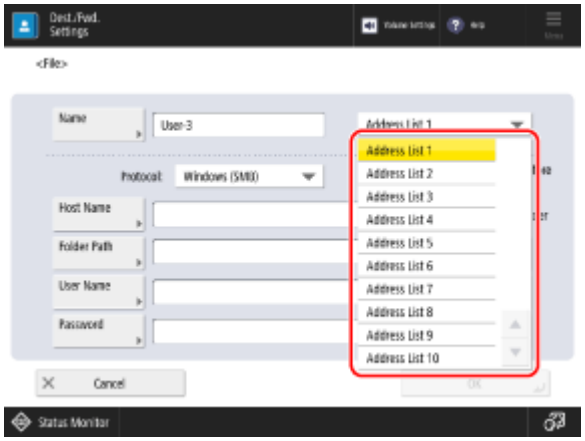
5 Press [Register New Destination] ▶ [File].

6 Enter the name of the destination.

You can register a destination without entering a name. However, if you enter a name, you can search for the destination by its initial or name when you specify destinations.

1. Press [Name].
2. Enter the name, and press [OK].

7 Select the address list in which to register the destination. **Address List Types (P. 309)**



8 In [Protocol], select [Windows (SMB)].

9 Configure the information of the shared folder.

Configure the information of the shared folder checked in Step 2.

[Host Name]
Enter the name or IP address of the computer with the shared folder, prefixed with "\\."
Examples:
\\192.168.100.50
\\[fe80:2e9e:fcff:fe4e:dbce]

[Folder Path]
Enter the path to the folder where you want to save the file. Use "\" as a separator.

[User Name] and [Password]
Enter the user name and password to access the shared folder.

10 Press [OK].

→ The destination is registered to the Address Book.

If destinations are managed with access numbers, press [Next], enter the access number to display the destination to be registered, and press [OK].

NOTE
If a Shared Folder Registered as a Destination Is Changed or Deleted

- Change the registered details of the destination, or delete the destination and register it again as a new destination. **Editing and Deleting Destinations in the Address Book (Control Panel) (P. 325)**

Bleed-Through Occurs in the Scanned Data

AW63-13C

Troubleshoot by checking the items below.

Did You Specify a High Background Density?

Adjusting the density according to the original may solve the problem. **Adjusting the Density (P. 517)**
* You can configure the BleedReduce function when [BleedReduce] is displayed on the screen for adjusting the background density.

Is the Original Type Setting Appropriate?

Selecting the original type according to the content of the original will prevent the back side of the original or the next page from being visible. **Selecting the Original Type (P. 517)**
* You can configure the BleedReduce function when [BleedReduce] is displayed on the screen for selecting the original type.

Scanning Cannot Be Performed As Expected (Easy Scan and Send/Easy Scan)

AW63-13E

Troubleshoot by checking the items below.

Required Pages Are Not Scanned.

When You Want to Scan Blank Pages

If you also want to scan the back side of a 1-sided original or the blank pages of a 2-sided original, select [2-Sided Scan (Book Type)] or [2-Sided Scan (Calendar Type)] in the 2-sided scan settings for [Easy Scan and Send]/[Easy Scan]. **Sending with Easy Scan and Send/Easy Scan (P. 466)**

When the Back Side of a 2-Sided Original Is Not Scanned

Select [2-Sided Scan (Book Type)] or [2-Sided Scan (Calendar Type)] in the 2-sided scan settings for [Easy Scan and Send]/[Easy Scan]. **Sending with Easy Scan and Send/Easy Scan (P. 466)**

Unnecessary Pages Are Scanned.

When Blank Pages Are Scanned

Clean the document feed scanning area. **Cleaning the Feeder (P. 1586)**
If that does not work, perform the following operation:

- For 1-sided originals, select [1-Sided Scan] in the 2-sided scan settings for [Easy Scan and Send]/[Easy Scan]. **Sending with Easy Scan and Send/Easy Scan (P. 466)**
- For 2-sided originals, configure the Skip Blank Originals setting and use [Scan and Send] to perform scanning.

  Preventing Scanning of Blank Pages (Skip Blank Originals) (P. 524)
  Configuring the Detailed Settings When Sending (P. 472)

When You Only Want to Scan One Side of a 2-Sided Original

Select [1-Sided Scan] in the 2-sided scan settings for [Easy Scan and Send]/[Easy Scan]. **Sending with Easy Scan and Send/Easy Scan (P. 466)**

Size Is Not As Expected.

Check the scan size of the scanned data, and take action according to the status.

- When you place a custom size original, you can select [Free Size] in the scan size setting for [Easy Scan and Send]/[Easy Scan] to scan at the same size as the original. **Sending with Easy Scan and Send/Easy Scan (P. 466)**
- When you specify a particular original size or long original, set the original size and use [Scan and Send] to perform scanning.

  Setting the Original Size (P. 510)
  Configuring the Detailed Settings When Sending (P. 472)

Results Are Not in Color or Black & White As Expected.

Check the color of the scanned data, and take action according to the status. **Sending with Easy Scan and Send/Easy Scan (P. 466)**

- When you select [Color] in the color settings for [Easy Scan and Send]/[Easy Scan], the machine scans in color, regardless of the color of the original.
- When you specify [Black & White] in the color settings for [Easy Scan and Send]/[Easy Scan], the machine scans in black and white, regardless of the color of the original.

I Want to Configure More Detailed Settings for Scanning and Sending.

Easy Scan and Send/Easy Scan is a function that enables you to scan more quickly and easily. If you want to configure more detailed settings such as specifying the file format or sending to a destination not registered in the Address Book, use [Scan and Send] to perform scanning. For details on the [Scan and Send] operations and settings, see the following:

Configuring the Detailed Settings When Sending (P. 472)
Scan Settings (P. 506)

Faxing

AW63-13F

The following is a list of frequently asked questions about faxing. Check the applicable item.

Cannot Send a Fax (P. 1761)
Cannot Receive a Fax (P. 1764)
Cannot Send or Receive a Fax via IP or Optical Line (P. 1766)
Cannot Send a Fax to an International Destination (P. 1768)

Frequently Asked Questions About Operations

I Want to Send or Receive a Fax.

You need to make preparations to send or receive faxes with the machine.

Faxing (P. 548)

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.

Automatically Forwarding and Backing Up Received Faxes (P. 560)

I Want to Send a Fax from a Computer.

You can send documents as faxes from a computer by using a fax driver.

Sending Faxes from a Computer (PC Faxing) (P. 578)

Cannot Send a Fax

AW63-13H

Troubleshoot by checking in the following order:

Step 1: Checking the Original (P. 1761)
Step 2: Checking the Status of the Machine (P. 1761)
Step 3: Checking the Send Status (P. 1762)

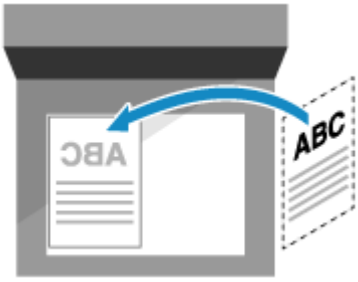
Step 1: Checking the Original

Is the Original Placed Correctly?

Place the original correctly while paying attention to the orientation of the side to be scanned.

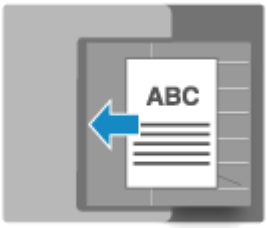
When Placing It on the Platen Glass

Place the original with the side to be scanned face down. **Placing Originals on the Platen Glass (P. 229)**



When Placing Originals in the Feeder

Place the original with the side to be scanned face up. **Placing Originals in the Feeder (P. 231)**



Step 2: Checking the Status of the Machine

Is the Processing/Data Indicator on the Control Panel Lit or Blinking?

The Processing/Data indicator blinks when an operation is being performed, such as during communication or printing, and lights up when there is data waiting to be processed. Data is sent after the Processing/Data indicator turns off. **Control Panel (P. 58)**

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.

Has an Error Occurred?

Check the Fax TX 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.
Checking the Status and Log for Sent and Received Faxes (P. 614)
An Error Code Is Displayed (#xxx) (P. 1826)

Is [Cannot send because the memory is full. Wait a moment, then try again.] Displayed on the Control Panel?

If so, sending 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.
- Change the set resolution to a lower resolution when scanning the original. **Setting the Resolution (P. 588)**
- Delete any unneeded files from the memory to increase the available capacity.

  Checking, Printing, and Forwarding Faxes Stored with Memory Lock (P. 608)
  Operating and Editing Files in Mail Box (P. 766)

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 an IP or Optical Line?

A communication error may occur due to the quality of the line. Slowing down the sending speed may reduce communication errors. **Cannot Send or Receive a Fax via IP or Optical Line (P. 1766)**

Is the Type of Telephone Line Configured Correctly?

The type of telephone line may not be automatically configured correctly. Configure the type of telephone line manually.

Administrator or DeviceAdmin privileges are required.

Log in to Remote UI as an administrator ▶ click [Settings/Registration] ▶ [Send] ▶ [Set Line] ▶ select the type of telephone line in the line being used ▶ click [OK]

On the control panel, press [Settings/Registration], and configure the setting in [Function Settings]. **[Select Line Type] (P. 1357)**

* 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) or lower the communication start speed before sending the fax. **Cannot Send a Fax to an International Destination (P. 1768)**

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.

Cannot Receive a Fax

AW63-13J

Troubleshoot by checking in the following order:

Step 1: Checking the Remaining Amount of Toner (P. 1764)
Step 2: Checking the Fax Reception Environment (P. 1764)
Step 3: Freeing Up Memory on the Machine (P. 1765)
Step 4: Checking the Error (P. 1765)

Step 1: Checking the Remaining Amount of Toner

If the remaining amount of toner is low, the received data may be stored 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, and replace any toner cartridges, as needed.
Checking the Remaining Amount of Consumables and Parts (P. 1620)
Replacing the Toner Cartridges (P. 1600)

Step 2: Checking the Fax Reception Environment

Are You Receiving a Fax via an IP or Optical Line?

A communication error may occur due to the quality of the line. Slowing down the RX speed may reduce communication errors. **Cannot Send or Receive a Fax via IP or Optical Line (P. 1766)**

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.

Administrator or DeviceAdmin privileges are required.

Log in to Remote UI as an administrator ▶ click [Settings/Registration] ▶ [Send] ▶ [Set Line] ▶ select [Tone] for the type of line being used ▶ click [OK]

On the control panel, press [Settings/Registration], and configure the setting in [Function Settings]. **[Select Line Type] (P. 1357)**

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 3: Freeing Up Memory on the Machine

Delete any unneeded files from the memory to increase the available capacity.

Checking, Printing, and Forwarding Faxes Stored with Memory Lock (P. 608)

Step 4: Checking the Error

Check the Fax RX 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.

Checking the Status and Log for Sent and Received Faxes (P. 614)

An Error Code Is Displayed (#xxx) (P. 1826)

Cannot Send or Receive a Fax via IP or Optical Line

AW63-13K

Troubleshoot by checking the items below.

Checking the IP or Optical Line Provider

A communication error may occur due to the quality of the line. Contact the line provider.

Lowering the Communication Start Speed and Checking the TX and RX Status

Use the following procedure to lower the communication start speed in phases, and check whether you can send and receive faxes.

Administrator or DeviceAdmin privileges are required.

When You Cannot Send a Fax

Log in to Remote UI as an administrator ▶ click [Settings/Registration] ▶ [Send] ▶ [Communications Settings - Fax Settings] ▶ in [TX Start Speed], select the speed ▶ click [OK]

On the control panel, press [Settings/Registration], and configure the setting in [Function Settings]. **[TX Start Speed] (P. 1353)**

When You Cannot Receive a Fax

Log in to Remote UI as an administrator ▶ click [Settings/Registration] ▶ [Receive/Forward] ▶ [RX Start Speed/RX Password] ▶ in [RX Start Speed], select the speed ▶ click [OK]

On the control panel, press [Settings/Registration], and configure the setting in [Function Settings]. **[RX Start Speed] (P. 1373)**

NOTE

- You can also configure the sending speed for each destination in the detailed settings of the Address Book and one-touch buttons.
  Registering Destinations to the Address Book (Control Panel) (P. 313)
  Registering Destinations to the Address Book (Remote UI) (P. 328)

Auto Adjusting the Communication Speed When Using VoIP

Configure this setting to send and receive faxes more reliably over a VoIP network where communication errors are likely to occur.

Administrator privileges are required.

Log in to Remote UI as an administrator ▶ click [Settings/Registration] ▶ [Send] ▶ [Settings for Communication Speed When Using VoIP] ▶ select the [Auto Adjust Communication Speed When Using VoIP] checkbox ▶ click [OK]

On the control panel, press [Settings/Registration], and configure the setting in [Function Settings]. **[Auto Adjust Communication Speed When Using VoIP] (P. 1356)**

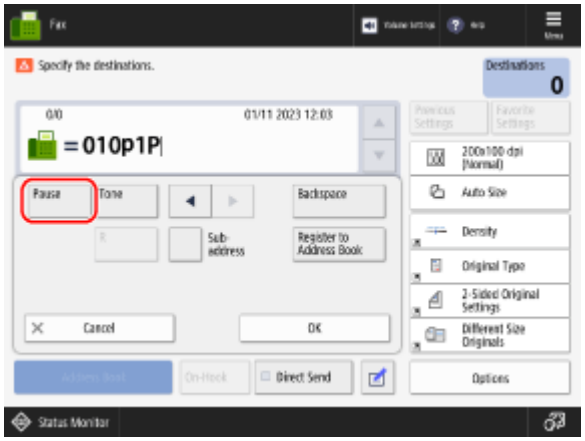
Cannot Send a Fax to an International Destination

AW63-13L

Troubleshoot by checking the items below.

Entering 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 ▶ click [Settings/Registration] ▶ [Send] ▶ [TX Settings - Fax Settings] ▶ in [Set Pause Time], enter the pause time ▶ click [OK]

On the control panel, press [Settings/Registration], and configure the setting in [Function Settings]. **[Set Pause Time] (P. 1351)**

Lowering the Communication Start Speed

Try sending a fax after lowering the communication start speed in phases.

Administrator or DeviceAdmin privileges are required.

Log in to Remote UI as an administrator ▶ click [Settings/Registration] ▶ [Send] ▶ [Communications Settings - Fax Settings] ▶ in [TX Start Speed], select the speed ▶ click [OK]

On the control panel, press [Settings/Registration], and configure the setting in [Function Settings]. **[TX Start Speed] (P. 1353)**

Advanced Space

AW63-13R

The following is a list of frequently asked questions about Advanced Space. Check the applicable item.

Advanced Space Is Opened, But You Cannot Connect with SMB (P. 1770)
Advanced Space Is Opened, But You Cannot Connect with WebDAV (P. 1771)

Advanced Space Is Opened, But You Cannot Connect with SMB

AW63-13S

Troubleshoot by checking the items below.

Checking That [Use SMB Server] in [SMB Server Settings] Is Set to [On]

[SMB Server Settings] (P. 1229)

Checking the Advanced Space Authentication Settings

Depending on the combination of settings, you may or may not be required to log in to access Advanced Space, or you may not be able to access it.

Preparations for Using Advanced Space (P. 747)

Advanced Space settings [Authentication Management]	ON	ON	OFF	OFF
[SMB Server Settings] settings [Use SMB Authentication]*1	ON	OFF	OFF	ON
Is login using the control panel of the machine required for access?	Yes	Yes	No	No
Is login using another machine or computer required for access?	Yes	— (Access not allowed)	No	Yes

*1 If you set [Authentication Type] on the SMB server when batch settings are configured for Advanced Space, [Use SMB Authentication] is linked and enabled.

Advanced Space Is Opened, But You Cannot Connect with WebDAV

AW63-13U

Troubleshoot by checking the items below.

Checking That [Use WebDAV Server] Is Set to [On]

[Use WebDAV Server] (P. 1235)

Checking the Advanced Space Authentication Settings

Depending on the combination of settings, you may or may not be required to log in to access Advanced Space, or you may not be able to access it.

Preparations for Using Advanced Space (P. 747)

Advanced Space settings [Authentication Management]	ON	ON	OFF	OFF
Advanced Space settings [WebDAV Server Settings] ▶ [Authentication Type]	Basic	OFF	Basic	OFF
Is login using the control panel of the machine required for access?	Yes	Yes	No	No
Is login using another machine or computer required for access?	Yes	— (Access not allowed)	No	No

Management Functions and Environment Settings

AW63-13W

The following is a list of frequently asked questions about managing the machine and configuring the settings. Check the applicable item.

- **Some Settings Imported from Another Machine Are Not Reflected (P. 1773)**
- **A Long Original Is Not Displayed and Cannot Be Used (P. 1774)**
- **Adjusting the Volume for the Confirmation Sound and Fax Communication Sounds (P. 1775)**
- **Changing the Time Until Sleep Mode (P. 1776)**
- **System Manager Password or ID and PIN Are Lost (P. 1777)**
- **Preventing Printing of the Communication Management Report and TX Report (P. 1778)**

Some Settings Imported from Another Machine Are Not Reflected

AW63-13X

If a security policy has been applied to the machine, settings that violate the security policy cannot be imported.

Checking the Security Policy Applied to the Machine (P. 1060)

A Long Original Is Not Displayed and Cannot Be Used

AW63-13Y

Change the settings of the machine to enable the use of a long original. Contact your dealer or service representative.

Adjusting the Volume for the Confirmation Sound and Fax Communication Sounds

AW63-140

The operating procedure varies depending on whether the machine has a fax function.

Adjusting the Volume (for Models with the Fax Function) (P. 367)
Adjusting the Volume (for Models Without the Fax Function) (P. 369)

Changing the Time Until Sleep Mode

AW63-141

In addition to being able to change the amount of time until the machine enters Sleep Mode, you can also configure a specified time at which the machine enters Sleep Mode.

Reducing Power Consumption (Sleep Mode) (P. 183)

System Manager Password or ID and PIN Are Lost

AW63-142

Contact the administrator to check whether the "Administrator" password or System Manager ID and System Manager PIN when using Department ID Management were changed from the default settings.

If Not Changed from the Default Settings

- "Administrator" password: 7654321
- System Manager ID: 7654321
- System Manager PIN: 7654321

* If they have not been changed from the default settings, change them for enhanced security, and allow only certain administrators to know this information.
Administrator Privileges and Password (P. 50)
Changing the Department ID and PIN for the Administrator (P. 903)

If You Lost the "Administrator" Password

You can perform the procedure below on the control panel to initialize the password for the "Administrator" user.

Press [ ] ▶ [Device Info./Other] ▶ [Initialize Admin. Password] ▶ enter the license key ▶ press [Start] ▶ [OK]

If the "Administrator" user has been disabled, it is enabled again so that you can log in with the default password.

NOTE

- If you still cannot reset the "Administrator" password or recover your System Manager ID or PIN even after confirming the above information, contact your dealer or service representative. **If the Problem Persists (P. 1903)**

Preventing Printing of the Communication Management Report and TX Report

AW63-143

By default, the Communication Management Report is printed automatically when the specified number of communication results for sending scanned data or sending or receiving faxes is reached. In addition, the TX Report is printed automatically when a sending error occurs.
Depending on the settings, the report (Fax Activity Report or Fax TX Report) is printed in the same way, even if only for sending or receiving a fax or for sending results.

To prevent these reports from being printed automatically, configure the settings as shown below.

* Fax Activity Report and Fax TX Report can also be configured to send the data of the reports instead of printing them.

Administrator or DeviceAdmin privileges are required.

Communication Management Report

Log in to Remote UI as an administrator ▶ click [Settings/Registration] ▶ [Send] ▶ [TX Report/Communication Management Report] ▶ in [Print/Send Every Specified Number of Transmissions], select [Off] ▶ in [Print/Send at Specified Time], select [Off] ▶ click [OK]

On the control panel, press [Settings/Registration], and configure the setting in [Function Settings]. **[Communication Management Report] (P. 1331)**

Fax Activity Report

Log in to Remote UI as an administrator ▶ click [Settings/Registration] ▶ [Send] ▶ [Fax TX Report/Fax Activity Report] ▶ in [Print/Send Every Specified Number of Transmissions], select [Off] ▶ in [Print/Send at Specified Time], select [Off] ▶ click [OK]

On the control panel, press [Settings/Registration], and configure the setting in [Function Settings]. **[Fax Activity Report] (P. 1353)**

TX Report

Log in to Remote UI as an administrator ▶ click [Settings/Registration] ▶ [Send] ▶ [TX Report/Communication Management Report] ▶ in [TX Report], select [Off] ▶ click [OK]

On the control panel, press [Settings/Registration], and configure the setting in [Function Settings]. **[TX Report] (P. 1330)**

Fax TX Report

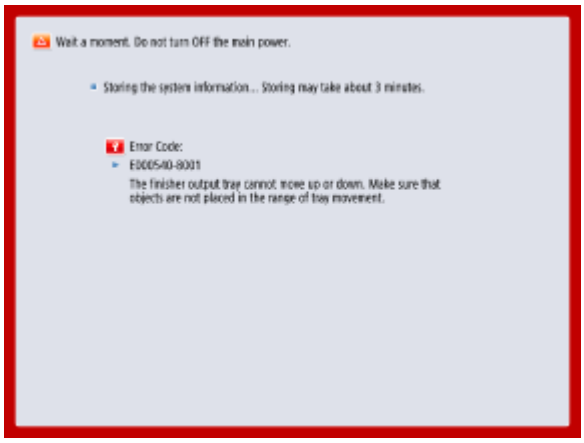
Log in to Remote UI as an administrator ▶ click [Settings/Registration] ▶ [Send] ▶ [Fax TX Report/Fax Activity Report] ▶ in [Fax TX Report], select [Off] ▶ click [OK]

On the control panel, press [Settings/Registration], and configure the setting in [Function Settings]. **[Fax TX Report] (P. 1353)**

Error Screen with Red Borders Appears in Pop-Up Window

AW63-144

If an error screen with red borders appears due to a problem, the machine may not be working properly.



When Contacting a Service Representative (P. 1779)
Using the Machine with Limited Functions After an Error Occurs (P. 1780)

When Contacting a Service Representative

Before contacting a service representative, restart the machine to see if the error message disappears. If the error message reappears, contact a service representative and report the symptoms.

WARNING

- Do not plug in or unplug the power plug with wet hands. This can result in electric shock.
- Be sure to hold the power plug when unplugging the power cord. Pulling on the power cord can damage it by exposing or disconnecting the inside wiring of the power cord, which can cause a leakage of electricity, resulting in fire or electric shock.

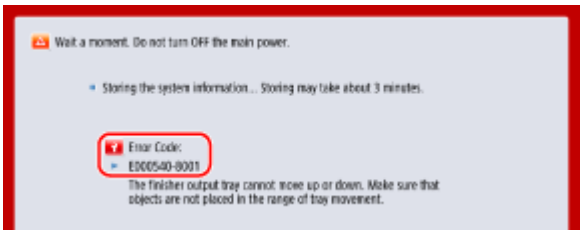
IMPORTANT

- Turning OFF the machine deletes any data waiting to be processed.
- Depending on the error, a message may appear asking you not to turn OFF the power of the machine, as the machine is saving the system information after the error occurred. In this case, do not turn OFF the machine until the data is saved.

1 Restart the machine. **Restarting the Machine (P. 181)**

2 If the message reappears, make a note of the displayed error code.

Multiple error codes may be displayed.



3 Turn OFF the machine and unplug the power cord.

4 Contact your dealer or service representative.

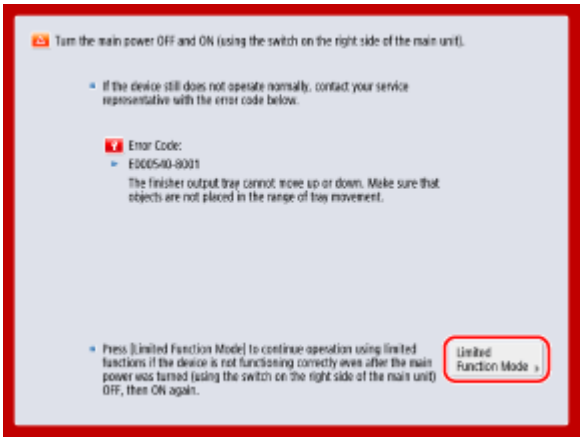
Provide the following information:

- Product name
- Dealer or service representative from whom you purchased the machine
- Details of the problem (such as operation details and their results, and phenomena)
- Displayed error code

Using the Machine with Limited Functions After an Error Occurs

If [Limited Functions Mode] appears on the screen, you can press it and continue to use the machine prior to troubleshooting. However, the usable functions are limited.

1 Press [Limited Functions Mode].



2 Press [Yes].

➔ The machine restarts and enters Limited Functions Mode.

If the problem is solved, the message "Call service representative." at the bottom left of the screen disappears.

Usable Functions When Print Functions are Limited

Fax, Scan, Scanner, Web Access, MEAP Application, Quick Menu, Status Monitor, Remote UI

Usable Functions When Scan Functions are Limited

Access Stored Files, Fax/I-Fax Inbox, Print, Hold[*1], Web Access, MEAP Application, Quick Menu, Status Monitor, Remote UI

[*1] Only on models that support the Hold function.

A Message Appears

AW63-145

If a message appears on the control panel, select the message from the list below, and check how to troubleshoot the problem.

23 MEMORY FULL

There is insufficient memory to register overlay forms and external characters.

Press [Skip Error] to Continue Printing.
If you skip the error, the data that could not be registered due to insufficient memory is not printed.

Cancel Printing, Initialize the Printer Function, and Try Printing Again.
Initializing the printer function increases the available memory. However, this deletes all print data in the memory of the machine. **[Reset Printer] (P. 1512)**

27 JOB REJECT

The specified emulation does not exist.

Press [Skip Error] to Continue Printing.
If you skip the error, the data that caused the error is not printed.

Is the Specified Emulation Supported by the Machine?
If supported, specify the operation mode, and try printing again. **[Personality] (P. 1455)**

33 WORK FULL

Printing could not be performed because the dedicated work memory is insufficient.

Press [Skip Error] to Continue Printing.
If you skip the error, the data with the error displayed is not printed correctly.

* Registered data such as an overlay or macro may be deleted.

Cancel Printing, Initialize the Machine, and Try Printing Again.
Initializing the machine increases the available memory. However, this deletes all print data in the memory of the machine. **[Reset Printer] (P. 1512)**

52 IMAGEMODE REJECT

Image data that cannot be processed was received while printing an image.

Press [Skip Error] to Continue Printing.
If you skip the error, the data that caused the error is not printed.

Does the Printer Driver Support the Image Data Format?
Try printing again using a printer driver that supports the image data format.

The Active Directory site information is invalid. Contact the system manager.

The Active Directory site information is not set correctly.

Set the Active Directory Site Information Again.

In Remote UI, check that [Timing of Site Information Retrieval] and [Site Access Range] are set correctly. **Registering Authentication Server Information (P. 879)**

Could not verify CRL.

The CA certificate of the certificate authority that issued the certification revocation list (CRL) could not be verified.

Register the CA Certificate of the Certificate Authority That Issued the Certification Revocation List (CRL).
Registering a Key and Certificate or CA Certificate Obtained from an Issuing Authority (P. 995)

D0-nn error (where "nn" is a two-digit alphanumeric character)

The printer function of the machine is not working properly due to an error.

Restart the Machine.
Restarting the Machine Using the Power Switch (P. 181)

If the message still appears after restarting the machine, make a note of the message and contact your dealer or service representative.

Could not send the new PIN via e-mail. Check the settings.

The e-mail to reset the PIN or the attached file showing the new pattern could not be sent.

Is the E-mail Address of the Login User Set Correctly?
Check the e-mail address of the login user. **Registering User Information (P. 859)**

Are the Network and E-mail Sending Settings Set Correctly?
Setting Up the Network (P. 124)
Configuring Information of the E-mail Server (P. 454)

FF FONT FULL

Could not register the font information to the font information store area (font table) because there were too many fonts to register.

Press [Skip Error] to Continue Printing.
If you skip the error, the data that could not be registered is not printed correctly.

Cancel Printing, Initialize the Machine, and Try Printing Again.
Initializing the machine increases the available memory. However, this deletes all print data in the memory of the machine. **[Reset Printer] (P. 1512)**

FM DL SIZE ERROR n (where "n" is a one-digit alphanumeric character)

The printer function of the machine is not working properly due to an error.

Restart the Machine.
Restarting the Machine Using the Power Switch (P. 181)

If the message still appears after restarting the machine, make a note of the message and contact your dealer or service representative.

FM DL SCALE ERROR n (where "n" is a one-digit alphanumeric character)

The printer function of the machine is not working properly due to an error.

Restart the Machine.
Restarting the Machine Using the Power Switch (P. 181)

If the message still appears after restarting the machine, make a note of the message and contact your dealer or service representative.

FM DL FONT MEMORY FULL

The printer function of the machine is not working properly due to an error.

Restart the Machine.
Restarting the Machine Using the Power Switch (P. 181)

If the message still appears after restarting the machine, make a note of the message and contact your dealer or service representative.

FM FILE ACCESS ERROR

The printer function of the machine is not working properly due to an error.

Restart the Machine.
Restarting the Machine Using the Power Switch (P. 181)

If the message still appears after restarting the machine, make a note of the message and contact your dealer or service representative.

FM SC WORK MEM. ERROR n (where "n" is a one-digit alphanumeric character)

The printer function of the machine is not working properly due to an error.

Restart the Machine.
Restarting the Machine Using the Power Switch (P. 181)

If the message still appears after restarting the machine, make a note of the message and contact your dealer or service representative.

FM ALIGNMENT ERROR

The printer function of the machine is not working properly due to an error.

Restart the Machine.
Restarting the Machine Using the Power Switch (P. 181)

If the message still appears after restarting the machine, make a note of the message and contact your dealer or service representative.

FM FONT PARSE ERROR

The printer function of the machine is not working properly due to an error.

Restart the Machine.
Restarting the Machine Using the Power Switch (P. 181)

If the message still appears after restarting the machine, make a note of the message and contact your dealer or service representative.

FM FONT MEMORY FULL

The printer function of the machine is not working properly due to an error.

Restart the Machine.
Restarting the Machine Using the Power Switch (P. 181)

If the message still appears after restarting the machine, make a note of the message and contact your dealer or service representative.

FM WORK MEMORY ERROR

The printer function of the machine is not working properly due to an error.

Restart the Machine.
Restarting the Machine Using the Power Switch (P. 181)

If the message still appears after restarting the machine, make a note of the message and contact your dealer or service representative.

IEEE 802.1X error. 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 (Key and Certificate, User Name, Password, and CA Certificate) Again.
Configuring the IEEE 802.1X Settings (P. 979)
Managing and Verifying a Key and Certificate (P. 982)

IEEE 802.1X error. No reply from the destination.

An error occurred during communication with the authenticator (LAN switch).

Check the Connection Status of the Authenticator (LAN Switch).
Check the Ethernet cable and switch status.

Check the Authentication Server Settings.
Configuring the IEEE 802.1X Settings (P. 979)

IEEE 802.1X error. Cannot analyze the certificate.

Analysis of the server certificate sent from the authentication server failed.

Check the Certificate of the Authentication Server, and Change the Setting, as Needed.
Configuring the IEEE 802.1X Settings (P. 979)

IEEE 802.1X error. The 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.
Configuring the IEEE 802.1X Settings (P. 979)
Registering a Key and Certificate or CA Certificate Obtained from an Issuing Authority (P. 995)

IEEE 802.1X error. The certificate has expired.

The server certificate sent from the authentication server has expired.

Check the Period of Validity of the Authentication Server Certificate.

Configuring the IEEE 802.1X Settings (P. 979)

IEEE 802.1X error. Change the authentication password.

The password has expired.

Set a New Password.
Configuring the IEEE 802.1X Settings (P. 979)

IEEE 802.1X error. Check the authentication settings.

The authentication method set on the machine does not match that set on the authentication server.

Check the Authentication Method Set on the Authentication Server, and Set It Again.
Configuring the IEEE 802.1X Settings (P. 979)

Set the IP address.

The IP address of the machine is not set.

Set the IP Address Again, and Restart the Machine.
Setting the IPv4 Address (P. 144)
Setting IPv6 Addresses (P. 148)

Could not retrieve the information from Microsoft Entra ID. The setting information for Microsoft Entra ID is incorrect. Contact the system manager.

The Microsoft Entra ID server information is not set correctly.

Check the Microsoft Entra ID Server Information and Change the Settings, As Needed.
Registering Authentication Server Information (P. 879)

Could not retrieve the information from Microsoft Entra ID. There is not enough device information for access. Contact the system manager.

The Microsoft Entra ID server information is not set correctly.

Check the Microsoft Entra ID Server Information and Change the Settings, As Needed.
Registering Authentication Server Information (P. 879)

Could not retrieve the information from Microsoft Entra ID. There is not enough user information for access. Contact the system manager.

The Microsoft Entra ID server information is not set correctly.

Check the Microsoft Entra ID Server Information and Change the Settings, As Needed.
Registering Authentication Server Information (P. 879)

Could not log in because a Microsoft Entra ID error occurred. Contact the system manager.

The machine is not working properly due to an error on the Microsoft Entra ID server.

Restart the Machine.
Restarting the Machine Using the Power Switch (P. 181)

If the message still appears after restarting the machine, make a note of the message and contact your dealer or service representative.

A Microsoft Entra ID error occurred. Contact the system manager.

The machine is not working properly due to an error on the Microsoft Entra ID server.

Restart the Machine.
Restarting the Machine Using the Power Switch (P. 181)

If the message still appears after restarting the machine, make a note of the message and contact your dealer or service representative.

Cannot connect to Microsoft Entra ID. The verification of the server certificate retrieved from Microsoft Entra ID failed. Contact the system manager.

The Microsoft Entra ID server information is not set correctly.

Check the Microsoft Entra ID Server Information and Change the Settings, As Needed.
Registering Authentication Server Information (P. 879)

Cannot set PDF (Format to PDF/A) as default. All other settings have been set.

You tried to register the default settings for each function with the PDF format set to [Format to PDF/A]. You cannot register [Format to PDF/A] to the default settings.
Changing the Default Settings (P. 220)
Configuring the File Format and Division Settings (P. 526)

* You can register the settings as the default settings of the machine but not for each function. **[Format PDF to PDF/A] (P. 1312)**

Check the server name in the SMB server settings. (For C7100 Series and C5100 Series)

A computer or another machine with the same name as the computer whose name is used to identify the machine on the network exists in the WINS database or the workgroup to which the machine belongs.

Check to See if the Machine Is Registered with the Same Computer Name as the Computer or Another Machine.
Setting the Computer Name and Workgroup Name (P. 156)

TCP/IP Error

The IP address is not set correctly or cannot be acquired automatically.

The IP Address May Not Be Able to Be Acquired Automatically Using DHCP and Auto IP.
Even though the IPv4 address is configured to be acquired automatically, if the IP address is displayed as "0.0.0.0," the address cannot be acquired automatically. Check the Ethernet cable connection and DHCP server settings.

When Using a Sub Line, Correctly Set the IPv4 Address of the Sub Line.
Setting the IPv4 Address of the Sub Line (P. 146)

When Setting the IPv4 Address Manually, Correctly Set the IPv4 Address.
Setting the IPv4 Address (P. 144)
Setting the IPv4 Address of the Sub Line (P. 146)

When Using a Stateless Address, Check That Each Address Has Been Acquired.
Setting IPv6 Addresses (P. 148)

If an address cannot be acquired, check the settings of the router and DHCPv6 server.

* It may take a few minutes until the stateless address is set.

Is the Address of the DNS Server Set Correctly?
Check that the address of the DNS server is set correctly in IPv4 and IPv6. **Configuring DNS (P. 152)**

Out of resources. Wait a moment, then try again.

There were insufficient TCP/IP resources during or after continuous sending of the machine via FTP or Windows (SMB).
Wait a moment, and try operating again.

Check the TCP/IP.

The TCP or IP of the machine is not operating.

Check the IPv4 Address, DHCP, and Auto IP Settings.
Setting the IPv4 Address (P. 144)

When Using a Sub Line, Also Check the IPv4 Address and DHCP Settings of the Sub Line.
Setting the IPv4 Address of the Sub Line (P. 146)

Check the TCP/IP. (Main Line)

The IPv4 address of the main line is set to "0.0.0.0".

Set a Correct IPv4 Address.
Setting the IPv4 Address (P. 144)

Check the TCP/IP. (Sub Line)

The IPv4 address of the sub line is set to "0.0.0.0".

Set a Correct IPv4 Address.
Setting the IPv4 Address of the Sub Line (P. 146)

TLS Error

The WebDAV server or proxy server does not support TLS encrypted communication.

Check the WebDAV Server Settings.
When using TLS encrypted communication, configure TLS encrypted communication on the WebDAV server.

When Using a Proxy Server, Check the Proxy Server Settings.
When using TLS encrypted communication, configure TLS encrypted communication on the proxy server.

Cannot delete the default key because it is in use by TLS or other settings. Check the settings.

The key and certificate you tried to delete are being used in TLS encrypted communications or [Restrict Receiving for Each Function] for device information distribution.

Check the Functions Using TLS Encrypted Communication.
If a function is using the key and certificate you tried to delete, disable the TLS encrypted communication setting. **Using TLS (P. 970)**

Set All Settings in [Restrict Receiving for Each Function] for Device Information Distribution to [On].
Setting the Device Information to Be Received (Client Machine) (P. 1125)

Universal Print: A server communication error occurred.

The network connection or server may have a problem.

Check the Network Connection Status and Settings.
If the machine is not connected to a network, reconfigure the network settings.
Checking the Network Status and Settings (P. 170)
Setting Up the Network (P. 124)

Check the network key (password) of the wireless LAN router, and configure the settings correctly on the machine.

Is There an Error on the Server?
Check that the server is operating properly.

Is a Firewall Blocking Communication with the Server?
Disable firewall blocking.

Universal Print: Could not authenticate with server.

An error occurred at server authentication.

Restart the Machine.
Restarting the Machine (P. 181)

If the message still appears after restarting the machine, make a note of the message and contact your dealer or service representative.

Universal Print: The certificate has expired.

The certificate has expired.
Delete the machine from Microsoft Entra ID and the computer, re-register the machine, and update the certificate.

Universal Print: An internal error occurred.

The machine is not working properly due to an error.

Restart the Machine.
Restarting the Machine (P. 181)

If the message still appears after restarting the machine, make a note of the message and contact your dealer or service representative.

Universal Print: The printer is not registered.

Could not communicate with the machine because it was deleted from Microsoft Entra ID.
Re-register the machine to Microsoft Entra ID.
Registering the Machine for the Cloud Service (P. 396)

Check the wired LAN adapter connected to the USB port.

Multiple USB-LAN adapters are connected, or the USB-LAN adapter is not connected or recognized.

Check the Connection of the USB-LAN Adapter.
Connecting to a Wired LAN (P. 133)

If You Reconnected the USB-LAN Adapter, Restart the Machine.

Restarting the Machine (P. 181)

The specified X and Y values are settings that cannot be combined. Enter settings again. For details, refer to the manual.

An unsupported combination of numbers for X and Y is specified.
Check the X and Y values and enter settings again.

XPS Print Range Error

There are no pages that can be processed in the specified print range.
Specify the page range correctly, and try printing again.

XPS Image Data Error

Failed to extend the image data.
Replace the image data in the XPS file, and try printing again.

XPS Spool Memory Full

There is insufficient memory to process the XPS data.
Restart the machine, and try printing again. If you still cannot print, divide the pages into multiple files, and print them separately.

XPS Data Error

An invalid command is specified due to corrupt data or another factor, and processing cannot continue.
Try printing the XPS data in a format supported by the machine.

XPS Unsupport Image Err

Data contains an unsupported data format.
Convert the data to TIFF or JPEG format, and try printing again.

XPS Font Error

Failed to analyze the font data.
Replace the font data in the XPS file, and try printing again.

XPS Page Data Error

Cannot generate pages because the description is incorrect.
Try printing the XPS data in a format supported by the machine.

XPS Memory Full

There is insufficient memory to process the XPS data.

Press [Skip Error] to Continue Printing.
If you skip the error, the page that caused the error may not printed correctly.

You do not have privileges to access the XXX page.

An unauthorized user tried to log in.
Log in as an authorized user.

The account has expired. Contact the system manager.

The certificate or account may have expired.

Check the Period of Validity of the Certificate Registered to the Machine.
If the certificate has expired, register a new certificate. **Registering a Key and Certificate or CA Certificate Obtained from an Issuing Authority (P. 995)**

Check the Period of Validity of the Account.
If the account has expired, set the period of validity of the user account again. **Registering User Information to a Local Device (P. 859)**

Access point connection error. Check Wireless LAN Information.

The access point could not be found.

Check the Wireless LAN Settings.
Checking the MAC Address and Connection Information of the Wireless LAN (P. 172)

AP Mode: Ended due to an error.

There has been no data transfer to or from the connected mobile device for more than three minutes.

Reconnect the Mobile Device.
Connecting a Mobile Device Directly to the Machine (Direct Connection) (P. 835)

AP Mode: Ended because no other device could be found.

No connectable mobile device could be found.

Enable Wi-Fi on the Mobile Device, and Try Connecting Again.

- Enable Wi-Fi on the mobile device if disabled.
- Move the mobile device closer to the machine, and try connecting again. **Connecting a Mobile Device Directly to the Machine (Direct Connection) (P. 835)**
- If you cannot connect properly to the machine, contact your dealer or service representative.

* Depending on the mobile device, it may not operate properly.

AP Mode: Max no. of devices that can connect has been reached.

Cannot connect because the maximum number of mobile devices that can be connected at the same time has been reached.

Disconnect an Unnecessary Mobile Device.
After disconnecting another mobile device, try connecting again. **Connecting a Mobile Device Directly to the Machine (Direct Connection) (P. 835)**

AP Mode: Connected to other devices.

Cannot connect because the machine is connected to another mobile device.
Reconnect after the other mobile device is disconnected. **Connecting a Mobile Device Directly to the Machine (Direct Connection) (P. 835)**

Cannot start this application because system resources (memory, threads, sockets, file descriptors, disk space, or screen size) required to start the application may not be available. <Resources>

Cannot use the application because required system resources, such as memory or disk capacity, may not be available.
Closing other applications may allow you to use the desired application.

Cannot download application logs because application logs do not exist.

The application log does not exist.
Cannot operate the log because it does not exist. Press [Back] to return to the previous screen.

The contents of the file for the application to install are incorrect or information is missing. Check the file.

The application cannot be installed because the contents of the specified file are incorrect or information is missing.
If the file contents are incorrect, the application cannot be installed. If you still have problems after checking the file contents, contact the application developer or support department for the application.

The contents of the file for the license to install are incorrect or information is missing. Check the file.

The license file cannot be installed because the contents of the specified file are incorrect or information is missing.
If the file contents are incorrect, the license file cannot be installed. If you still have problems after checking the file contents, contact the application developer or support department for the application.

Risk of security issues during internet connection has increased.

Unauthorized access from Remote UI is possible.

Use of Two-Factor Authentication for Remote UI Is Recommended.

Log in to Remote UI as an administrator ▶ click [Settings/Registration] ▶ [User Management] ▶ [Authentication Management] ▶ [Basic Settings] ▶ [Edit] ▶ select [All Users] or [Administrators Only] for [Always Require Two-Factor Authentication] in [Remote UI Authentication]

* If you do not intend to use two-factor authentication and you want to prevent this message from appearing, disable the notification for when an Internet security issue is detected.
Configuring Security Notification (P. 1054)

Could not delete application logs because an error occurred.

The log could not be deleted because an unknown error occurred.
Press [Back] to return to the previous screen.

Could not download application logs because an error occurred.

The log could not be downloaded because an unknown error occurred.
Press [Back] to return to the previous screen.

Could not delete authentication information because an error occurred.

The authentication information could not be deleted because an unknown error occurred.
Contact your dealer or service representative.

Could not set authentication information because an error occurred.

The authentication information could not be set because an unknown error occurred.
Contact your dealer or service representative.

An error occurred. Contact the system manager.

The selected user has already been deleted, or an unexpected error has occurred.
Log in again, or log in with Administrator privileges and edit the user information.
If you cannot log in, contact the administrator.

No response.

Sending could not be performed because a server error or a TCP/IP error occurred.

Check the Network Connection Status and Settings.
If the machine is not connected to a network, reconfigure the network settings.
Checking the Network Status and Settings (P. 170)
Setting Up the Network (P. 124)

Is There an Error on the Server?
Check that the server is operating properly.

Reconsider your usage environment for recommended security set.

The usage environment was checked in the Recommended Security Settings for Usage Environment, or the recommendation result changed due to a change in the connection environment.

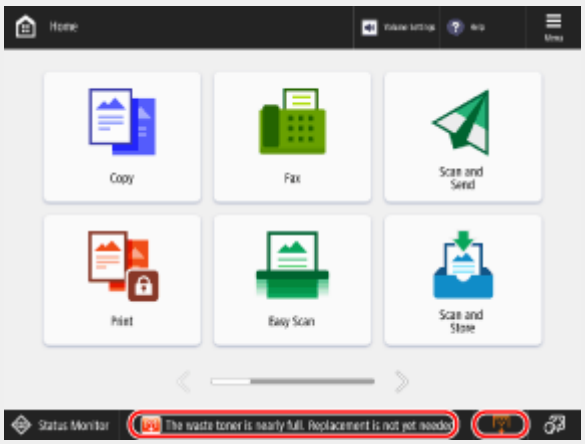
It Is Recommended That You Check the Recommended Usage Environment and Change to That Security Setting, As Needed.

* If you do not intend to change the security settings and you want to prevent this message from appearing, disable the notification for when the recommended usage environment is updated.
Configuring Security Notification (P. 1054)

The waste toner is nearly full. Replacement is not yet needed.

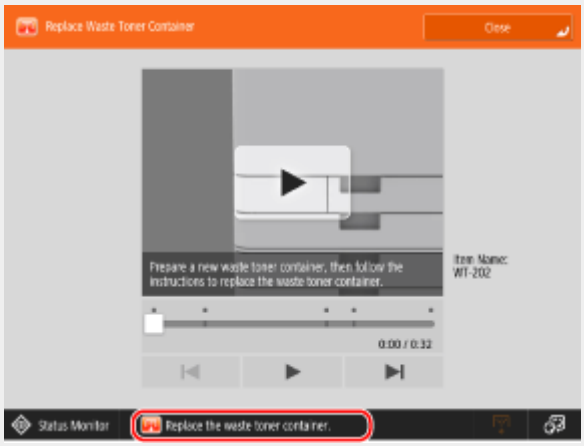
The waste toner container is nearly full.

Prepare a New Waste Toner Container, and Replace the Old One, as Needed.
Prepare a new waste toner container for replacement at any time. When replacing the waste toner container at this time, press the icon displayed at the bottom right of the screen, and follow the video for how to replace it. **Replacing the Waste Toner Container (P. 1603)**



Replace the waste toner container.

Printing could not be performed because the waste toner container is full.
Follow the instructions on the screen to replace the waste toner container. **Replacing the Waste Toner Container (P. 1603)**



Cannot recall the settings because the function for the button does not exist.

A Personal or Shared button with a function not supported by the machine was operated.

Register the Personal or Shared Button to the Machine Again.

If you cannot use a Personal or Shared button imported from another Canon multifunction machine, register the button to this machine again. **Adding Buttons to the [Home] Screen (Personal and Shared Buttons) (P. 208)**

Cannot recall the settings because the function for the button is disabled. Enable the function, then try again.

The operation could not be performed by pressing a button because the function to use is stopped. Enable the stopped function, and press the button again.

Synchronize Custom Settings: Some settings are restricted.

The server machine was turned OFF or is not working properly during synchronization of personalized data.

* A synchronization data error may have prevented the settings from being executed correctly during message display.

Is the Server Machine Started?

Start the server machine if it has not been started.

Is the Server Machine Ready for Connection?

If the Ethernet cable is connected properly, check the network connection status and settings of the server machine.

Synchronize Custom Settings: An error occurred.

An error occurred in the synchronization start process.

Check the Settings and Synchronization Status of the Client Machine.

- Check that the address of the server machine to be connected to is correct.
- Check that synchronization is started, and start it if it is stopped. **Starting and Stopping Synchronization (Client Machine) (P. 948)**

Restart the Machine.

Restarting the Machine (P. 181)

If the problem persists even after restarting, send a ping command to the IP address to be set as the connection destination to see if there is an error.

Synchronize Custom Settings: Enabling synchronization...

The process for starting synchronization of the custom settings is being executed.
Wait a moment until the process is complete.

Synchronize Custom Settings: Log in again for synchronization.

Synchronization data is inconsistent between the server and client machines used to synchronize the custom settings.
Log out and log in again.

Synchronize Custom Settings: Cannot find the server.

The server machine used to synchronize the custom settings could not be found with automatic discovery.

Is the Server Machine Started?

Start the server machine if it has not been started.

Is the Network Cable Disconnected from the Server Machine?

If the network cable does not have a problem, check the network settings.

Check the Settings and Synchronization Status of the Client Machine.

- Check whether the server machine meets the conditions for automatic discovery. If automatic discovery cannot be used, set the address of the server machine to be connected to and search depth (router). **Starting and Stopping Synchronization (Client Machine) (P. 948)**
- Check that synchronization is started, and start it if it is stopped. **Starting and Stopping Synchronization (Client Machine) (P. 948)**

Restart the Machine.

Restarting the Machine (P. 181)

Synchronize Custom Settings: Server authentication error.

Cannot perform authentication on the server machine.

Did You Set the Correct Authentication User Account on the Client Machine?

Set a user with Administrator privileges on the server machine. **Starting Synchronization on a Client Machine (P. 948)**

Did Synchronization of the Custom Settings Stop?

[Synchronize Custom Settings (Client)] (P. 1421)

Restart the Machine.

Restarting the Machine (P. 181)

Synchronize Custom Settings: Cannot identify the server.

Multiple server machines used to synchronize the custom settings were found with automatic discovery.

To Enable Identification of the Server Machine, Set the Information of the Server Machine to Be Connected to on the Client Machine or Stop Any Unnecessary Server Machines.

On the client machine, set the address of the server machine to be connected to and search depth (router). **Starting and Stopping Synchronization (Client Machine) (P. 948)**

Stop Unnecessary Server Machines.

Make sure that only one server machine is running on the same network.

Check the covers.

The cover of the optional equipment is open.
Close the cover of the optional equipment.

Color printing is currently unavailable.

Color printing is restricted and cannot be used.
You can use black and white printing, so change the copy or print settings, as needed.

An error occurred when auto exporting the audit log.

Could not export the audit log. An error occurred on the server, the machine is unable to connect to the server, or the auto export settings are not correct.

Is There an Error on the Server?
Check that the server is operating properly.

Check the Network Connection Status and Settings.
If the machine is not connected to a network, reconfigure the network settings.
Checking the Network Status and Settings (P. 170)
Setting Up the Network (P. 124)

Is Auto Export Set Correctly?
Exporting the Logs Automatically (P. 1068)

Failed to generate Device Signature Key. Set the e-mail address in Communication Settings.

The e-mail address of the machine was not set when using a device signature.

Set the E-mail Address of the Machine Before Generating a Device Signature Key.
Configuring Information of the E-mail Server (P. 454)
Generating and Registering a Device Signature Key and Certificate (P. 1032)

The function may be stopped. Buttons could not be imported.

The imported buttons included buttons with unsupported functions.
Check the machine to make sure all necessary buttons have been imported.

Routing registration failed. Check Static Routing Settings.

The static routing settings contain an entry that failed to be registered to the routing table.

Check That the Static Routing IP Address and Gateway Address Are Set Correctly.
Configuring Static Routing (P. 165)

Remove the original from the platen glass.

An original was left on the platen glass.
Remove the original from the platen glass, and place a new original on the platen glass.

Original scanning area (feeder) is dirty.

The document feed scanning area is dirty with dust or other debris.

Clean the Document Feed Scanning Area.
Cleaning the Feeder (P. 1586)

Original scanning area (thin glass strip) is dirty.

The thin glass strip of the document feed scanning area is dirty with dust or other debris.

Clean the Document Feed Scanning Area.
Cleaning the Feeder (P. 1586)

Return the originals to their correct order, then press the [Start] key.

Scanning was canceled because the feeder encountered an unknown problem.

Reset All Originals, and Press [Start].
Placing Originals in the Feeder (P. 231)

* If this message appeared after clearing a paper jam of the original and the machine accidentally recognized the original as a stapled original, press [Set Sensor of Diagonally Fed Originals to Off Temporarily], and then press [Start].

Return the originals to their correct order, then press the [Start] key. (The data size of the scanned original exceeds the limit. Settings will be automatically corrected and the originals will be scanned again.)

Scanning was canceled because the data size of the scanned original exceeds the limit of the machine.

Reset All Originals, and Press [Start].
Placing Originals in the Feeder (P. 231)

* If the message continues to appear, you may be able to perform scanning by adjusting the sharpness to a lower level and setting the original type to [Text].

The device is currently being used by another user. Wait a while, and then try to perform the operation again.

Another user is using the machine.
Wait a moment, and try operating again.

The number of search results exceeds the limit. Change search conditions, then try again.

The number of destinations that meet the search conditions exceeds the search limit.

Change the Search Conditions, and Search Again.
Specifying Destinations (LDAP Server) (P. 358)

Increase the Maximum Number of Destinations to Search.
Registering LDAP Servers (P. 159)

The search condition includes characters that cannot be used with the selected server.

The search conditions contain characters or a combination of characters that cannot be used.

Do the Search Conditions Contain a Backslash ("\")?
Remove the backslash, and search again.

Do the Search Conditions Contain a Correct Combination of Parentheses and Correctly Positioned Asterisk?
Check the following, and search again:

- Is there an equal number of opening and closing parentheses ("(" and ")")?
- Is the asterisk ("*") correctly positioned in between parentheses ("( )")?

Do the Search Conditions Contain non-ASCII Code Characters?
When [LDAP Server Version and Character Code] is set to [ver.2 (JIS)], you can only use ASCII code (0x20 to 0x7E) characters. Remove the prohibited characters, and search again.

An error occurred when verifying.

The certificate is incorrect.

Register the Correct Certificate, and Configure the Settings Again.
Registering a Key and Certificate or CA Certificate Obtained from an Issuing Authority (P. 995)
Using TLS (P. 970)

This CRL is invalid.

The certification revocation list (CRL) may be corrupted, or you may be using a signature algorithm that is not supported by the machine.

Register a Correct Certification Revocation List (CRL).
Registering a CRL to Verify a Certificate (P. 998)

This CRL has expired.

The valid from date of the certification revocation list (CRL) may be set to a date in the future.

Check the Valid From Date of the Certificate Revocation List (CRL) Registered to the Machine.
If the valid from date is set to a date in the future, use the certificate revocation list (CRL) after the valid from date. **Registering a CRL to Verify a Certificate (P. 998)**

Check That the Date and Time Are Set Correctly on the Machine
Setting the Date and Time (P. 1078)

This application does not support the security policy function.

The MEAP application you tried to start may not operate according to the security policy of the machine. Check the security functions of the application to determine whether to use the application.

Cannot register because the algorithm of this key is not supported.

You tried to register a key and certificate file of an unsupported encryption algorithm.

Register a Key and Certificate File of a Supported Encryption Algorithm.
Keys and Certificates (P. 97)
Registering a Key and Certificate or CA Certificate Obtained from an Issuing Authority (P. 995)

Cannot set as the default key because this key is corrupted or invalid.

The key registered to the machine is corrupted and cannot be set.

Register the Key Again.
Registering a Key and Certificate or CA Certificate Obtained from an Issuing Authority (P. 995)

This certificate has been revoked.

The certificate is included in the certificate revocation list (CRL).

Register a New Certificate.
Registering a Key and Certificate or CA Certificate Obtained from an Issuing Authority (P. 995)

This certificate is invalid.

The certificate is incorrect.

Register the Correct Certificate, and Configure the Settings Again.
Registering a Key and Certificate or CA Certificate Obtained from an Issuing Authority (P. 995)
Using TLS (P. 970)

This certificate has expired.

The certificate may have expired.

Check the Period of Validity of the Certificate Registered to the Machine.
If the certificate has expired, register a valid certificate. **Registering a Key and Certificate or CA Certificate Obtained from an Issuing Authority (P. 995)**

Check That the Date and Time Are Set Correctly on the Machine
Setting the Date and Time (P. 1078)

Cannot print this job.

The job was canceled because the maximum number of sheets that can be stapled has been reached.

Check the Number of Sheets That Can Be Stapled, and Try Again.
Supported Options (P. 4)

* You can change the processing method when the maximum number of sheets that can be stapled is reached.
[Action When Too Many Sheets to Staple] (P. 1296)

The specified application cannot be installed on this device.

You tried to install an application that is not an extension system application.
Specify the application to install again.

This function is currently unavailable. You can use other functions from [Home].

You selected a function that is restricted in Limited Functions Mode.
Select a usable function. **Using the Machine with Limited Functions After an Error Occurs (P. 1780)**

No response from the server. Check the settings.

The specified server may not be set correctly, the power may be off, or there may be insufficient resources.
Wait a moment, and specify the server again. If the server is still unresponsive, select another server.

Cannot start searching because the server version settings are incorrect. Check the settings.

The LDAP version settings on the LDAP server and the machine do not match.

Check the Combination of the LDAP Server Version and Character Code.
Check the LDAP server, and set the LDAP version. **Registering LDAP Servers (P. 159)**

Check the server.

Failed to communicate with the WebDAV server, or the WebDAV server has insufficient disk space.

Check the WebDAV Server and Proxy Server Settings.

- Configure the settings correctly so as to access the WebDAV server via a proxy.
- Configure the settings to allow access to the sending destination.
- The proxy server may have failed to communicate with the upstream server. Check that the settings are configured to enable communication.

Disable Divided Chunk Send.
[Use Divided Chunk Send for WebDAV TX] (P. 1333)

Check the Disk Space of the WebDAV Server.
Ensure that there is sufficient disk space on the WebDAV server for requests from the machine.

The appropriate paper size, XX, is not available.

Paper of the optimal size is not loaded, or paper of a paper type that cannot be selected with paper source auto selection is loaded.

* The paper size is displayed in XX of the message.

Load Paper of the Displayed Size.
Loading Paper (P. 244)

Specify the Paper Source Manually.
Specify the paper source loaded with the paper of the displayed size.

Configure the Settings to Automatically Select the Paper Source Loaded with Paper of the Optimal Size.
[Paper Source Auto Selection] (P. 1291)

* If the [Consider Paper Type] checkbox is cleared when copying, the paper source is selected based only on the paper size even if the paper type is different. **Using the Appropriate Paper Source for Each Function (P. 301)**

Sub line was disconnected due to a subnet mask conflict.

There is a network address conflict of the main line and sub line.

Check the IP Address and Subnet Mask Settings on the Main Line and Sub Line.
Setting the IPv4 Address (P. 144)
Setting the IPv4 Address of the Sub Line (P. 146)

An unsupported wired LAN adapter has been connected.

The USB-LAN adapter is not connected, or the USB-LAN adapter which is not available for the machine is connected.

Check the Connection of the USB-LAN Adapter.
Connecting to a Wired LAN (P. 133)

The USB-LAN Adapter Which Is Available for the Machine.
For details about the USB-LAN adapter which is available for the machine, contact your dealer or service representative.

There are too many subdirectories.

The hierarchy is too deep, exceeding the number of characters that can be set.
Specify another destination.

Remove all the output paper.

The output tray is full.
Remove all output paper from the output tray.

Cannot install this application because an applet included in the specified application has exceeded the area that can be displayed in the device panel.

The application cannot be installed because the applet display has exceeded the area that can be displayed on the screen of the machine.
Install an application with an applet that fits into the display area of the machine.

The following information is missing in file for the specified application. Check the file. <Missing information>

The application cannot be installed because the file does not contain the information required for the application.
If you still have problems after checking the file contents, contact the application developer or support department for the application about the missing information displayed on the screen.

The specified application does not support this device.

The specified application cannot be installed on the machine.
Some applications can only be installed on certain models. Install applications supported by the machine.

The contents of the specified file are incorrect or information is missing. Check the file.

The specified file is not a license file, or there is insufficient file information.
Specify a correct license file.

Cannot find the specified application. It may have been uninstalled by another user.

The specified application is not installed on the machine.
Press [Back] to return to the previous screen.

The contents of the specified file may be incorrect.

You tried to register a button by specifying a different file at import.
Specify the correct file, and import again.

The specified license does not match this device. Specify an installable license.

The specified license file cannot be installed on the machine.
Specify a license file supported by the machine.

The default key is not set. Check TLS Settings.

The key and certificate (TLS server certificate) are not registered.

Set the Key and Certificate to Use for TLS Encrypted Communication.
Using TLS (P. 970)

The default key is not set. Check the Key and Certificate List settings in Certificate Settings.

The key and certificate (TLS server certificate) are not registered.

Register the Key and Certificate to Use for TLS Encrypted Communication.
Managing and Verifying a Key and Certificate (P. 982)

The combination of the allowed version and selected algorithm is inappropriate. Enter settings again.

The combination of the TLS version and algorithm cannot be set.

Check the Combination of the TLS Version and Algorithm, and Set It Again.
Using TLS (P. 970)

A wired LAN adapter that cannot be used has been connected.

A USB-LAN adapter that cannot be used on the machine has been connected.
Contact your dealer or service representative about usable USB-LAN adapters.

Could not verify the certificate.

Could not verify the CA certificate of the certificate authority.

Register a CA Certificate Issued by a Certificate Authority.
Registering a Key and Certificate or CA Certificate Obtained from an Issuing Authority (P. 995)

The recommended usage environment info has been updated.

The usage environment was checked in the Recommended Security Settings for Usage Environment, or the recommendation result changed due to a change in the connection environment.

It Is Recommended That You Check the Recommended Usage Environment and Change to That Security Setting, As Needed.

* If you do not intend to change the security settings and you want to prevent this message from appearing, disable the notification for when the recommended usage environment is updated.
Configuring Security Notification (P. 1054)

The internal storage needs to be replaced. (Call service rep.)

The storage has malfunctioned, or no storage is installed.
Contact your dealer or service representative.

Could not perform the job because the scanned originals were all blank pages.

The scanned original was determined to contain blank pages only.

If the Original Contains Pages That Are Not Blank, Check the Skip Blank Pages Setting.
Preventing Copying of Blank Pages (Skip Blank Pages) (P. 688)

Remove the paper from the booklet tray.

Paper remains in the booklet tray.

Remove the Paper Remaining in the Booklet Tray.
Printing starts automatically.

Cannot connect.

Proxy authentication failed.

Check That the Proxy Is Set Correctly.
Using a Proxy (P. 966)

Cannot edit/delete the paper because it is being used for other settings in Settings/Registration.

You tried to use [Paper Type Management Settings] to edit or delete paper registered with another setting.

If the Paper Was Registered as "Favorite Paper," Cancel the Registration.

Registering Frequently Used Paper Settings for the Multi-purpose Tray (P. 294)

If the Paper Is Set as the Paper to Be Adjusted or Corrected, Set Another Paper as the Paper to Be Adjusted or Corrected.

Calibrating the Gradation (P. 1642)
Calibrating the Color Tone (For C7100 Series and C5100 Series) (P. 1647)

Check Computer Name in Settings/Registration.

A computer or another machine with the same name exists in the WINS database or workgroup to which this machine belongs.

Set [Computer Name/Workgroup Name Settings] So That It Does Not Have the Same Name of Another Computer or Machine.

[Computer Name/Workgroup Name Settings] (P. 1229)

A toner cartridge of the wrong color may have been inserted. If this toner cartridge is used, a malfunction may occur. Check the inserted toner cartridge.

The color of the inserted toner may be incorrect.

Check the Status of the Displayed Toner Cartridge.



- To replace the toner cartridge, press [Cancel].
- To continue to use it as is, press [I Agree]. However, the warranty does not cover problems such as a machine malfunction or some functions not operating properly.
- For troubleshooting problems, contact your dealer or service representative from whom you purchased the toner cartridge.

Cannot change the settings because the selected key is being used.

The key and certificate you tried to delete are being used in TLS encrypted communications or [Restrict Receiving for Each Function] for device information distribution.

Check the Functions Using TLS Encrypted Communication.

If a function is using the key and certificate you tried to delete, disable the TLS encrypted communication setting. **Using TLS (P. 970)**

Set All Settings in [Restrict Receiving for Each Function] for Device Information Distribution to [On].

Setting the Device Information to Be Received (Client Machine) (P. 1125)

Cannot find the selected server. Check the settings.

Could not identify the IP address, or the LDAP server authentication information is set to [Use (Security Auth.)], preventing identification of the host name.

Check That the DNS Settings on the Machine and the Settings on the DNS Server Are Correct.
Configuring DNS (P. 152)

Cannot connect to the selected server. Check the settings.

Could not connect to the LDAP server.

Check the Settings and Operation Status of the LDAP Server.

- Check that the server address and port number of the LDAP server are set correctly. **Registering LDAP Servers (P. 159)**
- When [Authentication Information] for the LDAP server is set to [Use (Security Auth.)], check to see if the UDP packet is being blocked by a filter. **Registering LDAP Servers (P. 159)**
- Check that the LDAP server is operating normally.

Check That the Gateway Address of the TCP/IP Settings Is Set Correctly.
Setting the IPv4 Address (P. 144)

The setting item specified from Settings Menu cannot currently be used. Contact the system manager.

The selected setting item cannot be changed or is not supported.
Contact the system manager.

The selected button may be unavailable. Contact the system manager.

The selected user does not exist, or the administrator privileges are disabled.

- Select another user with administrator privileges.
- Log in as an administrator, and register the button again.

Could not send.

Sending could not be performed because there is a problem with the data being sent or the server.

Is There an Error on the WebDAV Server or Proxy Server?
If there is an error, check the WebDAV server settings or the proxy server settings.

Check That You Can Access the Specified File or Folder, and Check the Path to the Folder.

- Check that the WebDAV server is set correctly to enable external access to the specified file or folder.
- Check that the destination is set correctly and whether the server (host name) or folder path is too long.

Shared Folder, File Server, and Advanced Space Destination Settings (P. 346)
Accessing Advanced Space from a Computer (Windows Only) (P. 784)

Wait a Moment, and Try Sending Again.
The WebDAV server may be busy.

Disable Divided Chunk Send.
[Use Divided Chunk Send for WebDAV TX] (P. 1333)

Reduce the Size of the Data Being Sent, and Try Sending Again.
Scan Settings (P. 506)

Session timed out. Wait a moment, then try to access the database again.

The session timed out because a fixed period of time has elapsed.

Wait a Moment, and Try to Access the Database Again.
If the session continues to time out, restart the machine. **Restarting the Machine (P. 181)**

Cannot complete searching due to timeout. Check the settings.

Could not complete the search within the specified time.

Set a Longer Search Timeout Time.
Registering LDAP Servers (P. 159)

Could not execute because the file contains unsupported data.

Cannot generate pages because the description is incorrect.
Try printing the data in a format supported by the machine.

Direct Connection: Ended due to an error.

Failed to connect to the mobile device, or there has been no data transfer to or from the connected mobile device for a fixed period of time.

Reconnect the Mobile Device.
Connecting a Mobile Device Directly to the Machine (Direct Connection) (P. 835)

Direct Connection: Ended because no other device could be found.

No connectable mobile device could be found.

Check That Wi-Fi Is Enabled on the Mobile Device.

- Enable Wi-Fi on the mobile device if disabled.
- Move the mobile device closer to the machine, and try connecting again.
- If you cannot connect properly to the machine, contact your dealer or service representative.

* Depending on the mobile device, it may not operate properly.

Cannot log in because multi-factor authentication is enabled. Contact the system manager.

The Microsoft Entra ID server information is not set correctly.

Check the Microsoft Entra ID Server Information and Change the Settings, As Needed.
Registering Authentication Server Information (P. 879)

Adjusting gradation... Wait a moment. (For C7100 Series and C5100 Series)

The machine is automatically adjusting the gradation.
When the adjustment is completed, printing resumes automatically.

Could not access the database. Restart the device.

Failed to access the user database due to corruption of the user database or another factor.

Restart the Machine.
Restarting the Machine (P. 181)

Digital Sig. Cert. Access Error

Unable to access the certificate when sending the user signature or device signature.

Check the Contents of the User Certificate or Device Certificate Registered to the Machine.
Registering a User Signature Key and Certificate (P. 1033)
Generating and Registering a Device Signature Key and Certificate (P. 1032)

Certificate Expiration Date Error

The certificate has expired.

Check the Period of Validity of the Certificate Registered to the Machine.
If the certificate has expired, register a valid certificate. **Registering a Key and Certificate or CA Certificate Obtained from an Issuing Authority (P. 995)**

Check That the Date and Time Are Set Correctly on the Machine
Setting the Date and Time (P. 1078)

Cannot log in because multiple users are registered under the same user name. Contact the system manager.

Could not identify the user name because case sensitivity is not enabled.

Enable Case Sensitivity for the User Name.
[Match Case for User Name] (P. 1411)

Register the User Using Another User Name.
Registering User Information to a Local Device (P. 859)

Cannot register any new buttons because the number of registered buttons has reached the limit. Buttons already registered can be overwritten.

Additional buttons cannot be registered because the maximum number of registered buttons has been reached.

Overwrite a Registered Button, or Delete Unnecessary Buttons.
Customizing the [Home] Screen (P. 206)

Cannot import because the number of buttons for registration has exceeded the upper limit.

Additional buttons cannot be registered because the maximum number of registered Personal or Shared buttons has been reached during import.

Delete Unnecessary Personal or Shared Buttons, and Try Importing Again.
Customizing the [Home] Screen (P. 206)

Could not register because the number of registered users has reached the limit.

Additional users cannot be registered because the maximum number of users has been reached.

Delete Unnecessary Users.
[Register/Edit Authentication User] (P. 1409)

Could not retrieve the device information details. Do you want to register the device as a destination?

Unable to communicate properly with the client machine for an unknown reason when registering the client machine for distributing device information.

* If you press [Yes] in this message, the client machine is registered with [Distributable Settings] in [Details] left blank, but the device information cannot be distributed.

Is the Client Machine Ready for Connection?
If the Ethernet cable is connected properly, check the network connection status and settings of the client machine.

Check the Settings of the Client Machine and Network Again, and Try Connecting Again.

On the Client Machine, Set the Key and Certificate to Use for TLS Encrypted Communication.

On the Client Machine, Set Any of the Settings in [Restrict Receiving for Each Function] for Device Information Distribution to [Off].
Setting the Device Information to Be Received (Client Machine) (P. 1125)

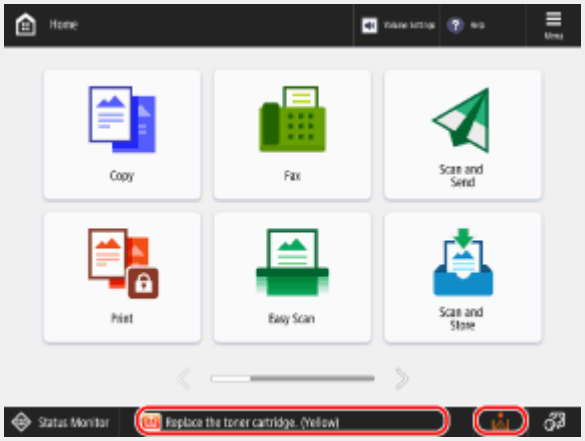
On the Client Machine, Configure the Settings to Use HTTP.

Replace the toner cartridge. (XXXX)

The toner has run out.

* The toner color is displayed in (XXXX) of the message.

Replace with a New Toner Cartridge.
Press the icon displayed at the bottom right of the screen, and replace the toner cartridges while following the instructions on the screen. **Replacing the Toner Cartridges (P. 1600)**



* If the black toner runs out, you do not have to press the icon at the bottom right of the screen. The screen for replacing the toner cartridge is displayed automatically.

Cannot recognize the toner cartridge. Pull out the toner cartridge, then insert it again or information about remaining toner won't be detected properly.

The toner cartridge is not inserted correctly, the toner cartridge has malfunctioned, or toner with an incorrect item name may have been inserted.

Check the Status of the Displayed Toner Cartridge.



- Reinstall the toner cartridge.
- To continue to use it as is, press [Close] or [I Agree]. However, the warranty does not cover problems such as a machine malfunction or some functions not operating properly.
- To replace the toner cartridge, press [Cancel].
- For troubleshooting problems, contact your dealer or service representative from whom you purchased the toner cartridge.

XXXX toner is low. Replacement is not yet needed.

The toner cartridge is almost empty.

* The toner color is displayed in (XXXX) of the message.

Prepare a New Toner Cartridge for Replacement at Any Time.
You do not need to replace the toner cartridge at this time.

Cleaning the drum... Wait a moment. (For C7100 Series and C5100 Series)

The drum inside the machine is being cleaned.
When cleaning is completed, printing resumes automatically.

Load staples into the saddle stitch unit.

There are no staples in the staple case of the finisher saddle stitch unit.

Load Staples (Replace the Staple Case).
Adding Staples (Option) (P. 1606)

The entered PIN is incorrect.

An incorrect PIN was entered.

Enter the PIN Again.
If you lost your PIN, contact the administrator.

The authentication server is not running. Contact the system manager.

Failed to communicate with the authentication server for an unknown reason.

Is an Ethernet Cable Disconnected from the Machine?
Connecting to a Wired LAN (P. 133)

Is the Active Directory Server Started?

Start the Active Directory server if it has not been started.

Is the Key Distribution Center (KDC) Service of Active Directory Stopped?
Check the status of the service using the following procedure:
1. Start the service in the Windows management tool of Active Directory.
2. Check the status of the Active Directory domain service, and start the service if it has not been started.

Check Whether a Firewall Is Blocking Communication with the Active Directory Server.
Unblock the Kerberos service port (default setting: 88) of Active Directory if blocked.

* If Active Directory is specified as the login destination, communication is normally performed with the UDP protocol using port 88, but the communication data may be processed with the TCP protocol if it exceeds a certain size.

Cannot find the authentication server. Contact the system manager.

Failed to communicate with the authentication server for an unknown reason.

Is an Ethernet Cable Disconnected from the Machine?
Connecting to a Wired LAN (P. 133)

Is the DNS Server Set Correctly?
Check the DNS Server Settings on the Machine and Set Them Again. When using a secondary DNS server, also check the settings of that server. **Configuring DNS (P. 152)**

Is the Specified DNS Server Started?
Start the DNS server if it has not been started.

Is the Service of the Specified DNS Server Stopped?
Check the status of the DNS server using the following procedure:
1. Start the service in the Windows management tool of the DNS server.
2. Check the status of the DNS server, and start the service if it has not been started.

Check Whether a Host Record Exists in the DNS Server.
Check whether the DNS server has a host record and whether the forwarder settings are correct.

No password is set on the authentication server side. Contact the system manager.

An appropriate password was not set on the server when configuring or upgrading Active Directory.
Reset the password of the account, and configure the settings again.

Cannot log in because anonymous access to the authentication server is not allowed. Contact the system manager.

Anonymous access is not allowed on the LDAP server.

Set the Authentication Information for Accessing the LDAP Server.
On the information input screen of the LDAP server, select the [Use authentication information] checkbox, and then set the user name and password according to the information registered in the LDAP server. **Registering Authentication Server Information (P. 879)**

The account information necessary to log in to the authentication server is invalid. Contact the system manager.

Could not log in as an administrator.

Are the User Name and Password Correct?

Correctly set the account information with administrator privileges.

Check That the Attributes Are Set Correctly.
If the attributes are set correctly, check that the values of the attributes registered on the server are correct. **Registering Authentication Server Information (P. 879)**

A competing IP address was found on the network.

The same IPv4 address set for the machine exists on the same network as the machine.

Change the IP Address of the Machine So That It Does Not Conflict with the IP Address of Another Device.
Setting the IPv4 Address (P. 144)

An IP address conflict was detected on the network (Main Line).

The same IPv4 address set for the main line of the machine exists on the same network as the machine.

Change the IP Address of the Main Line of the Machine So That It Does Not Conflict with the IP Address of Another Device.
Setting the IPv4 Address (P. 144)

An IP address conflict was detected on the network (Sub Line).

The same IPv4 address set for the sub line of the machine exists on the same network as the machine.

Change the IP Address of the Sub Line of the Machine So That It Does Not Conflict with the IP Address of Another Device.
Setting the IPv4 Address of the Sub Line (P. 146)

Could not perform the operation because a network error occurred.

Could not save the scanned data or computer file to Advanced Space of the connection destination.

Check Whether the Advanced Space Settings on the Store Location Are Configured to Prohibit Folder Creation and File Saving.
[Prohibit Writing from External] (P. 1382)

Did You Try to Save a File Directly Under a Shared Space or Personal Space?
Files cannot be saved directly under a Shared Space (share) or Personal Space (users) in Advanced Space. Save the file to a subfolder.

Is the Store Location Full Path (Folder Name Indicating the File Name and Save Destination) Too Long?
Shorten the folder name or file name or change the store location so that the number of characters of the path does not exceed 256 characters including "/share" or "/users".

Delete Any Unnecessary Files from the Store Location, or Change the Store Location.
The number of files and folders that can be saved may have exceeded the upper limit, or the storage capacity may be insufficient.
* For the number of files that can be saved to Advanced Space, see the following:
Advanced Space (P. 90)

Check the network connection.

An Ethernet cable is not connected correctly to the machine.

Is an Ethernet Cable Disconnected from the Machine?
Connecting to a Wired LAN (P. 133)

If you reconnected the Ethernet cable, restart the machine. **Restarting the Machine (P. 181)**

To Use the Machine Without Connecting to the Network, Set [Confirm Network Connection Setting Changes] to [Off].
[Confirm Network Connection Setting Changes] (P. 1219)

Check the network connection. (Main Line)

The Ethernet cable of the main line is not connected correctly to the machine.

Is an Ethernet Cable Disconnected from the Machine?
Connecting to a Wired LAN (P. 133)

If you reconnected the Ethernet cable, restart the machine. **Restarting the Machine (P. 181)**

To Use the Machine Without Connecting to the Network, Set [Confirm Network Connection Setting Changes] to [Off].
[Confirm Network Connection Setting Changes] (P. 1219)

Check the network connection. (Sub Line)

The Ethernet cable of the sub line is not connected correctly to the machine.

Is an Ethernet Cable Disconnected from the Machine?
Connecting to a Wired LAN (P. 133)

If you reconnected the Ethernet cable, restart the machine. **Restarting the Machine (P. 181)**

To Use the Machine Without Connecting to the Network, Set [Confirm Network Connection Setting Changes] to [Off].
[Confirm Network Connection Setting Changes] (P. 1219)

A period longer than the password validity is set. Enter the settings again.

The password change prohibition period setting is longer than the password validity period.

Set a Password Change Prohibition Period That Is Shorter Than the Password Validity Period.
[Settings for Password Change Prohibition Period] (P. 1413)

Eco (Staple-Free) is currently unavailable.

The Staple-Free unit has malfunctioned.
Contact your dealer or service representative.

The job was canceled because features that cannot be used at the same time as Eco (Staple-Free) are set. Change the settings, then try again. Changing the staple position or paper type may allow Eco (Staple-Free) to be used.

The staple position is restricted depending on the paper type.
Set the staple position to [Top Left] or [Bottom Right], or change the paper type.

Scanning was canceled because the originals were not correctly fed.

A paper jam occurred in the feeder because multiple originals were fed together or an original with an unusable type was fed.

Remove the Originals from the Feeder, and Place Them Again.

- Remove the jammed originals. **Paper Jams in the Feeder (P. 1855)**

- Check that the originals are appropriate, and place them again. **Placing Originals (P. 229)**

Remove the jammed originals from the feeder and any originals left in the feeder tray, then place them back in the feeder tray and press the [Start] key.

Scanning was canceled because the originals are jammed in the feeder.

Reset the Originals, and Press [Start].
Placing Originals in the Feeder (P. 231)

* If this message appeared after clearing a paper jam of the original and the machine accidentally recognized the original as a stapled original, press [Set Sensor of Diagonally Fed Originals to Off Temporarily], and then press [Start].

Remove the original from the feeder.

You are using a function that cannot be used to scan with the feeder.
Place the original from the feeder onto the platen glass.

The alignment function of the finisher needs to be checked. Contact your service representative. Printing is still possible. (For C7100 Series and C5100 Series)

The paper alignment function of the finisher has malfunctioned.

Restart the Machine.
Restarting the Machine (P. 181)

If the message still appears after restarting the machine, make a note of the message and contact your dealer or service representative.

Output the Paper to a Tray with a Working Paper Alignment Function.
[Output Tray Settings] (P. 1294)

The finisher output trays cannot move up or down.

The output tray of the finisher is not working.

Is There an Obstruction Preventing the Output Tray from Operating?
Remove any obstructions.

Restart the Machine.
Restarting the Machine (P. 181)

If the message still appears after restarting the machine, make a note of the message and contact your dealer or service representative.

The front cover of the finisher is open.

The front cover of the finisher is open.
Check whether the front cover of the staple finisher or booklet finisher is closed.

Cannot register any more forms. (For C7100 Series and C5100 Series)

The maximum number of registered form images for Superimpose Image has been reached.
Delete unnecessary form images.

Cannot send because multiple destinations were specified.

Sequential broadcast is restricted.

Set [Restrict Sequential Broadcast When Fax Dest. Included] to [Off].
[Restrict Sequential Broadcast When Fax Dest. Included] (P. 1355)

Performing multiple jobs...

Multiple jobs such as print and send jobs are being executed at the same time as the scan operation.
Wait a moment until the scan operation resumes.

Cannot log in because an authentication error occurred in Department ID Management. Contact the system manager.

When using User Authentication, Department ID Management is enabled but Department IDs have not been assigned to users.

Assign Department IDs to Users.
Assigning a Department ID to a User (P. 906)

If no administrator can log in, contact your dealer or service representative.

PDL Invalid DLG Input

The printer function of the machine is not working properly due to an error.

Restart the Machine.
Restarting the Machine (P. 181)

If the message still appears after restarting the machine, make a note of the message and contact your dealer or service representative.

PDL DLG Rendering Error

The printer function of the machine is not working properly due to an error.

Restart the Machine.
Restarting the Machine (P. 181)

If the message still appears after restarting the machine, make a note of the message and contact your dealer or service representative.

PDL DLG Unknown Error

The printer function of the machine is not working properly due to an error.

Restart the Machine.
Restarting the Machine (P. 181)

If the message still appears after restarting the machine, make a note of the message and contact your dealer or service representative.

PDL DLG Memory Full

The work memory was insufficient for the system to process data (in particular, graphic and text processing).

Press [Skip Error] to Continue Printing.
If you skip the error, the page with the data that caused the error may not printed correctly.

PDL DLG Mem. Alloc. Err

The printer function of the machine is not working properly due to an error.

Restart the Machine.
Restarting the Machine (P. 181)

If the message still appears after restarting the machine, make a note of the message and contact your dealer or service representative.

PDL GL Orig. Pt Unknown

The printer function of the machine is not working properly due to an error.

Restart the Machine.
Restarting the Machine (P. 181)

If the message still appears after restarting the machine, make a note of the message and contact your dealer or service representative.

PDL GL Coord.Result

The printer function of the machine is not working properly due to an error.

Restart the Machine.
Restarting the Machine (P. 181)

If the message still appears after restarting the machine, make a note of the message and contact your dealer or service representative.

PDL Invalid GL Input

The printer function of the machine is not working properly due to an error.

Restart the Machine.
Restarting the Machine (P. 181)

If the message still appears after restarting the machine, make a note of the message and contact your dealer or service representative.

PDL GL Range Check

The printer function of the machine is not working properly due to an error.

Restart the Machine.
Restarting the Machine (P. 181)

If the message still appears after restarting the machine, make a note of the message and contact your dealer or service representative.

PDL GL Memory Full

The work memory was insufficient for the system to process data (in particular, graphic and text processing).

Press [Skip Error] to Continue Printing.
If you skip the error, the page with the data that caused the error may not printed correctly.

PDL GL Mem. Alloc. Err

The printer function of the machine is not working properly due to an error.

Restart the Machine.
Restarting the Machine (P. 181)

If the message still appears after restarting the machine, make a note of the message and contact your dealer or service representative.

PDL IMG Refer. Data Err

The TIFF or JPEG data includes data that cannot be processed by the machine.

Cancel Printing, Initialize the Machine, and Try Printing Again.
Initializing the machine increases the available memory. However, this deletes all print data in the memory of the machine. **[Reset Printer] (P. 1512)**

PDL IMG Initial. Err

There is insufficient memory for printing TIFF or JPEG data.

Cancel Printing, Initialize the Machine, and Try Printing Again.
Initializing the machine increases the available memory. However, this deletes all print data in the memory of the machine. **[Reset Printer] (P. 1512)**

PDL IMG Process. Error

An unknown error occurred while processing TIFF or JPEG data.

Cancel Printing, Initialize the Machine, and Try Printing Again.
All print data in the memory of the machine is deleted. **[Reset Printer] (P. 1512)**

PDL IMG Invalid Data

The TIFF or JPEG data includes data that cannot be processed by the machine. In addition, data that cannot be processed by the machine may be sent because the machine has the same IP address as another device on the same network.

Change the IP Address of the Machine So That It Does Not Conflict with the IP Address of Another Device.
Setting the IPv4 Address (P. 144)
Setting IPv6 Addresses (P. 148)

Press [Skip Error] to Continue Printing.
If you skip the error, the data that caused the error is not printed.

PDL IMG Work Memory Full

There is insufficient memory for processing TIFF or JPEG data.

Cancel Printing, Initialize the Machine, and Try Printing Again.
Initializing the machine increases the available memory. However, this deletes all print data in the memory of the machine. **[Reset Printer] (P. 1512)**

Press [Skip Error] to Continue Printing.
If you skip the error, the data that caused the error is not printed.

PDL nn Rendering Error (where "nn" is the module name)

The printer function of the machine is not working properly due to an error.

Restart the Machine.
Restarting the Machine (P. 181)

If the message still appears after restarting the machine, make a note of the message and contact your dealer or service representative.

PDL PDF Error

PDF data that cannot be processed by the machine was sent.

- Optimize the PDF with Adobe Acrobat, and try printing again.
- Open the PDF file in an application, and try printing again using the printer driver.
- If the above solutions do not fix the problem, make a note of the message and contact your dealer or service representative.

PDL PDF Data Decode Err

The encrypted PDF file cannot be decrypted.

Is the Password for Printing Incorrect?
Enter the correct password, and try printing again.

Is Printing Not Allowed in the Security Settings of the PDF File?
If printing is not allowed, change the PDF file to allow printing in an application for editing PDF files.

When Printing a PDF File Linked with a Policy Server, Check That the Policy Server Can Be Accessed.

- Check that the policy server is turned on.
- Check that the network of the machine and policy server is operating properly.

PDL PDF Memory Full

There is insufficient memory to process the PDF data.

- Optimize the PDF with Adobe Acrobat, and try printing again.
- Divide the pages of the PDF data with Adobe Acrobat into multiple files, and try printing again.
- Open the PDF file in an application, and try printing again using the printer driver.

PDL RIP Process. Error

The printer function of the machine is not working properly due to an error.

Restart the Machine.
Restarting the Machine (P. 181)

If the message still appears after restarting the machine, make a note of the message and contact your dealer or service representative.

PDL XPS Error

An undefined error occurred.

Restart the Machine.
Restarting the Machine (P. 181)

If the message still appears after restarting the machine, make a note of the message and contact your dealer or service representative.

PDL XPS Initialize Error

An unknown error, such as not being able to retrieve memory during initialization, occurred.

Restart the Machine.
Restarting the Machine (P. 181)

If the message still appears after restarting the machine, make a note of the message and contact your dealer or service representative.

PDL XPS Rendering Error

An error occurred in the rendering system.

Restart the Machine.
Restarting the Machine (P. 181)

If the message still appears after restarting the machine, make a note of the message and contact your dealer or service representative.

PDL Image Comp. Error

The printer function of the machine is not working properly due to an error.

Restart the Machine.
Restarting the Machine (P. 181)

If the message still appears after restarting the machine, make a note of the message and contact your dealer or service representative.

PDL Rendering Timeout

The printer function of the machine is not working properly due to an error.

Restart the Machine.
Restarting the Machine (P. 181)

If the message still appears after restarting the machine, make a note of the message and contact your dealer or service representative.

PDL Data Transfer Error

The printer function of the machine is not working properly due to an error.

Restart the Machine.
Restarting the Machine (P. 181)

If the message still appears after restarting the machine, make a note of the message and contact your dealer or service representative.

PDL Reg. Access Error

The printer function of the machine is not working properly due to an error.

Restart the Machine.
Restarting the Machine (P. 181)

If the message still appears after restarting the machine, make a note of the message and contact your dealer or service representative.

Cannot connect to the proxy server. Contact the system manager.

The proxy server information is not set correctly.

Check the Proxy Server Information and Change the Settings, As Needed.
Using a Proxy (P. 966)

Cannot change the password during the password change prohibition period. The current password needs to be used for the following number of days after it has been set: @1

You tried to change the password during the password change prohibition period.

Change the Password Change Prohibition Period or Clear the Setting.
[Settings for Password Change Prohibition Period] (P. 1413)

Cannot recall the button settings because other operations are being performed.

The Personal or Shared button function cannot be called when another function is being executed.
Wait for the operation of the other function to finish before pressing the Personal or Shared button.

Register to Home will be canceled and you will be returned to the function screen because you do not have permission to register buttons. Log in as an administrator, then try again.

Registering Personal or Shared buttons is restricted in user authentication.

Log In as an Administrator, and Register the Button Again.
Shared buttons can be registered after logging in as an administrator.

Allow Registration of Personal and Shared Buttons.
To allow registration of buttons to a user, change the following settings:

- [Allow Home Screen Customization for Common Use]
- [Allow Registration/Editing of Personal Buttons]

Configuring the Operations and Screen Displays Allowed for Users (P. 1082)

Load staples into the stapler unit.

There are no staples in the staple case of the stapler unit in the finisher.

Load Staples (Replace the Staple Case).
Adding Staples (Option) (P. 1606)

The password does not meet the policy requirements. Change the password.

The entered password violates the password policy.

Enter a Password That Complies with the Password Policy.
If you do not know the password policy, contact the administrator.

Timer settings for this device and the authentication server may not be synchronized. Contact the system manager.

The date and time settings of the machine and authentication server are different.
Synchronize the date and time settings of the machine and authentication server.

Check the access point selection for Wireless LAN Settings.

The wireless LAN of the connection destination is not safe because the access point is not encrypted or uses the WEP or WPA security standard.

Use an Access Point That Supports a Security Standard Other Than WEP and WPA.
Connecting to a Wireless LAN (P. 135)

* If you do not intend to change the wireless LAN of the connection destination and you want to prevent this message from appearing, disable the notification for when an encryption method vulnerability is found for the selected wireless LAN.
Configuring Security Notification (P. 1054)

Wireless LAN communication error. Turn main power OFF and ON.

An unknown error occurred when configuring the wireless LAN connection.

Restart the Machine.
Restarting the Machine Using the Power Switch (P. 181)

Wireless LAN comm. error. Check Wireless LAN Information.

An unknown error occurred when configuring the wireless LAN connection.

Check the Wireless LAN Settings.
Checking the MAC Address and Connection Information of the Wireless LAN (P. 172)

Wireless LAN access point connection vulnerability was detected.

The wireless LAN of the connection destination is not safe because the access point is not encrypted or uses the WEP or WPA security standard.

Use an Access Point That Supports a Security Standard Other Than WEP and WPA.
Connecting to a Wireless LAN (P. 135)

* If you do not intend to change the wireless LAN of the connection destination and you want to prevent this message from appearing, disable the notification for when an encryption method vulnerability is found for the selected wireless LAN.
Configuring Security Notification (P. 1054)

Cannot send because the memory is full. Wait a moment, then try again.

Could not send the fax because of insufficient memory.

Lower the Resolution for Scanning the Original.
Adjusting Image Quality (P. 588)

Delete Any Unnecessary Files from the Memory to Increase the Available Memory.
Checking, Printing, and Forwarding Faxes Stored with Memory Lock (P. 608)
Operating and Editing Files in Mail Box (P. 766)

* If the message frequently appears even after applying the above solutions, contact your dealer or service representative.

Could not perform the operation because the memory is full.

When using the Scan and Store function, scanning was canceled because the memory became full while scanning the original.

Delete any unnecessary data to increase the available memory, and try scanning the original again.

Scanning will be canceled because the memory is full. Wait a moment, then try again.

When using the Copy function, copying was canceled because the memory became full while scanning the original.
Copy the remaining originals after printing of the data in the memory is complete.

Scanning will be canceled because the memory is full. Do you want to send the scanned pages?

When using the Fax or Scan and Send function, scanning was canceled because the memory became full while scanning the original.
Press [Yes] to send the scanned pages. Scan the remaining originals after sending is complete.

Scanning will be canceled because the memory is full. Do you want to print the scanned pages?

When using the Copy function, copying was canceled because the memory became full while scanning the original.
Press [Yes] to print the scanned pages. Copy the remaining originals after printing is complete.

Scanning will be canceled because the memory is full. Do you want to store the scanned pages?

When using the Scan and Store function, scanning was canceled because the memory became full while scanning the original.
Press [Yes] to store the scanned pages. Scan the remaining originals after storing is complete.

The amount of data stored for registered users has reached the limit. You can perform operations, but no data (job setting logs, personal settings content, etc.) can be stored this time. To be able to store data from the next time you log in, unnecessary data must be deleted from other users. Contact the system manager or refer to the manual for details.

New user setting information could not be stored because the maximum number of registered users has been reached.

Delete Unnecessary User Setting Information.
Deleting User Setting Information (P. 956)
* You can configure the settings to automatically delete old user setting information when the maximum number of registered users is reached. **[Action When Maximum Number of Users Exceeded] (P. 1426)**

If You Are Not Using the Personalization Function, Disable It.
When the personalization function is enabled, user setting information is stored. If you are not using this function, delete the stored user setting information, and disable the personalization function.
Enabling and Disabling the Personalization Function (P. 898)

Register to Home will be canceled because you are not logged in. Return to the function screen, log in, then try again.

Registering Shared buttons is restricted in user authentication.

Log In as an Administrator, and Register the Button Again.
Shared buttons can be registered after logging in as an administrator.

Check the user name, password, or settings.

An incorrect user name, password, or domain name was used for LDAP server authentication.

Set the Correct Authentication Information of the LDAP Server.

Correctly set the user name, password, and domain name according to the information registered in the LDAP server. **Registering LDAP Servers (P. 159)**

Load paper.

The paper source is out of paper, or the paper settings differ from the paper that is loaded.

Load Paper in the Paper Source Displayed on the Control Panel.
Loading Paper (P. 244)

Adjust the Paper Source Guides to the Edges of the Paper.
Adjust the paper guides of the paper source to the edges of the paper.
If the paper guides are not aligned properly, the loaded paper size is not detected correctly.

Press [Status Monitor], and Check the Paper Settings in [Consumables/Others].
If the paper settings differ from the paper that is loaded, change the paper size and paper type settings.
If you are using the multi-purpose tray, reset the loaded paper, and change the settings.
Setting the Paper Size and Type for the Paper Drawer (P. 282)
Setting the Paper Size and Type for the Multi-purpose Tray (P. 286)

Check the Paper Settings on the Printer Driver or Application.
Check the paper settings on the [Printing Preferences] screen of the printer driver or the print screen of the application. If the paper settings differ from the paper that is loaded, match them with the paper or load the correct paper.

Scanning was canceled because the data size of the scanned original exceeds the limit. Scanning may be possible if sharpness is reduced, or Original Type is set to Text.

Scanning was canceled because the data size of the scanned original exceeds the limit of the machine.

Change the Settings, and Try Scanning Again.
Try scanning with the following settings: **Adjusting the Image Quality (P. 516)**

- Adjust the [Sharpness] setting to a lower level.
- Set [Original Type] to [Text].

Some applications require license confirmation.

The license file of a MEAP application will expire soon.
Add a license file.

Always Require Two-Factor Auth. on Remote UI is recommended.

Unauthorized access from Remote UI is possible.

Use of Two-Factor Authentication for Remote UI Is Recommended.

Log in to Remote UI as an administrator ▶ click [Settings/Registration] ▶ [User Management] ▶ [Authentication Management] ▶ [Basic Settings] ▶ [Edit] ▶ select [All Users] or [Administrators Only] for [Always Require Two-Factor Authentication] in [Remote UI Authentication]

* If you do not intend to use two-factor authentication and you want to prevent this message from appearing, disable the notification for when an Internet security issue is detected.
Configuring Security Notification (P. 1054)

Cooling... Wait a moment. (For C3100 Series)

The inside of the machine is being cooled because the internal temperature increased.
Wait a moment until the process is complete.

Information set by the currently logged-in user will not be stored.

New user setting information could not be stored because the maximum number of registered users has been reached.

Delete Unnecessary User Setting Information.
Deleting User Setting Information (P. 956)
* You can configure the settings to automatically delete old user setting information when the maximum number of registered users is reached. **[Action When Maximum Number of Users Exceeded] (P. 1426)**

Login failed. Anonymous access to the authentication server is not allowed. Contact the system manager.

Anonymous access is not allowed on the LDAP server.

Set the Authentication Information of the LDAP Server.
On the information input screen of the LDAP server, select the [Use authentication information] checkbox, and then set the user name and password according to the information registered in the LDAP server. **Registering Authentication Server Information (P. 879)**

Login failed. The account information necessary to log in to the authentication server is invalid. Contact the system manager.

The user name or password of the LDAP server is not set correctly.

Set the Correct Authentication Information of the LDAP Server.
Correctly set the user name and password according to the information registered in the LDAP server.
Registering Authentication Server Information (P. 879)

Cannot log in. Check the login destination.

The login destination information entered on the mobile device is incorrect
Check the login destination, and log in again.

Cannot store the password because the number of passwords stored for each user has reached the limit.

The login user password cannot be stored because the maximum number of passwords has been reached.
Delete unnecessary password information.

A Six-Digit Number Appears at Login

AW63-146

A six-digit number may appear below a message when an error occurs at login. Check how to troubleshoot the problem from the list below.

310001 to 310003 (P. 1822)
322XXX (P. 1822)
323XXX (P. 1823)
324XXX (P. 1824)
325XXX (P. 1824)
331000 to 332008 (P. 1824)

310001 to 310003

Six-digit number	Cause and solution
310001	Failed to communicate with the authentication server. • Check the network cable connected to the machine and domain controller (Active Directory). • Check whether the domain controller is stopped. • Check that name resolution is working correctly with the DNS server set for the machine by the domain controller. • In the authentication server setting, increase the timeout time in [Authentication Timeout] to a value greater than the current setting. **Registering Authentication Server Information (P. 879)**
310002	The Active Directory site information is not set correctly when [Use access mode within sites] is enabled on the machine. Check that the site setting on Active Directory is set correctly.
310003	The network environment is not ready. • Wait a moment, and try checking again. • Check that name resolution to the specified domain name is working correctly (can be converted to an IP address) with the DNS server set for the machine, and make adjustments, as needed. • The DNS server set for the machine cannot be found, or it is unable to communicate. Check the settings and communication environment.

322XXX

An error occurred at Kerberos authentication. "XXX" represents the displayed Kerberos error code.

Six-digit number	Cause and solution
322000	A server error occurred at Kerberos authentication. In Active Directory, clear the [Do not require Kerberos preauthentication] checkbox, which is an account option for the login user account. Alternatively, check that Active Directory is operating properly.
322006	The target user does not exist on the authentication server. Check that the authentication user or search user exists on the domain controller to be authenticated.

Six-digit number	Cause and solution
322012	In Active Directory, the [Smart card is required for interactive logon] checkbox, which is an account option for the login user account, is selected. In Active Directory, clear the [Smart card is required for interactive logon] checkbox, which is an account option for the login user account, and reset the password. * You can specify the same password when resetting the password.
322014	The password or encryption method for Kerberos authentication is not set correctly. ● In the Active Directory management tool, reset the password for the authentication user or search user. ● Check that the encryption method for Kerberos authentication is set to a method (AES128-bit encryption and DES) supported by User Authentication.
322018	The account has expired. Check the period of validity of the account. **[Add User] and [Edit User Information] Screen (P. 866)**
322023	The password has expired. ● Change the password. ● In Active Directory, check the settings of the account options for the login user account.
322024	An incorrect user name or password was used at keyboard authentication. Check the user name and password of the authentication user or search user.
322029	Failed to communicate with the writable domain controller. ● Check the network cable of the writable domain controller. ● Check whether the writable domain controller is stopped. ● Check that name resolution is working correctly with the DNS server on the writable domain controller. ● In the authentication server setting, increase the timeout time in [Period Until Timeout] to a value greater than the current setting. **Registering Authentication Server Information (P. 879)**
322037	The date and time settings of the machine and authentication server are different. Synchronize the date and time settings of the machine and authentication server.

323XXX

An error occurred at LDAP server authentication (LDAPBind). "XXX" represents the LDAPBind error code.

Six-digit number	Cause and solution
323000	An error occurred at LDAP server authentication. Check that Active Directory or the LDAP service is operating properly.
323008	An error related to TLS-encrypted communication occurred at LDAP server authentication. ● Check the communication settings of the LDAP server to see if TLS encrypted communication is set. ● Check that the communication settings on the machine match those on the LDAP server. **Registering LDAP Servers (P. 159)**
323048	An anonymous user is being used for LDAP server authentication. Check whether anonymous access is allowed on the LDAP server.
323049 323053	The user information for LDAP server authentication is not set correctly. ● Check the user name and password of the authentication user or search user. ● Check whether the authentication user or search user is invalid or expired, or whether the account is locked.

324XXX

An error occurred at LDAP server search (LDAPSearch). "XXX" represents the LDAPSearch error code.

Six-digit number	Cause and solution
324000	An error occurred at LDAP server search. Check that Active Directory or the LDAP service is operating properly.

325XXX

An LDAP server update error occurred. "XXX" represents the LDAPModify error code.

Six-digit number	Cause and solution
325000	An error occurred at LDAP server authentication. Check that Active Directory or the LDAP service is operating properly.
325010	Registration to a read-only domain controller was performed. If the domain controller configured in the Active Directory settings is read-only, you cannot use functions for editing the user information (to register and delete cards, and to change the PIN). To use the function for registering user information, configure a writable domain controller.
325050	The search user set in the administrator settings page does not have update (write) permissions. Check whether the search user has been granted write permissions for the user attribute to be changed.
325067	You tried to change a relative distinguished name (RDN) attribute, such as the common name (cn) attribute. You cannot change a relative distinguished name (RDN) attribute, such as the common name (cn) attribute. Specify another attribute to be changed.

331000 to 332008

Six-digit number	Cause and solution
331000	User authentication failed. Check the user name and password. If you still cannot resolve the problem, contact your system manager.
331001	The user name has not been entered. Enter a user name.
331002	The user cannot be found. Check the user name and password. If you still cannot resolve the problem, contact your system manager. The user may not exist on the LDAP server, or the search user may not have permission to read the attribute information of the account.
331003	You are using a card that has not been registered to the authentication server. Check that you are using the correct card.
331004	Multiple instances of the same card information have been registered to the authentication server. Contact your system manager.
331005	The account of the login user has expired. Contact your system manager.
331006	The validity value on the card does not match that on the server.

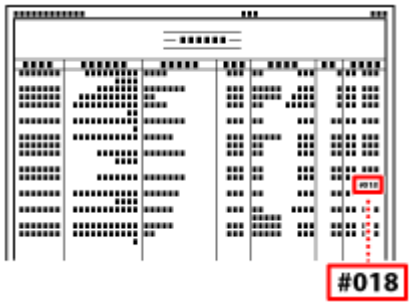
Six-digit number	Cause and solution
	Check that you are using the correct card. If you still cannot resolve the problem, contact your system manager.
331007	A validity value outside the range is set on the server. Check that the server is operating with the correct attribute of the validity value. **Registering Authentication Server Information (P. 879)**
331008	The account of the login user is locked out. Contact your system manager.
331009	The user ID of the account you are using to log in to the machine is invalid, or the server settings may be incorrect. ● Check that the required attributes are set correctly. **Registering Authentication Server Information (P. 879)** ● In Active Directory, clear the [Do not require Kerberos preauthentication] checkbox, which is an account option for the login user account.
331010	A user without permission to use a function tried to log in to use a function that requires authentication. Contact your system manager.
331011	Failed to log in to use a function that requires authentication. Check which functions the login user is able to use.
331012	The PIN of the login user is incorrect. Enter the PIN again.
331013	The account of the login user is invalid. Contact your system manager.
332000	Failed to update the user information. Failed to update the user information. Check that the user is confirmed as the correct user and that the updates are set correctly.
332001	The card information is already registered. The card of the login user is already registered. Check that you are using the correct card, or contact your system manager.
332002	An invalid attribute was specified when updating the user information. When using a function to edit card information, you are not allowed to register information to the sAMAccountName or userPrincipalName attribute in Active Directory. Try using another attribute.
332003	An invalid login name was specified when updating the user information. You are not allowed to register a user name (login name) of the login user. Check the user name, and contact your system manager.
332004	An invalid display name was specified when updating the user information. You are not allowed to register a display name of the login user. Check the display name attribute value on the server being referred to, and contact your system manager.
332005	An invalid domain name was specified when updating the user information. You are not allowed to register the domain name. Check the selected domain name, and contact your system manager.
332006	An invalid e-mail address was specified when updating the user information. You are not allowed to register an e-mail address of the login user. Check the attribute value of the e-mail address on the server being referred to, and contact your system manager.
332007	An invalid role was specified when updating the user information. Check the attribute value for determining permissions on the server being referred to, and contact your system manager.
332008	The maximum number of users that can be registered has been reached when updating the user information. Contact your system manager.

An Error Code Is Displayed (#xxx)

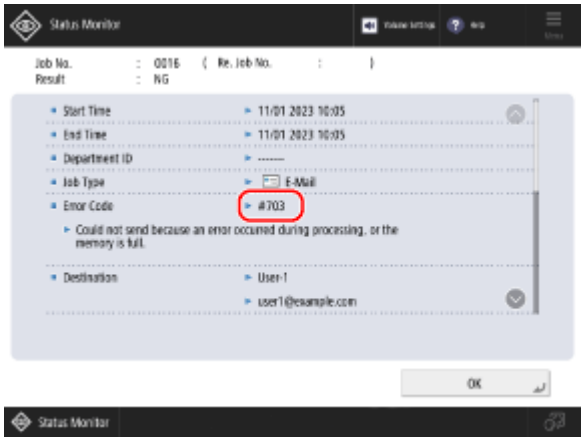
AW63-147

If printing cannot be performed, scanned data or a fax cannot be sent or received, or another error occurs, an error code (a three-digit number starting with "#") is displayed on the detailed information screen of 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 (P. 1826)
#101 to #199 (P. 1831)
#701 to #799 (P. 1831)
#801 to #899 (P. 1838)
#901 to #999 (P. 1849)

NOTE

- If the problem persists even after trying the troubleshooting methods, contact your dealer or service representative. **If the Problem Persists (P. 1903)**

#001 to #099

#001

Different size originals were scanned without configuring the settings to use different size originals, or the original is jammed in the feeder.

Check the Original and Settings.

Scanning Originals of Different Sizes (Different Size Originals) (P. 522)

Remove the Jammed Original.
Paper Jams in the Feeder (P. 1855)

#003

The data volume is too large to send or receive a fax within the specified time (64 minutes).

Divide the Original or Lower the Resolution.

- When You Cannot Send a Fax
  - When sending an original with many pages, divide the original and send it.
  - Lower the resolution when scanning the original. **Setting the Resolution (P. 588)**
- When You Cannot Receive a Fax
  Ask the other party 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 (35 seconds), or the other party is not using a G3 device.

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 receiving mode may not be configured correctly. Have the other party check this.

Is the Other Party Using a G3 Device?
Have the other party check this.

#009

Paper has run out, or the paper deck or paper drawer is not inserted all the way.

Load Paper.
Loading Paper (P. 244)

Insert the Paper Deck or Paper Drawer All the Way.

#010

Paper has run out, or the paper deck or paper drawer is not inserted all the way.

Load Paper.
Loading Paper (P. 244)

Insert the Paper Deck or Paper Drawer All the Way.

#012

The other party's 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.

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 receiving mode may not be configured correctly. Have the other party check this.

Is the Other Party Using Matching Communication Settings?

The machine may not be able to send if the settings of the other party's device do not match those of the machine. Have the other party check this.

#019

A fax could not be sent due to insufficient available memory. Alternatively, the image data cannot be found or is invalid.

Is Any Other Data Being Processed or Waiting to Be Processed?

- If the Processing/Data indicator on the control panel is blinking or lit, there is data that is being processed or waiting to be processed. Wait until the processing of the other data is completed and the Processing/Data indicator turns off.
- Check the sending status, and resend or delete any data that had a sending error. **Checking the Status and Log for Sent and Received Faxes (P. 614)**

Delete Any Unnecessary Data from the Memory.

- Check the faxes received in the Memory RX Inbox or Confidential Fax Inbox, print or forward the faxes as needed, and delete any that are unnecessary.
- Check the files in the Mail Box, print or send the files as needed, and delete any that are unnecessary.
- Check the documents on hold, print the documents as needed, and delete any that are unnecessary (only on models that support the Hold function).

Check the Status of the Server Machine If the Fax Was Sent from a Remote Fax Client Machine

- Wait for other sending to be completed on the server machine before sending again.
- Delete faxes with a forwarding error and any unnecessary data on the server machine to increase the available memory.

Send the Fax Again.

- If you cannot send a normal fax, try using Direct Send. **Checking the Connection to the Recipient Before Sending (Direct Send) (P. 572)**
- If you cannot send using Direct Send, try using Direct Send again.

#022

Sending of faxes from a computer is restricted. Alternatively, the destination specified as the send or forwarding destination may have been deleted from the Address Book, or only a Mail Box may have been registered to the destination group specified as the forwarding destination.

* If you specified a group containing a Mail Box, faxes are not forwarded to the Mail Box.

To Cancel Restriction of Sending Faxes from a Computer, Enable Allow Fax Driver TX.

Log in to Remote UI as an administrator ▶ click [Settings/Registration] ▶ [Send] ▶ [Allow Fax Driver TX] ▶ select the [Allow Fax Driver TX] checkbox ▶ click [OK]

On the control panel, select [Settings/Registration], and then select [Function Settings] to change the setting. **[Allow Fax Driver TX] (P. 1355)**

Check the Send or Forwarding Destination.

Check that the send or forwarding destination is registered to the Address Book or group, and specify the destination again.

Registering Destinations to the Address Book (Control Panel) (P. 313)

Registering Destinations to the Address Book (Remote UI) (P. 328)
Registering Groups to the Address Book (Control Panel) (P. 321)
Registering Groups to the Address Book (Remote UI) (P. 334)

Check Whether the Fax That Could Not Be Forwarded Is Saved in the Memory.

Check the fax sending status, and if the fax that could not be forwarded remains in the memory, you can forward it again. **Checking the Status and Log for Sent and Received Faxes (P. 614)**

#025

When a fax was sent from a remote fax client machine, a line that does not exist in the server machine was specified.
Configure the [No. of TX Lines] setting on the client machine according to the number of lines on the server machine. **[No. of TX Lines] (P. 1359)**

#033

The other party's device does not support confidential communication or a subaddress.
Send without using confidential communication or a subaddress.

#034

The other party's machine does not have a Confidential Fax Inbox location or does not have sufficient available memory.
Have the other party check this.

#035

The other party's device does not support the relay function or a subaddress.

- Send directly to the other party's device.
- Send without using a subaddress.

#037

Copying or fax sending or receiving failed due to insufficient available memory or because the maximum number of pages that can be processed at one time was exceeded. Alternatively, printing could not be performed due to the large file size.

Is Any Other Data Being Processed or Waiting to Be Processed?

- If the Processing/Data indicator on the control panel is blinking or lit, there is data that is being processed or waiting to be processed. Wait until the processing of the other data is completed and the Processing/Data indicator turns off.
- Check the sending status, and resend or delete any data that had a sending error. **Checking the Status and Log for Sent and Received Faxes (P. 614)**

Delete Any Unnecessary Data from the Memory.

- Check the faxes received in the Memory RX Inbox or Confidential Fax Inbox, print or forward the faxes as needed, and delete any that are unnecessary.
- Check the files in the Mail Box, print or send the files as needed, and delete any that are unnecessary.
- Check the documents on hold, print the documents as needed, and delete any that are unnecessary (only on models that support the Hold function).

When Copying, Divide the Original and Copy It.

When copying an original greater than 100 pages, divide it into batches, and copy it.

If You Received 999 Pages of a Fax, Have the Other Party Send the Subsequent Pages.

If the fax sent from the other party exceeds 1,000 pages, the machine prints or saves to memory pages 1 to 999 and deletes page 1,000 and beyond.
Have the other party resend page 1,000 and beyond.

When Sending a Fax, Divide the Original or Lower the Resolution.

- When sending an original with many pages or sending it to multiple destinations, divide the original and send it.
- Lower the resolution when scanning the original. **Setting the Resolution (P. 588)**

If You Used Delayed Send or Redial Sending, Try Sending with Direct Send.
Checking the Connection to the Recipient Before Sending (Direct Send) (P. 572)

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.

#040

A fax could not be sent due to insufficient available memory.

Is Any Other Data Being Processed or Waiting to Be Processed?

- If the Processing/Data indicator on the control panel is blinking or lit, there is data that is being processed or waiting to be processed. Wait until the processing of the other data is completed and the Processing/Data indicator turns off.
- Check the sending status, and resend or delete any data that had a sending error. **Checking the Status and Log for Sent and Received Faxes (P. 614)**

Delete Any Unnecessary Data from the Memory.

- Check the faxes received in the Memory RX Inbox or Confidential Fax Inbox, print or forward the faxes as needed, and delete any that are unnecessary.
- Check the files in the Mail Box, print or send the files as needed, and delete any that are unnecessary.
- Check the documents on hold, print the documents as needed, and delete any that are unnecessary (only on models that support the Hold function).

Divide the Original or Lower the Resolution, and Send the Fax Again.

- When sending an original with many pages, divide the original and send it.
- Lower the resolution when scanning the original. **Setting the Resolution (P. 588)**

Check the Server Machine If the Fax Was Sent from a Remote Fax Client Machine

- Wait until other sending from the server machine is completed.
- Delete faxes with a forwarding error and any unnecessary data on the server machine to increase the available memory.

#054

The sending process was canceled because the fax number and unit name were not registered.

Register the Unit Telephone Number and Unit Name, and Send Again.
Preparing to Send Faxes with the Machine (P. 552)

#080

A subaddress is not set in the other party's device.
Have the other party check the subaddress, and send again.

#081

A password is not set in the other party's device.
Have the other party check the password, and send again.

#099

The job was canceled.
This does not indicate a malfunction. Perform the operation again, as needed.

#101 to #199

#102

The subaddress and password do not match, or the other party's device does not have sufficient available memory.

- Have the other party check the subaddress and password, and send again.
- Have the other party increase the available memory.

#701 to #799

#701

Authentication could not be performed due to incorrect entry of the Department ID or PIN. Alternatively, the user attempted to perform an operation restricted with Department ID Management without entering the Department ID.

Is the Department ID Set Correctly?

When using User Authentication, check the set Department ID, and reset the Department ID, as needed.

Enter the Correct Department ID and PIN.

- If you are using Department ID Management on a Remote Fax server machine, log in to the client machine with the Department ID and PIN registered to the server machine.
- If you lost your Department ID or PIN, contact the administrator.

To Cancel Restriction, Change the [Department ID Management] Setting.

Log in to Remote UI as an administrator ▶ click [Settings/Registration] ▶ [User Management] ▶ [Department ID Management] ▶ [Edit] ▶ select the [Allow Printer Jobs with Unknown IDs], [Allow Remote Scan Jobs with Unknown IDs], [Allow Black & White Copy/Print Jobs], and/or [Allow Black & White Printer Jobs] checkboxes ▶ click [OK]

On the control panel, select [Settings/Registration], and then select [Management Settings] to change the setting. **[Department ID Management] (P. 1406)**

#702

Data could not be sent due to insufficient available memory.
Wait for other sending to be completed before sending again.

#703

The machine does not have sufficient available memory.

Is Any Other Data Being Processed or Waiting to Be Processed?

- If the Processing/Data indicator on the control panel is blinking or lit, there is data that is being processed or waiting to be processed. Wait until the processing of the other data is completed and the Processing/Data indicator turns off.
- Check the sending status, and resend or delete any data that had a sending error. **Checking the Status and Log for Sent and Received Faxes (P. 614)**

Delete Any Unnecessary Data from the Memory.

- Check the faxes received in the Memory RX Inbox or Confidential Fax Inbox, print or forward the faxes as needed, and delete any that are unnecessary.
- Check the files in the Mail Box, print or send the files as needed, and delete any that are unnecessary.
- Check the documents on hold, print the documents as needed, and delete any that are unnecessary (only on models that support the Hold function).

Divide the Original or Lower the Resolution, and Send the Fax Again.

- When sending an original with many pages, divide the original and send it.
- Lower the resolution when scanning the original.
  - When sending scanned data: **Setting the Resolution (P. 516)**
  - When sending a fax: **Setting the Resolution (P. 588)**

Restart the Machine, and Then Send or Save the Data Again.
Restarting the Machine (P. 181)

#704

An unknown error occurred when retrieving destination information from the Address Book.

Check the Destination Settings.
Registering Destinations to the Address Book (Control Panel) (P. 313)
Registering Destinations to the Address Book (Remote UI) (P. 328)

Restart the Machine.
Restarting the Machine (P. 181)

#705

The sending process was canceled because the data size of the sent file exceeded the upper limit.

Change the Maximum Data Size for Sending.
[Maximum Data Size for Sending] (P. 1342)

Lower the Resolution, and Send Again.
Lower the resolution when scanning the original. **Setting the Resolution (P. 516)**

When Sending an I-Fax, Divide the Original or Data and Send Again.

- When sending an original with many pages, divide the original and send it.
- In the I-Fax destination settings, configure the setting to divide the data when sending it, depending on the destination conditions.

#706

An Address Book is being imported to or exported with Remote UI, or another sending process is being performed.
Wait for other process to be completed before sending again.

#711

The machine does not have sufficient available memory.

Delete Any Unnecessary Data from the Memory.

- Check the faxes received in the Memory RX Inbox or Confidential Fax Inbox, print or forward the faxes as needed, and delete any that are unnecessary.
- Check the files in the Mail Box, print or send the files as needed, and delete any that are unnecessary.
- Check the documents on hold, print the documents as needed, and delete any that are unnecessary (only on models that support the Hold function).

#712

The machine does not have sufficient available memory.

Delete Any Unnecessary Data from the Memory.

- Check the faxes received in the Memory RX Inbox or Confidential Fax Inbox, print or forward the faxes as needed, and delete any that are unnecessary.
- Check the files in the Mail Box, print or send the files as needed, and delete any that are unnecessary.
- Check the documents on hold, print the documents as needed, and delete any that are unnecessary (only on models that support the Hold function).

#713

The machine does not have sufficient available memory.

Delete Any Unnecessary Data from the Memory.

- Check the faxes received in the Memory RX Inbox or Confidential Fax Inbox, print or forward the faxes as needed, and delete any that are unnecessary.
- Check the files in the Mail Box, print or send the files as needed, and delete any that are unnecessary.
- Check the documents on hold, print the documents as needed, and delete any that are unnecessary (only on models that support the Hold function).

#715

No available certificate could be found when sending an e-mail with an attached digital signature.

When Using a Device Signature, Set the E-mail Address of the Machine, Generate and Register a Key and Certificate for the Device Signature.

Configuring Information of the E-mail Server (P. 454)
Generating and Registering a Device Signature Key and Certificate (P. 1032)

When Using a User Signature, Register the Certificate for the User Signature Again.

Registering a User Signature Key and Certificate (P. 1033)

Is the Certificate Valid?

Check whether the certificate is expired or a revoked certificate is being used. Also check whether the certificate chain is invalid.

#716

The public key certificate of the destination could not be found.

Register the Public Key Certificate of the Destination to the Machine.
Registering an S/MIME Certificate (P. 997)

Is the Certificate Valid?
Check whether the certificate is expired or a revoked certificate is being used. Also check whether the certificate chain is invalid.

#751

The machine is unable to connect to the store location, or is unable to connect to the network due to a disconnection. Alternatively, the machine cannot send data to an SMB server (including Advanced Space on another machine open to the public on a network with SMB).

Check the Store Location.

- Check that the store location is operating properly.
- Check that the folder or file specified as the destination has not been changed or deleted.

Can You Write and Overwrite Files to the Store Location?

- Check the settings configured on the server, and change the settings, as needed. Alternatively, contact the server manager.
- If you cannot overwrite the file because another file with the same name is open, change the file name to be used when sending.
  If overwriting is enabled, close the file and send again.

Check the Network Connection Status.

- 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.
- You can also perform a connection test on the control panel of the machine to check whether the machine can communicate with devices in the network. **Checking the Network Status and Settings (P. 170)**
- If the machine is not connected to a network, reconfigure the network settings. **Setting Up the Network (P. 124)**

Are the Settings Configured to Send or Forward Data to an SMB Server?

- If you performed Delayed Send to an SMB server, close the [Browse] screen displayed when the SMB server was specified and send again.
- If the settings are configured to forward data to an SMB server, scan a printed copy of the received file, and send it to the forwarding destination. **Sending Scanned Data (P. 466)**
- Increase the time of [Timeout] in the SMB client settings. **Configuring an SMB Client (P. 157)**

#752

The e-mail server is not set correctly or not operating properly. Alternatively, the machine is not connected correctly to the network.

Reconfigure the E-Mail Server Information.

- Reconfigure the SMTP or POP3 server name and the e-mail address and domain name of the machine.
- Reconfigure the port numbers to use for SMTP sending and POP receiving. **Configuring Information of the E-mail Server (P. 454)**

Check the Status of the E-Mail Server.

Check that the SMTP and POP3 servers are operating properly. For details on the status of SMTP and POP3 servers, contact your provider.

Check the Network Connection Status.

- 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.
- You can also perform a connection test on the control panel of the machine to check whether the machine can communicate with devices in the network. **Checking the Network Status and Settings (P. 170)**
- If the machine is not connected to a network, reconfigure the network settings. **Setting Up the Network (P. 124)**

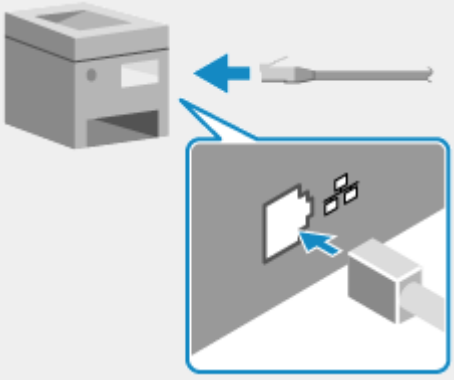
#753

The file could not be sent because the data size of the sent file exceeded the upper limit. Alternatively, the machine was unable to connect to the network due to a disconnected Ethernet cable or another reason.

Change the Maximum Data Size for Sending.

[Maximum Data Size for Sending] (P. 1342)

Check That the Ethernet Cable Is Properly Connected.



Restart the Machine.

Restarting the Machine (P. 181)

#755

The machine was unable to connect to the network because the TCP/IP settings are not configured correctly or because the wait time before connection has been set. Or, a fax could not be sent from a remote fax client machine because the TCP/IP is not operating properly.

Check the Network Connection Status.

- 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.
- You can also perform a connection test on the control panel of the machine to check whether the machine can communicate with devices in the network. **Checking the Network Status and Settings (P. 170)**

- If the machine is not connected to a network, reconfigure the network settings. **Setting Up the Network (P. 124)**

* When using a sub line, also check the sub line settings.
* If a fax cannot be sent from a remote fax client machine, also check the client machine settings.

Is There a Set Wait Time Before Connection?

Check whether a wait time is set. **[Waiting Time for Connection at Startup] (P. 1222)**

- When connected to a switching hub, the machine may not be able to connect to the network properly, even if the machine settings are configured properly. In this case, set a wait time until the machine starts communicating and try connecting again.
- 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.

#759

An error occurred when sending the URL of the Mail Box in which a file is saved.

Configure the Settings So That the URL Is Not Sent When Files Are Forwarded or Stored.

Automatically Forwarding and Backing Up Received Faxes (P. 560)

Clear the URL Send Settings of the Corresponding Box.

- For Confidential Fax Inbox: **Setting Confidential Fax Inbox (P. 1021)**
- For Mail Box: **Mail Box Settings (P. 744)**

#761

A PDF or XPS file with a digital signature could not be sent because the certificate or key pair set on the machine is corrupted or cannot be accessed.

When Using a Device Signature, Generate and Register a Key and Certificate for the Device Signature Again.

Generating and Registering a Device Signature Key and Certificate (P. 1032)

When Using a User Signature, Register the Key and Certificate for the User Signature Again.

Registering a User Signature Key and Certificate (P. 1033)

#762

Data could not be sent because the e-mail and I-Fax destinations are restricted to specific domain addresses.

Cancel Restriction of TX Destination Domain, or Register the Domain as a Permitted Domain, and Send Again.

Restricting Sending Destinations to a Specific Domain (P. 1003)

#766

The user certificate to use when sending a PDF or XPS file with a digital signature has expired.

Check the Period of Validity of the User Certificate.

- When you are logged in as an administrator, all keys and certificates for user signatures registered in the machine are displayed. When you are not logged in as an administrator, only your own keys and certificates are displayed.
- If the period of validity has expired, delete the registered key and certificate, and register a valid key and certificate. **Registering a User Signature Key and Certificate (P. 1033)**

Are the Current Date and Time on the Machine Correct?
Check the date and time settings. If the settings are not correct, set the time zone, and then set the current date and time. **Setting the Date and Time (P. 1078)**

#769

The number of trials allowed for using the Send function has reached the limit.
To continue to use the function, purchase the official optional product.

#771

The machine could not connect to the Remote Fax server machine.

Check the Server Address Setting.
Check the settings in [Remote Fax TX Settings] on the client machine. **[Remote Fax Server Address] (P. 1359)**

Check the Status of the Server Machine.
Check that the server machine is operating properly.

Check the Network Connection Status.

- 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.
- You can also perform a connection test on the control panel of the machine to check whether the machine can communicate with devices in the network. **Checking the Network Status and Settings (P. 170)**
- If the machine is not connected to a network, reconfigure the network settings. **Setting Up the Network (P. 124)**

Check the DNS Settings.

- Check the DNS settings on the machine. **Configuring DNS (P. 152)**
- Check that the DNS server is operating properly.

#772 Americas

The machine could not connect to the Rights Management server.

Check the Rights Management Server Settings.
[Rights Management Server Settings] [Americas] (P. 1313)

Check the Rights Management Server.
Check that the Rights Management Server is operating properly.

Check the Network Connection Status and Settings.
If the machine is not connected to a network, reconfigure the network settings.
Checking the Network Status and Settings (P. 170)
Setting Up the Network (P. 124)

#773

Features that cannot be set at the same time are set when creating a PDF.

Check the Set PDF Features.

- When [Optimize PDF for Web] is set to [On], you can only use one of the following features: **[Optimize PDF for Web] (P. 1312)**
  - Device Signature
  - User Signature
- When [Format PDF to PDF/A] is set to [On], you cannot use the following features: **[Format PDF to PDF/A] (P. 1312)**
  - Encryption
  - Visible Signatures

#801 to #899

#801

Check how to troubleshoot the problem according to the sending destination or store location.

When Sending an E-Mail or I-Fax

The machine cannot connect to the SMTP server, or the information of the SMTP server is not set correctly. Alternatively, sending could not be performed because the data size for sending or the number of sent e-mails exceeded the upper limit.

Check the Network Connection Status.

- 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.
- You can also perform a connection test on the control panel of the machine to check whether the machine can communicate with devices in the network. **Checking the Network Status and Settings (P. 170)**
- If the machine is not connected to a network, reconfigure the network settings. **Setting Up the Network (P. 124)**

Check That There Are No Spaces Included in the DNS Host Name Setting.

[DNS Host Name/Domain Name Settings] (P. 1244)

Reconfigure the Information of the SMTP Server.

Configuring Information of the E-mail Server (P. 454)

Specify the E-Mail Address of the Sending Destination Again.

In the destination settings, specify the correct e-mail address.

* When you are using a destination in the Address Book, check that the e-mail address registered to the Address Book is correct.

Check the E-Mail Address Setting of the Sender.

- The error may have occurred because the sender's e-mail address in the header differs from the one in the e-mail message.
  Configure the setting so that the e-mail address of the login user is used in the header.
  [Specify Authentication User as Sender for E-Mail] (P. 1343)
- The error may have occurred because an unauthorized MAIL FROM address was used.
  Check the privileges of the e-mail address specified as the sender.

Check the Status of the SMTP Server.

- If you receive an error message from the SMTP server when sending an I-Fax using the Full mode, check the details and take action.

- Check that the SMTP server is operating normally. For details on the SMTP server status, contact your provider.

Change the Maximum Data Size for Sending.

[Maximum Data Size for Sending] (P. 1342)

Check the MTU Size (Maximum Size of Packets Sent by the Machine) Settings.

Depending on the usage environment, you may need to change the MTU size settings. Check that the MTU size settings match the usage environment. For details, contact your provider or network administrator.

[TCP/IP Option Settings] (P. 1238)

Did You Exceed the Daily Maximum Number of E-Mails That Can Be Sent?

Depending on the e-mail server, there may be a limit on the number of e-mails that can be sent per day. For details, contact your provider.

When Storing to a Shared Folder or File Server

The machine is unable to connect to the store location, or the user name and password used to access the store location are not set correctly. Alternatively, the SMB version or authentication type is not set correctly.

Check the Network Connection Status.

- 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.
- You can also perform a connection test on the control panel of the machine to check whether the machine can communicate with devices in the network. **Checking the Network Status and Settings (P. 170)**
- If the machine is not connected to a network, reconfigure the network settings. **Setting Up the Network (P. 124)**

Reconfigure the User Name and Password Used to Access the Store Location.

- In the destination settings, reconfigure the user name and password to be used to access the store location.

  * When you are using a destination in the Address Book, check that the information registered in the Address Book is correct.
- If you are unable to store the data even after configuring the settings correctly, your account may be locked out, preventing you from logging in for a certain period of time.
  Wait a while, and try storing the data again. Alternatively, contact the server manager.

Check the Status of the Store Location.

Check that the store location is operating properly.

When Storing to an SMB Server, Check the SMB Settings.

- Check that the SMB version is set to the same version as that of the SMB server to be connected.

  [Specify SMB Client Version] (P. 1230)
- Check that the authentication type is set to the same type as that of the SMB server to be connected.

  [SMB Client Settings] (P. 1230)
  * When the SMB server is a Canon multifunction machine, you can use the following procedure to check the SMB version and authentication type of the server functions:
  [Specify SMB Server Version] (P. 1230)
  [SMB Server Settings] (P. 1229)

#802

The SMTP, POP3, or FTP server name is not set correctly, or the machine could not connect to the DNS server.

Correctly Set the SMTP or POP3 Server Name.
Configuring Information of the E-mail Server (P. 454)

Check the DNS Server.

- Check the DNS server address setting. **Configuring DNS (P. 152)**
- Check that the DNS server is operating properly.

#804

The destination is not set correctly.

Reconfigure the Path to the Store Location.
In the destination settings, reconfigure the path to the store location.
* When you are using a destination in the Address Book, check that the information registered in the Address Book is correct.

Check the Network Connection Status.

- 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.
- You can also perform a connection test on the control panel of the machine to check whether the machine can communicate with devices in the network. **Checking the Network Status and Settings (P. 170)**
- If the machine is not connected to a network, reconfigure the network settings. **Setting Up the Network (P. 124)**

Check the Status of the Store Location.
Check that the store location is operating properly.

#805

Data could not be sent to the SMB server due to insufficient available memory on the server.

Increase the Available Memory on the SMB Server.
Delete documents with an error and any unnecessary documents on the server machine to increase the available memory. Alternatively, contact the server manager.

#806

The destination of the e-mail or I-Fax is not set correctly. Alternatively, the user name and password used to access the store location are not set correctly.

When Sending an E-Mail or I-Fax

- In the destination settings, specify the correct e-mail address.

  * When you are using a destination in the Address Book, check that the e-mail address registered to the Address Book is correct.
- If you are unable to send the data even after specifying the e-mail address correctly, the IP address of the machine may be registered in the blacklist (DNSBL).
  Check whether the IP address of the machine is registered in the blacklist. For details, contact the blacklist management organization or the provider used by the destination.

When Storing to a Shared Folder or File Server

- In the destination settings, reconfigure the user name and password to be used to access the store location.

  * When you are using a destination in the Address Book, check that the information registered in the Address Book is correct.

- If you are unable to store the data even after configuring the settings correctly, your account may be locked out, preventing you from logging in for a certain period of time.
  Wait a while, and try storing the data again. Alternatively, contact the server manager.

#807

You do not have permission to access the specified folder.

- Set the access permission to the server folder. Alternatively, contact the server manager.
- Send to a folder with access permission.

#809

The file could not be saved because a file with the same name already exists on the FTP server or SMB server.

Save the File Without Overwriting.

- Delete the file with the same name, and scan again.
- Change the file name.

Overwrite the File With the Same Name.
Configure the settings to enable overwriting the file with the same name. Alternatively contact the server manager.

#810

The machine cannot connect to the POP3 server when an I-Fax was received, or the information of the POP3 server is not set correctly.

Check the Network Connection Status.

- 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.
- You can also perform a connection test on the control panel of the machine to check whether the machine can communicate with devices in the network. **Checking the Network Status and Settings (P. 170)**
- If the machine is not connected to a network, reconfigure the network settings. **Setting Up the Network (P. 124)**

Correctly set the information of the POP3 server.
Configuring Information of the E-mail Server (P. 454)

Check the Status of the POP3 Server.

- If you receive an error message from the POP3 server after receiving an I-Fax using the Full mode, check the details and take action.
- Check that the POP3 server is operating properly on the network. For details on the POP3 server status, contact your provider.

#813

The user name or password to be used for POP3 server authentication when receiving an I-Fax is not set correctly.

Correctly Set the User Name and Password.
Configuring Information of the E-mail Server (P. 454)

#816

The maximum number of pages that can be printed for the department has been reached.

Check the Usage, and Reset the Count to Zero.
Confirming Usage by Department ID (P. 912)

#818

The received data is in a file format that cannot be printed.
Have the other party change the file format and resend the file.

#819

The received data cannot be processed due to invalid MIME information.
Have the other party check the settings and resend the data.

#820

The received data cannot be processed due to invalid BASE64 or uuencode data.
Have the other party check the settings and resend the data.

#821

The received data cannot be processed due to a TIFF analysis error.
Have the other party check the settings and resend the data.

#822

The received data image cannot be processed because it cannot be decoded.
Have the other party check the settings and resend the data.

#827

The received data cannot be processed because it includes unsupported MIME information.
Have the other party check the settings and resend the data.

#828

HTML data was received.
Have the other party resend the data in a format other than HTML.

#829

The received data exceeds the maximum size that can be received by the machine.

Have the Other Party Check and Resend the Data.

- When Receiving a Fax
  If the fax sent from the other party exceeds 1,000 pages, the machine prints or saves to memory pages 1 to 999 and deletes page 1,000 and beyond.
  Have the other party resend page 1,000 and beyond.
- When Receiving an I-Fax
  The machine cannot receive an e-mail that exceeds 2 GB. Have the other party reduce the size of the e-mail to 2 GB or less and resend it.

#830

A Delivery Status Notification (DSN) error notification was received because the I-Fax address or destination condition settings were incorrect, or the data size of the sent file exceeded the upper limit.

Check the Specified I-Fax Address and Destination Conditions.

Sending I-Faxes (P. 617)

Change the Upper Limit Setting of the Size of Data to Be Sent.

[Maximum Data Size for Sending] (P. 1342)

Check the Network Connection Status.

- 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.
- You can also perform a connection test on the control panel of the machine to check whether the machine can communicate with devices in the network. **Checking the Network Status and Settings (P. 170)**
- If the machine is not connected to a network, reconfigure the network settings. **Setting Up the Network (P. 124)**

Check the Status of the E-mail Server and DNS Server.

Check that the E-mail Server and DNS Server Are Operating Properly. For details about the e-mail server status, contact your provider.

#832

DSN e-mail could not be sent because the e-mail settings or network settings were not configured, or there is a problem with the e-mail server or DNS server.

Check the E-mail Server Information Settings, Network DNS Settings, and IP Address Settings.

Configuring Information of the E-mail Server (P. 454)
Configuring DNS (P. 152)
Setting the IPv4 Address (P. 144)
Setting IPv6 Addresses (P. 148)

Check the Status of the E-mail Server and DNS Server.

Check that the e-mail server and DNS server are operating properly on the network. For details about the e-mail server status, contact your provider.

#833

Message Disposition Notification (MDN) e-mail could not be sent because the TCP/IP settings were not configured, or there is a problem with the e-mail server or DNS server.

Check the E-mail Server Information Settings, Network DNS Settings, and IP Address Settings.

Configuring Information of the E-mail Server (P. 454)
Configuring DNS (P. 152)
Setting the IPv4 Address (P. 144)
Setting IPv6 Addresses (P. 148)

Check the Status of the E-mail Server and DNS Server.

Check that the e-mail server and DNS server are operating properly on the network. For details about the e-mail server status, contact your provider.

#834

An MDN error notification was received because the I-Fax address or destination condition settings were incorrect, or there is a problem with the e-mail server, network, or destination.

Check the Specified I-Fax Address and Destination Conditions.
Sending I-Faxes (P. 617)

Check the Network Connection Status.

- 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.
- You can also perform a connection test on the control panel of the machine to check whether the machine can communicate with devices in the network. **Checking the Network Status and Settings (P. 170)**
- If the machine is not connected to a network, reconfigure the network settings. **Setting Up the Network (P. 124)**

Check the Status of the E-mail Server.
Check that the E-mail server is operating properly on the network. For details about the e-mail server status, contact your provider.

Check the Status of the Destination.
Check whether the destination has an error such as full memory.

#835

The maximum number of text lines that can be received with I-Fax was exceeded.
Have the other party reduce the number of text lines in the message body, and resend the data.

#838

The license required to use the send function has expired.
Purchase a license for the send function.

#839

The information to be used for SMTP authentication (SMTP AUTH) or OAuth 2.0 authentication is not set correctly. Alternatively, the error may have occurred due to the following:

- No authentication method is shared with the e-mail server
- SMTP authentication is disabled on the e-mail server
- The e-mail server handles the machine as an unauthorized device

When Using SMTP Authentication, Reconfigure the User Name and Password.
Configuring Information of the E-mail Server (P. 454)

When Using OAuth 2.0 Authentication, Reconfigure the OAuth 2.0 Authentication Settings.
Using a Cloud Mail Server with OAuth 2.0 (P. 457)

Check the Authentication Methods Supported by the E-Mail Server.
Authentication may fail if there are restricted authentication methods on the e-mail server side. For details on the authentication methods supported by the e-mail server, contact your provider.

Disable SMTP Authentication.
When SMTP authentication is disabled on the e-mail server, configure the settings so as not to use SMTP authentication. **[Communication Settings] (P. 1339)**

Check Whether the E-Mail Server Handles the Machine as an Unauthorized Device.
For details, contact your provider.

#841

Encrypted communication failed because no TLS version or algorithm was shared with the e-mail server, even though communication with the e-mail server was set to be encrypted.

Check the Versions and Algorithms Supported by the E-Mail Server and Those Supported by the Machine.

- For details on the versions and algorithms supported by the e-mail server, contact your provider.
- For details on the versions and algorithms supported by the machine, check the TLS settings. **[TLS Settings] (P. 1235)**

Configure the Settings to Not Encrypt Communication with the SMTP Server.
Configuring Information of the E-mail Server (P. 454)

#842

Authentication was requested using a client certificate from an SMTP server, or an error occurred when verifying a certificate.

Configure the Settings to Not Request a Client Certificate.
Change the settings on the SMTP server so as not to request a client certificate.

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. 995)

Check the SMTP Server Certificate.

- Check that the server certificate is correct and is not a self-signed certificate.
- Check whether the server certificate has expired.

Check the Date and Time Settings.
If the current date and time settings on the machine are not correct, set the time zone, and then set the current date and time. **Setting the Date and Time (P. 1078)**

Configure the Settings to Not Encrypt Communication with the SMTP Server.
Configuring Information of the E-mail Server (P. 454)

#843

The time of the Key Distribution Center (KDC) server greatly differs from the time set on the machine.

Are the Current Date and Time on the Machine Correct?
Check the date and time settings. If the settings are not correct, set the time zone, and then set the current date and time. **Setting the Date and Time (P. 1078)**

Are the Date and Time on the KDC Server Correct?
Check the time on the KDC server.

#844

Encrypted communication with the POP3 server failed even though the settings were configured to encrypt communication with the POP3 server using POP authentication before sending data (POP before SMTP), or an error occurred when verifying a certificate.

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. 995)

Check the POP3 Server Certificate.
Check that the server certificate is correct and is not a self-signed certificate.

Configure the Settings to Not Encrypt Communication with the POP3 Server.
Configuring Information of the E-mail Server (P. 454)

If the problem persists, set [POP Authentication Before Sending] in [Communication Settings] to [Off], and switch to a setting other than POP before SMTP. **[Communication Settings] (P. 1339)**

#845

POP authentication failed even though the settings were configured to use POP authentication (POP AUTH) after exchanging the authentication protocol with the server by using POP authentication before sending data (POP before SMTP).

Check the Authentication Methods Supported by the POP3 Server.
For details on the authentication methods supported by the POP3 server, contact your provider.

Check the POP3 Server Settings and the User Name and Password Used to Authenticate the POP3 Server.
Configuring Information of the E-mail Server (P. 454)

Check the POP Authentication Settings on the POP3 Server.
Configuring Information of the E-mail Server (P. 454)

Change the POP Authentication Method.
Change [POP Authentication Method] to [Standard] or [APOP]. If you still cannot resolve the problem, configure the settings so as not to use POP Authentication Before Sending. **Configuring Information of the E-mail Server (P. 454)**

#846

APOP authentication failed even though the settings were configured to use APOP authentication to encrypt the password at authentication by using POP authentication before sending data (POP before SMTP).

Check the Authentication Methods Supported by the POP3 Server.
For details on the authentication methods supported by the POP3 server, contact your provider.

Check the POP3 Server Settings and the User Name and Password Used to Authenticate the POP3 Server.
Configuring Information of the E-mail Server (P. 454)

Check the POP Authentication Settings on the POP3 Server.
Configuring Information of the E-mail Server (P. 454)

Change the POP Authentication Method.
Change [POP Authentication Method] to [Standard] or [POP AUTH]. If you still cannot resolve the problem, configure the settings so as not to use POP Authentication Before Sending. **Configuring Information of the E-mail Server (P. 454)**

#847

The received file could not be saved to the Confidential Fax Inbox due to insufficient available memory.

Delete Any Unnecessary Data from the Memory.

- Check the faxes received in the Memory RX Inbox or Confidential Fax Inbox, print or forward the faxes as needed, and delete any that are unnecessary.

- Check the files in the Mail Box, print or send the files as needed, and delete any that are unnecessary.
- Check the documents on hold, print the documents as needed, and delete any that are unnecessary (only on models that support the Hold function).

Checking, Printing, and Forwarding Faxes Stored with Memory Lock (P. 608)
Checking and Printing Received Confidential Faxes (P. 610)

#848

An error occurred when combining an e-mail that was divided and sent. The divided data may have been deleted.

Have the Other Party Resend the E-mail.
If the divided data was deleted, the e-mail cannot be combined even if the remaining divided data is received later.

#851

The printer job could not be stored to the Mail Box because the memory is full.
Check that there enough memory available, and try again.

#852

The power of the machine turned OFF during use for an unknown reason.
Check that the power plug is firmly inserted into an outlet.

#853

The memory is full.
Reduce the number of pages to print at one time, or print when there is less print data waiting to be printed.

#856

The executed operation was canceled because there is insufficient memory available in the storage area required for the job archive function (imageWARE Secure Audit Manager). Move the log of the job archive function to the destination server.

#857

Reception of a job could not be completed because one of the following situations occurred while the job was being received:

- There was an instruction to stop the job from the computer.
- Sending from the computer was interrupted, and a timeout occurred.

Check the status of the computer and network. For details, contact the network administrator.

#858

Print data may be missing or corrupted.
Check the status of the computer and network. For details, contact the network administrator.

#860

The machine could not recover after jammed paper was removed, or a PDL selection that cannot be used or settings that cannot be combined are included.
Check the paper and print data settings.

#861

An error occurred while processing print data or image data.
Check the image size, paper size, color, and other settings.

#862

Settings that are not supported or cannot be combined are included.
Check the print data settings.

* Examples of settings that are not supported by the machine or that cannot be combined are described below.

- The data of long originals cannot be stored in Mail Box.
  In addition, the resolution of long original data cannot be set to [1200 dpi].
- The Secure Watermark function cannot be configured in combination with the Watermark function.
  In addition, when the booklet print processing method is set to [With Device Settings], booklet printing cannot be configured in combination with the Secure Watermark or Watermark function.
- The Secure Watermark function cannot be configured when a custom paper type or Transparency is specified.
- When you perform overlay printing, you cannot use form images with a resolution that differs from the resolution setting configured when printing.
- When you perform booklet printing, paper that cannot be used for booklet printing is specified.
- When you use the carbon copy function, you cannot store the print data in Mail Box or use the Hold function.
- Paper that cannot be used with the current device configuration is specified.
- The number of sheets to be saddle folded exceeds the limit.
- The number of sheets to be inserted from the sheet inserter exceeds the limit. (Up to one sheet per copy set can be inserted.)
- The trim amount, stack height, or curling amount exceeds the limit for the Perfect Binding function.

#863

Printing could not be performed because an initialization was performed during printing.
Try printing again.

#865

The functions required for printing are limited.
The following settings and restrictions may have been configured by the administrator. For details, contact the administrator.

- The Forced Hold settings are configured.

  * When the Forced Hold settings are configured, documents of unknown users are deleted.
- Printing from a computer is prohibited.
- Printing from a computer is restricted to Encrypted Secure Print documents only.
- Storage space functions are restricted.
- The Hold function is restricted.
- Cleartext authentication is prohibited.

#866

Printing was canceled because the security-related settings were enabled.

Perform Printing as a User with Appropriate Permission.

- When you print from a printer driver, configure the user authentication information with appropriate permission.
- When you print from the control panel, log in as a user with appropriate permission.

NOTE

Security-Related Settings

- The applicable security-related settings are as follows:
  - **[Restrict Job from Remote Device without User Auth.] (P. 1410)**
  - **[Prohibit Authentication Using Department ID and PIN] (P. 1441)**
- When you are using ACCESS MANAGEMENT SYSTEM, the following settings also apply:
  - [Print from Drivers without AMS Printer Driver Add-in] **[Functions to Restrict] (P. 1410)**
  - Restriction of the print function by the user role settings

    * For details on the user role settings, see the ACCESS MANAGEMENT SYSTEM manual at the online manual site.

    https://oip.manual.canon/

#889

The original cannot be scanned or printed because job restriction information was embedded.
Check the embedded job restriction information.

#899

Sending from the machine was successful, but the destination may not have received the sent data because it was relayed through a server.

Check That the Destination Received the Sent Data.

Check that the destination received the sent data successfully, as needed.

Did You Send the Data by Remote Fax?

- Check the TX result of the Remote Fax server machine to see if the data was sent successfully to the destination.
- Check the server and network connection status.

#901 to #999

#918

The QR code in the original could not be recognized.
Check that the position of the QR code is correct, and try scanning again.

#919

A syntax error, an error exceeding the limits of the machine, or another PostScript error was detected.

Configure the Settings to Print the Error Details, and Resolve the Cause.

Configure the settings to print the error details, and then try printing again. **[Print PS Errors] (P. 1486)**

After printing the error details, check the cause and resolve it.

#922

The maximum number of sheets that can be saddle-stitched has been reached.
Saddle stitching may be possible if the number of sheets is reduced. Check the number of sheets that can be saddle-stitched, and try again. **Supported Options (P. 4)**

#923

The specified side of the booklet cover or content pages cannot be printed.

Change the Paper to a Paper Type That Can Be Printed on Both Sides, and Try Again.
Usable Paper (P. 67)

#924

A feature that cannot be used at the same time as Eco (Staple-Free) has been set.
Changing the staple position or paper type may allow Eco (Staple-Free) to be used.

#925

An error occurred when receiving data sent from a fax driver. An image size that cannot be sent by the fax driver was specified.
Specify a size that can be sent.

#927

An error occurred when receiving data sent from a fax driver. The sent data includes a font that cannot be processed by the machine.
Check the sent data.

#928

An error occurred when receiving data sent from a fax driver. The memory is full or the maximum data size that can be processed at one time was exceeded.
Delete any unnecessary data, or change the data size.

#929

A network error occurred when receiving data sent from a fax driver.

Check the Network Connection Status.

- 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.
- You can also perform a connection test on the control panel of the machine to check whether the machine can communicate with devices in the network. **Checking the Network Status and Settings (P. 170)**
- If the machine is not connected to a network, reconfigure the network settings. **Setting Up the Network (P. 124)**

#931

Printing was canceled because Saddle Fold cannot not be performed.
Check the paper type to be used, the number of sheets to be folded, and the compatibility of the specified settings.

#932

The maximum number of sheets that can be stapled with Eco (Staple-Free) has been reached.
Stapling with Eco (Staple-Free) may be possible if the number of sheets is reduced. Check the number of sheets that can be stapled with Eco (Staple-Free), and try again. **Supported Options (P. 4)**

#933

The maximum number of sheets that can be stapled has been reached.
Stapling may be possible if the number of sheets is reduced. Check the number of sheets that can be stapled, and try again. **Supported Options (P. 4)**

#934

The job was deleted by the Auto Delete Suspended Jobs function.
Resolve the cause of the suspended job, 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. 1301)**

#935

Printing was canceled after printing one copy without stapling with Eco (Staple-Free) because the maximum number of sheets that can be stapled with Eco (Staple-Free) has been reached.
Check the number of sheets that can be stapled with Eco (Staple-Free), and try again. **Supported Options (P. 4)**

* You can change the processing method when the maximum number of sheets that can be stapled at the same time is reached. **[Action When Too Many Sheets to Staple] (P. 1296)**

#936

Printing was canceled after outputting one copy without stapling because the maximum number of sheets that can be stapled has been reached.
Check the number of sheets that can be stapled, and try again. **Supported Options (P. 4)**

* You can change the processing method when the maximum number of sheets that can be stapled at the same time is reached. **[Action When Too Many Sheets to Staple] (P. 1296)**

#937

The job was output but not saddle-stitched because the maximum number of sheets that can be saddle-stitched has been reached.
Saddle stitching may be possible if the number of sheets is reduced. Check the number of sheets that can be saddle-stitched, and try again.

* You can change the processing method when the maximum number of sheets that can be stapled at the same time is reached. **[Action When Too Many Sheets to Staple] (P. 1296)**

#939

Printing was canceled because an error occurred while processing image data.
Execute the job again.

#942

The job was canceled because Saddle C-Fold cannot be performed.
Check the paper type to be used, the number of sheets to be folded, and the compatibility of the specified settings.

#943

Printing was canceled because an error occurred while the XPS data was being processed.
Restart the machine and perform the job again.

#944

The job was canceled because a feature that cannot be used with the detected paper type has been set.
Change the settings or paper to be used, and perform the operation again.

#995

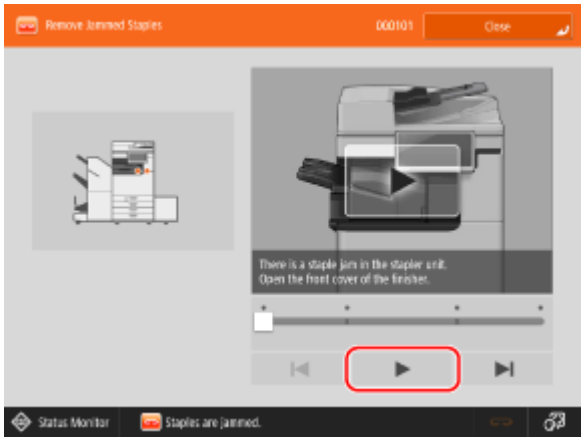
Sending or receiving of a waiting job was canceled.
Try sending or receiving again, as needed.

Paper and Staple Jams

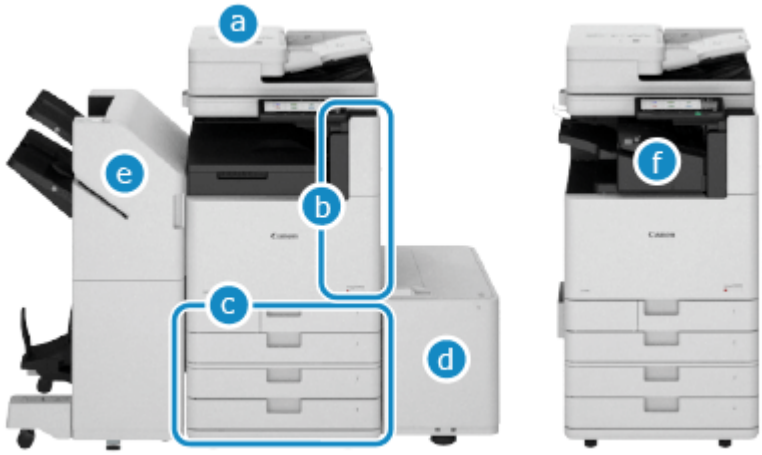
AW63-148

If a paper or staple jam occurs, a message, the location of the jam, and the procedure for clearing it are displayed on the control panel. Press [▶], and follow the displayed instructions on how to clear the jam.

* The screen is repeatedly displayed until the paper or staple jam has been removed. When you press [Close], the screen may close temporarily, and you may be able to perform another operation or setting.



See below for details about clearing paper and staple jams from various parts of the machine.
Follow the instructions on the screen to check the location of the paper or staple jam and remove the jammed paper or staple. In some cases, there may not be a paper or staple jam, but be sure to check all locations.



a Feeder

- **Paper Jams in the Feeder (P. 1855)**

b Inside main unit

- **Paper Jams Inside the Main Unit (P. 1860)**
- **Paper Jams Inside the Main Unit (When the Inner Finisher Is Installed) (P. 1870)**

c Paper drawer

- **Paper Jams in the Paper Source (P. 1875)**

d Paper deck unit

- **Paper Jams in the Paper Source (P. 1875)**

Staple finisher or booklet finisher

- **Paper Jams in the Staple Finisher (P. 1883)**
- **Paper Jams in the Booklet Finisher (P. 1886)**
- **Staple Jams in the Staple Finisher (P. 1897)**
- **Staple Jams in the Booklet Finisher (P. 1898)**

Inner finisher

- **Paper Jams Inside the Main Unit (When the Inner Finisher Is Installed) (P. 1870)**
- **Paper Jams in the Inner Finisher (P. 1890)**
- **Staple Jams in the Inner Finisher (P. 1900)**

CAUTION

Do Not Forcibly Remove Jammed Paper.

- Forcibly removing jammed paper may result in injury or damage to parts. If you cannot remove the jammed paper using the procedure for clearing it, contact your dealer or service representative. **If the Problem Persists (P. 1903)**

After Removing Jammed Paper

- Immediately remove your hands from the machine and optional equipment unit. Clothing and hands may become caught in the rollers of the machine.

IMPORTANT

Precautions When Removing Jammed Paper and Staples

- Do not turn OFF the machine when removing jammed paper and staples. Turning OFF the machine may delete the data being printed or the fax being received.
- Removing paper at a location different from the paper jam location indicated on the screen may result in a paper jam or missing printed paper.
- If the paper tears, be sure to remove all parts in the machine and optional equipment unit so that no pieces remain.
- The optional equipment unit may perform printing while you are clearing the paper or staple jam. Be careful when handling the installed optional equipment unit.

Paper Jams in the Feeder

AW63-149

Remove the original jammed inside or behind the feeder. Follow the instructions on the control panel to check the location of the paper jam and remove the jammed paper.
If the original tears, be sure to remove all parts so that no pieces remain.
If you cannot remove the original, do not try to remove it forcibly. Check the control panel and remove the jammed original at another location.

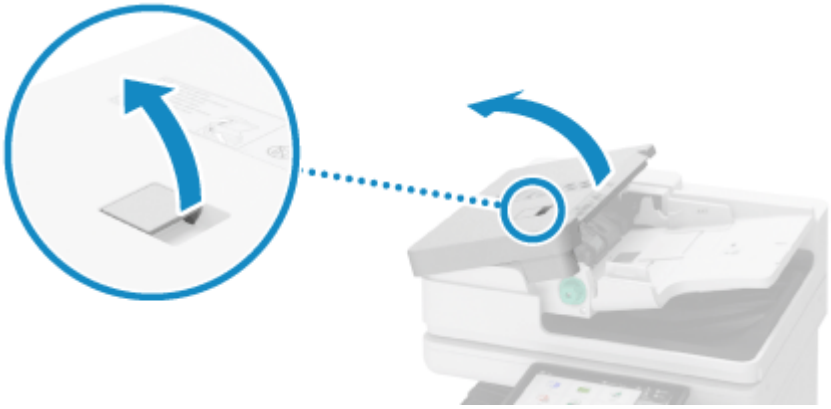
Single Pass DADF-E [Europe][Asia/Oceania][Americas] (P. 1855)
Single Pass DADF-F [Europe][Asia/Oceania] (P. 1857)

Single Pass DADF-E Europe Asia/Oceania Americas

1 Remove the original from the original supply tray.



2 Pull the lever and open the feeder cover.



3 If an original is jammed inside the feeder cover, gently pull it out in the direction of the arrow.



4 Check whether an original is jammed in the original output tray.

1. Turn the green knob.



2. If the original was ejected, gently pull it out in the direction of the arrow.



5 Close the feeder cover.

6 Check whether an original is jammed behind the feeder.

1. Open the feeder.



2. If an original is jammed, gently pull it out in the direction of the arrow.



3. Close the feeder.

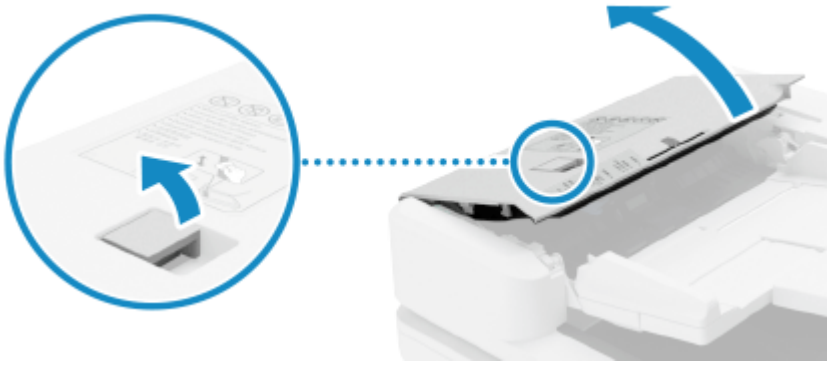
➔When the paper jam is cleared, the screen indicating a paper jam disappears, and you can scan the original.
Place the original in the feeder again according to the settings for how to resume operations when a paper jam occurs. **[Feeder Jam Recovery Method] (P. 1306)**

Single Pass DADF-F Europe Asia/Oceania

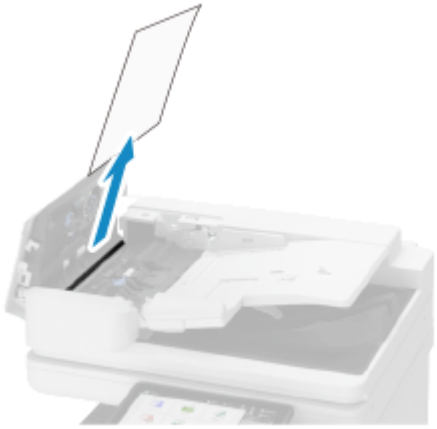
1 Remove the original from the original supply tray.



2 Pull the lever and open the feeder cover.



3 If an original is jammed inside the feeder cover, gently pull it out in the direction of the arrow.

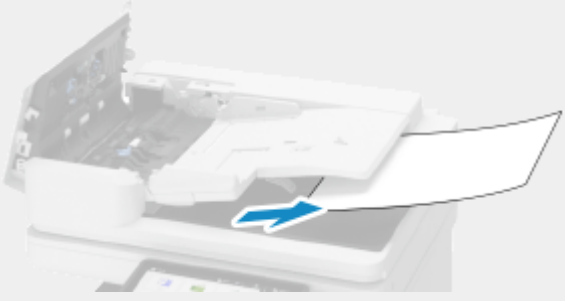


4 Check whether an original is jammed in the original output tray.

1. Turn the green knob.



2. If the original was ejected, gently pull it out in the direction of the arrow.



5 Close the feeder cover.

6 Check whether an original is jammed behind the feeder.

1. Open the feeder.



2. If an original is jammed, gently pull it out in the direction of the arrow.



3. Close the feeder.

➔When the paper jam is cleared, the screen indicating a paper jam disappears, and you can scan the original.
Place the original in the feeder again according to the settings for how to resume operations when a paper jam occurs. **[Feeder Jam Recovery Method] (P. 1306)**

NOTE

If Paper Jams Occur Repeatedly

- Check the status of the machine and original. **Paper Jams That Occur Repeatedly (P. 1894)**

Paper Jams Inside the Main Unit

AW63-14A

Remove the paper jammed inside the main unit. Follow the instructions on the control panel to check the location of the paper jam and remove the jammed paper.
If the paper tears, be sure to remove all parts so that no pieces remain.
If you cannot remove the paper, do not try to remove it forcibly. Check the control panel and remove the jammed paper at another location.

The operating procedure is different when you are using Long Sheet paper.

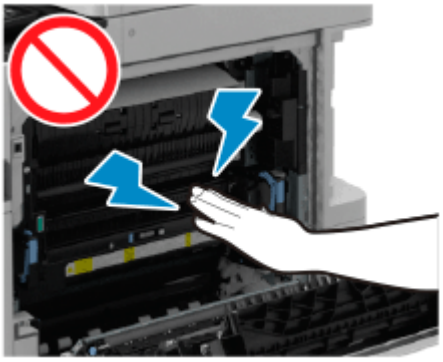
If Paper Other Than Long Sheet Paper Is Jammed (P. 1860)
If Long Sheet Paper Is Jammed [Asia/Oceania][Americas] (P. 1864)

* If the optional inner finisher is installed, see the following:
Paper Jams Inside the Main Unit (When the Inner Finisher Is Installed) (P. 1870)

IMPORTANT

When Opening the Right Cover of the Main Unit

- Touching the inside of the main unit with an electrostatic charge on your hands may damage the components. Before performing work such as replacing parts or removing paper jams inside the main unit, grip the handle securely and open the right cover of the main unit. A metal plate located behind the handle discharges any static electricity.
- If you interrupt work such as replacing parts or removing paper jams inside the main unit, close the right cover of the main unit. When resuming work, grip the handle securely and open the right cover of the main unit. This ensures that any static electricity on your hands is discharged.



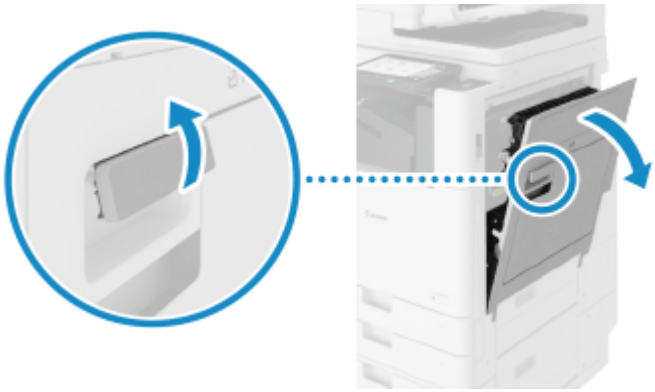


If Paper Other Than Long Sheet Paper Is Jammed

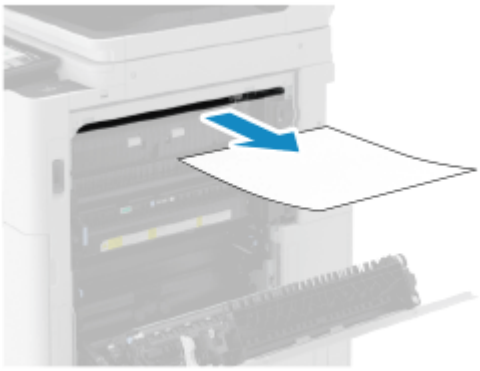
Required Preparations

- If the optional paper deck unit is installed, press the release lever and pull the paper deck unit away from the main unit.
- Close the cover and paper drawer if they are open.

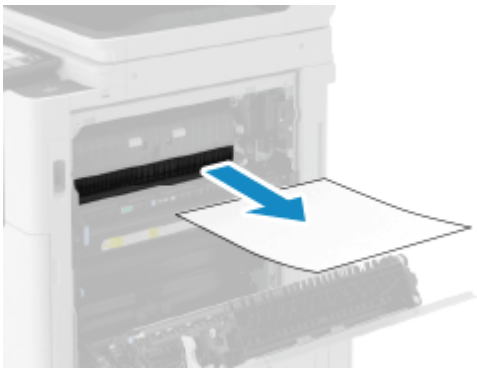
1 Pull the lever and open the right cover of the main unit.



2 If paper is jammed inside the reversing unit, gently pull it out in the direction of the arrow.

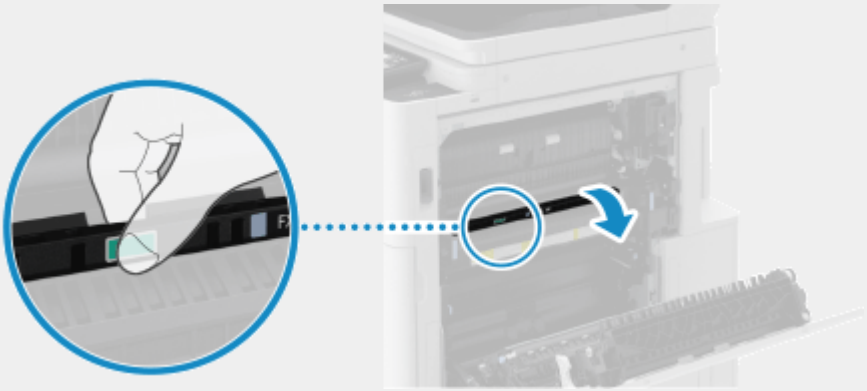


3 If paper is jammed in the output area, gently pull it out in the direction of the arrow.

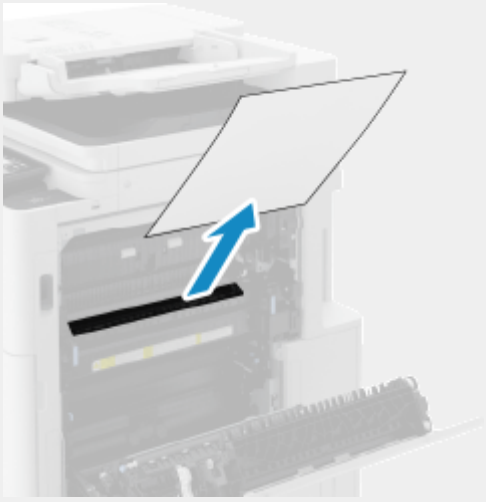


4 Check whether paper is jammed inside the fixing assembly.

1. Open the top cover of the fixing assembly.

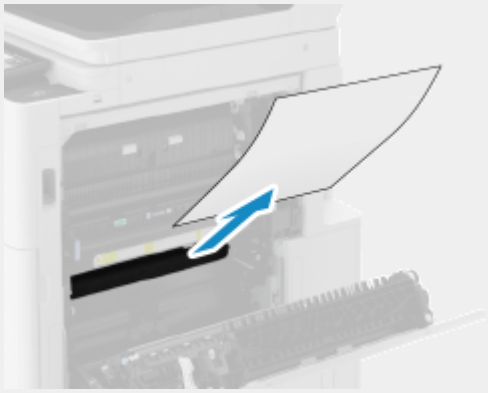


2. If paper is jammed, gently pull it out in the direction of the arrow.



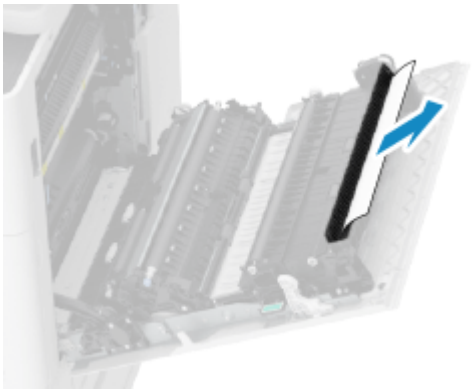
If Paper Cannot Be Removed

Gently pull out the paper from the bottom.



3. Close the top cover of the fixing assembly.

5 If paper is jammed in the output area inside the right cover of the main unit, gently pull it out in the direction of the arrow.

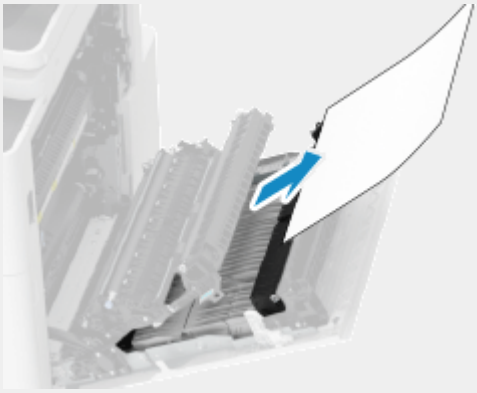


6 Check whether paper is jammed inside the duplex unit.

1. Raise the green lever and open the duplex unit.

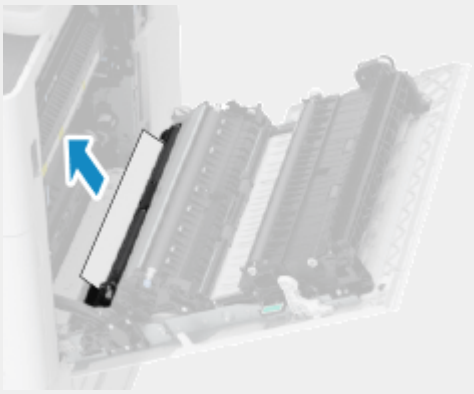


2. If paper is jammed, gently pull it out in the direction of the arrow.



3. Close the duplex unit.

4. If paper is jammed at the bottom of the duplex unit, gently pull it out in the direction of the arrow.



7 If paper is jammed in the vicinity of paper drawer 1, gently pull it out in the direction of the arrow.



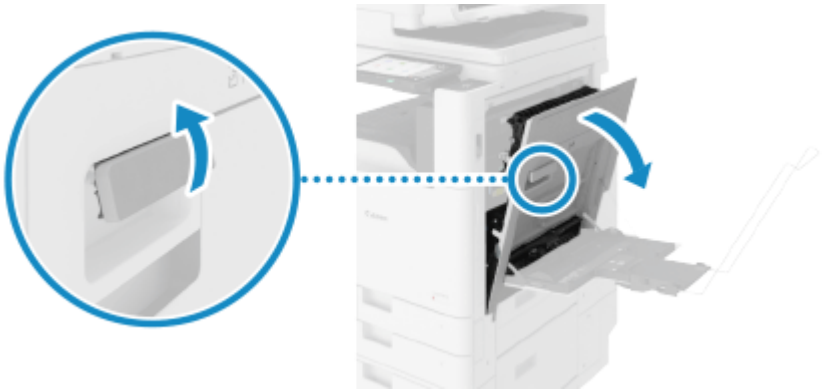
8 Gently close the right cover of the main unit until you hear a click.

➔When the paper jam is cleared, the screen indicating a paper jam disappears, and printing resumes automatically.
If a screen indicating a paper jam at a different location appears, continue following the instructions on the screen to remove the jammed paper.

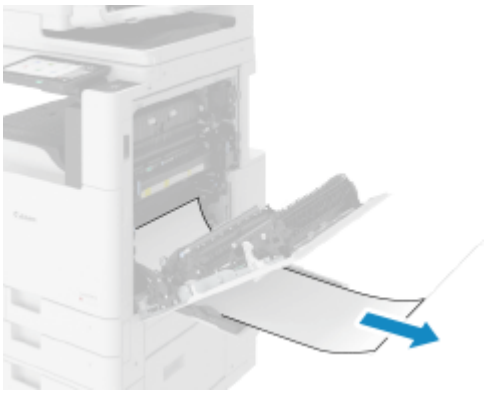
If Long Sheet Paper Is Jammed Asia/Oceania Americas

1 Remove any paper loaded in the multi-purpose tray.

2 Pull the lever and open the right cover of the main unit.

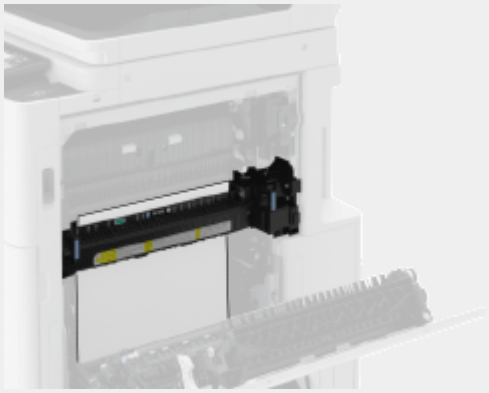


3 If paper is jammed in the multi-purpose tray, gently pull it out in the direction of the arrow.

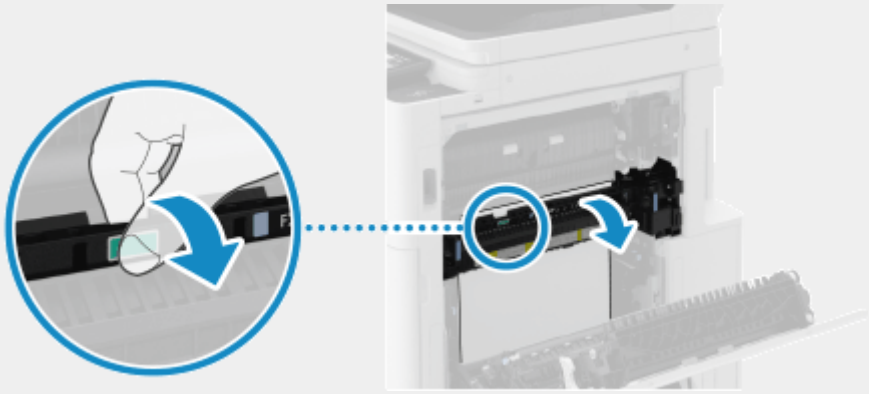


4 Check whether paper is jammed in the fixing assembly.

If You Cannot Grasp the Top Edge of the Paper



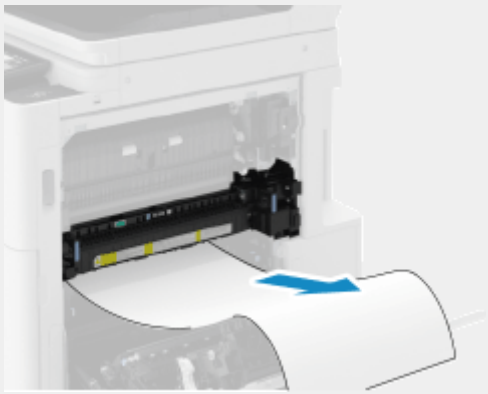
1. Hold the green lever and open the fixing assembly.



2. Gently pull out the paper in the direction of the arrow until the bottom edge of the paper comes out.

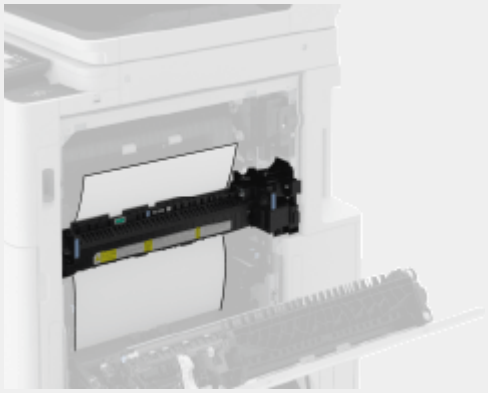


3. Gently pull out the remaining paper in the direction of the arrow.

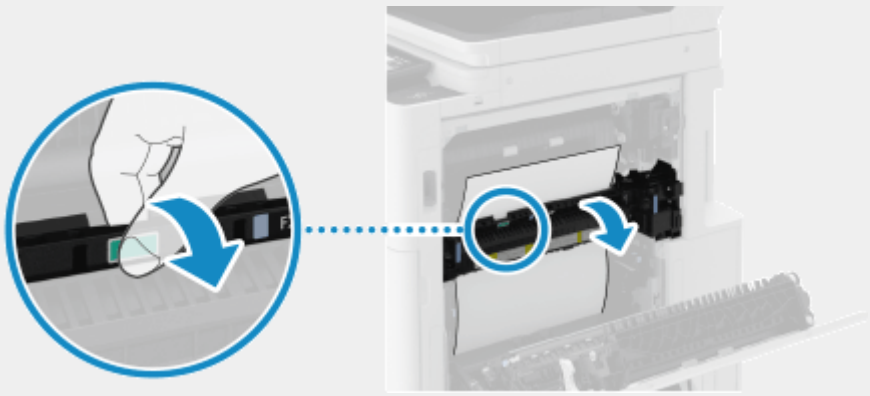


4. Close the fixing assembly.

If You Can Grasp the Top Edge of the Paper



1. Hold the green lever and open the fixing assembly.



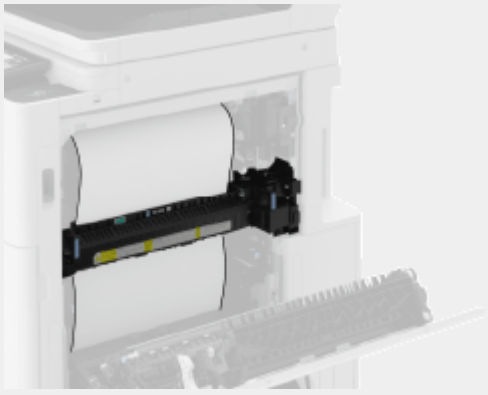
2. Gently pull out the paper in the direction of the arrow.



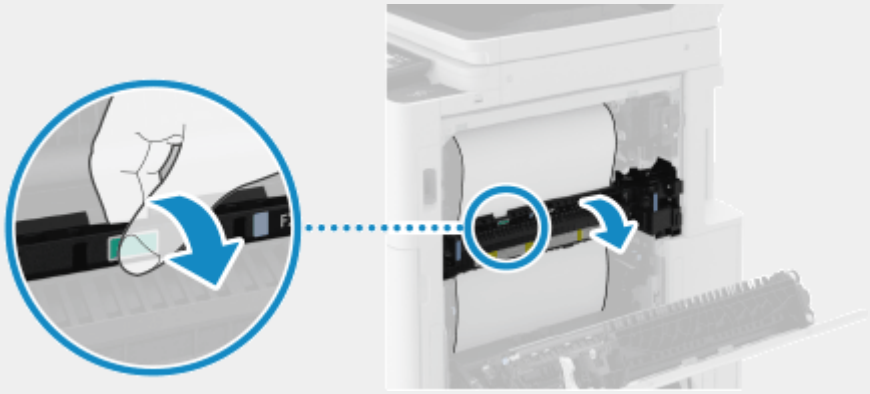
3. Close the fixing assembly.

5 Check whether paper is jammed in the output unit.

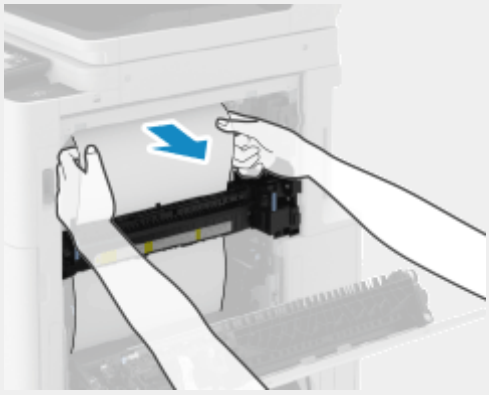
If Paper Is Partially Jammed in the Output Unit



1. Hold the green lever and open the fixing assembly.



2. If the edge of the paper has entered at the top, pull the paper out slowly in the direction of the arrow until the edge comes out.



3. Gently pull out the remaining paper in the direction of the arrow.

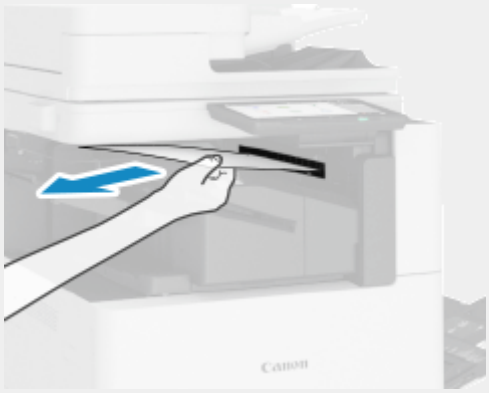


4. Close the fixing assembly.

If Only the Edge of the Paper Is Coming out of the Output Unit



1. Gently pull out the paper from the output tray side in the direction of the arrow.



6 Gently close the right cover of the main unit until you hear a click.

→ When the paper jam is cleared, the screen indicating a paper jam disappears, and printing resumes automatically. If a screen indicating a paper jam at a different location appears, continue following the instructions on the screen to remove the jammed paper.

NOTE

If Paper Jams Occur Repeatedly

- Check the status of the machine and paper. **Paper Jams That Occur Repeatedly (P. 1894)**

Paper Jams Inside the Main Unit (When the Inner Finisher Is Installed)

AW63-14C

Remove paper jammed inside the main unit or inner finisher when the inner finisher is installed. Follow the instructions on the control panel to check the location of the paper jam and remove the jammed paper.
If the paper tears, be sure to remove all parts so that no pieces remain.
If you cannot remove the paper, do not try to remove it forcibly. Check the control panel and remove the jammed paper at another location.

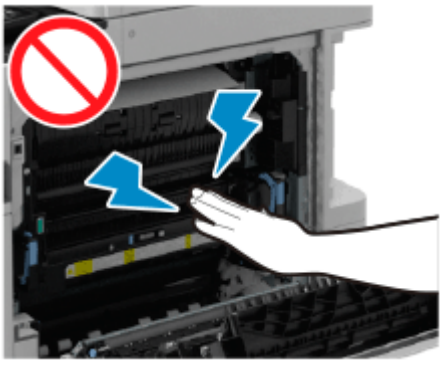
Asia/Oceania Americas

* When you are using Long Sheet paper, see the following:
If Long Sheet Paper Is Jammed [Asia/Oceania][Americas] (P. 1864)

IMPORTANT

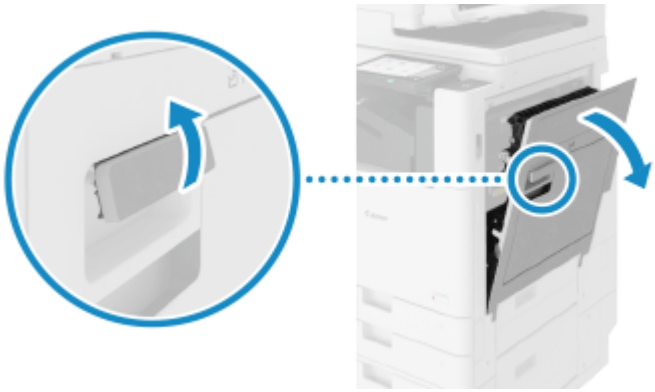
When Opening the Right Cover of the Main Unit

- Touching the inside of the main unit with an electrostatic charge on your hands may damage the components. Before performing work such as replacing parts or removing paper jams inside the main unit, grip the handle securely and open the right cover of the main unit. A metal plate located behind the handle discharges any static electricity.
- If you interrupt work such as replacing parts or removing paper jams inside the main unit, close the right cover of the main unit. When resuming work, grip the handle securely and open the right cover of the main unit. This ensures that any static electricity on your hands is discharged.





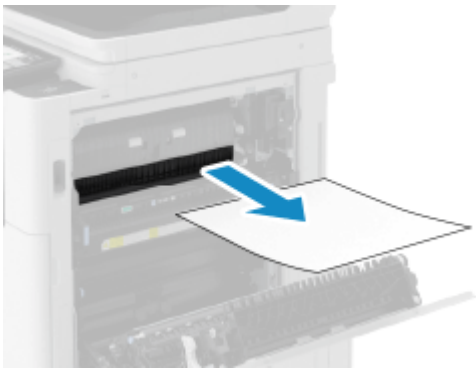
1 Pull the lever and open the right cover of the main unit.



2 If paper is jammed inside the reversing unit, gently pull it out in the direction of the arrow.



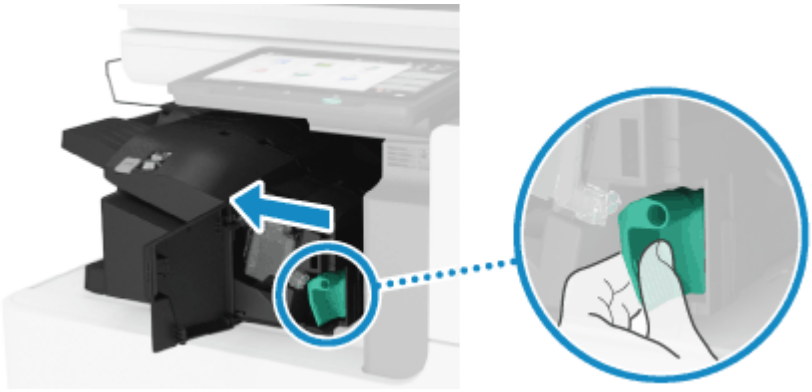
3 If paper is jammed in the output area, gently pull it out in the direction of the arrow.



4 Open the left cover of the inner finisher.

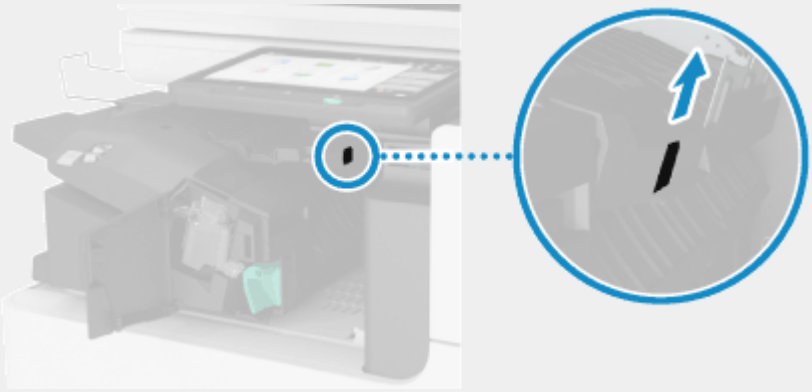


5 Hold the green lever and slide the inner finisher to the left.



6 Check whether paper is jammed inside the inner finisher.

1. Lift the green guide.



2. If paper is jammed, gently pull it out in the direction of the arrow.



3. Lower the green guide.

When the Puncher Unit Is Installed

Check for paper jammed inside the puncher unit.

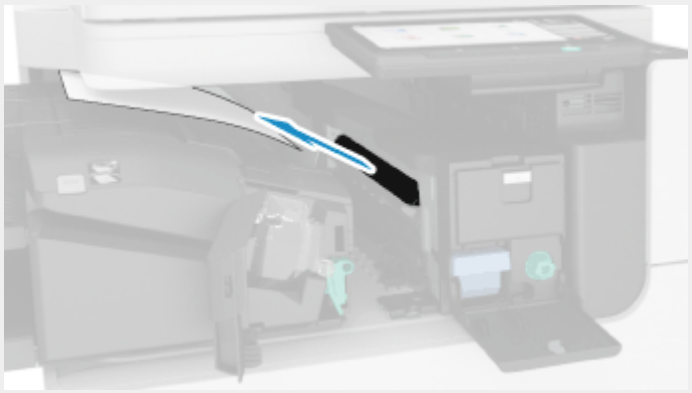
1. Open the front cover of the puncher unit.



2. Turn the green knob.



3. If the paper was ejected, gently pull it out in the direction of the arrow.



4. Close the front cover of the puncher unit.

7 Slide the inner finisher to the right and push it in.



Be careful not to get your fingers caught in the gaps when pushing in the inner finisher.

8 Close the left cover of the inner finisher.

9 Gently close the right cover of the main unit until you hear a click.

→ When the paper jam is cleared, the screen indicating a paper jam disappears, and printing resumes automatically.
If a screen indicating a paper jam at a different location appears, continue following the instructions on the screen to remove the jammed paper.

Paper Jams in the Paper Source

AW63-14E

Remove the paper jammed inside the paper source. Follow the instructions on the control panel to check the location of the paper jam and remove the jammed paper.
If the paper tears, be sure to remove all parts so that no pieces remain.
If you cannot remove the paper, do not try to remove it forcibly. Check the control panel and remove the jammed paper at another location.

Paper Jams in Paper Drawer 1 (P. 1875)
Paper Jams in Paper Drawer 2 (P. 1876)
Paper Jams in Paper Drawers 3 and 4 (Option) (P. 1878)
Paper Jams in the Paper Deck Unit (Option) (P. 1880)

Paper Jams in Paper Drawer 1

This section describes how to clear paper jams in paper drawer 1. Follow the instructions on the control panel to check the location of the paper jam and remove the jammed paper.

Required Preparations

- If the optional paper deck unit is installed, press the release lever and pull the paper deck unit away from the main unit.
- Close the cover and paper drawer if they are open.

1 Pull out paper drawer 1 toward you.



2 If paper is jammed inside paper drawer 1, gently pull it out in the direction of the arrow.



3 Gently push paper drawer 1 into the machine until you hear a click.

→ When the paper jam is cleared, the screen indicating a paper jam disappears, and printing resumes automatically.
If a screen indicating a paper jam at a different location appears, continue following the instructions on the screen to remove the jammed paper.

Be careful not to get your fingers caught in the gaps when pushing in the paper drawer.

NOTE

If Paper Jams Occur Repeatedly

- Check the status of the machine and paper. **Paper Jams That Occur Repeatedly (P. 1894)**

Paper Jams in Paper Drawer 2

This section describes how to clear paper jams in paper drawer 2. Follow the instructions on the control panel to check the location of the paper jam and remove the jammed paper.

Required Preparations

- If the optional paper deck unit is installed, press the release lever and pull the paper deck unit away from the main unit.
- Close the cover and paper drawer if they are open.

1 Check whether paper is jammed inside the right cover of the paper drawer.

1. Open the right cover of the paper drawer.



2. If paper is jammed, gently pull it out in the direction of the arrow.



3. Gently close the right cover of the paper drawer until you hear a click.

➔ If the screen indicating a paper jam disappears, you can skip the remaining steps. Printing resumes automatically.
If the screen indicating a paper jam is still displayed, continue following the remaining steps on the screen to remove the jammed paper.

2 Check whether paper is jammed inside paper drawer 2.

1. Pull out paper drawer 2 toward you.



2. If paper is jammed, gently pull it out in the direction of the arrow.



3. Gently push paper drawer 2 into the machine until you hear a click.

➔ When the paper jam is cleared, the screen indicating a paper jam disappears, and printing resumes automatically.
If a screen indicating a paper jam at a different location appears, continue following the instructions on the screen to remove the jammed paper.

Be careful not to get your fingers caught in the gaps when pushing in the paper drawer.

NOTE

If Paper Jams Occur Repeatedly

- Check the status of the machine and paper. **Paper Jams That Occur Repeatedly (P. 1894)**

Paper Jams in Paper Drawers 3 and 4 (Option)

This section describes how to clear paper jams in paper drawers 3 and 4. Follow the instructions on the control panel to check the location of the paper jam and remove the jammed paper.

Required Preparations

- If the optional paper deck unit is installed, press the release lever and pull the paper deck unit away from the main unit.
- Close the cover and paper drawer if they are open.

1 Check whether paper is jammed inside the right cover and lower cover on the right side of the paper drawer.

1. Open the right cover and lower cover on the right side of the paper drawer.

   When the Cassette Feeding Unit is installed

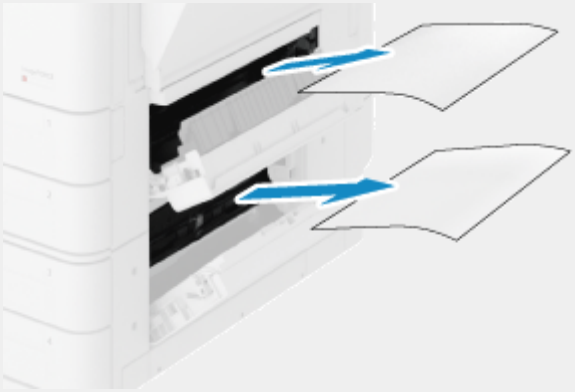
   

   When the High Capacity Cassette Feeding Unit is installed

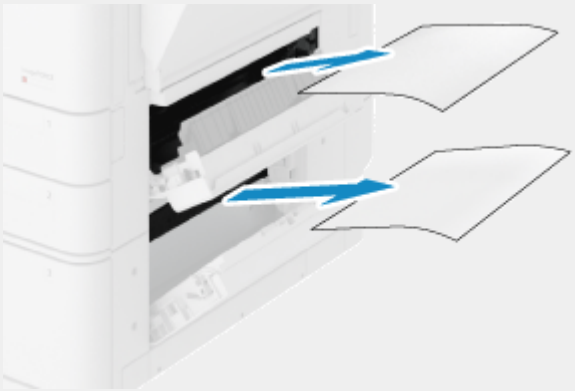
   

2. If paper is jammed, gently pull it out in the direction of the arrow.

When the Cassette Feeding Unit is installed



When the High Capacity Cassette Feeding Unit is installed



3. Gently close the right cover and lower cover on the right side of the paper drawer until you hear a click.

   → If the screen indicating a paper jam disappears, you can skip the remaining steps. Printing resumes automatically.
   If the screen indicating a paper jam is still displayed, continue following the remaining steps on the screen to remove the jammed paper.

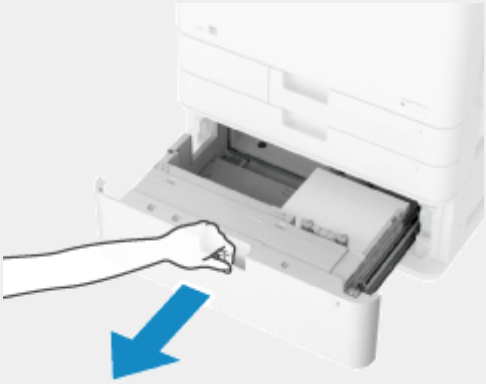
2 Check whether paper is jammed inside paper drawer 3 or 4.

1. Pull out paper drawer 3 or 4 toward you.

   When the Cassette Feeding Unit is installed



When the High Capacity Cassette Feeding Unit is installed



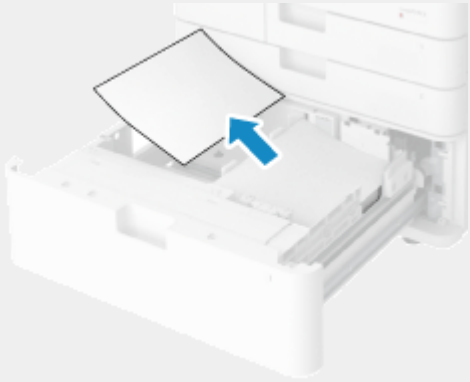
When the High Capacity Cassette Feeding Unit is installed, open paper drawer 3.

2. If paper is jammed, gently pull it out in the direction of the arrow.

When the Cassette Feeding Unit is installed



When the High Capacity Cassette Feeding Unit is installed



3. Gently push paper drawer 3 or 4 into the machine until you hear a click.

➔When the paper jam is cleared, the screen indicating a paper jam disappears, and printing resumes automatically.
If a screen indicating a paper jam at a different location appears, continue following the instructions on the screen to remove the jammed paper.

Be careful not to get your fingers caught in the gaps when pushing the paper drawer.

NOTE

If Paper Jams Occur Repeatedly

- Check the status of the machine and paper. **Paper Jams That Occur Repeatedly (P. 1894)**

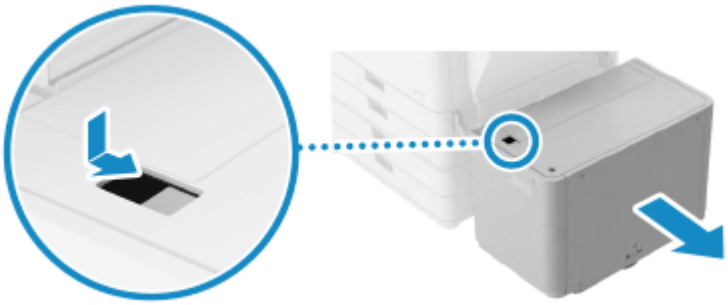
Paper Jams in the Paper Deck Unit (Option)

This section describes how to clear paper jams in the paper deck unit. Follow the instructions on screen to check the location of the paper jam and remove the jammed paper.

Required Preparations

- Close the cover and paper drawer if they are open.

1 Press the release lever and pull the paper deck unit away from the main unit.



2 If paper is jammed on the side of the paper deck unit, gently pull it out in the direction of the arrow.



3 If paper is jammed on the side of the main unit, gently pull it out in the direction of the arrow.

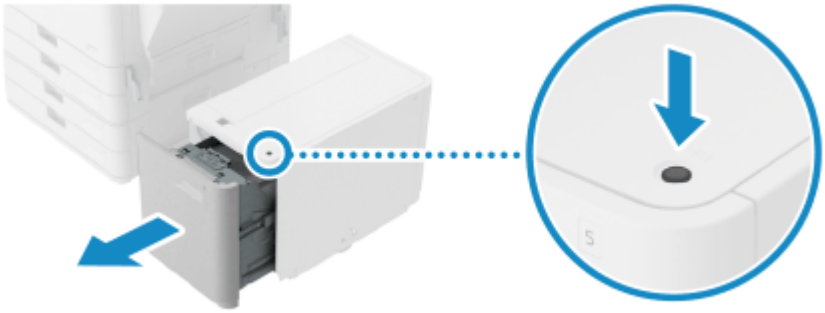


4 Attach the paper deck unit to the main unit.

→ If the screen indicating a paper jam disappears, you can skip the remaining steps. Printing resumes automatically.
If the screen indicating a paper jam is still displayed, continue following the remaining steps on the screen to remove the jammed paper.

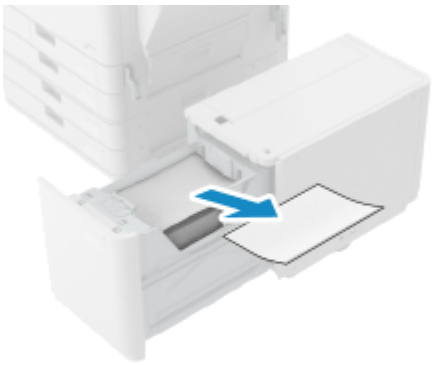
Check that it is attached securely to the main unit.

5 Pull the paper deck toward you until it stops.



If the machine is in Sleep Mode, you may not be able to pull out the paper deck. Tap the display to exit Sleep Mode first, and then pull out the paper deck.

6 If paper is jammed inside the paper deck unit, gently pull it out in the direction of the arrow.



Paper may be jammed in a hard-to-see location.

7 Gently return the paper deck to its original position.

➔When the paper jam is cleared, the screen indicating a paper jam disappears, and printing resumes automatically.
If a screen indicating a paper jam at a different location appears, continue following the instructions on the screen to remove the jammed paper.

NOTE
If Paper Jams Occur Repeatedly

- Check the status of the machine and paper. **Paper Jams That Occur Repeatedly (P. 1894)**

Paper Jams in the Finisher (Option)

AW63-14F

Remove the paper jammed inside the finisher. Follow the instructions on the control panel to check the location of the paper jam and remove the jammed paper.
If the paper tears, be sure to remove all parts so that no pieces remain.
If you cannot remove the paper, do not try to remove it forcibly. Check the control panel and remove the jammed paper at another location.

Paper Jams in the Staple Finisher (P. 1883)
Paper Jams in the Booklet Finisher (P. 1886)
Paper Jams in the Inner Finisher (P. 1890)

Paper Jams in the Staple Finisher

This section describes how to clear paper jams in the staple finisher. Follow the instructions on the control panel to check the location of the paper jam and remove the jammed paper.

Required Preparations

- Remove any paper loaded in the tray.
- Close the cover and paper drawer if they are open.

1 Open the cover of the buffer pass unit.

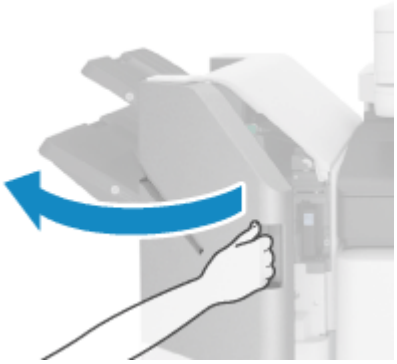


2 If paper is jammed, gently pull it out in the direction of the arrow.



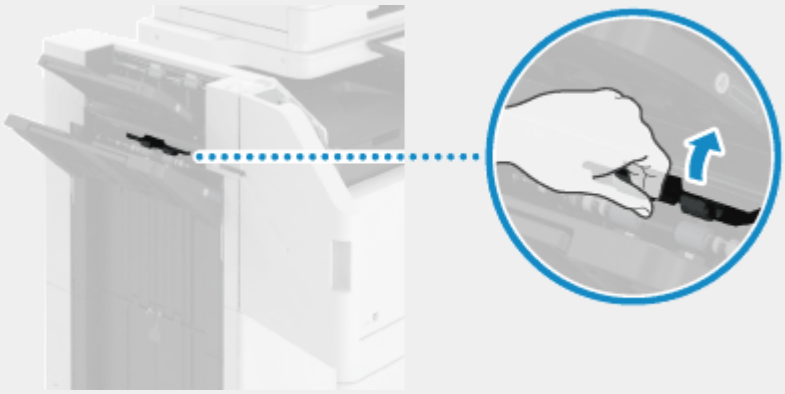
3 Close the cover of the buffer pass unit.

4 Open the front cover of the staple finisher.

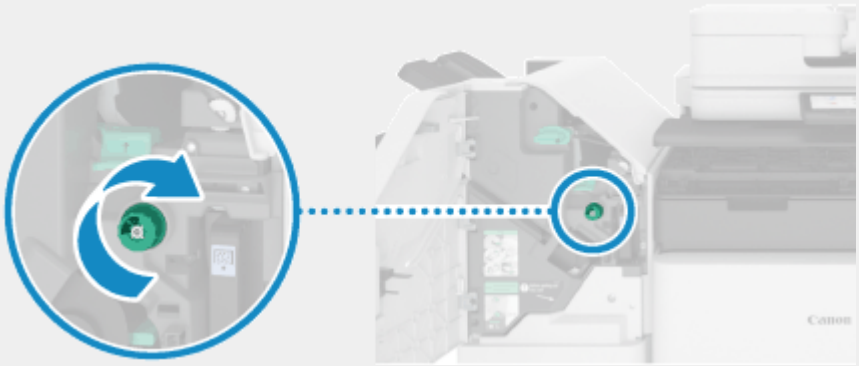


5 Check whether paper is jammed inside the staple finisher.

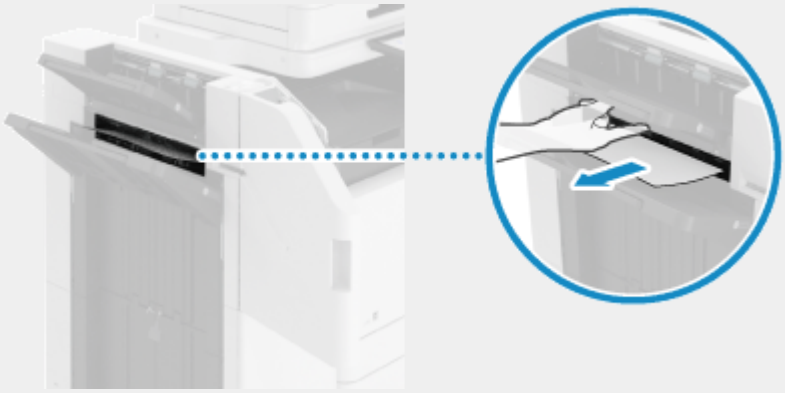
1. Lift the output tray guide of the main tray.



2. Turn the green knob.



3. If the paper was ejected, gently pull it out in the direction of the arrow.



6 Check whether paper is jammed in the delivery area.

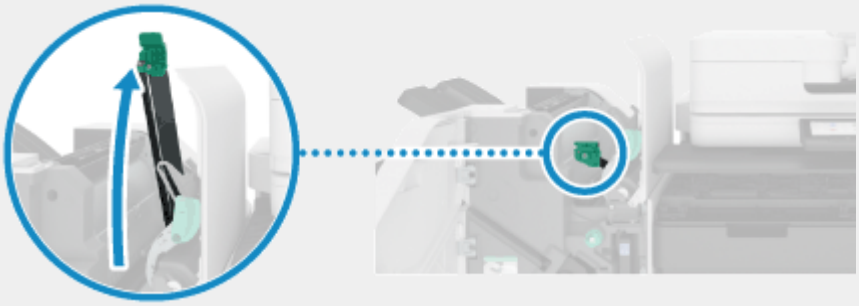
1. Open the escape delivery guide.



2. If paper is jammed, gently pull it out in the direction of the arrow.



3. Lift the primary flapper.



4. If paper is jammed, gently pull it out in the direction of the arrow.



5. Lower the primary flapper.
6. Close the escape delivery guide.

7 Close the front cover of the staple finisher.

➔When the paper jam is cleared, the screen indicating a paper jam disappears, and printing resumes automatically.
If a screen indicating a paper jam at a different location appears, continue following the instructions on the screen to remove the jammed paper.

NOTE
If Paper Jams Occur Repeatedly

- Check the status of the machine and paper. **Paper Jams That Occur Repeatedly (P. 1894)**

Paper Jams in the Booklet Finisher

This section describes how to clear paper jams in the booklet finisher. Follow the instructions on the control panel to check the location of the paper jam and remove the jammed paper.

Required Preparations

- Remove any paper loaded in the tray.
- Remove all paper output to the booklet tray.
- Close the cover and paper drawer if they are open.

1 Open the cover of the buffer pass unit.

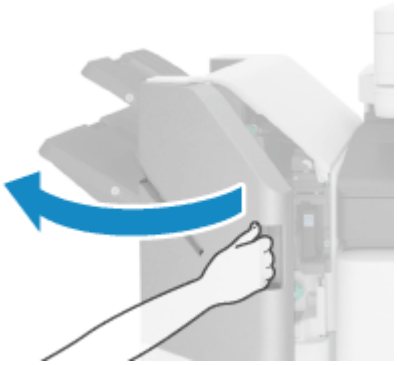


2 If paper is jammed, gently pull it out in the direction of the arrow.



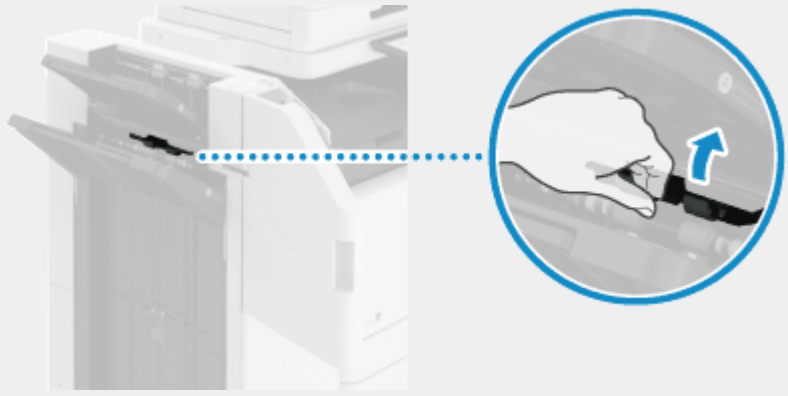
3 Close the cover of the buffer pass unit.

4 Open the front cover of the booklet finisher.

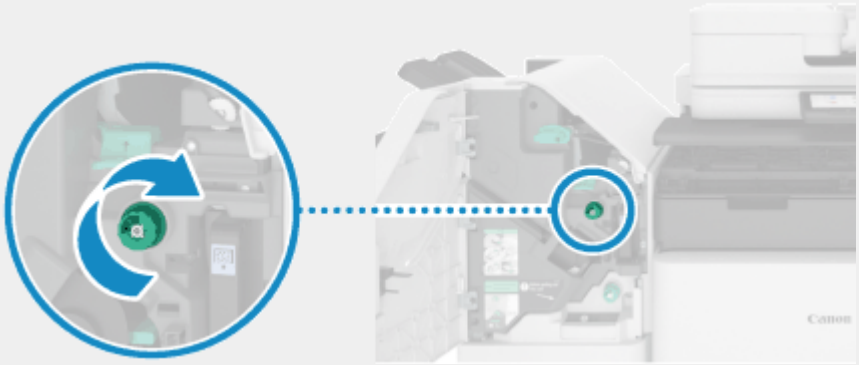


5 Check whether paper is jammed inside the booklet finisher.

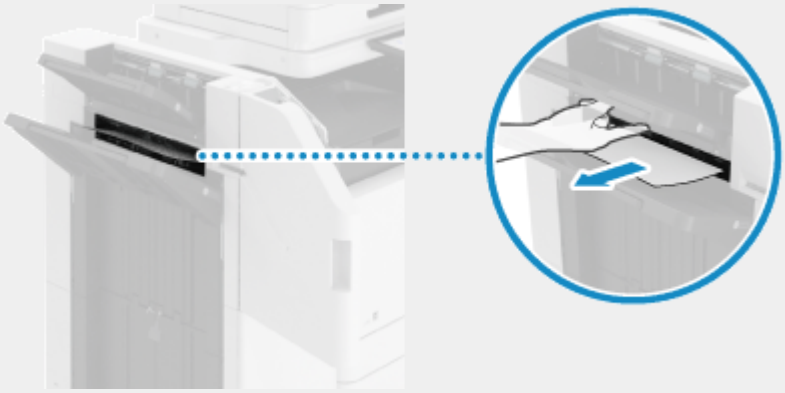
1. Lift the output tray guide of Tray B.



2. Turn the green knob.



3. If the paper was ejected, gently pull it out in the direction of the arrow.



6 Check whether paper is jammed in the delivery area.

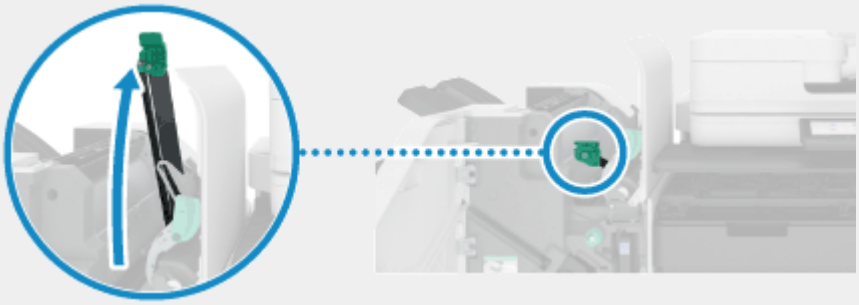
1. Open the escape delivery guide.



2. If paper is jammed, gently pull it out in the direction of the arrow.



3. Lift up the primary flapper.

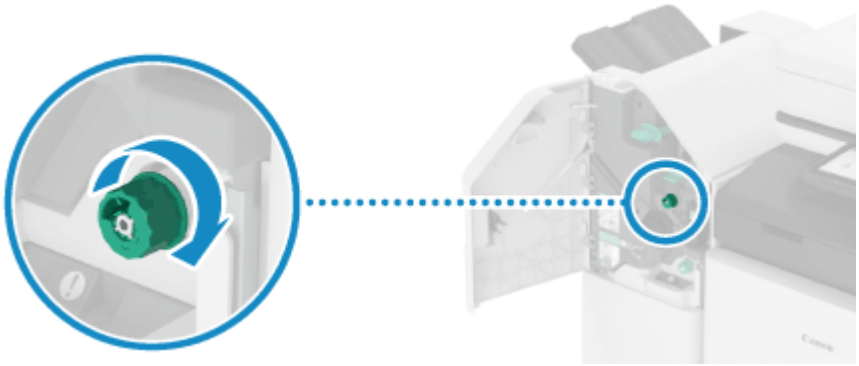


4. If paper is jammed, gently pull it out in the direction of the arrow.



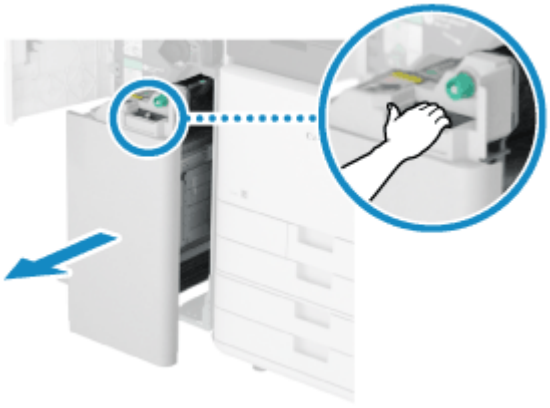
5. Lower the primary flapper.
6. Close the escape delivery guide.

7 Turn the green knob at least 10 times.



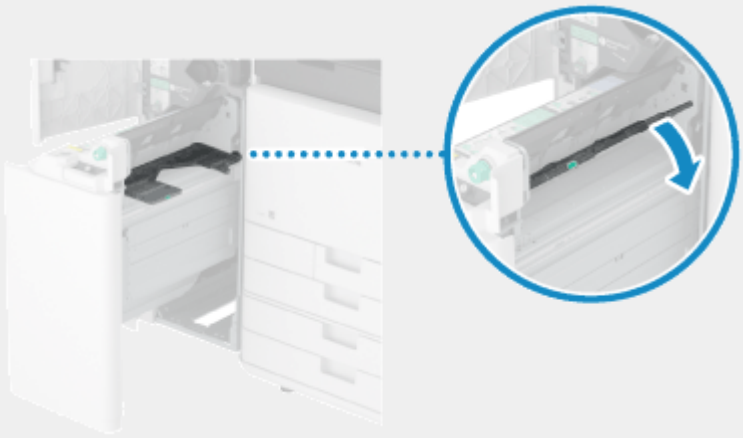
If you do not turn the knob a sufficient number of times, the jammed paper may tear when you pull out the saddle stitch unit.

8 Pull out the saddle stitch unit.



9 Check whether paper is jammed in the transparent guide.

1. Open the transparent guide.



2. If paper is jammed, gently pull it out in the direction of the arrow.



3. Close the transparent guide.

10 Gently push the saddle stitch unit into the machine.

11 Close the front cover of the booklet finisher.

➔When the paper jam is cleared, the screen indicating a paper jam disappears, and printing resumes automatically.
If a screen indicating a paper jam at a different location appears, continue following the instructions on the screen to remove the jammed paper.

NOTE
If Paper Jams Occur Repeatedly

- Check the status of the machine and paper. **Paper Jams That Occur Repeatedly (P. 1894)**

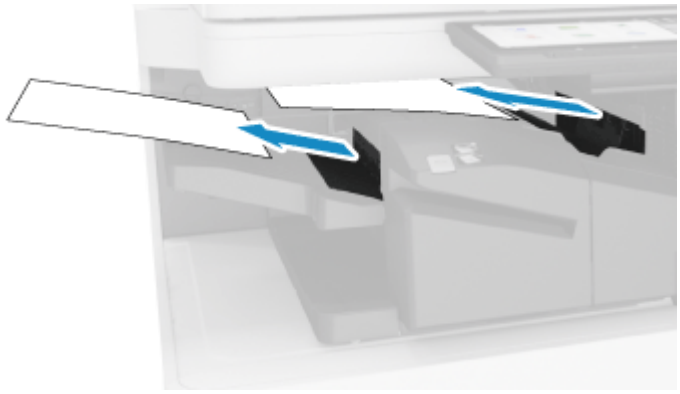
Paper Jams in the Inner Finisher

This section describes how to clear paper jams in the inner finisher. Follow the instructions on the control panel to check the location of the paper jam and remove the jammed paper.

Required Preparations

- Remove any paper loaded in the tray.
- Close the cover and paper drawer if they are open.

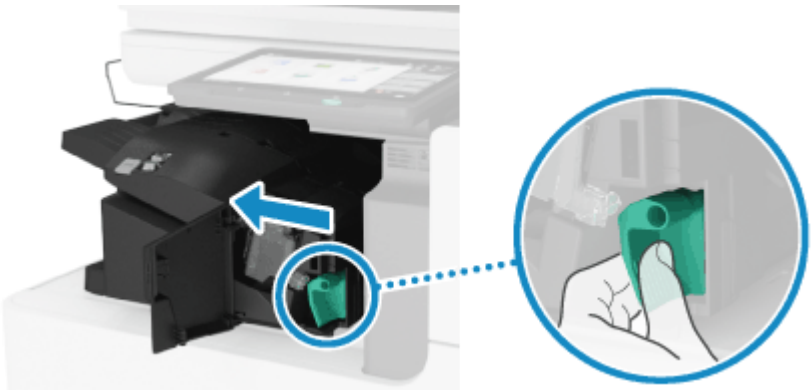
1 If paper is jammed in the output tray of the inner finisher, gently pull it out in the direction of the arrow.



2 Open the left cover of the inner finisher.

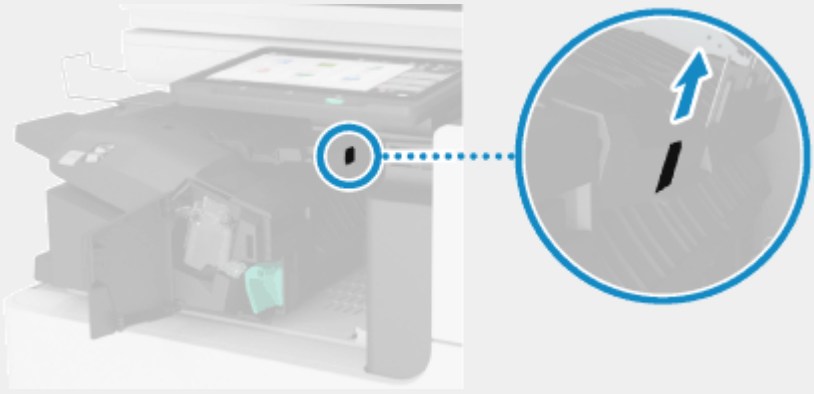


3 Hold the green lever and slide the inner finisher to the left.



4 Check whether paper is jammed inside the inner finisher.

1. Lift up the green guide.



2. If paper is jammed, gently pull it out in the direction of the arrow.



3. Lower the green guide.

When the Puncher Unit Is Installed

Check for paper jammed inside the puncher unit.

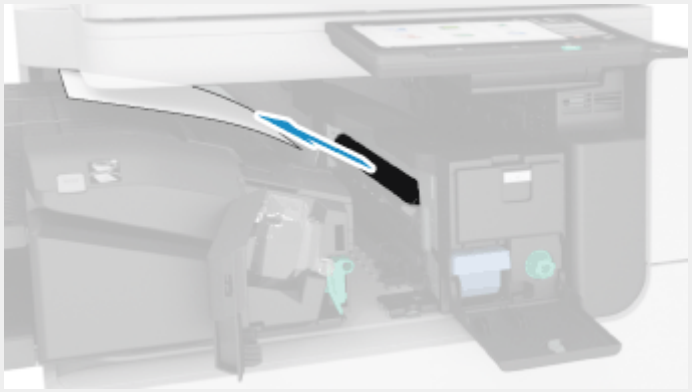
1. Open the front cover of the puncher unit.



2. Turn the green knob.

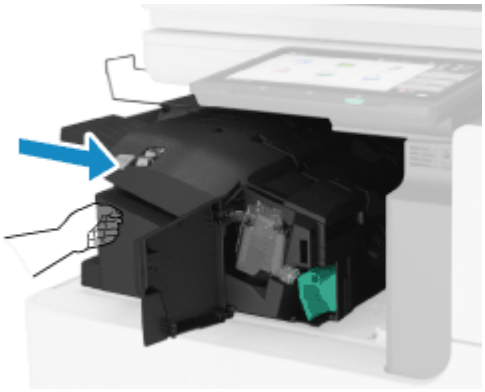


3. If the paper was ejected, gently pull it out in the direction of the arrow.



4. Close the front cover of the puncher unit.

5 Slide the inner finisher to the right and push it in.



Be careful not to get your fingers caught in the gaps when pushing in the inner finisher.

6 Close the left cover of the inner finisher.

→When the paper jam is cleared, the screen indicating a paper jam disappears, and printing resumes automatically.
If a screen indicating a paper jam at a different location appears, continue following the instructions on the screen to remove the jammed paper.

NOTE

If Paper Jams Occur Repeatedly

- Check the status of the machine and paper. **Paper Jams That Occur Repeatedly (P. 1894)**

Paper Jams That Occur Repeatedly

AW63-14J

Troubleshoot by checking the items below.

Are There Paper Scraps or Foreign Objects Inside the Machine?

Remove any paper scraps or foreign objects. Do not pull forcibly when removing paper. **Paper and Staple Jams (P. 1853)**

Are You Using Appropriate Paper?

- Check that the paper in the machine is usable, and replace it with appropriate paper, as needed.

  Usable Paper (P. 67)
  Loading Paper (P. 244)

- If the loaded paper does not match the paper type setting, change the setting. On the control panel, press [Status Monitor] ▶ [Consumables/Others], and check the paper type setting.

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. 244)**
- Make sure the loaded paper does not exceed the load limit line (a and b)*1.

  *1 For paper drawers, a is for other than envelopes and b is for envelopes.

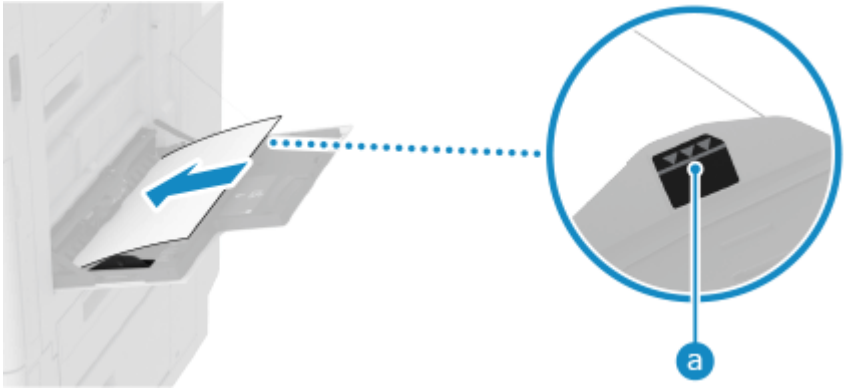
Paper drawer 1



Paper drawer 2

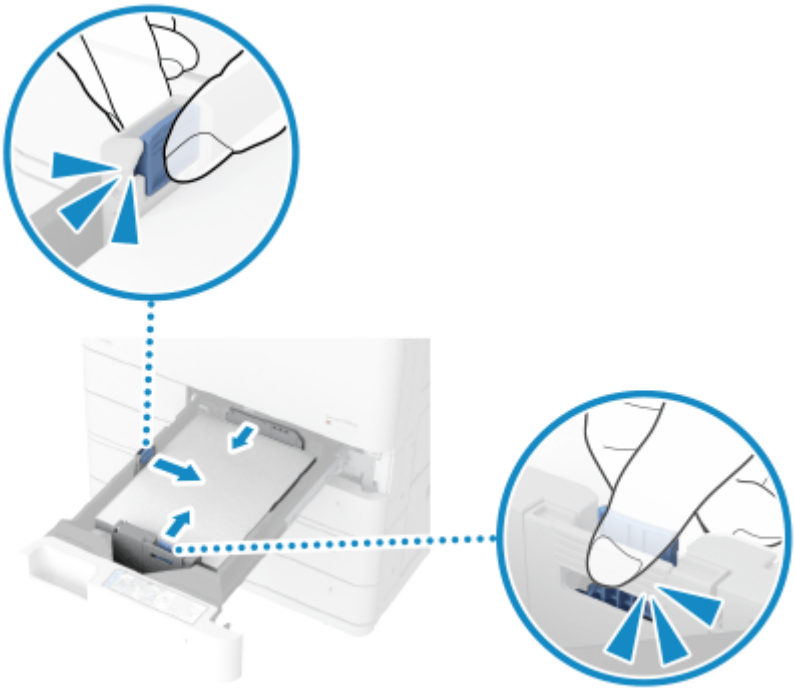


Multi-purpose tray

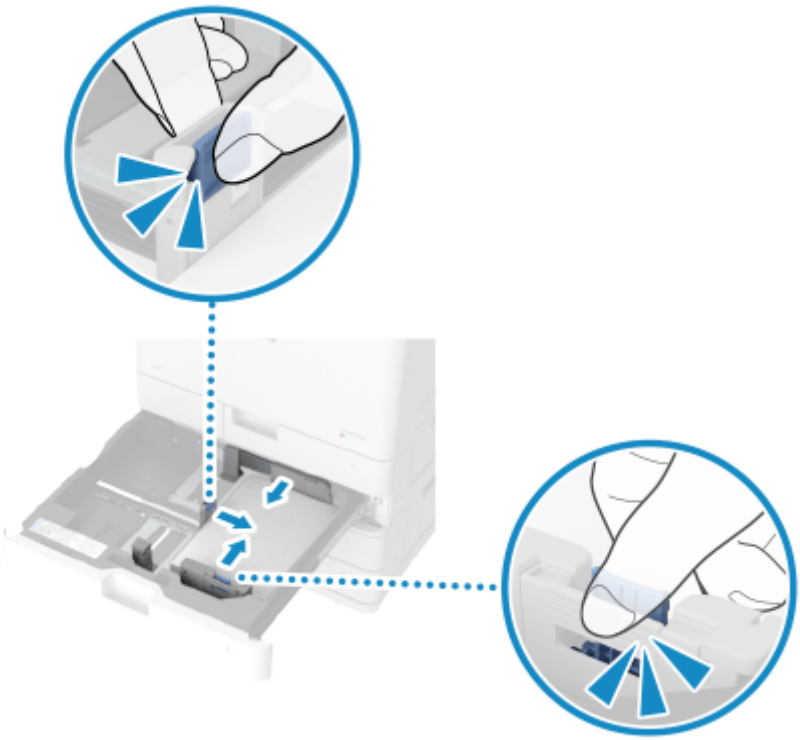


- Perfectly align the paper guides with the paper set in the paper source.

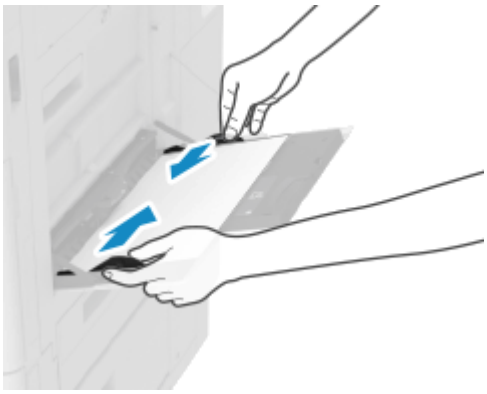
Paper drawer 1



Paper drawer 2



Multi-purpose tray



Are Multiple Overlapping Sheets of Paper Fed at the Same Time?

Depending on the condition of the cut surface of the paper, multiple overlapping sheets of paper may be fed at the same time, causing a paper jam. You can reduce the effect of the cut surface by changing the direction of the paper and loading it again. **Loading Paper (P. 244)**

Staple Jams (Option)

AW63-14K

Remove the jammed staple from the location where it occurred. Follow the instructions on the control panel to check the location of the staple and remove the jammed staple.

Staple Jams in the Staple Finisher (P. 1897)
Staple Jams in the Booklet Finisher (P. 1898)
Staple Jams in the Inner Finisher (P. 1900)

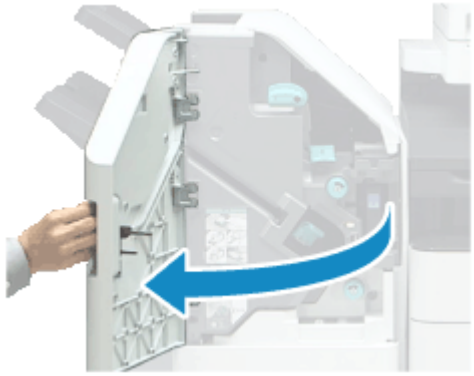
Staple Jams in the Staple Finisher

This section describes how to clear staple jams in the staple finisher. Follow the instructions on the control panel to check the location of the staple and remove the jammed staple.

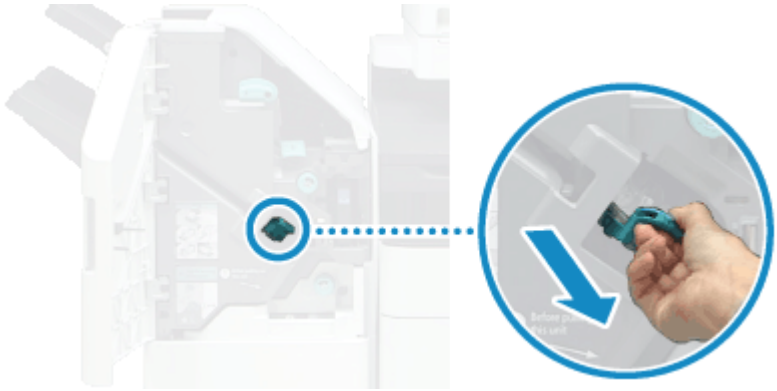
Required Preparations

- Close the cover and paper drawer if they are open.

1 Open the front cover of the finisher.



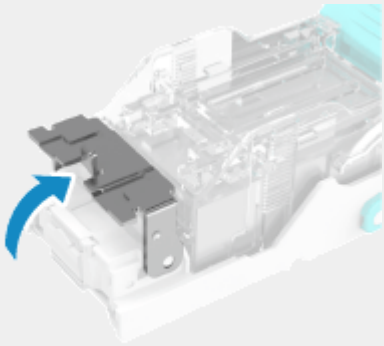
2 Pull out the staple cartridge.



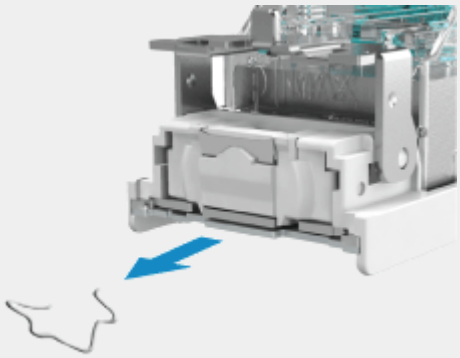
Hold the green knob on the staple cartridge, and pull it straight out.

3 Remove the jammed staples from the staple cartridge.

1. Lift the knob of the staple cartridge.



2. Remove all jammed staples and exposed staples.



3. Lower the knob of the staple cartridge.

4 Install the staple cartridge into the finisher.



Hold the green knob on the staple cartridge, and firmly push it all the way in.

5 Close the front cover of the finisher.

➔ Dry stapling may be performed automatically to reposition the staples.

Staple Jams in the Booklet Finisher

This section describes how to clear staple jams in the saddle stitch unit. Follow the instructions on the control panel to check the location of the staple and remove the jammed staple.
The method for removing staple jams in the stapler unit is the same as that when removing staple jams in the staple finisher. **Staple Jams in the Staple Finisher (P. 1897)**

Required Preparations

- Remove all paper output to the booklet tray.
- Close the cover and paper drawer if they are open.

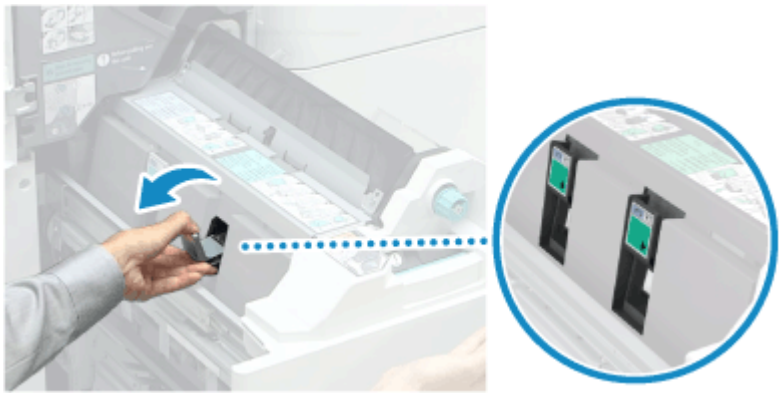
1 Open the front cover of the finisher.



2 Pull out the saddle stitch unit.



3 Remove the two staple cartridges while lowering the levers toward you.



4 Remove the jammed staples from the staple cartridge.

1. Lower the knob of the staple cartridge.

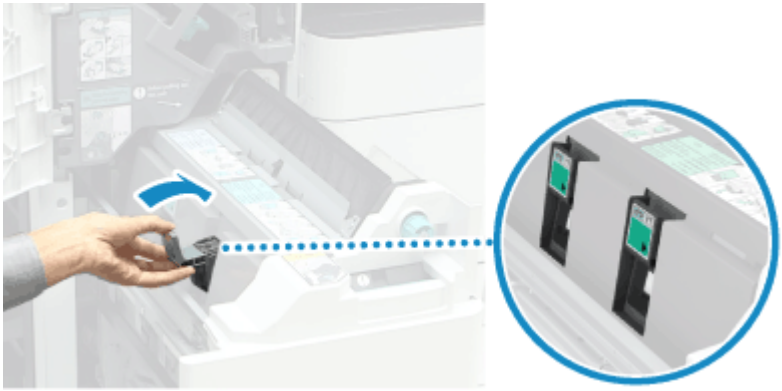


2. Remove all jammed staples and exposed staples.



3. Lift the knob of the staple cartridge.

5 Install the two staple cartridges into the saddle stitch unit.



Firmly push in the cartridges as far as they will go.

6 Gently push the saddle stitch unit into the machine.

7 Close the front cover of the finisher.

8 Reposition the staples. **[Saddle Stitch Staple Repositioning] (P. 1278)**

After clearing the staple jam, be sure to reposition the staples.

Staple Jams in the Inner Finisher

This section describes how to clear staple jams in the inner finisher. Follow the instructions on the control panel to check the location of the staple and remove the jammed staple.

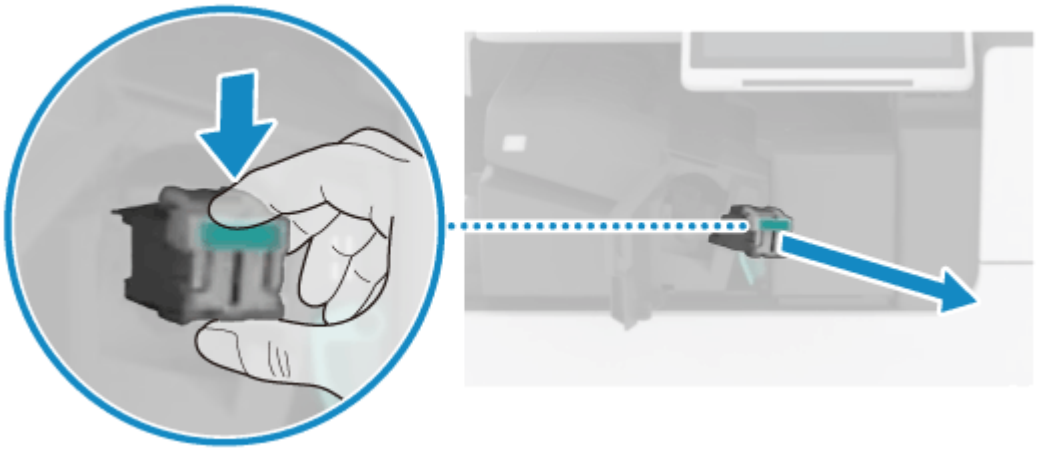
Required Preparations

- Close the cover and paper drawer if they are open.

1 Open the left cover of the finisher.



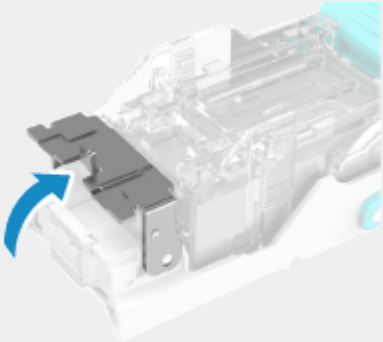
2 Pull out the staple cartridge.



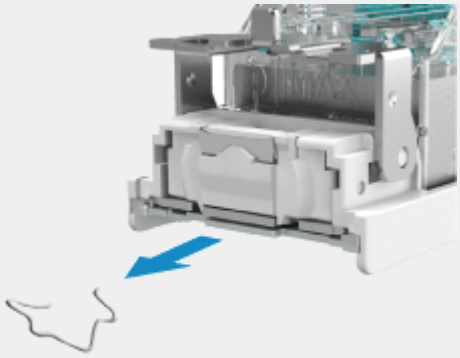
Lower the part of the staple cartridge with the green mark to unlock it, and pull it straight out.

3 Remove the jammed staples from the staple cartridge.

1. Lift the knob of the staple cartridge.



2. Remove all jammed staples and exposed staples.



3. Lower the knob of the staple cartridge.

4 Install the staple cartridge into the finisher.



Hold the staple cartridge so that the part with the green mark is facing toward you, firmly push in the staple cartridge as far as it will go, and raise the part with the green mark to lock it.

5 Close the left cover of the finisher.

➔ Dry stapling may be performed automatically to reposition the staples.

If the Problem Persists

AW63-14L

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.

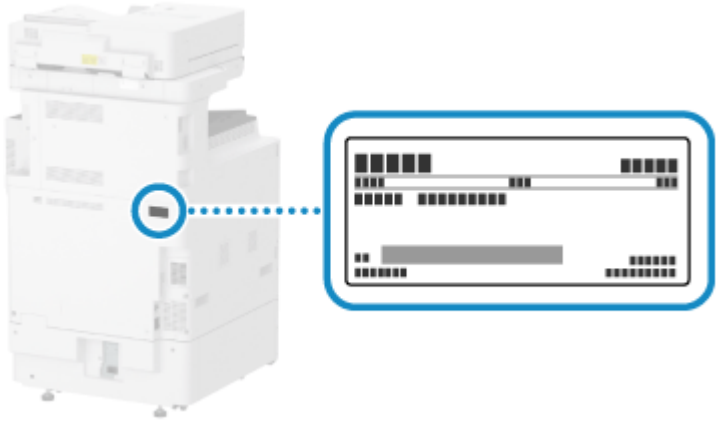
Checks Before Contacting Your Dealer or Service Representative

- Product name (C3150)
- Dealer purchased from
- Details of the problem (such as operation details and their results)
- Serial number

How to Look Up the Serial Number

The serial number is displayed at the bottom left of the screen when you press [ ] on the [Home] screen or other screen.

- You can also check the serial number on the Portal page of Remote UI. **Remote UI Portal Page (P. 1099)**
- You can also check this information on the label on the back of the machine.



Appendix

Appendix 1905
How to use the User's Guide 1906
Operation Examples When Using a Computer 1909
Environmental Information, Regulations, and Standards 1921
Disclaimers 1924

Appendix

AW63-14S

In this chapter, you can view the User's Guide (this manual) and the basic operations required when using the machine with a computer.

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 you need, and change the text size and layout.

How to use the User's Guide (P. 1906)

Basic Operations When Using with a Computer

In order to use the machine from a computer or check the information to be set on the machine, you may need to perform some operations on the computer. Operation examples using Windows and macOS are explained as follows:

Operation Examples When Using a Computer (P. 1909)

Other Information

Environmental Information, Regulations, and Standards (P. 1921)
Disclaimers (P. 1924)

How to use the User's Guide

AW63-14U

The User's Guide (this manual) contains information on all functions of the machine and specifications as well as how to maintain the machine.
In the User's Guide, you can find specific information you need, using the table of contents and search function.

* Click [ ] or [ ] at the top of the screen to change between contents and search keyword display.

Description of the Functions and Options (P. 1906)
Illustrations and Screens (P. 1906)
Differences in Functions and Screens Depending on the Region (P. 1906)
Symbols (P. 1907)
Button Indicators (P. 1907)
Search Function (P. 1908)

Description of the Functions and Options

The User's Guide explains the functions of multiple model series. It may include the information of functions not supported by the model and options you are using.

* You can see the functions supported by the machine in a list. **Supported Options (P. 4)**

If You Are Using a Printer-only Model

With a printer-only model, you cannot use functions other than printing.
The User's Guide also includes information such as the scan, fax, and copy functions and how to operate them.
Please read only the information you need for a printer-only model.

Illustrations and Screens

In the User's Guide, unless otherwise stated, the following are used in the screens and illustrations.

Machine Model

For illustrations, C3150 is used.
For screens, a representative model from multiple model series is used.

Computer Operating System

Windows 11
macOS 13

- The screens may vary depending on the model and option.
- The operations and screens may vary depending on the operating system on the computer.
- The screens are subject to change due to updates of the driver and software versions.

Differences in Functions and Screens Depending on the Region

Available options, functions, and screens may vary depending on the region.

In the User's Guide (this manual), the following labels are used to indicate information relevant to specific regions only. See the information with the label for the region where you are using the product.

Europe

Includes Europe, Middle East, Africa, and Russia.

Asia/Oceania

Includes South Asia, Southeast Asia, Hong Kong, Australia, and New Zealand.

Americas

Information relevant to only certain models in North and South Americas has the following labels.

North America : Canada and U.S.A.

Latin America : Latin America

NOTE

- The dimensions and weight are described in two different units. Refer to the unit relevant to the region where you are using the product.
- The screens used in the User's Guide may vary depending on the model, option, and version as well as region.
Illustrations and Screens (P. 1906)

Symbols

The warnings and cautions are also listed in the "Important Safety Instructions" included with the machine. Refer to this information as well.

Symbol	Meaning
	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.
	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.

Button Indicators

Buttons and other information displayed on the control panel and computer screen are described in square brackets [ ].

Examples:
[Settings/Registration]
[ ]
[Cancel] ▶ [Yes]
[Ready to safely remove the memory media.]

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 show or hide the contents information.

Operation Examples When Using a Computer

AW63-14X

When using the machine from a computer, you may need to configure the computer depending on the function. In addition, you may need the information of the computer to check the information to be set on the machine.
In this case, use the operation examples below to configure the settings and check the required information on the computer.

- **Creating a Shared Folder (P. 1909)**
- **Enabling Network Discovery (P. 1911)**
- **Displaying a Shared Printer in the Print Server (P. 1912)**
- **Checking the Login User Name for the Computer (P. 1913)**
- **Checking the System Information of the Computer (P. 1914)**
- **Checking the Network Connection Information of the Computer (P. 1915)**
- **Checking the Printer Port (P. 1918)**
- **Checking Two-way Communication (P. 1919)**
- **Printing a Test Page (P. 1919)**

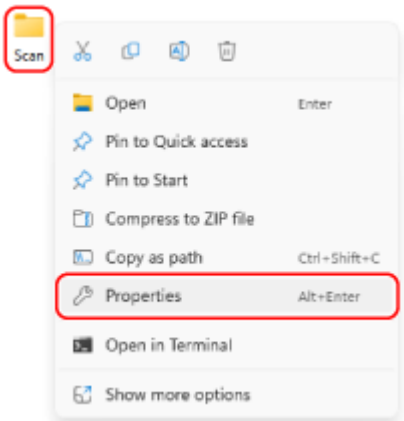
Creating a Shared Folder

- **When Using Windows (P. 1909)**
- **When Using macOS (P. 1910)**

When Using Windows

1 Create a folder in any location (such as Desktop).

2 Right-click the created folder, and click [Properties].

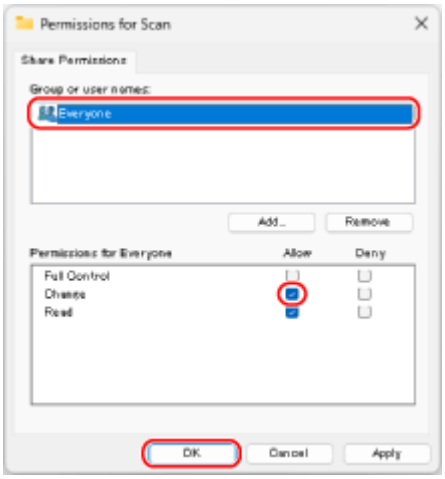


3 On the [Sharing] tab, click [Advanced Sharing].

➔ The [Advanced Sharing] screen is displayed.

4 Select the [Share this folder] checkbox, and click [Permissions].

5 Configure the access permissions.



1. For [Group or user names], select [Everyone].
2. For [Permissions], select the [Allow] checkbox for [Change].
3. Click [OK].

6 Click [OK] ▶ [Close].

➔ The created folder can be used as a shared folder.

NOTE

- By registering the information of the created shared folder to the Address Book of the machine in advance, you can save the trouble of entering the information each time you send data. **Registering Shared Folder Information to an Address Book (P. 1755)**

When Using macOS

1 Click [ ] ▶ [System Settings] ▶ [General] ▶ [Sharing].

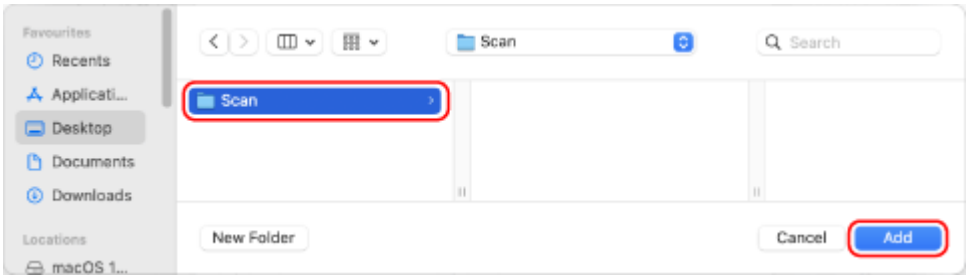
➔ The [Sharing] screen is displayed.

2 Turn on [File Sharing], and click [ ].

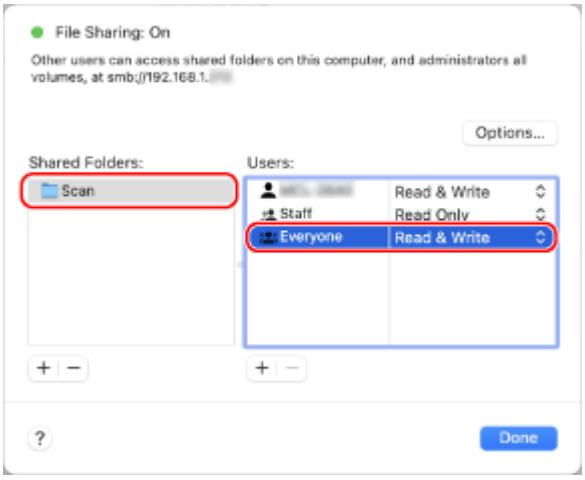


3 Under [Shared Folders], click [+].

4 Create a folder in any location (such as Desktop), and click [Add].



5 Configure the access permissions.



1. For [Shared Folders], select the created folder.
2. For [Users], select [Everyone] ▶ [Read & Write].

6 Click [Done].

➔ The created folder can be used as a shared folder.

NOTE

- By registering the information of the created shared folder to the Address Book of the machine in advance, you can save the trouble of entering the information each time you send data. **Registering Shared Folder Information to an Address Book (P. 1755)**

Enabling Network Discovery

1 Right-click [ ] (Start), and click [Network Connections].

➔ The [Network & Internet] screen is displayed.

2 Click [Advanced network settings] ▶ [Advanced sharing settings].

→ The [Advanced sharing settings] screen is displayed.

3 Set [Network Discovery] to [On].

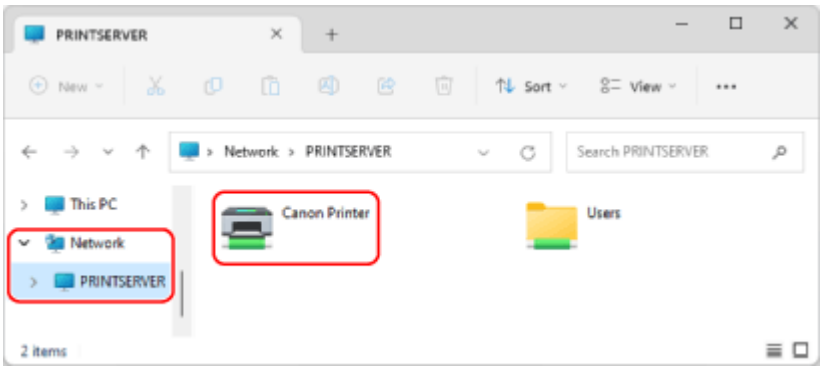
Displaying a Shared Printer in the Print Server

When Using Windows (P. 1912)
When Using macOS (P. 1912)

When Using Windows

1 Right-click [ ] (Start), and click [File Explorer].

2 From [Network], select the print server to display the shared printer.



If nothing is displayed for [Network], enable network discovery. **Enabling Network Discovery (P. 1911)**

When Using macOS

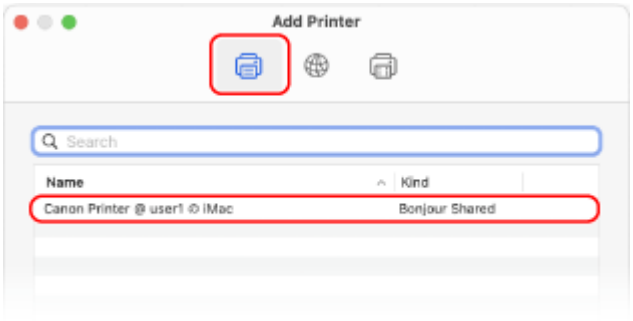
1 Click [ ] ▶ [System Settings] ▶ [Printers & Scanners].

→ The [Printers & Scanners] screen is displayed.

2 Click [Add Printer, Scanner, or Fax].

→ The [Add Printer] screen is displayed.

3 Click [ ] to display the shared printer.



Checking the Login User Name for the Computer

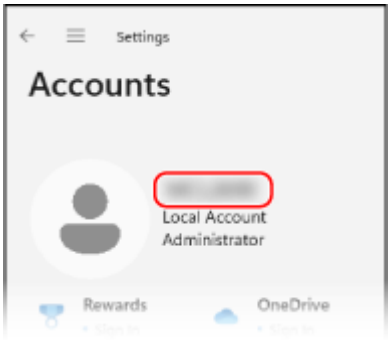
When Using Windows (P. 1913)
When Using macOS (P. 1913)

When Using Windows

1 Click [ ] (Start) ▶ [ ] (Settings) ▶ [Accounts].

➔ The [Accounts] screen is displayed.

2 Check the user name displayed on the right side of the icon image.

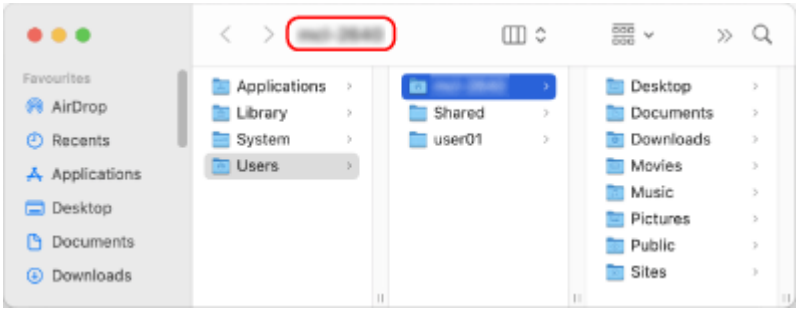


When Using macOS

1 On the Desktop, click [Go] ▶ [Home].

➔ The home folder screen is displayed.

2 Check the user name displayed at the top of the screen.



Checking the System Information of the Computer

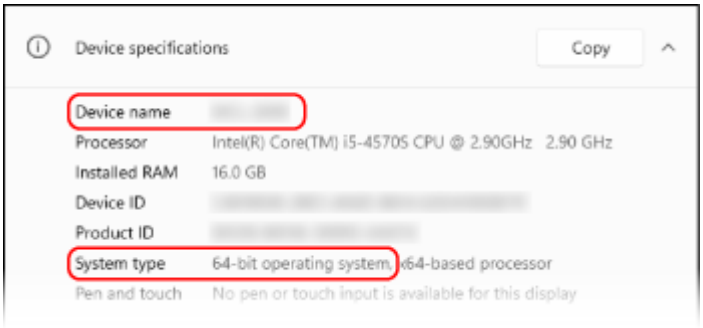
When Using Windows (P. 1914)
When Using macOS (P. 1914)

When Using Windows

1 Right-click [ ] (Start), and click [System].

→ The [About] screen is displayed.

2 Under [Device specifications], check the computer name and operating system version.



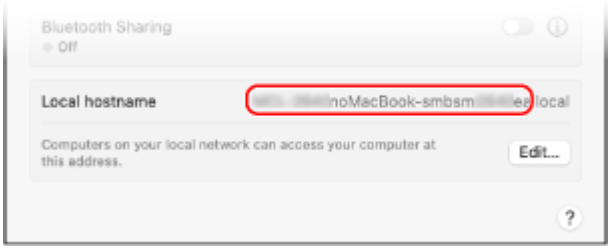
- Check the computer name next to [Device name].
- Check the processor version next to [System type].
  - For a 32-bit operating system, [32-bit Operating System] is displayed.
  - For a 64-bit operating system, [64-bit Operating System] is displayed.

When Using macOS

1 Click [ ] ▶ [System Settings] ▶ [General] ▶ [Sharing].

→ The [Sharing] screen is displayed.

2 Check the computer name next to [Local Hostname].



".local" at the end of the local host name is not included in the computer name.

Checking the Network Connection Information of the Computer

When Using Windows (P. 1915)
When Using macOS (P. 1916)

When Using Windows

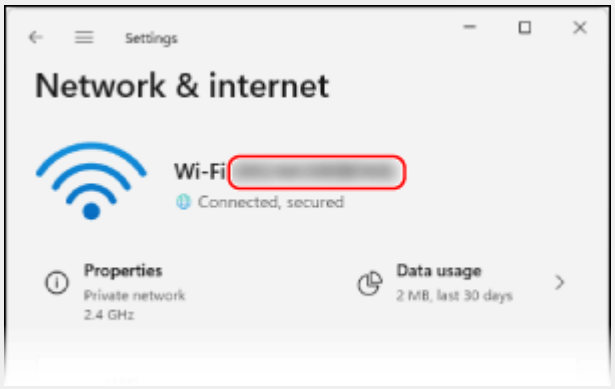
1 Right-click [ ] (Start), and click [Network Connections].

➔ The [Network & Internet] screen is displayed.

2 Check the network connection information.

Checking the SSID (Network Name) of the Wireless LAN

Check the SSID under [Wi-Fi].



Checking the IP Address and DNS Server

1. Click [Properties] for the connected network.

2. Check the IP address and DNS server under [Properties].



When Using macOS

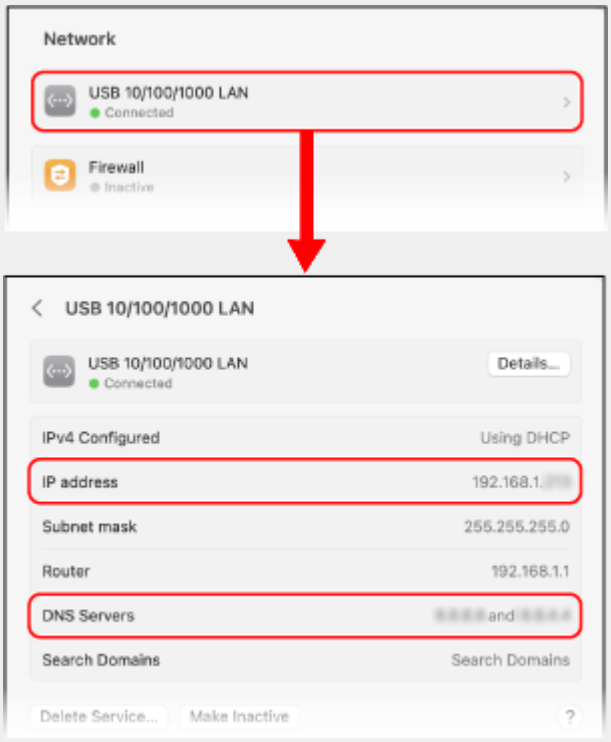
1 Click [ ] ▶ [System Settings] ▶ [Network].

➔ The [Network] screen is displayed.

2 Check the network connection information.

For Wired LAN

Click the network to view the details, and check the IP address and DNS server.



For Wireless LAN

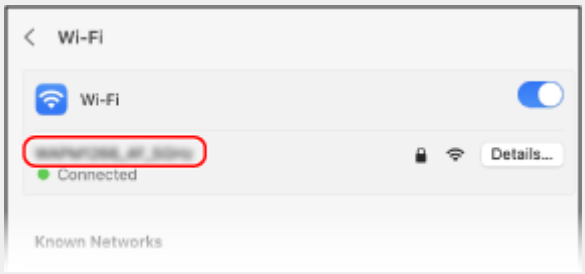
1. Click [Wi-Fi].

➔ The [Wi-Fi] screen is displayed.

2. Check the network connection information.

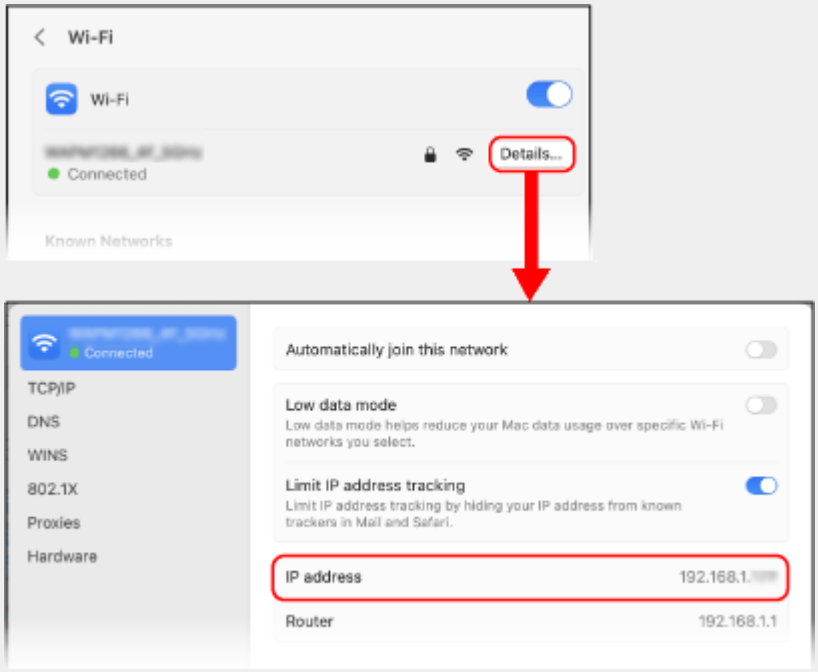
Checking the SSID (Network Name)

Check the SSID on the [Wi-Fi] screen.

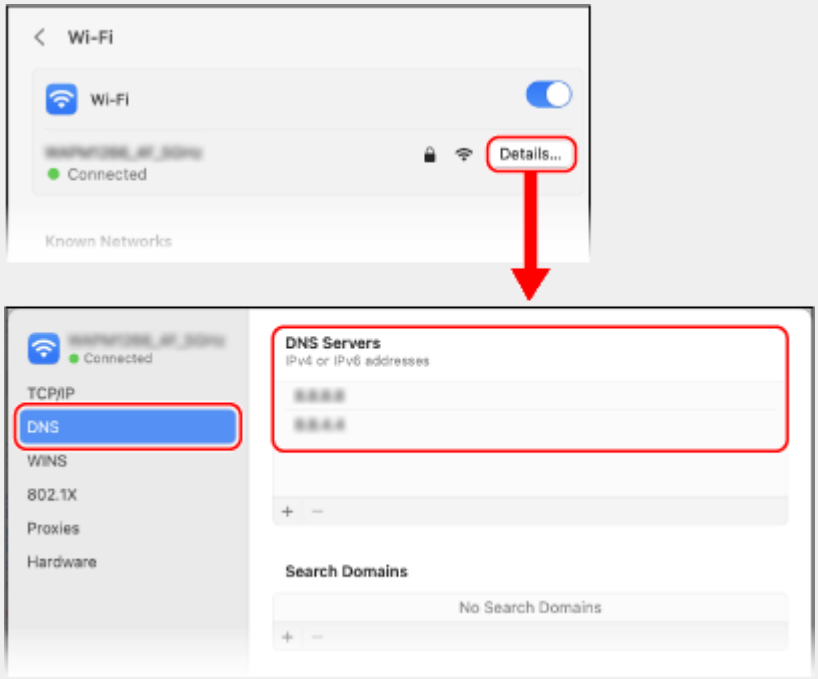


Checking the IP Address and DNS Server

- Click [Details] and check the IP address on the screen displayed.



- Click [Details] ▶ [DNS], and check the DNS server on the screen displayed.



Checking the Printer Port

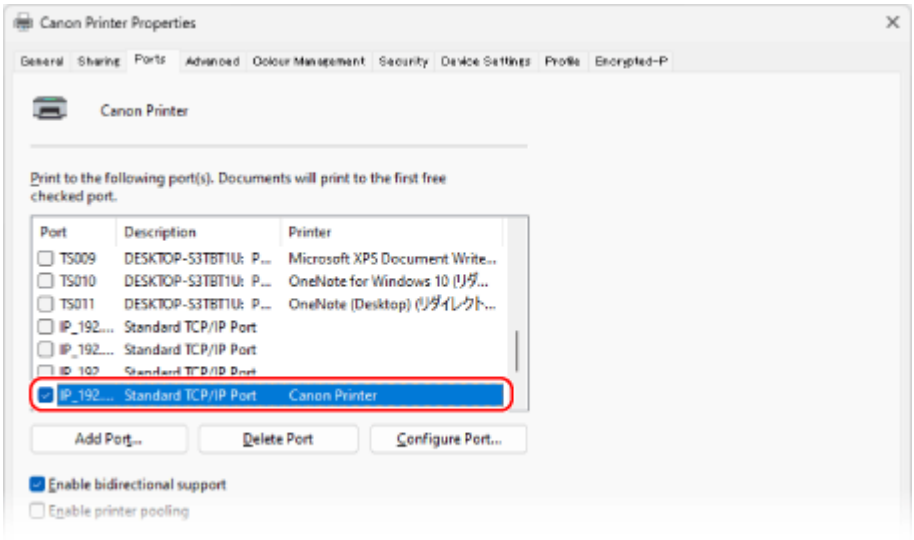
1 Click [ ] (Start) ▶ [ ] (Settings) ▶ [Bluetooth & devices] ▶ [Printers & scanners].

➔ The [Printers & scanners] screen is displayed.

2 Click the printer driver of the machine ▶ [Printer properties].

➔ The printer driver properties screen is displayed.

3 On the [Ports] tab, check the port being used.



NOTE

- If the IP address of the machine is changed after installing the printer driver, a new port needs to be added. **Adding a Port (P. 380)**

Checking Two-way Communication

1 Click [ ] (Start) ▶ [ ] (Settings) ▶ [Bluetooth & devices] ▶ [Printers & scanners].

→ The [Printers & scanners] screen is displayed.

2 Click the printer driver of the machine ▶ [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 or LTR size paper in the paper drawer. **Loading Paper in the Paper Drawer (P. 245)**

When Using Windows (P. 1919)
When Using macOS (P. 1919)

When Using Windows

1 Click [ ] (Start) ▶ [ ] (Settings) ▶ [Bluetooth & devices] ▶ [Printers & scanners].

→ The [Printers & scanners] screen is displayed.

2 Click the printer driver of the machine ▶ [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 Settings] ▶ [Printers & Scanners].

→ The [Printers & Scanners] screen is displayed.

2 Select the machine, and click [Printer 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

AW63-14Y

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 for the requirement of COMMISSION REGULATION(EU) 2023/826

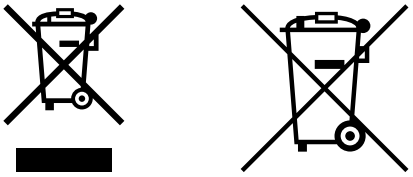
The power consumption in Off Mode or network standby and the transition time to Off or network standby are as follows:

Model Name	Power Consumption (Watt)			The Period of Time Before Equipment Automatically Switches Features into the Following Modes (Minutes)	
	Power Consumption in Plug-in Off Mode	Power Consumption in Networked Standby Mode	Power Consumption in Networked Standby Mode with All Network Ports Connected and/or Activated	Off	Networked Standby
C3150	0.5W or less	2.0W or less	3.0W or less	240 minutes	One minute

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.

EU WEEE and Battery Directives



Only for European Union and EEA (Norway, Iceland and Liechtenstein)

These symbols indicate that this product is not to be disposed of with your household waste, according to the WEEE Directive (2012/19/EU), the Battery Regulation ((EU) 2023/1542) and/or national legislations implementing those Directive and Regulation.

If a chemical symbol is printed beneath the symbol shown above, in accordance with the Battery Regulation, this indicates that a heavy metal (Pb = Lead) is present in this battery at a concentration above an applicable threshold specified in the Battery Regulation.

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. 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/m^2.
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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AW63-150

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