Canon

MF419x / MF418x / MF416dw / MF411dw

User's Guide

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Important Safety Instructions

Important Safety Instructions

0UWX-000

The content described in this chapter is for the prevention of damage to property and injury to users of the machine and others. Before using this machine, read this chapter and follow the instructions to properly use this machine. Do not perform any operations not described in this manual. Canon will not be responsible for any damages resulting from use not described in this manual, improper use, or repair/changes not performed by Canon or a third party authorized by Canon.

Installation

0UWX-001

To use this machine safely and comfortably, carefully read the following precautions and install the machine in an appropriate location.

⚠ **WARNING**

Do not install in a location that may result in a fire or electrical shock

- A location where the ventilation slots are blocked
  (too close to walls, beds, rugs, or similar objects)
- A damp or dusty location
- A location exposed to direct sunlight or outdoors
- A location subject to high temperatures
- A location exposed to open flames
- Near alcohol, paint thinners or other flammable substances

Other warnings

- Do not connect unapproved cables to this machine. Doing so may result in a fire or electrical shock.
- Do not place necklaces and other metal objects or containers filled with liquid on the machine. If foreign substances come in contact with electrical parts inside the machine, it may result in a fire or electrical shock.
- When installing and removing the optional accessories, be sure to turn OFF the power, unplug the power plug, and then disconnect all the interface cables and power cord from the machine. Otherwise, the power cord or interface cables may be damaged, resulting in a fire or electrical shock.
- Do not use near any medical equipment. Radiowaves emitted from this machine may interfere with medical equipment, which may cause a malfunction and result in serious accidents.
- If any foreign substance falls into this machine, unplug the power plug from the AC power outlet and contact your local authorized Canon dealer.

⚠ **CAUTION**

Do not install in the following locations
The machine may drop or fall, resulting in injury.

- Unstable location
- Location exposed to vibrations

Other cautions

- When carrying this machine, follow the instructions in this manual. If carried improperly, it may fall, resulting in injury.
- When installing this machine, be careful not to get your hands caught between the machine and the floor or walls, or between the paper drawers. Doing so may result in injury.

IMPORTANT

Do not install in the following locations that may result in damage

- A location subject to dramatic changes in temperature or humidity
- A location near equipment that generates magnetic or electromagnetic waves
- A laboratory or location where chemical reactions occur
- A location exposed to corrosive or toxic gases
- A location that may warp from the weight of the machine or where the machine is liable to sink (a carpet, etc.)

Avoid poorly ventilated locations

- This machine generates a slight amount of ozone, etc. during normal use. Although sensitivity to ozone, etc. may vary, this amount is not harmful. Ozone, etc. may be more noticeable during extended use or long production runs, especially in poorly ventilated rooms. It is recommended that the room where the machine operates be appropriately ventilated to maintain a comfortable working environment. Also avoid locations where people would be exposed to emissions from the machine.

Do not install in a location where condensation occurs

- Water droplets (condensation) may form inside the machine when the room where the machine is installed is heated rapidly, and when the machine is moved from a cool or dry location to a hot or humid location. Using the machine under these conditions may result in paper jams, poor print quality, or damage to the machine. Let the machine adjust to the ambient temperature and humidity for at least 2 hours before use.

When using wireless LAN

- Set the machine at a distance of 50 m or less from the wireless LAN router.
- Do not set machine in a location where any object blocks communication. The signal may be degraded when passing through walls or floors.
- Keep the machine as far as possible from digital cordless phones, microwave ovens, or other equipment that emit radio waves.

Connecting the telephone line

- This machine conforms to an analog telephone line standard. The machine can be connected to the public switched telephone network (PSTN) only.
  If you connect the machine to a digital telephone line or a dedicated telephone line, it might impede proper operation of the machine and could be the cause of damage. Make sure to confirm a type of telephone line before connecting the machine.
  Contact your optical fiber line or IP telephone line service providers if you want to connect the machine to those telephone lines.

In altitudes of 3,000 m or above sea level

- Machines with a hard disk may not operate properly when used at high altitudes of about 3,000 meters above sea level, or higher.

Power Supply

0UWX-002

This machine is compatible with voltages of 220 to 240 V, and electrical frequency of 50/60 Hz.

⚠ WARNING

- Use only a power supply that meets the specified voltage requirements. Failure to do so may result in a fire or electrical shock.
- Do not use power cords other than the one provided, as this may result in a fire or electrical shock.
- The provided power cord is intended for use with this machine. Do not connect the power cord to other devices.
- Do not modify, pull, forcibly bend, or perform any other act that may damage the power cord. Do not place heavy objects on the power cord. Damaging the power cord may result in a fire or electrical shock.
- Do not plug in or unplug the power plug with wet hands, as this may result in an electrical shock.
- Do not use extension cords or multi-plug power strips with the machine. Doing so may result in a fire or electrical shock.
- Do not wrap the power cord or tie it in a knot, as this may result in a fire or electrical shock.
- Insert the power plug completely into the AC power outlet. Failure to do so may result in a fire or electrical shock.
- Remove the power plug completely from the AC power outlet during a thunder storm. Failure to do so may result in a fire, electrical shock, or damage to the machine.

⚠ CAUTION

- Install this machine near the power outlet and leave sufficient space around the power plug so that it can be unplugged easily in an emergency.

IMPORTANT

When connecting power

- Do not connect the machine to an uninterruptible power source.
- If plugging this machine into an AC power outlet with multiple sockets, do not use the remaining sockets to connect other devices.
- Do not connect the power cord into the auxiliary outlet on a computer.

Other precautions

- Electrical noise may cause this machine to malfunction or lose data.

Handling

0UWX-003

⚠ WARNING

- Immediately unplug the power plug from the AC power outlet and contact an authorized Canon dealer if the machine makes an unusual noise, emits an unusual smell, or emits smoke or excessive heat. Continued use may result in a fire or electrical shock.

- Do not disassemble or modify this machine. There are high-voltage and high-temperature components inside the machine which may result in a fire or electrical shock.

- Place the machine where children will not come in contact with the power cord and other cables or internal and electrical parts. Failure to do so may result in unexpected accidents.

- Do not use flammable sprays near this machine. If flammable substances come into contact with electrical parts inside this machine, it may result in a fire or electrical shock.

- When moving this machine, be sure to turn OFF the power of this machine and your computer, and then unplug the power plug and interface cables. Failure to do so may damage the power cord or interface cables, resulting in a fire or electrical shock.

- When plugging or unplugging a USB cable when the power plug is plugged into an AC power outlet, do not touch the metal part of the connector, as this may result in an electrical shock.

If you are using a cardiac pacemaker

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

⚠ CAUTION

- Do not place heavy objects on this machine as they may fall, resulting in injury.

- For your safety, please unplug the power cord if the machine will not be used for a long period of time.

- Use caution when opening and closing covers to avoid injury to your hands.

- Keep hands and clothing away from the rollers in the output area. If the rollers catch your hands or clothing, this may result in personal injury.

- The inside of the machine and the output slot are very hot during and immediately after use. Avoid contact with these areas to prevent burns. Also, printed paper may be hot immediately after being output, so use caution when handling it. Failure to do so may result in burns.

⚠ **CAUTION**
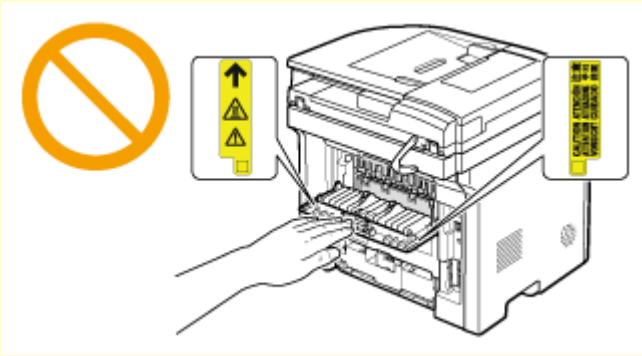
- When copying with a thick book placed on the platen glass, do not press the feeder forcefully. Doing so may damage the platen glass and result in injury.
- Be careful not to drop a heavy object, such as a dictionary, on the platen glass. Doing so may damage the platen glass and result in injury.

- Do not carry the machine with the paper drawers or the optional paper feeder installed. Otherwise, the paper drawer may fall and result in injury.
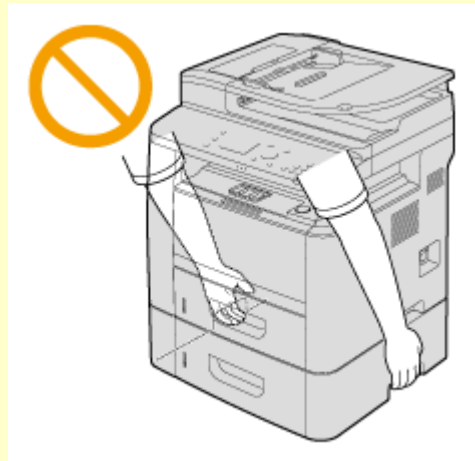
Laser beam

- This machine is classified as a Class 1 Laser Product under IEC60825-1:2007 and EN60825-1:2007. The laser beam can be harmful to the human body. The laser beam is confined within protective housings and external covers, so there is no danger of the laser beam escaping during normal machine operation. For safety, never open covers other than those indicated in this manual.
- If you operate the machine in manners other than the control, adjustment, and operating procedures prescribed in this manual, this may result in hazardous radiation exposure.
  If the laser beam should escape and enter your eyes, exposure may cause damage to your eyes.

IMPORTANT

When transporting the machine
To prevent damage to the machine during transport, perform the following.
- Remove the toner cartridges.
- Securely pack the machine in the original box with packing materials.

If the operating noise concerns you
- Depending on the use environment and operating mode, if the operating noise is of concern, it is recommended that the machine be Installed in a place other than the office.

Other precautions

- Follow the instructions in the caution label attached to this machine.

- Avoid shaking or applying shock to this machine.

- Do not forcibly open and close doors, covers, and other parts. Doing so may result in damage to the machine.

- Do not touch the contacts (a) inside the machine. Doing so may result in damage to the machine.
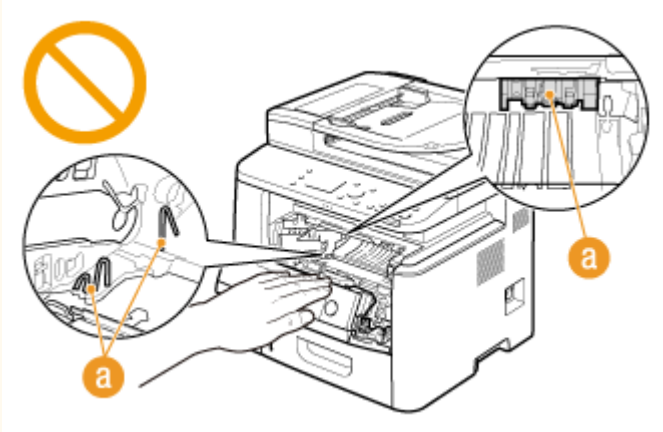
- To prevent a paper jam, do not turn OFF the power, open/close the operation panel area or covers, and load/unload the paper when printing.

- Use a telephone cable with a length of 3 m or less.

- The display is a touch panel. Press gently to operate. Avoid pressing with a mechanical pencil, ballpoint pen, or other pointed object. Doing so may scratch or damage the touch panel's surface.

Maintenance and Inspections

0UWX-004

Clean this machine periodically. If dust accumulates, the machine may not operate properly. When cleaning, be sure to observe the following. If a problem occurs during operation, see ◐**Troubleshooting(P. 721)** . If the problem cannot be resolved or you feel the machine requires an inspection, see ◐**When a Problem Cannot Be Solved(P. 780)** .

⚠ WARNING

- Before cleaning, turn OFF the power and unplug the power plug from the AC power outlet. Failure to do so may result in a fire or electrical shock.

- Unplug the power plug periodically and clean with a dry cloth to remove dust and grime. Accumulated dust may absorb humidity in the air and may result in a fire if it comes into contact with electricity.

- Use a damp, well wrung-out cloth to clean the machine. Dampen cleaning cloths with water only. Do not use alcohol, benzenes, paint thinners, or other flammable substances. Do not use tissue paper or paper towels. If these substances come into contact with electrical parts inside the machine, they may generate static electricity or result in a fire or electrical shock.

- Check the power cord and plug periodically for damage. Check the machine for rust, dents, scratches, cracks, or excessive heat generation. Use of poorly-maintained equipment may result in a fire or electrical shock.

⚠ CAUTION

- The inside of the machine has high-temperature and high-voltage components. Touching these components may result in burns. Do not touch any part of the machine that is not indicated in the manual.

- When loading paper or removing jammed documents or paper, be careful not to cut your hands with the edges of the paper.

IMPORTANT

- When removing jammed paper or replacing toner cartridges, be careful not to get any toner on your hands or clothing. If toner gets on your hands or clothing, wash them immediately with cold water.

Consumables

0UWX-005

⚠ **WARNING**

- Do not dispose of used toner cartridges in open flames. Also, do not store toner cartridges or paper in a location exposed to open flames. This may cause the toner to ignite, and result in burns or fire.

- If you accidentally spill or scatter toner, carefully wipe up the loose toner with a damp, soft cloth and avoid inhaling any toner dust. Do not use a vacuum cleaner that is not equipped with safety measures to prevent dust explosions to clean up loose toner. Doing so may cause damage to the vacuum cleaner or result in a dust explosion due to static discharge.

If you are using a cardiac pacemaker

- The toner cartridge generates a low level magnetic flux. If you are using a cardiac pacemaker and feel abnormalities, please move away from the toner cartridge and consult your physician immediately.

⚠ **CAUTION**

- Use caution not to inhale any toner. If you should inhale toner, consult a physician immediately.

- Use caution so that toner does not get into your eyes or mouth. If toner should get into your eyes or mouth, immediately wash with cold water and consult a physician.

- Use caution so that toner does not come into contact with your skin. If it should, wash with soap and cold water. If there is any irritation on your skin, consult a physician immediately.

- Keep the toner cartridges and other consumables out of the reach of small children. If toner is ingested, consult a physician or poison control center immediately.

- Do not disassemble or modify the toner cartridge. Doing so may cause the toner to scatter.

- Remove the sealing tape of the toner cartridge completely without using excessive force. Doing otherwise may cause the toner to scatter.

IMPORTANT

Handling the toner cartridge

- Be sure to hold the toner cartridge using the handle.
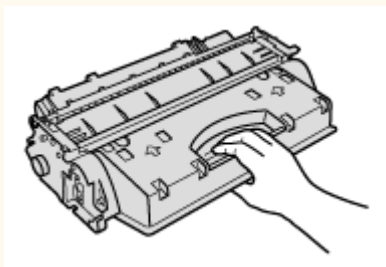
- Do not touch the toner cartridge memory (**a**) or the electrical contacts (**b**). To avoid scratching the surface of the drum inside the machine or exposing it to light, do not open the drum protective shutter (**c**).
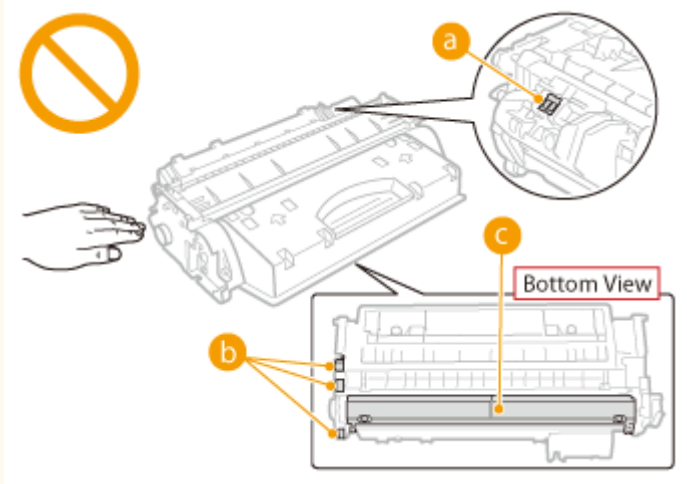
- Do not remove the toner cartridge from this machine or from the protective bag unnecessarily.

- The toner cartridge is a magnetic product. Do not move it close to products susceptible to magnetism including floppy disks and disk drives. Doing so may result in data corruption.

Storing the toner cartridge

- Store in the following environment to ensure safe and satisfactory use.
  Storage temperature range: 0 to 35°C
  Storage humidity range: 35 to 85% RH (relative humidity/no condensation)[*]

- Store without opening until the toner cartridge is to be used.

- When removing the toner cartridge from this machine for storage, place the removed toner cartridge into the original protective bag or wrap it with a thick cloth.

- When storing the toner cartridge, do not store it upright or upside down. The toner will solidify and may not return to its original condition even if it is shaken.

[*] Even within the storable humidity range, water droplets (condensation) may develop inside the toner cartridge if there is a difference of temperature inside and outside the toner cartridge. Condensation will adversely affect the print quality of toner cartridges.

Do not store the toner cartridge in the following locations

- Locations exposed to open flames

- Locations exposed to direct sunlight or bright light for five minutes or more

- Locations exposed to excessive salty air

- Locations where there are corrosive gases (i.e. aerosol sprays and ammonia)

- Locations subject to high temperature and high humidity

- Locations subject to dramatic changes in temperature and humidity where condensation may easily occur

- Locations with a large amount of dust

- Locations within the reach of children

Be careful of counterfeit toner cartridges

- Please be aware that there are counterfeit Canon toner cartridges in the marketplace. Use of counterfeit toner cartridge may result in poor print quality or machine performance. Canon is not responsible for any malfunction, accident or damage caused by the use of counterfeit toner cartridge.
  For more information, see **canon.com/counterfeit** .

Availability period of repairing parts and toner cartridges

- The repairing parts and toner cartridges for the machine will be available for at least seven (7) years after production of this machine model has been discontinued.

Toner cartridge packing materials

- Save the protective bag for the toner cartridge. They are required when transporting this machine.

- The packing materials may be changed in form or placement, or may be added or removed without notice.

- Dispose of the removed sealing tape according to local regulations.

When disposing of a used toner cartridge

- Place the toner cartridge into its protective bag to prevent the toner from scattering, and then dispose of the toner cartridge according to local regulations.

Basic Operations

Basic Operations

0UWX-006

This chapter describes basic operations, such as how to use the operation panel or how to load the paper and documents, that are frequently performed to use the functions of the machine.

■ Parts and Their Functions

This section describes the exterior and interior parts of the machine and their functions, as well as how to use the keys on the operation panel and how to view the display. ◔**Parts and Their Functions(P. 17)**

■ Using the Display

The display used on this machine is a touch panel display. This section describes how to use the display for tasks such as selecting items and adjusting settings. ◔**Using the Display(P. 38)**
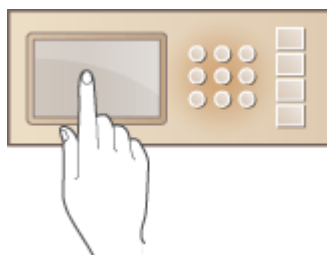
■ Entering Text

This section describes how to enter the characters and numbers for registering destinations in the Address Book or sending faxes. ◔**Entering Text(P. 41)**
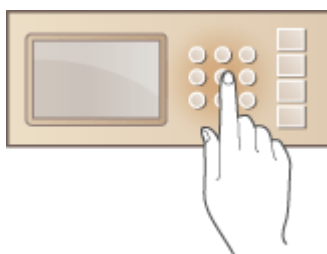
■ Logging on to the Machine

This section describes how to log on when a logon screen is displayed. ◔**Logging on to the Machine(P. 44)**
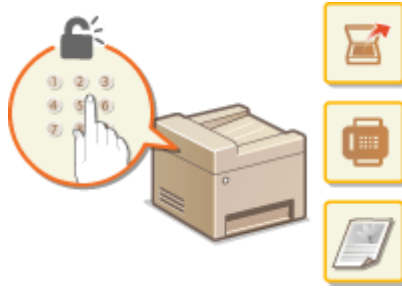
■ Placing Documents

This section describes how to place documents on the platen glass and in the feeder. **▶Placing Documents(P. 47)**

■ Loading Paper

This section describes how to load the paper into the paper drawer and multi-purpose tray. **▶Loading Paper(P. 51)**
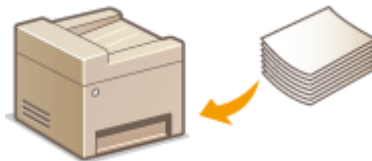
■ Registering in the Address Book

This section describes how to register destinations for sending faxes or scanned documents. **▶Registering in the Address Book(P. 78)**
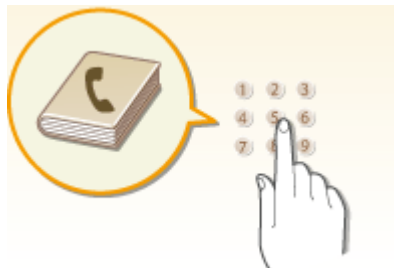
■ Adjusting the Volume

This section describes how to adjust the volume of various machine sounds, such as those produced when fax sending is complete or when an error occurs. **▶Adjusting the Volume(P. 99)**

■ Entering Sleep Mode

This section describes how to set the sleep mode. ◗**Entering Sleep Mode(P. 101)**

■ Setting Auto Shutdown Time

This section describes how to enable the <Auto Shutdown Time> setting. ◗**Setting Auto Shutdown Time(P. 103)**

Parts and Their Functions

This section describes the parts of the machine (exterior, front and back side, and interior) and how they function. In addition to describing the parts of the machine used for such basic operations as placing documents, loading paper, and replacing the toner cartridges, this section also describes the keys on the operation panel and display. Read this section for tips on how to use the machine properly.

◖Front Side(P. 18)
◖Back Side(P. 20)
◖Interior(P. 22)
◖Multi-Purpose Tray(P. 24)
◖Paper Drawer(P. 25)
◖Operation Panel(P. 26)

Front Side

0UWX-008
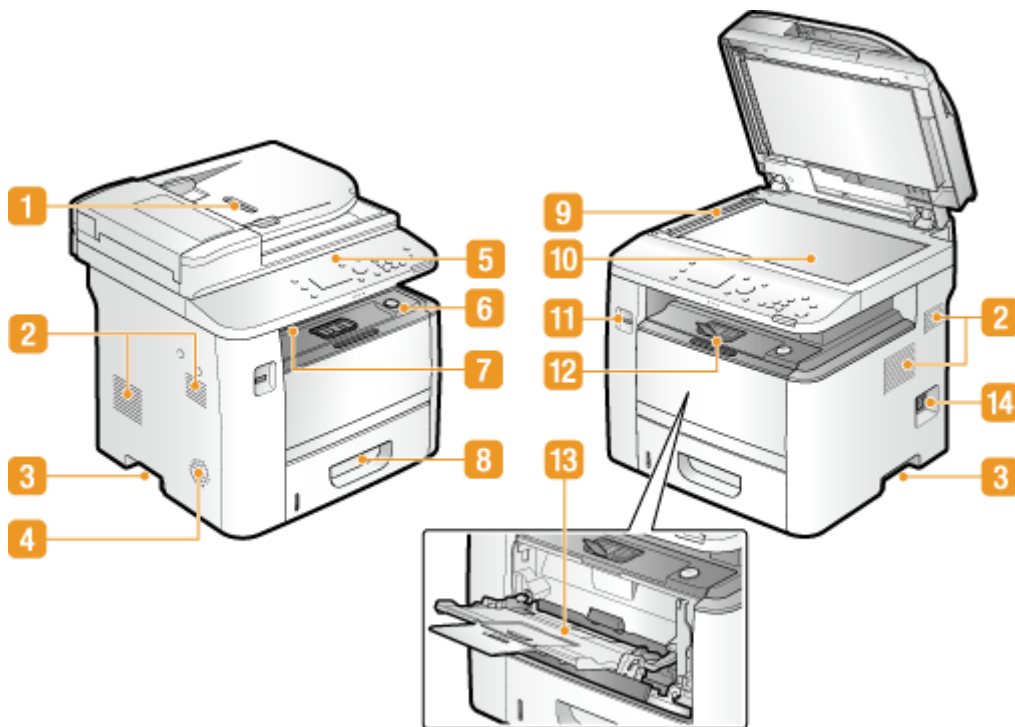
1 Feeder

Automatically feeds documents into the machine for scanning. When two or more sheets are loaded in the feeder, documents can be scanned continuously. ○**Placing Documents(P. 47)**

2 Ventilation slots

Air from inside the machine is vented out to cool down the inside of the machine. Note that placing objects in front of the ventilation slots prevents ventilation. ○**Installation(P. 3)**

3 Lift handles

Hold the lift handles when carrying the machine. ○**Relocating the Machine(P. 801)**

4 Speaker

Emits sounds produced by the machine, such as fax tones and warning tones.

5 Operation panel

The operation panel consists of keys such as the numeric keys and Start key, a display, and status indicators. You can perform all the operations and specify settings from the operation panel. ○**Operation Panel(P. 26)** ○**Display(P. 29)**

6 **Front cover**

Open the front cover when replacing the toner cartridge or clearing paper jams. **How to Replace Toner Cartridges(P. 798)** **Clearing Jams(P. 723)**

7 **Output tray**

Printed paper is output to the output tray.

8 **Paper drawer**

Load the type of paper you frequently use into the paper drawer. **Loading Paper in the Paper Drawer(P. 53)**

9 **Scanning area**

Documents loaded in the feeder are automatically fed to the scanning area for scanning.

10 **Platen glass**

Place documents to scan on the platen glass. Also, use the platen glass to place thick or bound documents such as books when they cannot be loaded in the feeder. **Placing Documents(P. 47)**

11 **USB port (for USB device connection)**

Use this port to connect a USB memory device or USB keyboard. Connecting a USB memory device allows you to print data from the memory device or save scanned documents to the memory device. **Printing from USB Memory (Memory Media Print)(P. 289)** **Scanning Documents Directly to USB Memory(P. 332)**

12 **Paper stopper**

Open the paper stopper to prevent paper in the output tray from falling.

13 **Multi-purpose tray**

Load the paper into the multi-purpose tray when you want to temporarily use a type of paper different from that which is loaded in the paper drawer. **Loading Paper in the Multi-Purpose Tray(P. 58)**

14 **Power switch**

Turns the power ON or OFF. To restart the machine, turn OFF the machine, wait for at least 10 seconds, and turn it back ON.

Back Side

0UWX-009
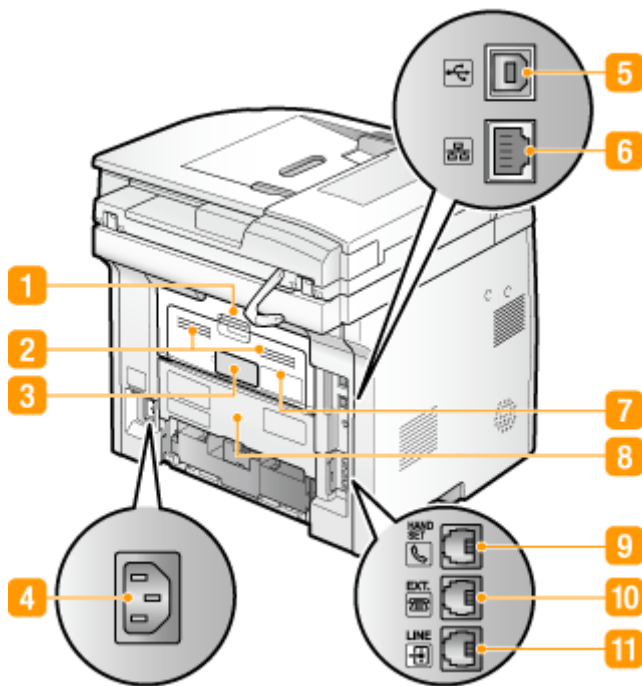
1 Upper rear cover

Open the upper rear cover when clearing paper jams. �»**Clearing Jams(P. 723)**

2 Ventilation slots

Air from inside the machine is vented out to cool down the inside of the machine. Note that placing objects in front of the ventilation slots prevents ventilation. �»**Installation(P. 3)**

3 Rating label

The label shows the serial number, which is needed when making inquiries about the machine. �»**When a Problem Cannot Be Solved(P. 780)**

4 Power socket

Connect the power cord.

5 USB port (for computer connection)

Connect a USB cable when connecting the machine and a computer.

6 LAN port

Connect a LAN cable when connecting the machine to a wired LAN router, etc. �»**Connecting to a Wired LAN(P. 418)**

7 Sub-output tray

When using a paper type that easily curls such as labels or envelopes, you can reduce curl by opening this tray. ●**Paper Curls(P. 777)**

8 Lower rear cover

Open the lower rear cover to set the paper size switch lever or remove jammed paper. ●**Interior(P. 22)** ● **Clearing Jams(P. 723)**

9 Handset jack (MF419x / MF416dw)

Connect the optional handset. ●**Connecting the Telephone Line(P. 146)**

10 External telephone jack (MF419x / MF416dw)

Connect your telephone or answering machine. ●**Connecting the Telephone Line(P. 146)**

11 Telephone line jack (MF419x / MF416dw)

Connect a telephone cable when connecting the machine to a telephone line. ●**Connecting the Telephone Line(P. 146)**

Interior

0UWX-00A
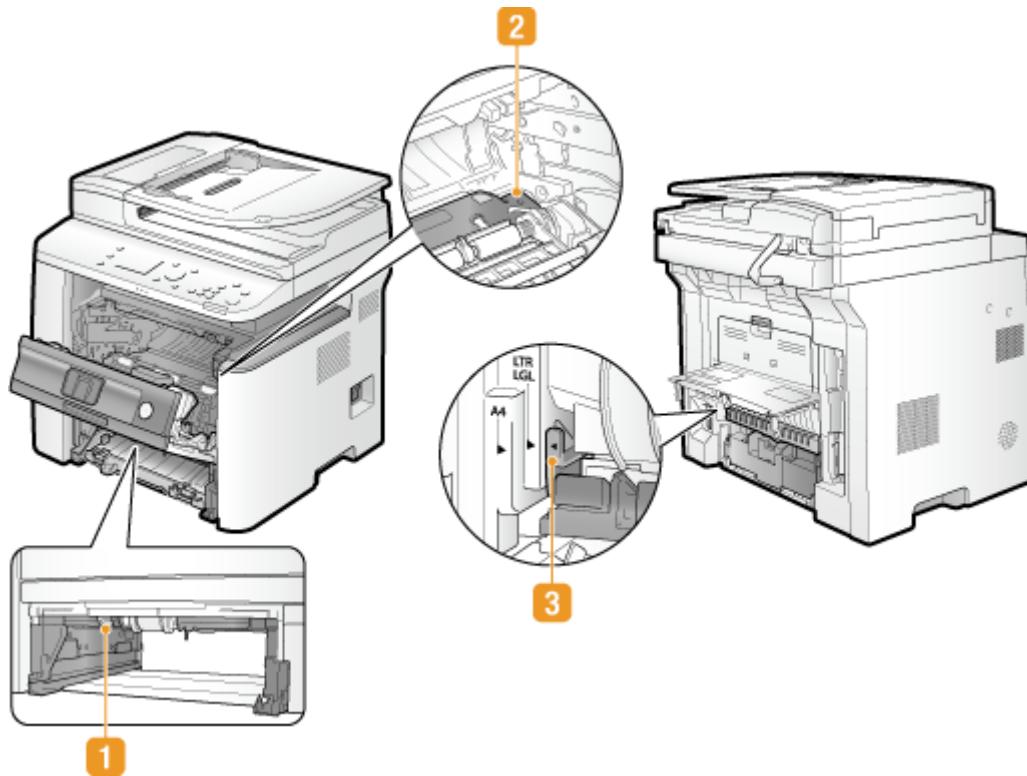
1 Duplex transport guide

If paper has jammed during 2-sided printing, lower the duplex transport guide to remove the jammed paper.
Clearing Jams(P. 723)

2 Transport guide

If there is a paper jam inside the machine, raise the transport guide to remove the jammed paper.
Clearing Jams(P. 723)

3 Paper size switch lever

Before starting 2-sided printing, change the position of this lever properly to match the size of the paper to print on.

A4 size	**Letter/Legal size**
Pull the lever towards you.	Push the lever away from you.
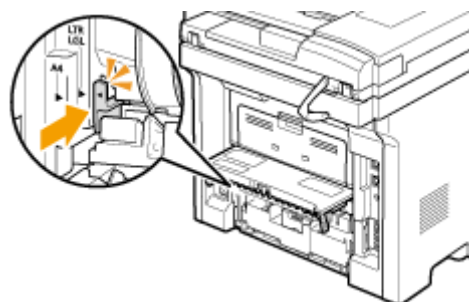
NOTE

- In addition to A4, Letter, and Legal sizes, some other paper sizes can be used for 2-sided printing (▶ **Paper(P. 858)**). When using those paper sizes, set the paper size switch lever in the same position as that for Letter/Legal size.

Multi-Purpose Tray

0UWX-00C
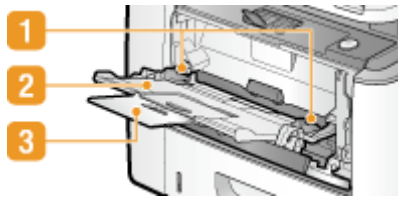
Paper guides

Adjust the paper guides to exactly the width of the loaded paper to ensure that paper is fed straight into the machine.

Paper tray

Pull out the paper tray when loading paper.

Tray extension

Open the tray extension when loading large paper.

LINKS

Loading Paper in the Multi-Purpose Tray(P. 58)

Paper Drawer

0UWX-00E
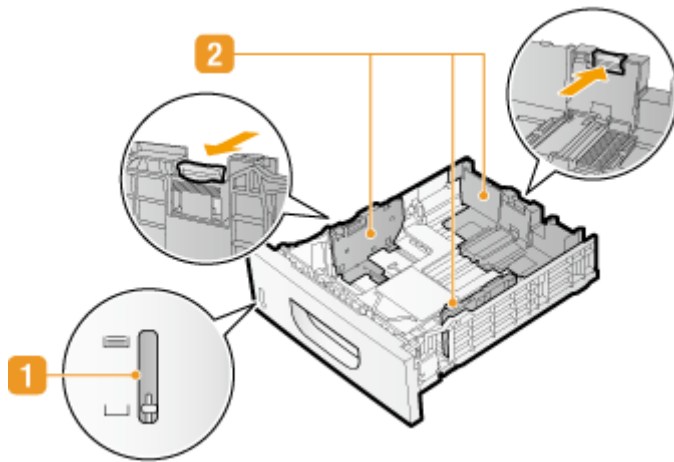
❶ Paper level indicator

Indicates the remaining amount of paper. The mark moves downward as the remaining amount of paper decreases.

❷ Paper guides

Adjust the paper guides to exactly the size of the loaded paper to ensure that paper is fed straight into the machine. Press the lock release levers that are marked with arrows in the illustrations to release the locks and slide the paper guides.

LINKS

Loading Paper in the Paper Drawer(P. 53)

Operation Panel

0UWX-00F

MF419x / MF418x
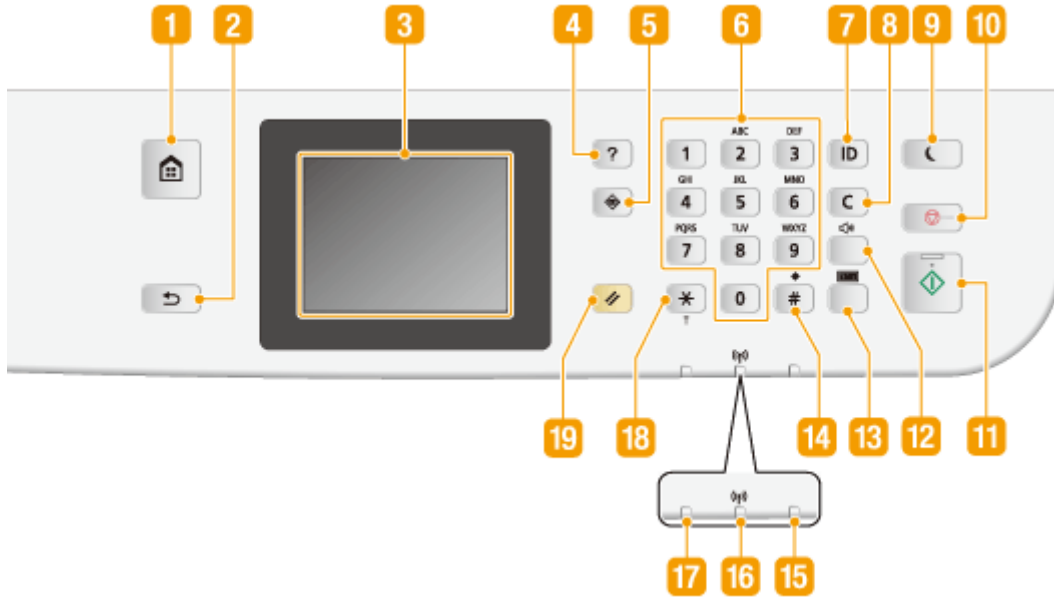
MF416dw / MF411dw
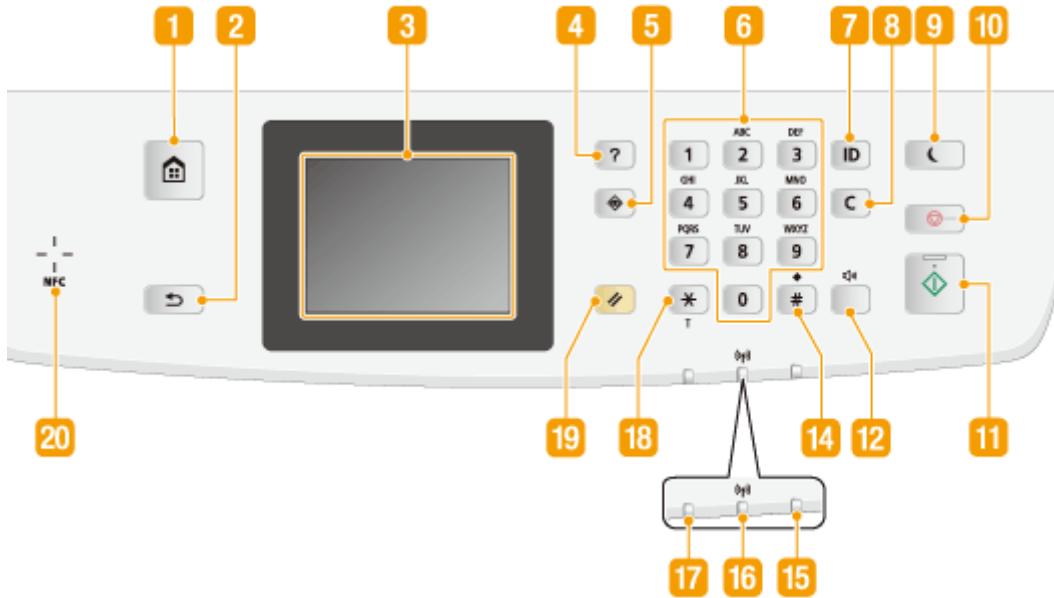
NOTE

- The operation panel shown above is for the MF416dw. The available functions vary depending on the model

1 **Home key**

Press to display the Home screen, which provides access to the setting menu and functions such as copy and scan. ○**Customizing the Home Screen(P. 34)**

2 **Back key**

Press to return to the previous screen. If you press this key when specifying settings, for example, the settings are not applied and the display returns to the previous screen.

3 **Display**

You can view the progress of copy, fax, and other jobs and error statuses. The display is also a touch panel, so you can specify settings by touching the screen directly. ○**Display(P. 29)**   ○**Using the Display(P. 38)**

4 **Quick Guide key**

Press to view operation guidance and error causes/solutions.

Operation Guide
Basic Operations
Troubleshooting
Maintenance
Useful Functions
FAQ
Close Guide
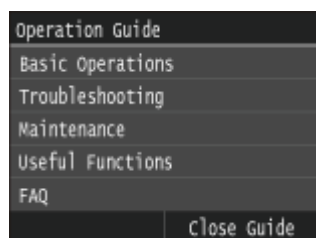
5 **Status Monitor key**

Press to check the status of printing or faxing, to view the usage history, or to view the network settings such as the IP address of the machine. You can also check the status of the machine, such as the remaining amounts of paper and the amount remaining in the toner cartridges, or whether any errors occurred. ○ **Display(P. 29)**

6 **Numeric keys ([0]-[9] keys)**

Press to enter numbers and text. ○**Entering Text(P. 41)**

7 **[ID] key**

Press after entering the ID and PIN to log on when Department ID Management is enabled. After you finish using the machine, press this key again to log off. ○**Logging on to the Machine(P. 44)**

8 **Clear key**

Press to delete the entered numbers and text.

9 **Energy Saver key**

Press to put the machine into sleep mode. The key lights up green when the machine is in sleep mode. Press the key again to exit sleep mode. ○**Entering Sleep Mode(P. 101)**

10 **Stop key**

Press to cancel copying, faxing, and other operations.

11 Start key

Press to scan or copy documents. Also press this key when you start printing images from a USB memory device.

12 Sound Volume key

Press to adjust volume. ○**Adjusting the Volume(P. 99)**

13 Counter Check key (MF419x / MF418x)

Press to view the counter values of printouts as well as the list of the available optional equipment. ○ **Viewing the Counter Value(P. 823)** ○**Display(P. 29)**

14 [#] key

Press to enter symbols such as "@" or "/".

15 Error indicator

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

16 Wi-Fi indicator

Lights up when the machine is connected to wireless LAN.

17 Processing/Data indicator

Blinks while operations such as sending or printing are being performed. Lights up when there are documents waiting to be processed.

18 [*] key

- Press to switch the type of text that is entered.

- Press to use tone dialing such as when receiving fax information services. ○**Receiving Fax Information Services(P. 199)**

19 Reset key

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

20 NFC (Near Field Communication) mark (MF416dw)

You can also use functions such as printing by waving a smartphone or similar device with Canon Mobile Application installed over this mark. ○**Connecting by a Touch on the Machine (NFC) (MF416dw)(P. 390)**

LINKS

○**Using the Display(P. 38)**

Display

0UWX-00H

The Home screen or settings screen appears on the display, allowing you to initiate functions such as copying or scanning. You can also use the display to check information such as error messages and the machine's operation status. The screen is also a touch panel, so you can perform operations by touching the screen directly.

Home Screen

The Home screen is displayed when the power is turned ON or by pressing 🏠 on the operation panel. Use this screen to specify settings for and register functions.

ⓐ <Copy>

Use this button to start copying. ▶**Copying(P. 105)**

ⓑ <Fax> (MF419x / MF416dw)

Use this button to send a fax from the machine. ▶**Faxing(P. 137)**

ⓒ <Scan>

Scans a document and converts it into an electronic file. You can save scanned files on your computer or send them via e-mail. ▶**Using the Machine as a Scanner(P. 304)**

ⓓ <Memory Media Print>

Prints files stored in a USB memory media. ▶**Printing from USB Memory (Memory Media Print)(P. 289)**
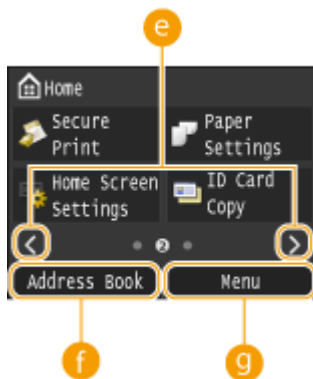
ⓔ Change page button

Use this to view another page in the Home screen. This works in the same way as flicking left/right.

ⓕ <Address Book>

Use this to register or edit the destinations for e-mails and faxes. You can also display a registered destination when sending an e-mail or fax. ▶**Registering in the Address Book(P. 78)**

ⓖ <Menu>

<Timer Settings>, <Preferences>, and many other machine settings start from this button. ▶**Setting Menu List(P. 629)**

29
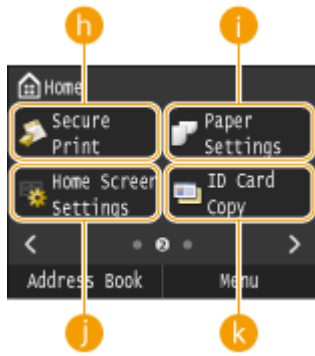
h **<Secure Print>**

Use this function to print a secure document. ❯**Printing a Document Secured by a PIN (Secure Print)(P. 276)**

i **<Paper Settings>**

This button is also used for specifying the size and type of paper loaded in the paper drawer and multi-purpose tray. ❯**Specifying Paper Size and Type(P. 67)**

j **<Home Screen Settings>**

Allows you to change the order that Home screen buttons are displayed in. ❯**Customizing the Home Screen(P. 34)**

k **<ID Card Copy>**

Settings are preregistered for copying the front and back sides of a driver's license or other card onto the same side of a page at actual size. ❯**Copying Both Sides of an ID Card onto One Page(P. 127)**
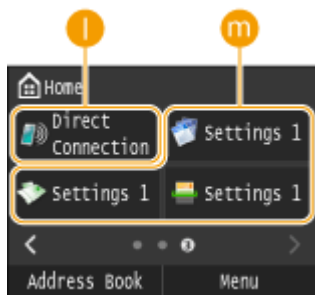
l **<Direct Connection>**

Use this to establish a direct wireless connection to a mobile device. ❯**Make Direct Connection (Access Point Mode)(P. 388)**

m **Shortcut buttons**

Display "Favorite Settings" that are registered to Copy, Fax, and Scan. ❯**Adding Buttons to the Home Screen(P. 34)**

<Status Monitor> Screen

When you press ◈ , a screen appears in which you can check the progress of documents that are being printed, sent or received, as well as the status of the machine (amount remaining in the toner cartridge, etc.) and network settings such as the machine's IP address.
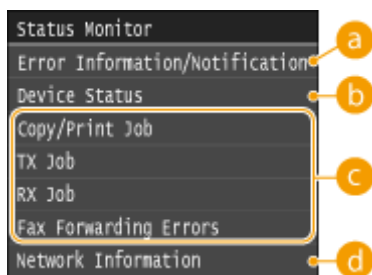
a **<Error Information/Notification>**

Displays the details of any errors that occurred. ❯**When an Error Message Appears(P. 734)**

30

ⓑ <Device Status>
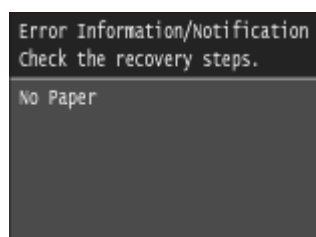
Displays the status of the machine, such as the amount of paper or the amount remaining in the toner cartridges.

Status Monitor		Device Status
Error Information/Notification		Paper Information
Device Status	▶	Amount Remaining in Cartridge
Copy/Print Job		Remove Memory Media
TX Job		Check Counter
RX Job		Secure Print Memory Usage
Fax Forwarding Errors		Version Information
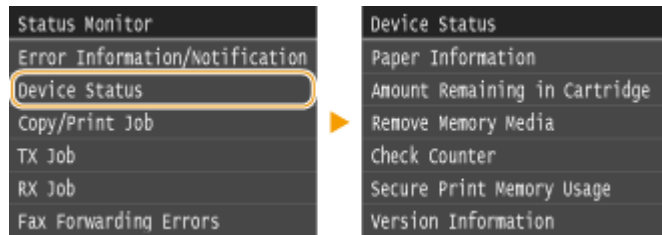
<Paper Information>
Displays whether paper is loaded in each paper source.

<Amount Remaining in Cartridge>
Displays the amount remaining in the toner cartridges. Other internal parts may reach the end of their lifetime before the toner runs out.

<Remove Memory Media>
Use to safely remove a USB memory device. ❍**Printing from USB Memory (Memory Media Print)(P. 289)** ❍**Scanning Documents Directly to USB Memory(P. 332)**

<Check Counter> (MF416dw / MF411dw)
Displays the total number of sheets that have been printed so far. ❍**Viewing the Counter Value(P. 823)**

<Secure Print Memory Usage>
Displays the amount of memory currently used for storing secured document data. ❍**Printing a Document Secured by a PIN (Secure Print)(P. 276)**

<Version Information>
Displays firmware version information.

<Serial Number>
Displays the serial number.

ⓒ Status of copy/print/send/receive jobs

Displays the current status of the selected item. The <Copy/Print Job Status> screen is shown below as an example.

Copy/Print Job Status
🖼 Copy 10:31AM Copying
🖨 Printer 10:34AM Waiting
🖨 Printer 10:36AM Waiting

ⓓ <Network Information>
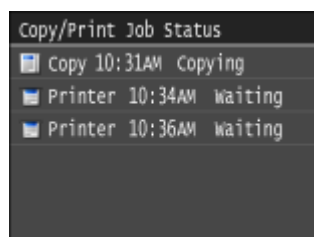
Displays the network settings such as the IP address of the machine and status such as the condition of wireless LAN communications. ❍**Viewing Network Settings(P. 445)**

Network Information
IPv4
IPv6
Network Connection Method
IEEE 802.1X Error Information
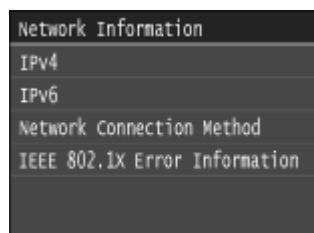
<Check Counter> Screen (MF419x / MF418x)

When you press ☐ (123), the <Check Counter> screen is displayed. From this screen, you can view the counter values of printouts, as well as the serial number of the machine and the machine configuration.

ⓐ <Check Device Configuration>
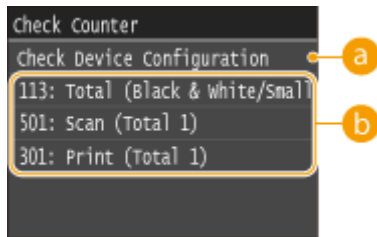
Displays the serial number of the machine and the list of the equipment that is attached or enabled.

ⓑ Counters

Select the counter to check the counter value. **❍Viewing the Counter Value(P. 823)**

When a Message Is Displayed

Messages are displayed at the top of the screen in situations such as when paper runs out or end of toner cartridge lifetime. The display alternates between showing the normal screen and the message.
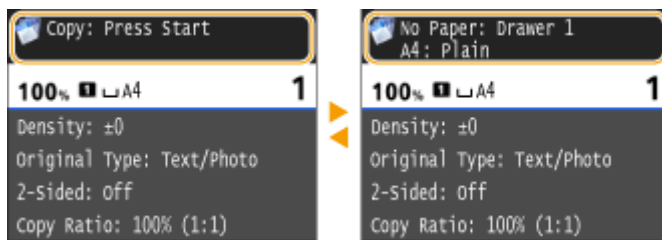
❍When an Error Message Appears(P. 734)

NOTE

When ⓘ is displayed

● Tap ⓘ to view the notification.
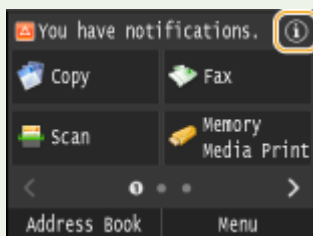
When an Error Occurs

In some cases when an error occurs, instructions on how to respond to the error are displayed. Follow the on-screen instructions to solve the problem. The screen displayed when a paper jam occurs is shown below as an example.

LINKS

⊙**Customizing the Home Screen(P. 34)**
⊙**Using the Display(P. 38)**

Customizing the Home Screen

0UWX-00J

You can add/delete shortcut buttons displayed in the Home screen according to your application or a preferred arrangement. You can also change the order that they are displayed in.

◯Adding Buttons to the Home Screen(P. 34)
◯Changing the Arrangement of Buttons(P. 35)
◯Inserting a Blank(P. 36)

Adding Buttons to the Home Screen

You can add shortcut buttons to the Home screen for frequently used functions such as <Copy>, <Fax>, and <Scan>. For example, you can carry out tasks more quickly and efficiently by assigning a sequence of settings (e.g. "Scan both sides of a document, save it as a highly compressed PDF file and send it via e-mail") to a single button.

> **NOTE**
>
> - The settings to be added as a shortcut button must be registered beforehand as Favorite Settings.
>   **◯Registering Frequently Used Copy Settings(P. 132)**
>   **◯Registering Frequently Used Fax Settings(P. 174)**
>   **◯Registering Frequently Used Scan Settings (E-Mail/I-Fax/Shared Folder/FTP Server)(P. 379)**
> - You can register up to 11 shortcut buttons.

1 Press 🏠 and tap <Home Screen Settings>.
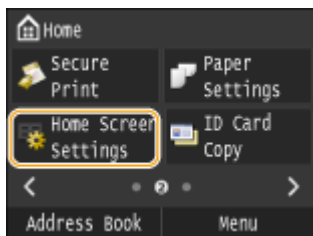
- If the logon screen appears, enter the correct ID and PIN using the numeric keys, and then press **ID** . ◯
  Logging on to the Machine(P. 44)

2 Tap <Select Button to Display>.
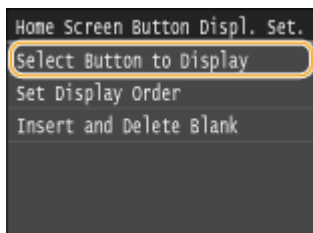
3 Select the function with the Favorite Settings you want to add as a button.

```
Select Button to Display
Favorite Copy Settings
Favorite Fax Settings
Favorite Scan Settings
```
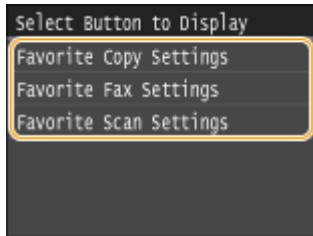
4 **Select the check box for all settings to be displayed in the Home screen and tap <Apply>.**

```
Favorite Copy Settings
☑   Settings 1
▪   Settings 2
▪   Settings 3
▪   Settings 4

        Apply
```
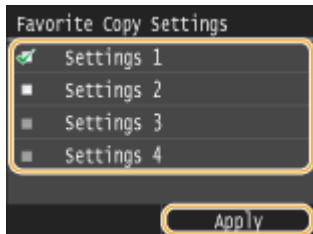
NOTE:

- Clear the check box for the name of the button you want to remove and then tap <Apply>. Once you remove a registered button, a space appears where the button was displayed in the Home screen. If necessary, delete the space. ●**Inserting a Blank(P. 36)**

5 **Read the message that is displayed, and tap <OK>.**

```
The button will be
registered on the last page
of the Home screen. The
order of the buttons can be
set from [Home Screen
Settings] on the Home screen
        OK
```
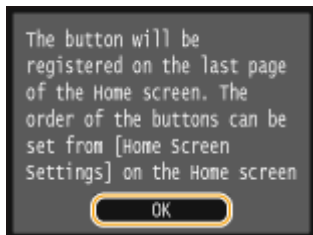
➡ A button for the newly selected settings is added to the Home screen.

```
🏠 Home
📶 Direct        📋 Settings 1
   Connection

 <      • •  ❶       >
Address Book      Menu
```
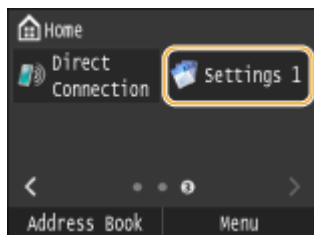
NOTE:

- If the Home screen is full and no more settings can be registered, Delete registered buttons and spaces in <Home Screen Settings>.

Changing the Arrangement of Buttons

To make the buttons easier to use, you can rearrange the buttons however you like. For instance, you can put the most frequently used functions first, or arrange the function buttons together with shortcut buttons for Favorite Settings.
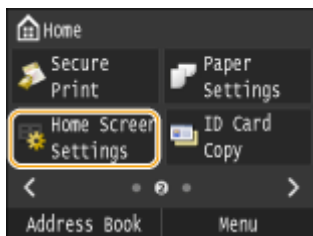
1 **Press 🏠 and tap <Home Screen Settings>.**

- If the logon screen appears, enter the correct ID and PIN using the numeric keys, and then press ⟨ID⟩. ▶
  Logging on to the Machine(P. 44)

2 **Tap <Set Display Order>.**
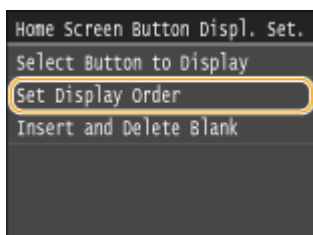
3 **Select the button to move.**

- The selected button is highlighted. Tap the selected button again to deselect it.
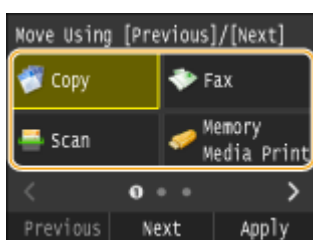
4 **Tap <Previous> or <Next>.**

- The button moves as many times as you tapped.
- Long touching <Previous>/<Next> to move the button continuously.
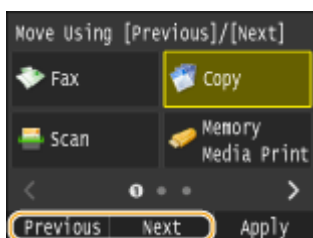
5 **Tap <Apply>.**

Inserting a Blank

To make the Home screen easier to view, you can insert spaces instead of buttons.

1 **Press ⌂ and tap <Home Screen Settings>.**
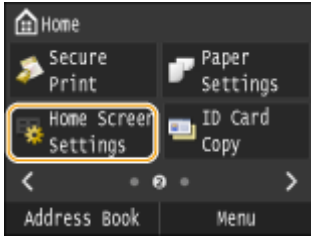
36

- If the logon screen appears, enter the correct ID and PIN using the numeric keys, and then press [ID].
  Logging on to the Machine(P. 44)

2 **Tap <Insert and Delete Blank>.**
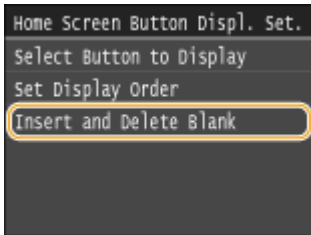
3 **Select the button where you want to insert a blank, and tap <Insert>.**

➠ A space is inserted before the selected button.
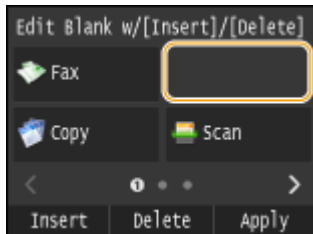
NOTE:

Deleting Spaces

- To delete a space, select the space to be deleted and tap <Delete>.

4 **Tap <Apply>.**

LINKS

Display(P. 29)

Using the Display

0UWX-00K

The display is a touch panel, allowing you to operate directly on the screen.

IMPORTANT

Avoid the following actions.
The display may misfunction or be damaged.

- Pressing forcefully
- Pressing with pointed objects (fingernails, ballpoint pen, pencil, etc.)
- Operating with wet/soiled hands
- Operating the display while an object is placed on it

Tap

Touch the screen lightly and quickly. Use for selecting or finalizing items.
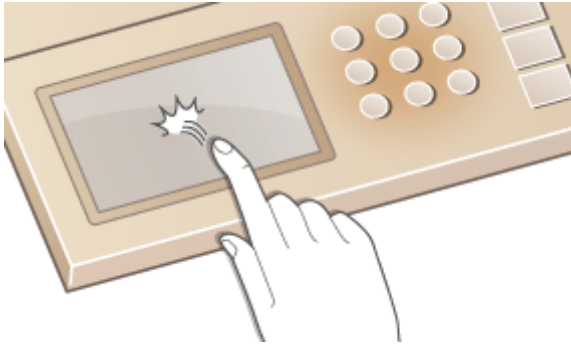
Long Touch

Keep finger held on the screen. When text cannot be completely displayed on one line ("..." appears), touch and hold the line to scroll all of the text. You can also use a long touch to continuously increase or decrease numbers, such as the copy magnification.
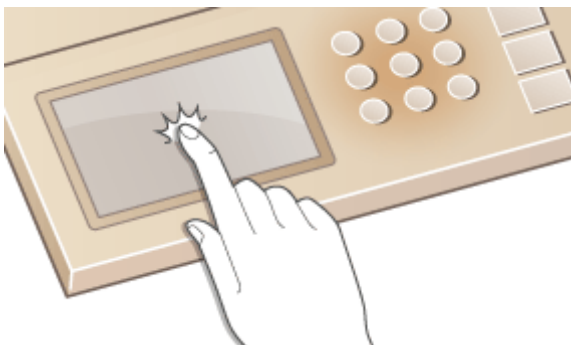
Flick

Flick with the finger on the display. The effect of flicking varies depending on the screen. For instance, flicking in the Home screen moves you one page in the direction of the flick, while flicking in the Copy screen scrolls the screen in accordance with the flicking motion.

Selecting Items

Tap an item name or button to make a selection.
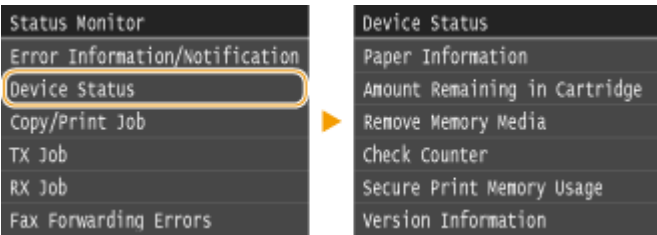
> **NOTE**
>
> **If an item is mistakenly touched**
>
> - Slide your finger away then release it from the screen to cancel the selection.
>
>
>
> **To return to the previous screen**
>
> - Press [↩] to return to the previous screen.

Scrolling the Screen

The scroll bar appears on the screen when there is still information that is undisplayed. If the scroll bar is displayed, flick the screen to scroll in the direction of the flick. Note that the scroll bar only appears while the screen is being touched.
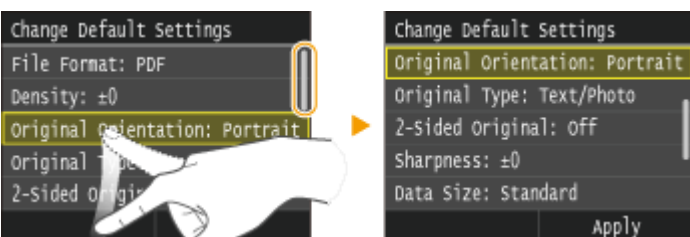
■ Changing Values and Settings

Changing Values

Tap ⌃ / ⌄ to enter values. If an icon such as below is displayed at the upper left of the screen, you can enter values directly using the numeric keys.

```
Current Date/Time Settings
    10/10 2015 10:00 AM
         (0:00-12:59)
              ⌃
        <        >
              ⌄
              Apply
```
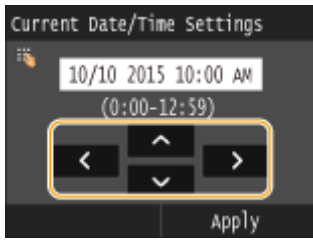
> **NOTE**
>
> **To move the cursor**
> - When ⟨ / ⟩ is displayed, tap to move the cursor.
>
> **Value range**
> - Values in ( ) displayed below the entry box are the enterable value range.

Changing Setting Values

Tap ⟨ / ⟩ to adjust the setting on the scale. You can also adjust a setting by flicking the slider left or right.

```
Density
   Background: Auto
   – ' ' ' ' ● ' ' ' ' +
        <        >
   Background      Apply
```
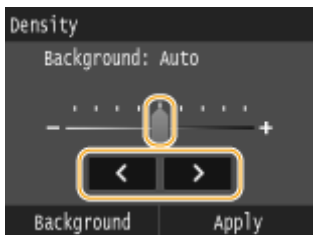
> **TIPS**
>
> - You can change a variety of display-related settings, such as the scrolling speed or display language: ○ **Display Settings(P. 641)**
> - To change the screen that is automatically displayed when the machine remains idle for a specified length of time: ○**Function After Auto Reset(P. 647)**

Entering Text

0UWX-00L

Use the display and numeric keys to enter text and values.

Switching the Type of Text

Tap <A/a/12> to switch the type of text that is entered. The currently selected type of text is indicated by the "A", "a", or "12" displayed above and to the right of the text input field.
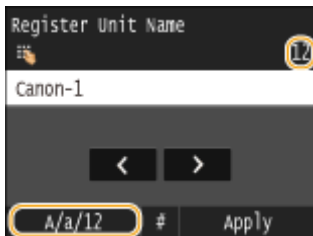
NOTE

- You can also press ✳ to switch the type of text.

Types of Text That Can Be Entered

Text that can be entered is listed below.

Key	A	a	12
1	@ . - _ /		1
2	ABC	abc	2
3	DEF	def	3
4	GHI	ghi	4
5	JKL	jkl	5
6	MNO	mno	6
7	PQRS	pqrs	7
8	TUV	tuv	8
9	WXYZ	wxyz	9

41

0	(Not available)	0
#	(space) -.*#!",;:^`_=/|'?$@%&+\~()[]{}<>	(Not available)

> **NOTE**
>
> - Press **#** or tap <#> when the type of text that is entered is <A> or <a> to display enterable symbols in the screen. Tap symbols to enter.

Deleting Text

One character is deleted each time **C** is pressed. Press and hold **C** to delete all of the entered text.

Moving the Cursor (Entering a Space)

Tap **<** or **>** to move the cursor. To enter a space, move the cursor to the end of the text, and tap **>** .

Example of Entering Text and Numbers

Example: "Canon-1"

1 Tap <A/a/12> repeatedly until <A> is selected.

2 Press **2** repeatedly until the letter "C" is selected.

3 Tap <A/a/12> repeatedly until <a> is selected.

4 Press **2** repeatedly until the letter "a" is selected.

5 Press **6** repeatedly until the letter "n" is selected.

6 Press **6** repeatedly until the letter "o" is selected.

7 Press **6** repeatedly until the letter "n" is selected.

8 Press **1** repeatedly until the symbol "-" is selected.

9 Tap <A/a/12> repeatedly until <12> is selected.

10 Press **1** .

11 Tap <Apply>.

■ Entering Characters Using a USB Keyboard

When 🖱 is displayed on the screen, you can connect a keyboard to the USB port for USB devices on the **○Front Side(P. 18)** and enter text from the keyboard. When using a keyboard, you can still use the number keypad.

> **NOTE**
>
> - Some keys on the USB keyboard, such as the [Backspace], [Home] and [End] keys, cannot be used. When keys that cannot be used are pressed, nothing is entered or changed.
> - To delete text, press the [Delete] key.
> - Pressing the [RETURN/ENTER] key completes text entry in the same way as tapping <Apply>.
> - You can specify the type of keyboard layout (US layout or UK layout). **○English Keyboard Layout(P. 644)**
> - You can disconnect the USB keyboard from the machine at any time. No special operation is required to disconnect it.

● Depending on the display language, you may not be able to enter some characters correctly.

Logging on to the Machine

If Department ID Management is enabled or System Manager IDs are enabled, you must log on before using the machine. You also need to log on if use of the fax and scan functions is restricted.

◉Department ID Management logon(P. 44)
◉Logging on to Authorized Send(P. 45)

Department ID Management logon

When the logon screen appears, use the procedure below to enter the Department ID and PIN.

```
Enter Department ID and PIN
Login: Press ID
Logout: Press ID

Department ID:
PIN:
Scan
```
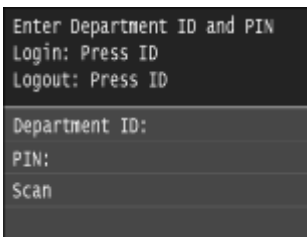
NOTE

- If the screen is displayed prompting you to insert a control card, see ◉ **Optional Items(P. 869)** .

```
Insert the card.
```
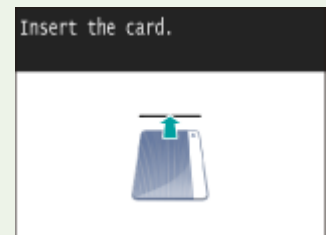
1 Enter an ID.

1 Tap <Department ID> or <System Manager ID>.

2 Enter a ID using the numeric keys, and tap <Apply>.

```
Department ID

1234567

Apply
```
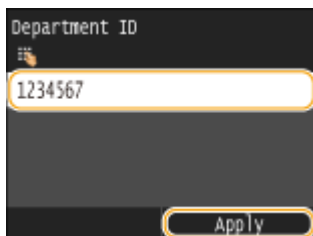
- If no PIN is registered, proceed to step 3.

2 Enter the PIN.

1 Tap <PIN>.

2 Enter a ID using the numeric keys, and tap <Apply>.

3 Press ID .

⇒ The logon screen will be changed to the Home screen.

  ● After you finish using the machine, press ID again to display the logon screen.

Logging on to Authorized Send

If the Send function authorization setting (**LDAP Server Authentication(P. 536)**) is enabled, the Authorized Send logon screen appears when the fax or scan function is used.
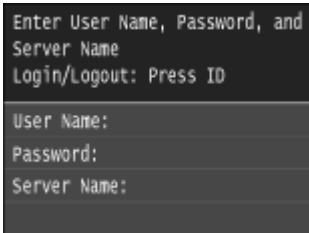
1 Enter your user name.

  1 Tap <User Name>.

  2 Enter your user name using the numeric keys, tap <Apply>.
  ● On how to enter text, see **Entering Text(P. 41)** .
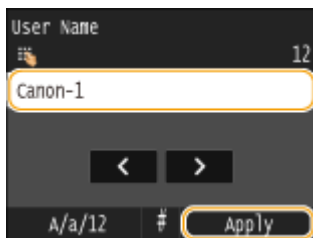
2 Enter the password.

  1 Tap <Password>.

  2 Enter the password using the numeric keys, tap <Apply>.

3 Tap <Server Name>, and Select the server for your authentication.

● Select the LDAP server where your user name and password are registered.

4 Press **ID** .

➡ The logon screen switches to the fax or scan function Home screen.

- After you finish using the machine, press **ID** again to display the logon screen.

NOTE:

If the logout selection screen appears

- If you are logged in to both Authorized Send and Department ID Management, a dialog box appears in which you can select the items you want to log out of.

```
Select Logout Type
Log Out from All Authenticated    ⓐ
Log Out from Authenticated Sen    ⓑ
```

ⓐ **<Log Out from All Authenticated Functions>**
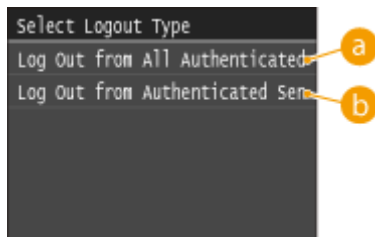
Select to log out of Authorized Send (fax or scan function) and Department ID Management simultaneously.

ⓑ **<Log Out from Authenticated Sending>**

Select to log out of Authorized Send (fax or scan function) only. You are still logging on to Department ID Management. After you finish using the machine, press **ID** again to log out of Department ID Management.

LINKS

Setting the Department ID Management(P. 526)
Setting the System Manager ID(P. 524)

Placing Documents

0UWX-00S

Place documents on the platen glass or in the feeder. Use the platen glass when scanning thick or bound documents such as books. You can load two or more sheets of documents in the feeder so that they can be scanned continuously. For information about the types of documents that can be placed on the platen glass or in the feeder, and information about the scannable area of a document, see ❍**Document Type(P. 856)** or ❍**Scan Area(P. 857)** .

❍**Placing Documents on the Platen Glass(P. 48)**
❍**Placing Documents in the Feeder(P. 48)**

IMPORTANT

Use documents that are completely dry

- When placing documents, make sure that any glue, ink, or correction fluid on the documents has completely dried.

To avoid paper jams
Do not place the following types of documents in the feeder as this may cause paper jams:

- Wrinkled or creased paper
- Carbon paper
- Curled or rolled paper
- Coated paper
- Torn paper
- Onion skin or thin paper
- Stapled or clipped documents
- Paper printed by a thermal transfer printer
- Transparencies

NOTE

To scan documents more accurately

- Documents placed in the feeder are scanned while being fed into the machine. On the other hand, documents placed on the platen glass remain in a fixed position while they are scanned. To ensure more accurate scanning results, placing documents on the platen glass is recommended.

To scan tracing paper or transparencies

- To scan transparent documents (for example, tracing paper or transparencies), place them on the platen glass.

Placing Documents on the Platen Glass

1 **Open the feeder.**
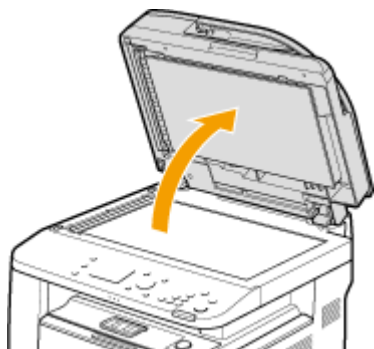
2 **Place the document face down on the platen glass.**

● Align the corner of the document with the top-left corner of the platen glass.
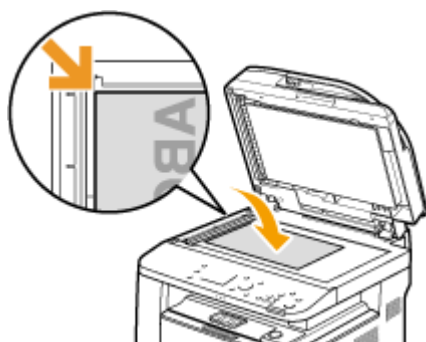
NOTE:

● To scan transparent documents (for example, tracing paper or transparencies), cover them with plain white paper.

3 **Gently close the feeder.**

⇒ The machine is ready to scan the document.

NOTE:

When scanning is complete

● Remove the document from the platen glass.

Placing Documents in the Feeder

1 **Spread the document guides apart.**

● Slide the document guides outward until they are slightly farther apart than the actual document width.
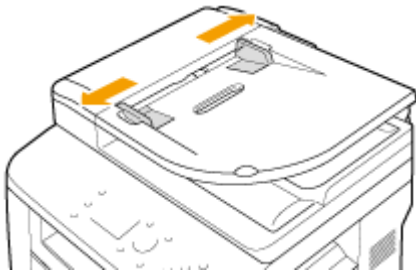
2 **Fan the document stack and align the edges.**

- Fan the document stack in small batches, and align the edges by lightly tapping the stack on a flat surface a few times.

3 **Place the document(s) face up in the feeder.**

- Make sure that the document stack does not exceed the load limit lines (**a**).
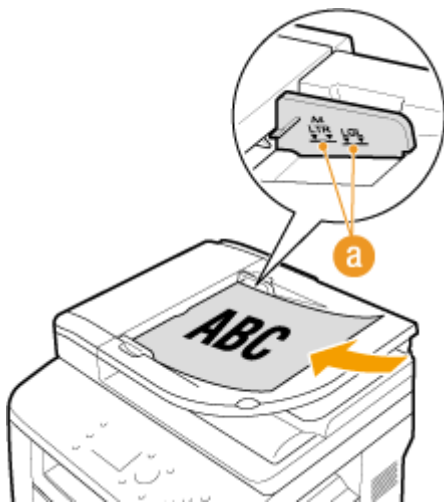
IMPORTANT:

- Do not load documents of various sizes at the same time.
- Up to 50 sheets can be loaded at a time. If 51 or more sheets are loaded, scanning may stop or a paper jam may occur.

4 **Align the document guides against the edges of the document.**

- Slide the document guides inward until they are aligned securely against the edges of the document.
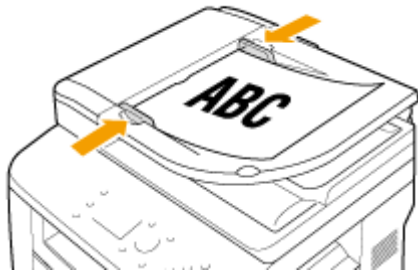
The machine is ready to scan the document.

IMPORTANT:

Align the document guides securely against the edges of the document

- Document guides that are too loose or too tight can cause misfeeds or paper jam.

While documents are being scanned

- Do not add or remove documents.

When scanning is complete

- Remove the scanned documents from beneath the feeder to prevent paper jams.

Loading Paper

0UWX-00U

You can load the paper into the paper drawer or multi-purpose tray. Load the paper you usually use into the paper drawer. The paper drawer is convenient when using large amounts of paper. Use the multi-purpose tray when you temporarily use size or type of paper that is not loaded in the paper drawer. See ●**Paper(P. 858)** for available paper sizes.
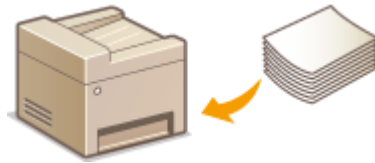
Paper Type and Setting for the Machine

See the table below to specify the paper settings according to the type and weight of the paper to load into the paper source. For more information about how to specify the paper settings on the machine, see ●**Specifying Paper Size and Type(P. 67)** . For the amount of paper that can be loaded in each paper source, see ● **Paper(P. 858)** .

Paper Type	Paper Weight	Paper Setting on the Machine
Plain paper	60 to 89 g/m²	<Plain>
	60 to 69 g/m²	<Plain L>[*1]
Recycled paper	60 to 89 g/m²	<Recycled>
Color paper	60 to 89 g/m²	<Color>
Heavy paper	90 to 128 g/m²	<Heavy 1>
	129 to 163 g/m²	<Heavy 2>
Envelope	─	<Envelope>
Label	─	<Labels>

[*1] Specify <Plain L> as the paper type if printouts come out curled with <Plain> specified.

> **IMPORTANT**
>
> **Do not use the following types of paper:**
> - Wrinkled or creased paper
> - Curled or rolled paper
> - Torn paper
> - Damp paper
> - Very thin paper
> - Paper printed by a thermal transfer printer
> - Highly textured paper
> - Glossy paper

Paper handling and storage

- Store the paper on a flat surface.

- Keep the paper wrapped in its original package to protect the paper from moisture or dryness.

- Do not store the paper in such a way that may cause it to curl or fold.

- Do not store the paper vertically or stack too much paper.

- Do not store the paper in direct sunlight, or in a place subject to high humidity, dryness, or drastic changes in temperature or humidity.

NOTE

When printing on paper that has absorbed moisture

- Steam may emit from the paper output area, or water droplets may form on the back side of the operation panel or around the paper output area. There is nothing unusual about any of these occurrences, which occur when the heat generated from fixing toner on the paper causes moisture in the paper to evaporate (most likely to occur at low room temperatures).

LINKS

Registering a Custom Paper Size(P. 74)

Loading Paper in the Paper Drawer

0UWX-00W

Load the paper that you usually use in the paper drawer. When you want to print on paper that is not loaded in the paper drawer, load the paper in the multi-purpose tray. ❯**Loading Paper in the Multi-Purpose Tray(P. 58)**

❯**Loading Regular Size Paper(P. 53)**
❯**Loading Custom Size Paper(P. 55)**

IMPORTANT

Make sure to load paper in portrait orientation*

- Paper cannot be loaded in landscape orientation. Make sure to load the paper in portrait orientation, as shown in the illustrations below.
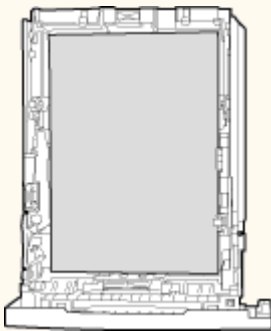
* Custom size paper can only be loaded in landscape orientation. For custom size paper that can be loaded in the paper drawer, see ❯**Paper(P. 858)** .

NOTE

- Follow the procedure below when loading paper into the optional paper feeder.

Loading Regular Size Paper

To load paper whose size is found in the paper size markings on the paper drawer, use the following procedure. For paper whose size is not found in the paper size markings, see ❯**Loading Custom Size Paper(P. 55)** .

1 **Pull out the paper drawer.**
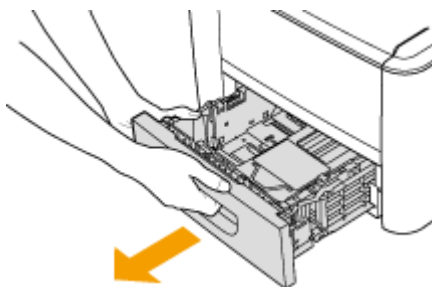
IMPORTANT:

- Make sure to hold the paper drawer with both hands, and pull it out gently. Otherwise, you may damage the paper drawer by dropping it, if it slides out too easily.

2 **Adjust the positions of the paper guides to the paper size you want to use.**

- Press the lock release lever (**a**) to align the projection (**b**) to the appropriate paper size markings.
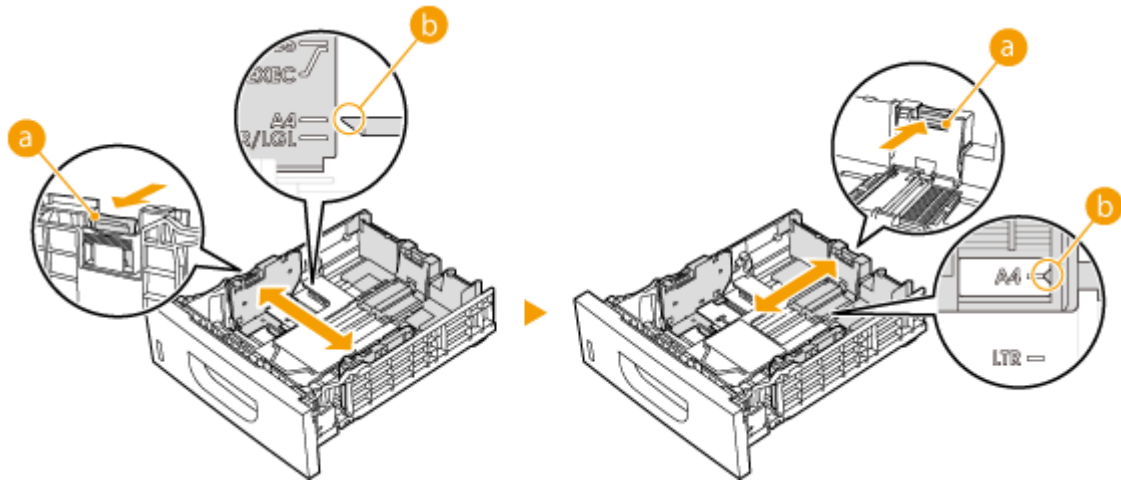
3 **Load the paper so that the edge of the paper stack is aligned against the paper guide on the rear side of the paper drawer.**

- Load the paper in portrait orientation (with the short edge toward the machine), with the print side face down. Paper cannot be loaded in landscape orientation.
- Fan the paper stack well, and tap it on a flat surface to align the edges.
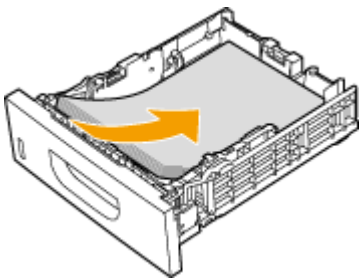
IMPORTANT:

Do not exceed the load limit line when loading paper

- Make sure that the paper stack does not exceed the load limit line (**a**). Loading too much paper can cause paper jams.
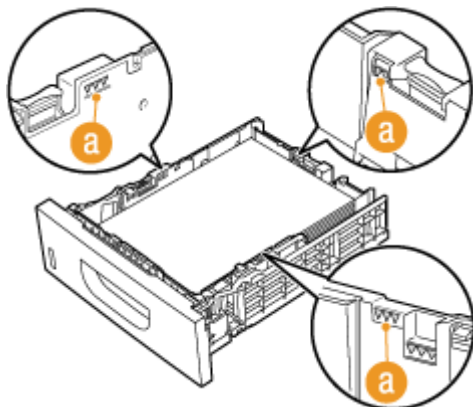
NOTE:

- When loading paper with a logo, see **Loading Preprinted Paper(P. 63)** .

4 **Insert the paper drawer into the machine.**

- When you insert the paper drawer with <Notify to Check Paper Settings> set to <On>, a confirmation screen is displayed. ○**Notify to Check Paper Settings(P. 715)**

» **Continue to** ○**Specifying Paper Size and Type in the Paper Drawer(P. 68)**

IMPORTANT:

When changing the paper size or type

- The factory default settings for paper size and type are <A4> and <Plain>, respectively. If you load a different size or type of paper into the machine, make sure to change the settings. If you do not change the settings, the machine cannot print properly.

Printing on the Back Side of Printed Paper (Manual 2-Sided Printing)

You can print on the back side of printed paper. Flatten any curls on the printed paper and insert it into the multi-purpose tray (○**Loading Paper in the Multi-Purpose Tray(P. 58)**), with the side to print face up (previously printed side face down).

- Load one sheet of paper each time you print.
- You can use only the paper printed with this machine.
- You cannot print on the side that has previously been printed on.

Loading Custom Size Paper

To load custom size paper or other paper whose size is not found in the paper size markings on the paper drawer, use the following procedure.

1 **Pull out the paper drawer.**
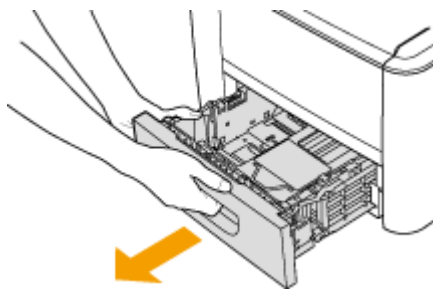
IMPORTANT:

- Make sure to hold the paper drawer with both hands, and pull it out gently. Otherwise, you may damage the paper drawer by dropping it, if it slides out too easily.

2 **Slide the paper guides apart.**

- Press the lock release lever to slide the paper guides outward.
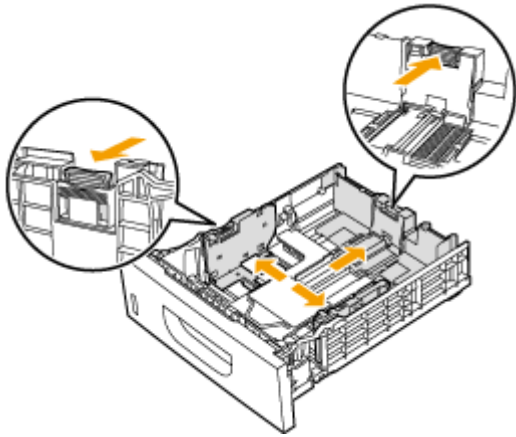
3 **Load the paper so that the edge of the paper stack is aligned against the front side of the paper drawer.**

- Load the paper with the print side face down.
- Fan the paper stack well, and tap it on a flat surface to align the edges.
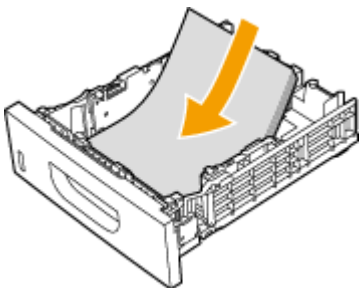
IMPORTANT:

Do not exceed the load limit line when loading paper

- Make sure that the paper stack does not exceed the load limit line (a). Loading too much paper can cause paper jams.
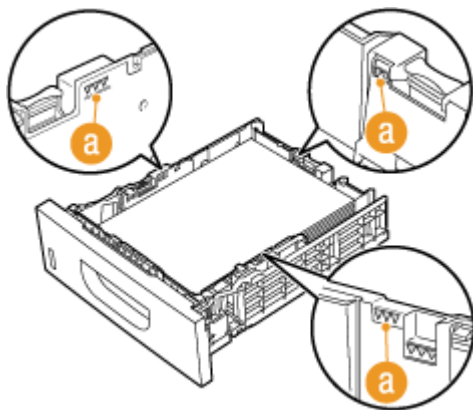
NOTE:

- When loading paper with a logo, see **Loading Preprinted Paper(P. 63)** .

4 **Align the paper guides against the edges of the paper.**

- Press the lock release lever and slide the paper guides inward until they are aligned securely against the edges of the paper.
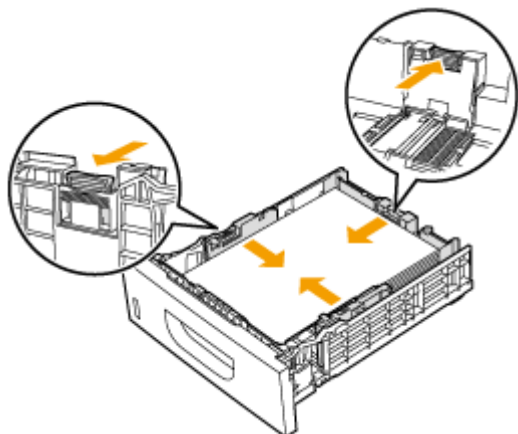
IMPORTANT:

Align the paper guides securely against the edges of the paper

- Paper guides that are too loose or too tight can cause misfeeds or paper jams.

5 **Insert the paper drawer into the machine.**

- When you insert the paper drawer with <Notify to Check Paper Settings> set to <On>, a confirmation screen is displayed. **Notify to Check Paper Settings(P. 715)**

» **Continue to Specifying Paper Size and Type in the Paper Drawer(P. 68)**

IMPORTANT:

When changing the paper size or type

- The factory default settings for paper size and type are <A4> and <Plain>, respectively. If you load a different size or type of paper into the machine, make sure to change the settings. If you do not change the settings, the machine cannot print properly.

Printing on the Back Side of Printed Paper (Manual 2-Sided Printing)

You can print on the back side of printed paper. Flatten any curls on the printed paper and insert it into the multi-purpose tray (**Loading Paper in the Multi-Purpose Tray(P. 58)**), with the side to print face up (previously printed side face down).

- Load one sheet of paper each time you print.
- You can use only the paper printed with this machine.
- You cannot print on the side that has previously been printed on.

LINKS

Paper(P. 858)

Loading Paper in the Multi-Purpose Tray

0UWX-00X

When you want to print on paper that is not loaded in the paper drawer, load the paper in the multi-purpose tray. Load the paper that you usually use in the paper drawer. ●**Loading Paper in the Paper Drawer(P. 53)**

IMPORTANT

Make sure to load paper in portrait orientation*

- Paper cannot be loaded in landscape orientation. Make sure to load the paper in portrait orientation, as shown in the illustrations below.
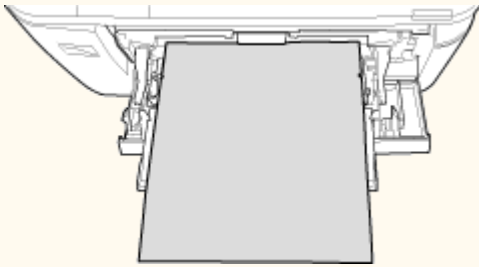
* Custom size paper can only be loaded in landscape orientation. For custom size paper that can be loaded in the multi-purpose tray, see ●**Paper(P. 858)** .

1 **Open the cover.**

- Hold the top center of the cover to open it.
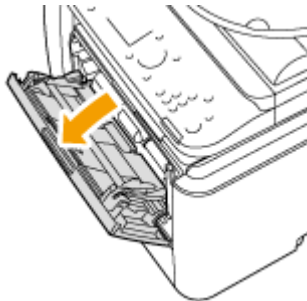
2 **Pull out the paper tray and the tray extension.**

- Pull out the tray extension when loading large paper.
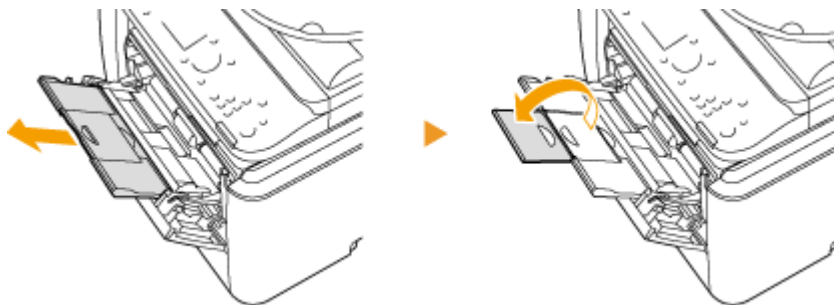
3 **Spread the paper guides apart.**

- Slide the paper guides outward.
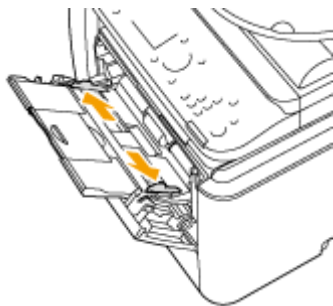
4 **Insert the paper into the multi-purpose tray until the paper stops.**

- Load the paper with the print side face up.
- Fan the paper stack well, and tap it on a flat surface to align the edges.
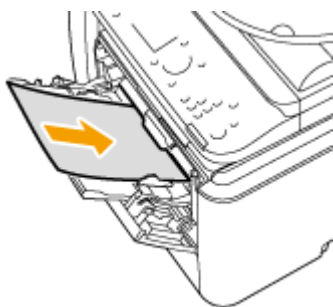
IMPORTANT:

Do not exceed the load limit guide when loading paper

- Make sure that the paper stack does not exceed the load limit guide (a). Loading too much paper can cause paper jams.
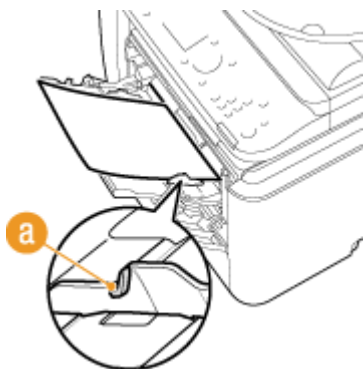
NOTE:

- When loading envelopes or paper with a logo, see ❯**Loading Envelopes(P. 61)** or ❯**Loading Preprinted Paper(P. 63)** .

5 **Align the paper guides against the edges of the paper.**

- Slide the paper guides inward until they are aligned securely against the edges of the paper.
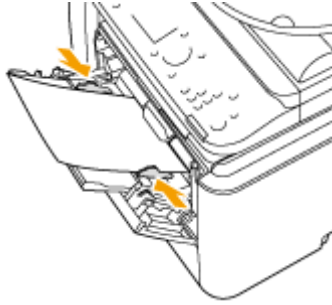
IMPORTANT:

Align the paper guides securely against the edges of the paper

- Paper guides that are too loose or too tight can cause misfeeds or paper jams.

» **Continue to ▶Specifying Paper Size and Type in the Multi-Purpose Tray(P. 70)**

Printing on the Back Side of Printed Paper (Manual 2-Sided Printing)

You can print on the back side of printed paper. Flatten any curls on the printed paper and insert it into the multi-purpose tray, with the side to print face up (previously printed side face down).

- Load one sheet of paper each time you print.
- You can use only the paper printed with this machine.
- You cannot print on the side that has previously been printed on.

LINKS

▶Paper(P. 858)

Loading Envelopes

0UWX-00Y

Make sure to flatten any curls on envelopes before loading them. Also pay attention to the orientation of envelopes and which side is face up. Note that envelopes cannot be loaded in the paper drawer.

◉**Before Loading Envelopes(P. 61)**
◉**Loading Envelopes in the Multi-Purpose Tray(P. 62)**

> **NOTE**
>
> - This section describes how to load envelopes in the orientation you want, as well as procedures that you need to complete before loading envelopes. For a description of the general procedure for loading envelopes in the multi-purpose tray, see ◉**Loading Paper in the Multi-Purpose Tray(P. 58)** .

Before Loading Envelopes

Follow the procedure below to prepare the envelopes before loading.

1 **Close the flap of each envelope.**
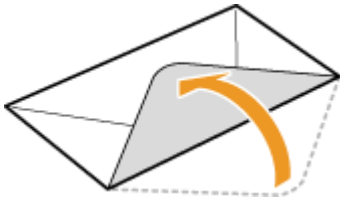
2 **Flatten them to release any remaining air, and make sure that the edges are pressed tightly.**

3 **Loosen any stiff corners of the envelopes and flatten any curls.**
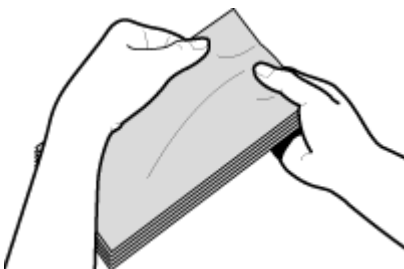
4 **Align the edges of the envelope on a flat surface.**
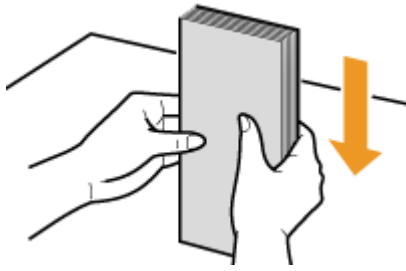
Loading Envelopes in the Multi-Purpose Tray

Load the envelopes Monarch, COM10, DL, or ISO-C5 in portrait orientation (with the short edge toward the machine), with the non-glued side (front side) face up. You cannot print on the reverse side of envelopes.

NOTE

- Load the envelopes so that the edge with the flap is toward the left side as shown in the illustration.
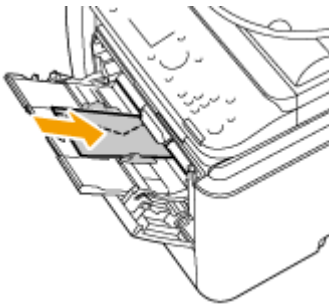
Loading Preprinted Paper

0UWX-010

When you use paper that has been preprinted with a logo, pay attention to the orientation of the paper when loading. Load the paper properly so that printing is performed on the correct side of the paper with a logo.

❍**Making 1-Sided Printouts on Paper with Logos(P. 63)**
❍**Making 2-Sided Printouts on Paper with Logos(P. 64)**

> **NOTE**
>
> - This section mainly describes how to load preprinted paper with the proper facing and orientation. For a description of the general procedure for loading paper in the paper drawer or multi-purpose tray, see ❍ **Loading Paper in the Paper Drawer(P. 53)** or ❍**Loading Paper in the Multi-Purpose Tray(P. 58)** .

Making 1-Sided Printouts on Paper with Logos

Printing on Paper with Logos in Portrait Orientation

When loading the paper in the paper drawer
Load the paper with the logo side (the side to print the document) face down.

When loading the paper in the multi-purpose tray
Load the paper with the logo side (the side to print the document) face up.

Loading Orientation

Printing on Paper with Logos in Landscape Orientation
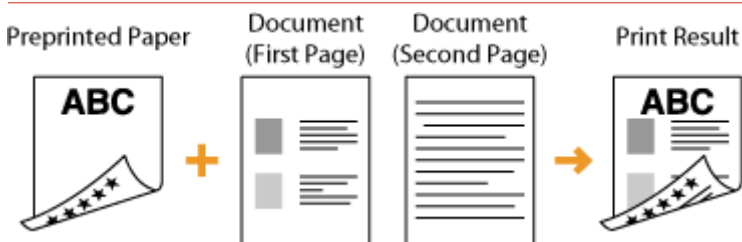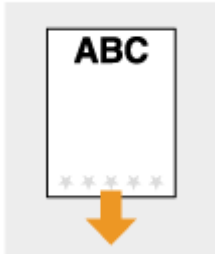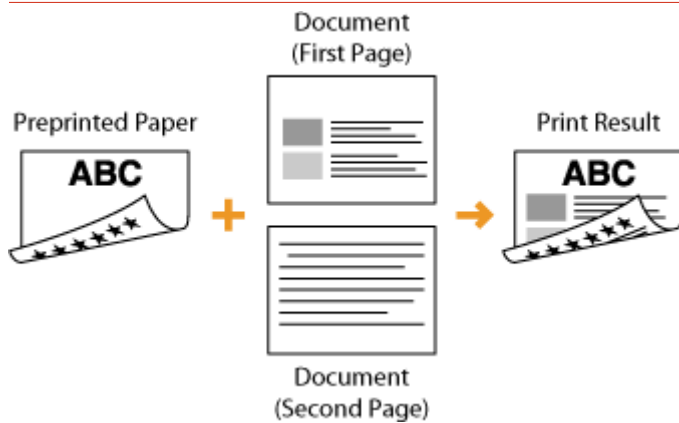
When loading the paper in the paper drawer

Load the paper with the logo side (the side to print the document) face down.

Loading Orientation

When loading the paper in the multi-purpose tray

Load the paper with the logo side (the side to print the document) face up.

Loading Orientation

Making 2-Sided Printouts on Paper with Logos

Printing on Paper with Logos in Portrait Orientation

When loading the paper in the paper drawer

Load the paper with the front logo side (the side to print the first page of the document) face up.

Loading Orientation

When loading the paper in the multi-purpose tray

Load the paper with the front logo side (the side to print the first page of the document) face down.

Printing on Paper with Logos in Landscape Orientation

When loading the paper in the paper drawer

Load the paper with the front logo side (the side to print the first page of the document) face up.

When loading the paper in the multi-purpose tray

Load the paper with the front logo side (the side to print the first page of the document) face down.

NOTE

The <Switch Paper Feed Method> setting

- When you print on preprinted paper, you need to change the facing of the paper to load each time you switch between 1-sided and 2-sided printing. However, if <Switch Paper Feed Method> is set to <Print Side Priority>, the facing that you use for loading preprinted paper for 2-sided printing (logo side face up for paper drawer or down for multi-purpose tray) can also be used for 1-sided printing. This setting is especially useful if you frequently perform both 1-sided and 2-sided printing. ○**Switch Paper Feed Method(P. 651)**

Specifying Paper Size and Type

0UWX-011

You must specify the paper size and type settings to match the paper that is loaded. Make sure to change the paper settings when you load the paper that is different from the previously loaded paper.

> **IMPORTANT**
>
> - If the setting does not match the size and type of loaded paper, a paper jam or printing error may occur.

Specifying Paper Size and Type in the Paper Drawer

0UWX-012

> **NOTE**
>
> - To specify a custom paper size, you need to register that size before hand. **○Registering a Custom Paper Size(P. 74)**

1 **Press ⌂ and tap <Paper Settings>.**
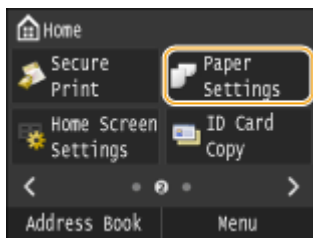
2 **Tap <Drawer 1> or <Drawer 2>.**

- <Drawer 2> is displayed only when the optional paper feeder (drawer 2) is installed.
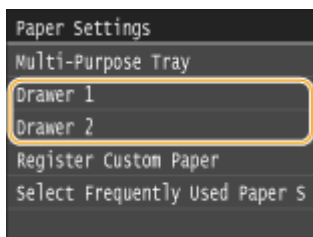
3 **Select the paper size.**

- If the loaded paper size is not displayed, tap <Other Sizes>.
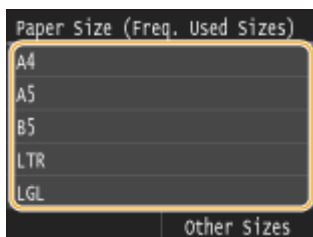
4 **Select the paper type.**
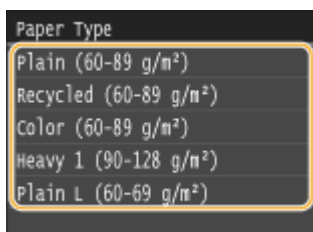
LINKS

◉Loading Paper in the Paper Drawer(P. 53)
◉Limiting the Paper Sizes Displayed(P. 77)
◉Paper(P. 858)
◉Notify to Check Paper Settings(P. 715)

Specifying Paper Size and Type in the Multi-Purpose Tray

0UWX-013

The screen shown here is displayed when paper is loaded in the multi-purpose tray. Follow the on-screen instructions to specify settings that match the size and type of the loaded paper.

```
Paper Size (Freq. Used Sizes)
Custom
A4
A5
B5
LTR
                    Other Sizes
```
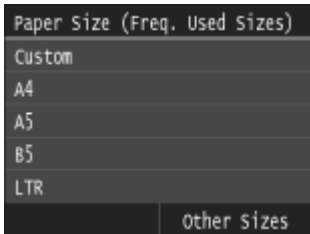
NOTE

If the screen shown above is not displayed when paper is loaded

- If you always load the same paper in the multi-purpose tray, you can skip the paper setting operations by registering the paper size and type as the default setting. When the default setting is registered, however, the screen shown above is not displayed. To display the screen, select <Specify When Loading Paper> (▶ **Registering Default Paper Settings for the Multi-Purpose Tray(P. 72)**).

1 **Select the paper size.**

- If the loaded paper size is not displayed, tap <Other Sizes>.

```
Paper Size (Freq. Used Sizes)
Custom
A4
A5
B5
LTR
                    Other Sizes
```
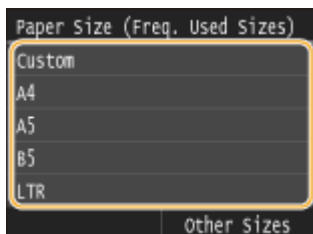
■**When loading custom size paper**

1 Tap <Custom>.
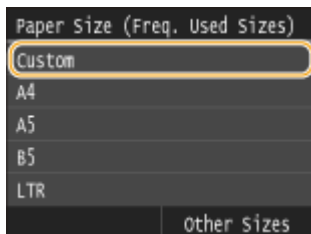
```
Paper Size (Freq. Used Sizes)
Custom
A4
A5
B5
LTR
                    Other Sizes
```

2 Specify the length of the <X> (shorter) side.

- Tap <X>.

- Input the length of the <X> side using ︿ / ﹀ or the numeric keys, and tap <Apply>.
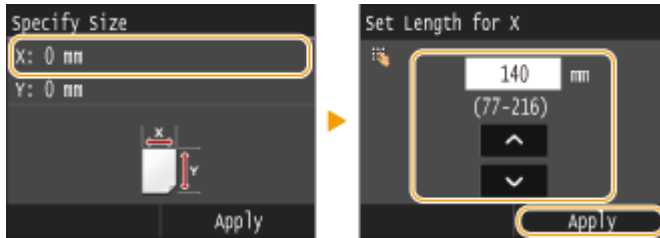
3 Specify the length of the <Y> (longer) side.

- Tap <Y>.
- Input the length of the <Y> side, and tap <Apply>.
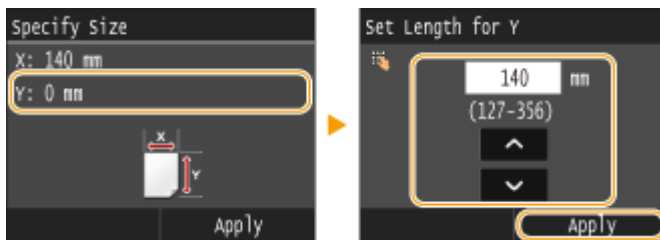
4 Tap <Apply>.

2 Select the paper type.
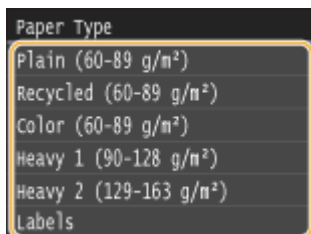
LINKS

Loading Paper in the Multi-Purpose Tray(P. 58)
Limiting the Paper Sizes Displayed(P. 77)
Paper(P. 858)

Registering Default Paper Settings for the Multi-Purpose Tray

0UWX-014

You can register default paper settings for the multi-purpose tray. Registering default settings can save yourself the effort of having to specify the settings each time you load the same paper into the multi-purpose tray.

> **NOTE**
>
> - After the default paper setting is registered, the paper setting screen is not displayed when paper is loaded, and the same setting is always used. If you load a different paper size or type without changing the paper settings, the machine may not print properly. To avoid this problem, select <Specify When Loading Paper> in step 3, and then load the paper.

1 Press 🏠 and tap <Paper Settings>.
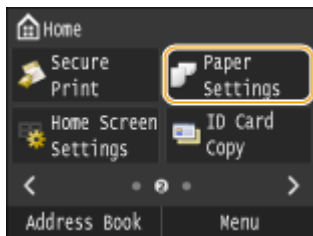
2 Tap <Multi-Purpose Tray>.
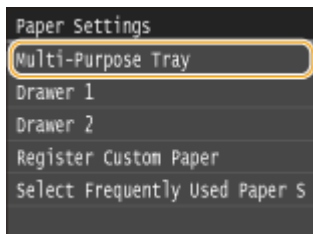
3 Select the paper size.

- If the loaded paper size is not displayed, tap <Other Sizes>.

■**Registering a custom paper size**

1 Tap <Custom>.

```
Paper Size (Freq. Used Sizes)
 Specify when Loading Paper
 Custom
 A4
 A5
 B5
              Other Sizes
```

2 Specify the length of the <X> (shorter) side.

- Tap <X>.
- Input the length of the <X> side using ⌃ / ⌄ or the numeric keys, and tap <Apply>.

```
Specify Size           Set Length for X
 X: 0 nm
 Y: 0 nm                     140   nm
                           (77-216)
        x                      ^
        [ ]Y                   v
       Apply                     Apply
```

3 Specify the length of the <Y> (longer) side.

- Tap <Y>.
- Input the length of the <Y> side, and tap <Apply>.

```
Specify Size           Set Length for Y
 X: 140 nm
 Y: 0 nm                     140   nm
                           (127-356)
        x                      ^
        [ ]Y                   v
       Apply                     Apply
```

4 Tap <Apply>.

```
Specify Size
 X: 140 nm
 Y: 140 nm

        x
        [ ]Y
       Apply
```

4 **Select the paper type.**

```
Paper Type
 Plain (60-89 g/m²)
 Recycled (60-89 g/m²)
 Color (60-89 g/m²)
 Heavy 1 (90-128 g/m²)
 Heavy 2 (129-163 g/m²)
 Labels
```
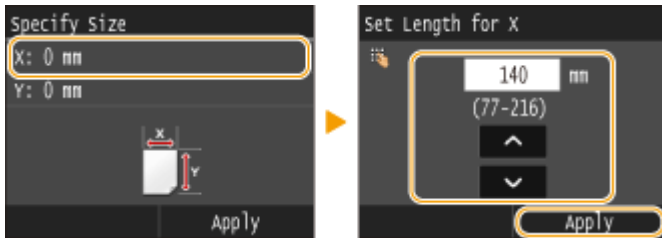
LINKS

◉Loading Paper in the Multi-Purpose Tray(P. 58)
◉Limiting the Paper Sizes Displayed(P. 77)
◉Paper(P. 858)

Registering a Custom Paper Size

0UWX-015

You can register up to three frequently used custom paper sizes.

1 **Press 🏠 and tap <Paper Settings>.**
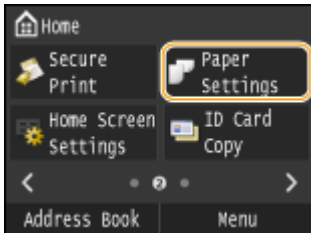
2 **Tap <Register Custom Paper>.**
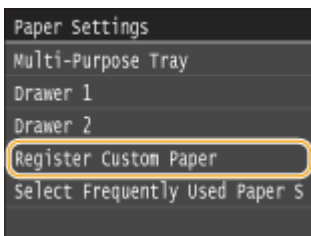
3 **Tap <Not Registered>.**
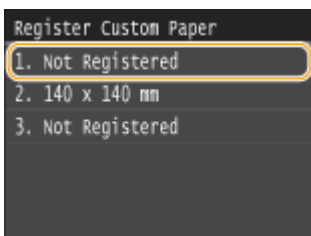
- If paper sizes <1> to <3> have already been registered, either change or delete the setting to continue. The procedures for changing and deleting these settings are described below.

■**Changing a setting**

1 Select the registered size you want to change.

2 Tap <Edit>, and proceed to step 4.
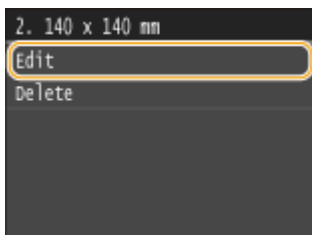
■**Deleting a setting**

1 Select the registered size you want to delete.

2 Tap <Delete> ▶ <Yes>.

```
2. 140 x 140 mm
Edit
Delete
```
▶
```
Is it OK to delete?



     Yes        No
```

4 Specify the paper size.

1 Specify the length of the <X> (shorter) side.

- Tap <X>.
- Input the length of the <X> side using ∧ / ∨ or the numeric keys, and tap <Apply>.

```
Specify Size
X: 0 mm
Y: 0 mm

   x

            Apply
```
▶
```
Set Length for X

        140     mm
       (77-216)
         ∧
         ∨
            Apply
```

2 Specify the length of the <Y> (longer) side.

- Tap <Y>.
- Input the length of the <Y> side, and tap <Apply>.

```
Specify Size
X: 140 mm
Y: 0 mm

   x

            Apply
```
▶
```
Set Length for Y

        160     mm
       (127-356)
         ∧
         ∨
            Apply
```

3 Tap <Apply>.
```
Specify Size
X: 140 mm
Y: 160 mm

   x

         Apply
```

5 Select the paper type.

```
Paper Type
Plain (60-89 g/m²)
Recycled (60-89 g/m²)
Color (60-89 g/m²)
Heavy 1 (90-128 g/m²)
Heavy 2 (129-163 g/m²)
Labels
```
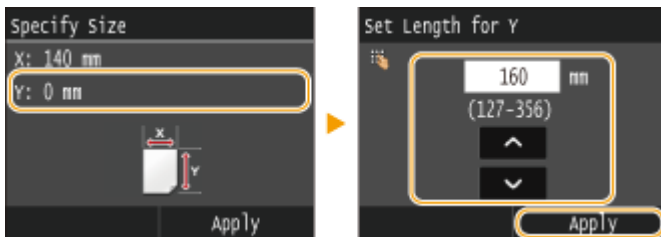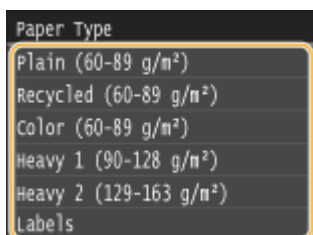
Selecting a Registered Custom Paper Setting

The paper sizes that are registered in the procedure above are displayed on the screen for selecting the paper size.

■When selecting the paper size for the paper drawer

On the screen to specify the size of the paper that is loaded in the paper drawers, the registered paper sizes are displayed. ❍**Specifying Paper Size and Type in the Paper Drawer(P. 68)**
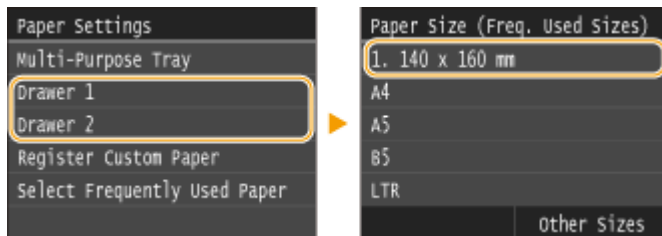
NOTE:

● Of the registered paper sizes, only those that can be loaded in a paper drawer are displayed. ❍ **Paper(P. 858)**

■When selecting the paper size for the multi-purpose tray

When paper is loaded in the multi-purpose tray, the screen for selecting the paper size for the multi-purpose tray is displayed. The registered paper sizes are displayed on this screen. ❍**Specifying Paper Size and Type in the Multi-Purpose Tray(P. 70)**
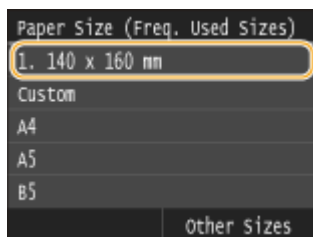
NOTE:

● The registered paper sizes are displayed when you set the default paper settings for the multi-purpose tray. From the screen, you can select one of the displayed sizes as the default paper size for the multi-purpose tray. ❍**Registering Default Paper Settings for the Multi-Purpose Tray(P. 72)**

LINKS

❍**Loading Paper in the Paper Drawer(P. 53)**
❍**Loading Paper in the Multi-Purpose Tray(P. 58)**

Limiting the Paper Sizes Displayed

0UWX-016

You can ensure that only frequently used paper sizes are shown in the screen for selecting the paper size setting.

1 Press 🏠 and tap **<Paper Settings>**.
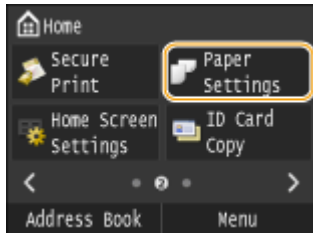
2 Tap **<Select Frequently Used Paper Sizes>**.
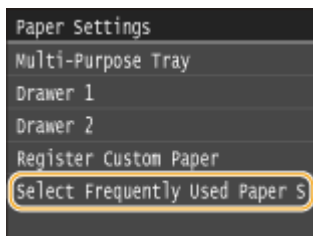
3 Tap **<Multi-Purpose Tray>, <Drawer 1>, or <Drawer 2>**.

- <Drawer 2> is displayed only when the optional paper feeder (drawer 2) is installed.

4 Clear the check boxes for paper sizes you do not want displayed.

- Ensure that only the check boxes for frequently used paper sizes are selected.
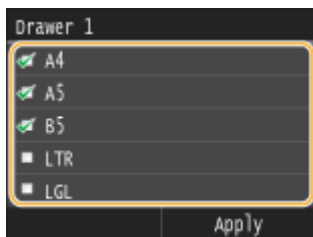
NOTE:

- Paper sizes that are not selected can be viewed by tapping <Other Sizes> in the paper size setting selection screen.

5 Tap **<Apply>**.

LINKS

◉Specifying Paper Size and Type in the Paper Drawer(P. 68)
◉Specifying Paper Size and Type in the Multi-Purpose Tray(P. 70)
◉Registering Default Paper Settings for the Multi-Purpose Tray(P. 72)

Registering in the Address Book

0UWX-017

You can register frequently used fax/scan destinations in the Address Book and easily select them when needed. Destinations can be searched alphabetically, from lists in the Address Book, or by entering three-digit numbers (coded dial numbers). You can also specify destinations more quickly by using the following features.

■Favorites

Registering a lot of addresses in the Address Book makes it difficult to find the destination you need. To avoid this situation, register frequently used destinations as Favorites. Destinations registered in Favorites can be searched from the < ☆ > in the Address Book. You can register up to 19 destinations as Favorites. **○Registering Destinations for Favorites(P. 87)**

■Group Dial

You can select multiple destinations that have already been registered and register them together as a group. You can send faxes or e-mails to multiple destinations at the same time. You can register up to 299 destinations (100 destinations for e-mails) for a group. Groups can also be registered in Favorites. **○Registering Multiple Destinations for Group Dial(P. 94)**

■Index

The registered destinations are classified into indexes depending on the initial character or the type of address. Changing indexes allows you to perform a destination search quickly.
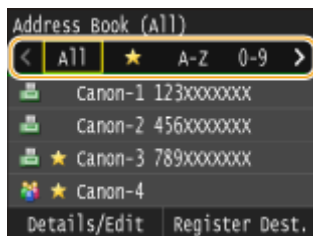
<All>
Displays all the destinations registered in the Address Book.

< ☆ >
Displays a list of destinations registered in Favorites.

<A-Z>/<0-9>/<ABC> to <YZ>
Displays destinations with recipient names whose first characters correspond to the characters of the selected index.

< 🖨 > (MF419x / MF416dw)
Displays destinations for faxes.

< ✉ >
Displays destinations for e-mails.

< 🖥 >
Displays destinations for I-Faxes.

＜ 🗄 ＞

Displays destinations for shared folders and FTP servers. Registration of destinations is performed from the computer. **⊙Setting a Shared Folder as a Save Location(P. 475)** **⊙Registering Destinations in the Address Book from Remote UI(P. 624)**

＜ 👥 ＞

Displays a list of destinations registered in Group Dial.

> **NOTE**
>
> - The Address Book allows for registration of up to 300 destinations including average and favorite ones.
> - Use the computer to register a shared folder or FTP server as the destination for scans.
>   **⊙Setting a Shared Folder as a Save Location(P. 475)**
>   **⊙Registering Destinations in the Address Book from Remote UI(P. 624)**
> - You can save the Address Book as a file on your computer (although you cannot use the computer to edit the Address Book). You can also import a saved Address Book from the computer to the machine. **⊙Saving/ Loading Settings Data(P. 619)**
> - You can print a list of destinations registered in the Address Book. **⊙Address Book List(P. 816)**
> - If your office has an LDAP server installed, you can make search to find user information on the server and register it in the Address Book. You need to specify the settings for connecting to an LDAP server beforehand. **⊙Registering LDAP Servers(P. 499)**

Registering Destinations in the Address Book

0UWX-018

You can register up to 281 normal destinations in the Address Book. You can edit or delete destinations that you have registered. **○Registering Destinations in the Address Book from Remote UI(P. 624)**

1 **Press 🏠 and tap <Address Book>.**
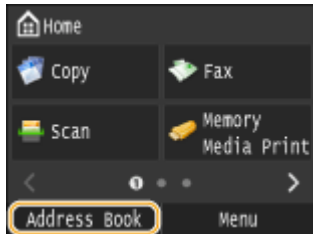
2 **Tap <Register Dest.>.**
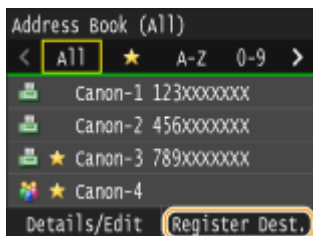
- If a screen appears prompting you to enter a PIN, enter the correct PIN using the numeric keys, and tap <Apply>. **○Setting a PIN for Address Book(P. 556)**

3 **Tap <Coded Dial> ▶ Select type of address to register.**
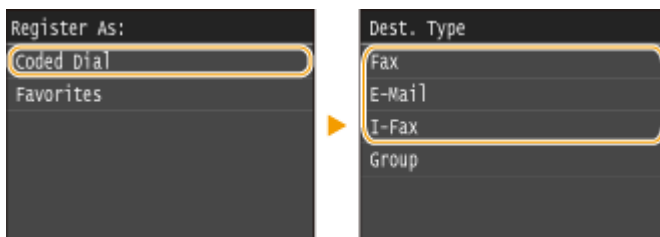
- According to the address being registered, tap <Fax>/<E-Mail>/<I-Fax>.
- The types of destinations that can be selected vary depending on the machine model.
- A three-digit number is automatically specified as coded dial number. You can later change this number to a different one.

■ Registering destinations with the LDAP server

If your office has an LDAP server installed, you can make search to find user information on the server and register it in the Address Book.

NOTE:

- To make registration from the LDAP server, you need to specify the settings for connecting to the LDAP server beforehand. **○Registering LDAP Servers(P. 499)**

1 Tap <LDAP Server>.

```
I-Fax
Type: I-Fax
Name:
I-Fax Address:
Coded Dial:

( LDAP Server )        Apply
```

2 Select the LDAP server you are using.

```
Select LDAP Server
jellyfish
starfish
(Not Registered 3)
(Not Registered 4)
(Not Registered 5)
```

3 Select the search criteria.

- Name, fax numbers, e-mail addresses, organization names, and organization unit are available criteria for searching destinations.

```
Set Search Conditions
Search Method: Using All Condi
Name:
Fax Number:
E-Mail Address:
Organization:
Organization Unit:
                    Start Search
```

4 Enter the search target character string using the numeric keys, and tap <Apply>.

- On how to enter text, see ⬤**Entering Text(P. 41)** .

```
Name (Max 30 Characters)
                              a
john

        <      >

A/a/12     #     ( Apply )
```

- To specify multiple search criteria, repeat steps 3 and 4.

5 Tap <Search Method>.

```
Set Search Conditions
Search Method: Using All Condi
Name: john
Fax Number:
E-Mail Address:
Organization:
                    Start Search
```

6 Select the search method.

```
Search Method
Using All Conditions Below     ⓐ
Using Some Conditions Below     ⓑ
```

ⓐ **<Using All Conditions Below>**

Searches and displays the users that meet all the search criteria specified in steps 3 and 4.

🅑 **<Using Some Conditions Below>**

If users that meet even one of the criteria specified in steps 3 and 4 are found, displays all those users.

7   Tap <Start Search>.

➠ The users meeting your search criteria are displayed.

NOTE:

- If the authentication screen appears when you tap <Start Search>, enter the user name of the machine and the password registered in the LDAP server, and tap <Apply>. ❯**Registering LDAP Servers(P. 499)**

8   Select a user.

- The user name, fax number, or e-mail address of the selected user that are registered in the LDAP server is entered into the destination field.

9   Proceed to step 8.

4 Tap <Name>.

- Registering <Name> is optional. If you register <Name>, the destination can be searched alphabetically.

5 Enter the name using the numeric keys, and tap <Apply>.

- On how to enter text, see ❯**Entering Text(P. 41)** .

6 Tap <Fax Number>, <E-Mail Address>, or <I-Fax Address>.

7 Enter the destination using the numeric keys, and tap <Apply>.

■Making detailed settings (only when registered for fax)

After tapping <Details>, a screen similar to the following is displayed.

ⓐ <ECM TX>

If an error occurs in an image that is being sent, the error is checked and corrected to prevent an improper image from being sent when setting <On>.

ⓑ <TX Speed>

If it takes time for transmissions to start, such as when there is a poor telephone connection, you can adjust the transmission start speed downward incrementally starting from "33600 bps."

ⓒ <Long Distance>

Specify <International (1)> to <International (3)> according to the transmission conditions when registering overseas fax numbers.

> **NOTE**
>
> ● You can also specify <ECM TX> and <TX Speed> from <Menu> ▶ <Fax Settings>. However, settings made from <Address Book> are enabled for the detailed settings of destinations registered in the Address Book.

8 Tap <Apply>.

■ Editing the Content of Destinations

After registering destinations, you can change the content of registered information. For example, you can change the fax number or name of a registered destination, change the type from fax number to e-mail, change the coded dial number, and so on.

1 Press ⌂ and tap <Address Book>.
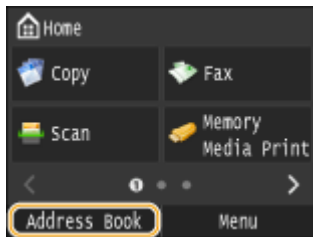
2 Tap <Details/Edit>.
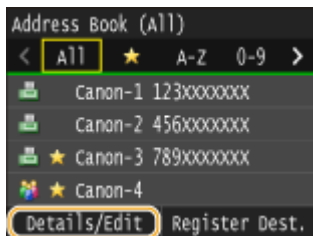
3 Select the index containing the destination you want to edit. ●Index(P. 78)

- You can change the display by tapping ◀ / ▶ .
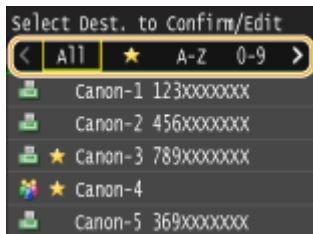
4 Select the destination.
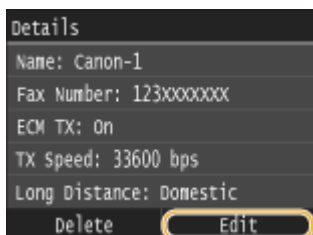
5 Tap <Edit>.

- If a screen appears prompting you to enter a PIN, enter the correct PIN using the numeric keys, and tap <Apply>. ●Setting a PIN for Address Book(P. 556)

6 **After editing the necessary items, tap <Apply>.**

```
Fax
┌─────────────────────────┐
│ Type: Fax               │
│ Name: Canon-1           │
│ Fax Number: 123******** │
│ Coded Dial: 001         │
└─────────────────────────┘

  LDAP Server    Apply
```

■ Deleting a Destination from the Address Book

1 **Press 🏠 and tap <Address Book>.**

```
🏠 Home
🖨 Copy          💠 Fax
📧 Scan          ✏ Memory
                    Media Print
<      ●  ·  ·      >
Address Book      Menu
```

2 **Tap <Details/Edit>.**

```
Address Book (All)
<  All   ★   A-Z  0-9  >
🖨   Canon-1 123xxxxxxx
🖨   Canon-2 456xxxxxxx
🖨 ★ Canon-3 789xxxxxxx
👥 ★ Canon-4
Details/Edit   Register Dest.
```

3 **Select the index containing the destination you want to delete.** ▶Index(P. 78)

● You can change the display by tapping ◀ / ▶ .

```
Select Dest. to Confirm/Edit
<  All   ★   A-Z  0-9  >
🖨   Canon-1 123xxxxxxx
🖨   Canon-2 456xxxxxxx
🖨 ★ Canon-3 789xxxxxxx
👥 ★ Canon-4
🖨   Canon-5 369xxxxxxx
```

4 **Select the destination.**

5 **Tap <Delete>.**

- If a screen appears prompting you to enter a PIN, enter the correct PIN using the numeric keys, and tap <Apply>. ○**Setting a PIN for Address Book(P. 556)**

6 Tap <Yes>.

Registering Destinations for Favorites

0UWX-019

You can register frequently used destinations as Favorites in the Address Book. Destinations can be edited or deleted after they have been registered(**Registering Destinations in the Address Book from Remote UI(P. 624)**). You can register up to 19 destinations in Favorites.

> **NOTE**
>
> - Three-digit numbers are not assigned to Favorites.

1 Press 🏠 and tap <Address Book>.
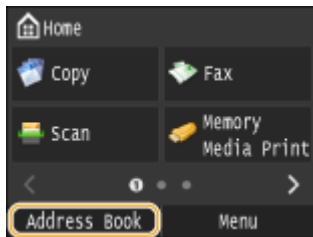
2 Tap <Register Dest.>.
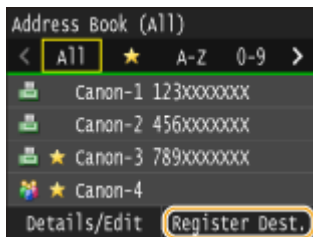
- If a screen appears prompting you to enter a PIN, enter the correct PIN using the numeric keys, and tap <Apply>. **Setting a PIN for Address Book(P. 556)**

3 Tap <Favorites> ▶ Select type of address to register.
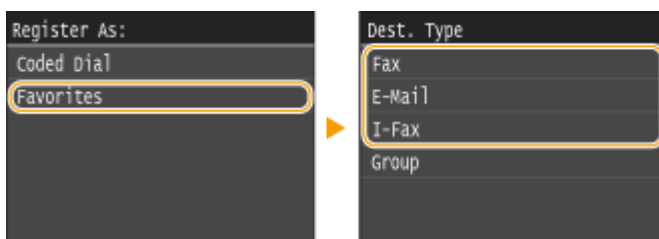
- According to the address being registered, tap <Fax>/<E-Mail>/<I-Fax>.
- The types of destinations that can be selected vary depending on the machine model.

■**Registering destinations with the LDAP server**

If your office has an LDAP server installed, you can make search to find user information on the server and register it in the Address Book.

NOTE:

- To make registration from the LDAP server, you need to specify the settings for connecting to the LDAP server beforehand. **Registering LDAP Servers(P. 499)**

1 Tap <LDAP Server>.

```
I-Fax
Type: I-Fax
Name:
I-Fax Address:
Coded Dial:

 LDAP Server      Apply
```

2 Select the LDAP server you are using.

```
Select LDAP Server
jellyfish
starfish
(Not Registered 3)
(Not Registered 4)
(Not Registered 5)
```

3 Select the search criteria.

● Name, fax numbers, e-mail addresses, organization names, and organization unit are available criteria for searching destinations.

```
Set Search Conditions
Search Method: Using All Condi
Name:
Fax Number:
E-Mail Address:
Organization:
Organization Unit:
             Start Search
```

4 Enter the search target character string using the numeric keys, and tap <Apply>.

● On how to enter text, see ❍**Entering Text(P. 41)** .

```
Name (Max 30 Characters)
                        a
 john

        <     >

A/a/12    #   Apply
```

● To specify multiple search criteria, repeat steps 3 and 4.

5 Tap <Search Method>.

```
Set Search Conditions
Search Method: Using All Condi
Name: john
Fax Number:
E-Mail Address:
Organization:
             Start Search
```

6 Select the search method.

ⓐ **<Using All Conditions Below>**

Searches and displays the users that meet all the search criteria specified in steps 3 and 4.

ⓑ **<Using Some Conditions Below>**

If users that meet even one of the criteria specified in steps 3 and 4 are found, displays all those users.

7 Tap <Start Search>.

➠ The users meeting your search criteria are displayed.

NOTE:

- If the authentication screen appears when you tap <Start Search>, enter the user name of the machine and the password registered in the LDAP server, and tap <Apply>. ◗**Registering LDAP Servers(P. 499)**

8 Select a user.

- The user name, fax number, or e-mail address of the selected user that are registered in the LDAP server is entered into the destination field.

9 Proceed to step 8.

4 Tap <Name>.

- Registering <Name> is optional. If you register <Name>, the destination can be searched alphabetically.

5 Enter the name using the numeric keys, and tap <Apply>.

- On how to enter text, see ◗**Entering Text(P. 41)** .

6 Tap <Fax Number>, <E-Mail Address>, or <I-Fax Address>.

7 Enter the destination using the numeric keys, and tap <Apply>.

```
Fax Number (Max 120 Digits)
📠 = 123XXXXXX

Pause      <    >

Set Details  R   Apply
```

■Making detailed settings (only when registered for fax)

After tapping <Details>, a screen similar to the following is displayed.

```
Set Details
ECM TX: On            ⓐ
TX Speed: 33600 bps   ⓑ
Long Distance: Domestic  ⓒ

          Apply
```

ⓐ <ECM TX>

If an error occurs in an image that is being sent, the error is checked and corrected to prevent an improper image from being sent when setting <On>.

ⓑ <TX Speed>

If it takes time for transmissions to start, such as when there is a poor telephone connection, you can adjust the transmission start speed downward incrementally starting from "33600 bps."

ⓒ <Long Distance>

Specify <International (1)> to <International (3)> according to the transmission conditions when registering overseas fax numbers.

> **NOTE**
>
> ● You can also specify <ECM TX> and <TX Speed> from <Menu> ▶ <Fax Settings>. However, settings made from <Address Book> are enabled for the detailed settings of destinations registered in the Address Book.

8 Tap <Apply>.

■ Editing the Content of Destinations in Favorites

After registering destinations, you can change the content of registered information. For example, you can change the fax number or name of a registered destination, change the type from fax number to e-mail, and so on.

1 Press ⌂ and tap <Address Book>.

2 Tap <Details/Edit>.

3 Tap < ☆ >.

4 Select the destination you want to edit.

5 Tap <Edit>.

```
Details
Name: Canon-1  123xxxxxxx
Fax Number: 12345678901234
ECM TX: On
TX Speed: 33600 bps
Long Distance: Domestic
    Delete        Edit
```

- If a screen appears prompting you to enter a PIN, enter the correct PIN using the numeric keys, and tap <Apply>. **Setting a PIN for Address Book(P. 556)**

6 **After editing the necessary items, tap <Apply>.**

```
Fax
Type: Fax
Name: Canon-1
Fax Number: 123********



LDAP Server      Apply
```
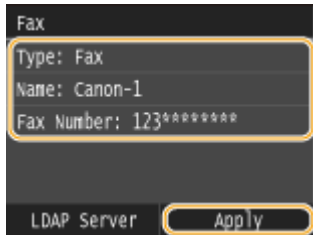
■ Deleting a Favorite Destination from the Address Book
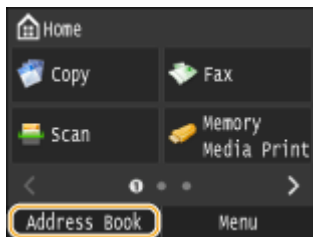
1 **Press 🏠 and tap <Address Book>.**

```
🏠 Home
🖨 Copy        ✦ Fax
📄 Scan        📄 Memory
                   Media Print
<       ●  ●  ●        >
Address Book      Menu
```

2 **Tap <Details/Edit>.**

```
Address Book (All)
<  All    ★   A-Z   0-9  >
 🖨    Canon-1 123xxxxxxx
 🖨    Canon-2 456xxxxxxx
 🖨 ★ Canon-3 789xxxxxxx
 👥 ★ Canon-4
Details/Edit   Register Dest.
```

3 **Tap < ⭐ >.**

```
Select Dest. to Confirm/Edit
<  All   ★   A-Z   0-9  >
 🖨    Canon-1 123xxxxxxx
 🖨    Canon-2 456xxxxxxx
 🖨 ★ Canon-3 789xxxxxxx
 👥 ★ Canon-4
 🖨    Canon-5 369xxxxxxx
```

4 **Select the destination you want to delete.**

5 **Tap <Delete>.**

Details
Name: Canon-1 123XXXXXXX
Fax Number: 12345678901234
ECM TX: On
TX Speed: 33600 bps
Long Distance: Domestic
Delete   Edit

- If a screen appears prompting you to enter a PIN, enter the correct PIN using the numeric keys, and tap <Apply>. **Setting a PIN for Address Book(P. 556)**

6 **Tap <Yes>.**

Registering Multiple Destinations for Group Dial

Multiple destinations can be combined into groups. You can register up to 299 destinations (100 destinations for e-mails) for a group. After a group is registered, you can edit or delete it.

NOTE

- Only destinations of the same type of address can be registered in the same group.
- Shared folders or FTP servers cannot be registered in a group as destinations.

1 Press 🏠 and tap <Address Book>.
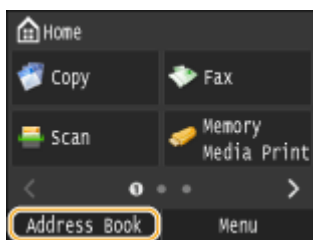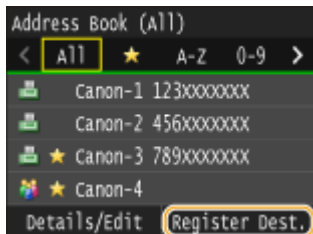
```
🏠 Home
📋 Copy        📠 Fax
🖨 Scan        📄 Memory
                  Media Print
  ‹    ●  ●  ●        ›
Address Book        Menu
```

2 Tap <Register Dest.>.

```
Address Book (All)
‹  All   ★   A-Z   0-9  ›
  🖨   Canon-1 123xxxxxxx
  🖨   Canon-2 456xxxxxxx
  🖨 ★ Canon-3 789xxxxxxx
  🖼 ★ Canon-4
Details/Edit   Register Dest.
```

- If a screen appears prompting you to enter a PIN, enter the correct PIN using the numeric keys, and tap <Apply>. ○**Setting a PIN for Address Book(P. 556)**

3 Select <Coded Dial> ▶ <Group>.

```
Register As:              Dest. Type
Coded Dial                Fax
Favorites                 E-Mail
                      ▶   I-Fax
                          Group
```

- Groups can also be registered in Favorites. Select <Favorites> ▶ <Group> to register the group as Favorites.

4 Tap <Name>.

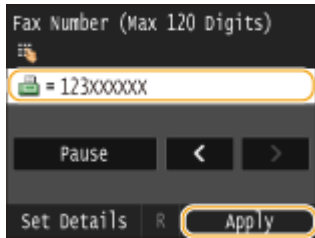- Registering <Name> is optional. If you register <Name>, the destination can be searched alphabetically.
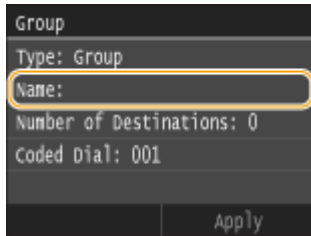
5 Enter the name using the numeric keys, and tap <Apply>.

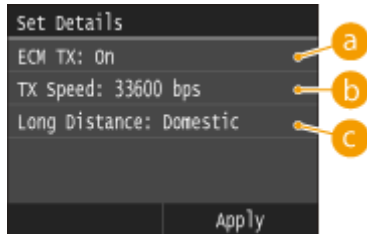- On how to enter text, see ▶Entering Text(P. 41) .
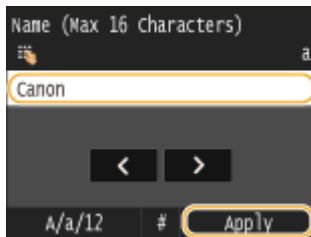
6 Tap <Number of Destinations>.

7 Tap <Add>.
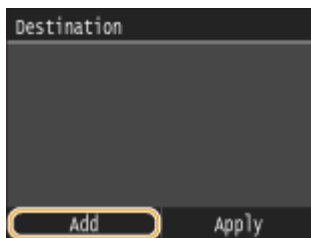
8 Select the index containing the destination you want to register. ▶Index(P. 78)

- You can change the display by tapping ◀ / ▶ .
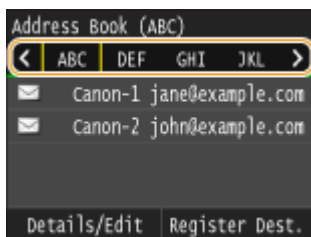
9 Select the destination.

10 Repeat steps 7 to 9 until you have registered all of the destinations that you want to register, and then tap <Apply>.
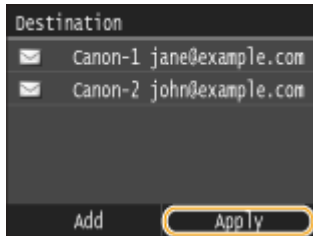
NOTE:

To remove a destination from the group

- Select the destination that you want to remove from the group, and tap <Remv. from Grp> ▶ <Yes>.

**11** **Tap <Apply>.**
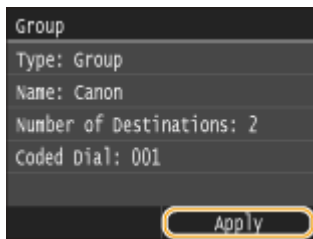
■ **Editing the Content of Groups**

After registering destinations in a group, you can change the content of registered information. For example, you can change the group name or coded dial number, add/delete destinations, and so on.

1 **Press ⌂ and tap <Address Book>.**
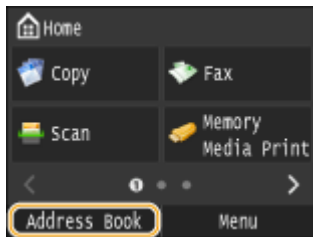
2 **Tap <Details/Edit>.**
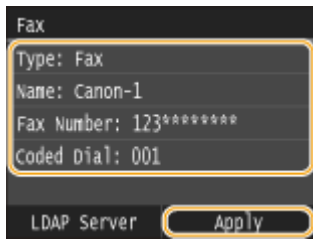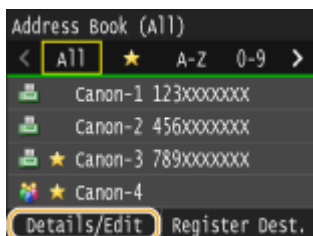

3 **Tap < >.**
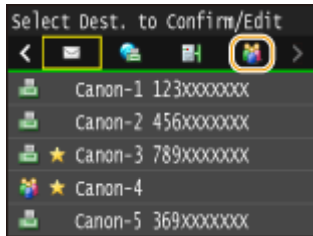
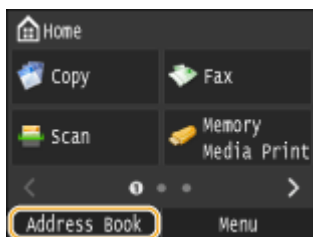**4** Select the group you want to edit.

5 Tap <Edit>.
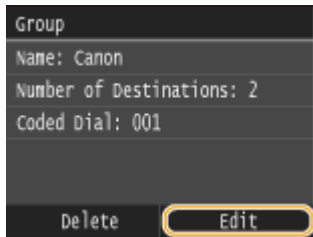
- If a screen appears prompting you to enter a PIN, enter the correct PIN using the numeric keys, and tap <Apply>. ○**Setting a PIN for Address Book(P. 556)**

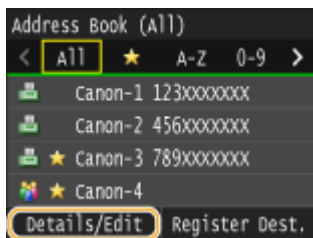**6** After editing the necessary items, tap <Apply>.

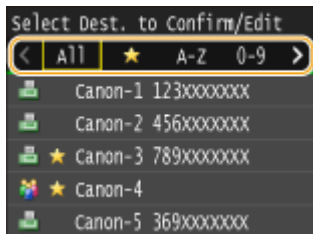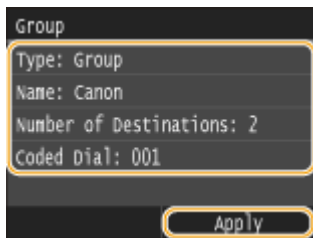■Deleting a Group from the Address Book

1 Press 🏠 and tap <Address Book>.
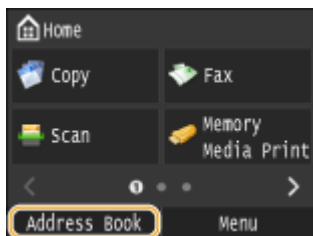
2 Tap <Details/Edit>.
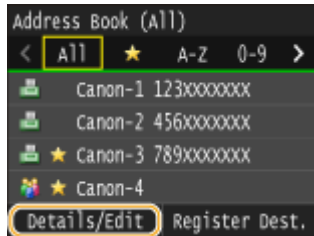
3 Tap < 👥 >.
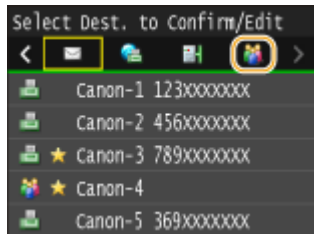
4 Select the group you want to delete.
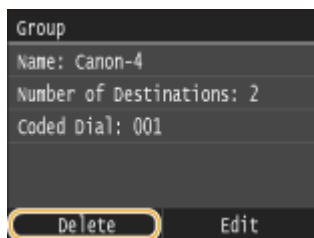
5 Tap <Delete>.

- If a screen appears prompting you to enter a PIN, enter the correct PIN using the numeric keys, and tap <Apply>. **⊙Setting a PIN for Address Book(P. 556)**

6 Tap <Yes>.

Adjusting the Volume

0UWX-01C

The machine produces sounds in a variety of situations, such as when fax sending is complete or when a paper jam or error occurs. You can set the volume of each of these sounds individually.

■ Adjusting <Fax Volume> MF419x / MF416dw

1 **Press the ▢ (◁») key.**

2 **To change <Fax Volume>, tap ◀ / ▶ , and tap <Apply>.**

- You can also adjust the volume by flicking the slider.

- Tap ◀ and move the cursor all the way to the left to mute the sound.

■ Adjusting <Other Volume>

1 **Press ▢ (◁») key.**

2 **For MF419x / MF416dw, tap <Other Volume>.**

3 **Select a setting.**

Setting	Description	Procedure
<Ring Tone>*	Sound produced when an incoming fax is received	Go to step 4.
<TX Done Tone>*	Sound produced when fax sending is complete	
<RX Done Tone>*	Sound produced when fax receiving is complete	
<Scanning Done Tone>*	Sound produced when fax document scanning is complete	

<Entry Tone>	Confirmation sound each time a key on the operation panel or button on the display is pressed	Select <On> (produce a tone) or <Off> (not produce a tone).
<Invalid Entry Tone>	Sound produced when an invalid key operation is performed, such as when you enter a number outside the valid setting range	
<Restock Supplies Tone>	Sound produced when a toner cartridge is almost empty	
<Warning Tone>	Sound produced when a paper jam or other error occurs	
<Job Done Tone>	Sound produced when an operation such as copying or scanning is complete	
<Energy Saver Alert>	Sound produced when the machine enters or exits sleep mode	
<Original in Feeder Detection Tone>	Sound produced when an original is loaded in the feeder	

* Displayed only for MF419x / MF416dw

4 Use ◀ / ▶ to set volume, tap <Apply>.
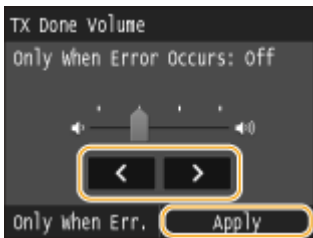
- Tap ◀ and move the cursor all the way to the left to mute the sound.

■ **For sound to be produced only when an error has occurred**

Tap <Only When Err.> ▶ <On> ▶ <Apply>.
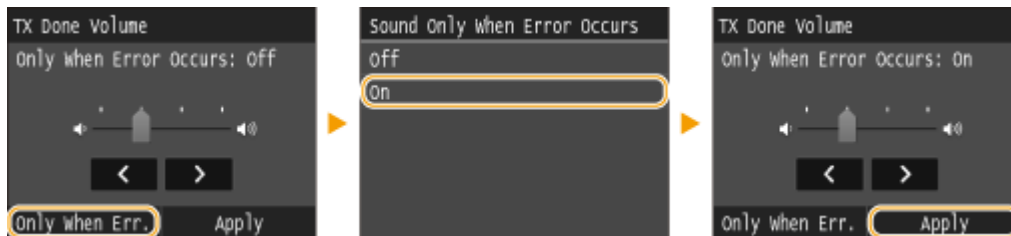
Entering Sleep Mode

0UWX-01E

The sleep mode function reduces the amount of power consumed by the machine by disabling power flow to the operation panel. If no operations will be performed on the machine for a while, such as during a lunch break, you can save power simply by pressing (( ) on the operation panel. You can also use the Auto Sleep Time setting to automatically put the machine into sleep mode if it remains idle for a specified length of time.

NOTE

When in sleep mode

- When the machine enters sleep mode, (( ) lights up yellow green.

Situations in which the machine does not enter sleep mode

- When the machine is in operation
- When the Processing/Data indicator is lit up or blinking
- When the machine is performing an operation such as adjustment or cleaning
- When a paper jam occurs
- When the receiver of the external telephone or the optional handset is off the hook
- When the menu screen is displayed
- When a job is waiting to be scanned to a USB memory device or to a computer
- When an error message is displayed on the screen (There are some exceptions. The machine sometimes enters sleep mode when error messages are displayed.)
- When the machine is communicating with an LDAP server, etc.
- When the SSID/network key screen for Direct Connection is displayed
- When settings data is being imported/exported

When You Want to Set the Auto Sleep Timer

The factory default settings for the amount of time that elapses before the machine enters auto sleep mode is 3 minutes (the user setting range is 3 to 60 minutes). We recommend using the factory default settings to save the most power. If you want to change the amount of time that elapses before the machine enters auto sleep mode, follow the procedure below.

<Menu> ▶ <Timer Settings> ▶ <Auto Sleep Time> ▶ Set the amount of time that elapses before the machine automatically enters sleep mode ▶ <Apply> ▶ 🏠
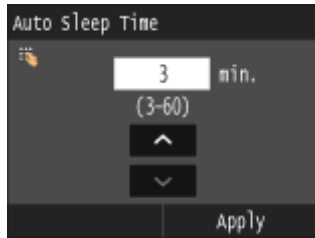
Exiting Sleep Mode

Press [ ]. You can also tap the display or press any key other than [ ] to exit sleep mode.

> **NOTE**
>
> - If an external telephone or the optional handset is connected, the machine exits sleep mode when you take the receiver off the hook.

Setting Auto Shutdown Time

0UWX-01F

By enabling this setting, you can set the machine to automatically shut down. The machine automatically turns OFF after the specified period of idle time has elapsed since entering the sleep mode. You can cut electric power consumption at night and on holidays if you forget to turn OFF the machine.

<Menu> ▶ <Timer Settings> ▶ <Auto Shutdown Time> ▶ Set the time period ▶ <Apply>

IMPORTANT

Before setting <Auto Shutdown Time>

- When the <Auto Shutdown Time> setting is enabled, the machine may automatically shut down even if you are operating the machine from the Remote UI or from the Send Function Setting Tool. A malfunction may occur, particularly if the machine shuts down while data is being imported. When you import data using the Remote UI or use the Send Function Setting Tool, set <Auto Shutdown Time> to <0> (Off) in advance.

NOTE

- The default setting is 4 hours.
- If any setting of the [Timer Settings] is changed from the Remote UI while the machine is in the sleep mode, the timer for the <Auto Shutdown Time> setting is reset to the beginning. The machine automatically shuts down after the specified period of idle time has elapsed since the timer was reset.

Copying

Copying

0UWX-01H

This chapter describes basic copy operations and various other useful functions, such as 2-sided copying and copying both sides of an ID card onto one page.

■ Using Basic Operations

◉**Basic Copy Operations(P. 107)**
◉**Canceling Copies(P. 111)**
◉**Selecting Copy Paper(P. 110)**

■ Using Copy Settings to Suit Your Needs

◉**Enlarging or Reducing(P. 116)**

◉**Erasing Dark Borders and Frame Lines (Erase Frame)(P. 128)**
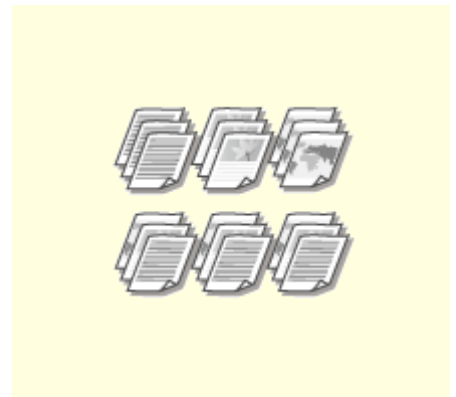
◉**Collating Copies by Page(P. 129)**

◉**Selecting Document Type(P. 117)**
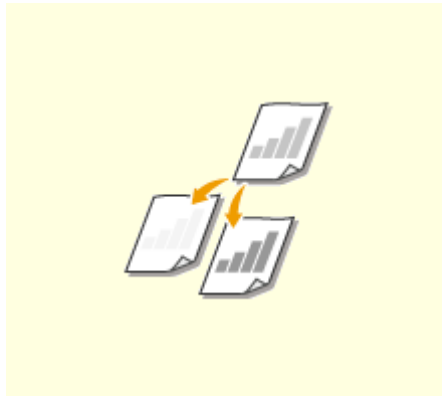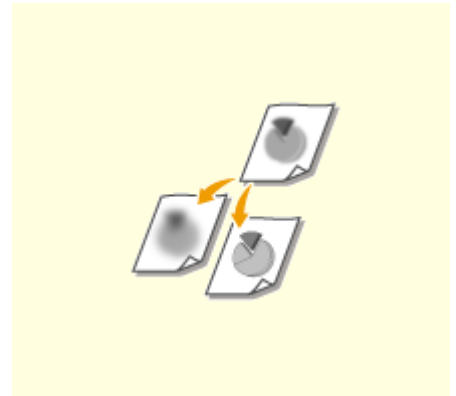
◉**Adjusting Density(P. 118)**

◉**Adjusting Sharpness(P. 120)**

■ Simplifying Your Frequent Copy Operations

Basic Copy Operations

0UWX-01J

1 **Place the document(s).** ⬤**Placing Documents(P. 47)**
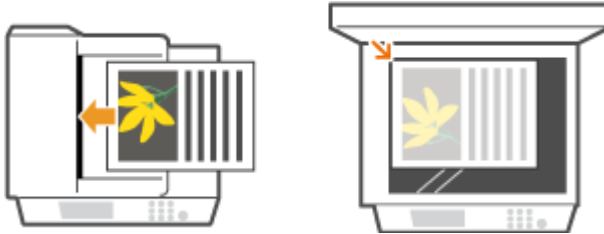
2 **Press** 🏠 **and tap <Copy>.**

3 **Enter the number of copies using the numeric keys.**

- Enter a quantity from 1 to 999.
- Press **C** to cancel the entered quantity.
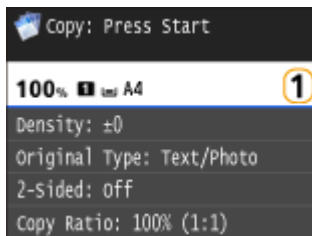
4 **Specify the copy settings as necessary.**

- Tap the item you want to set. ⬤**Various Copy Settings(P. 115)**
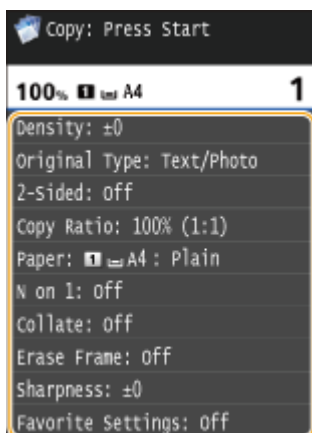
5 **Press ⬙.**

⇒ Copying starts.

- To cancel copying, tap <Cancel> ▶ <Yes>. **○Canceling Copies(P. 111)**

■When placing documents in the feeder in step 1
The document is automatically scanned.

■When placing documents on the platen glass in step 1

Depending on the copy settings you made, the screen for selecting the document size and paper source are displayed when copying multiple documents. Follow the procedure below.

1 Select the document size.
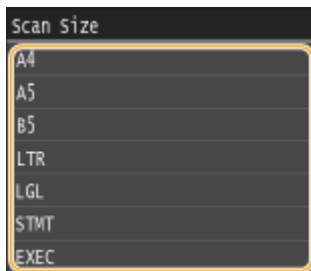
```
Scan Size
A4
A5
B5
LTR
LGL
STMT
EXEC
```

2 Select the paper source that contains the paper you want to use.

```
Select Paper
  ▤ ⊟ A4 : Plain L
  ❶ ⊟ A4 : Plain
  ❷ ⊟ A5 : Plain
```
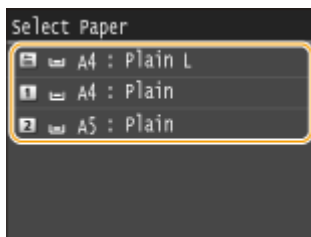
- If the screen is not displayed, proceed to step 3.

3 Place the next document on the platen glass, and press ⬙.

- Repeat this step until you finish scanning the entire document.

4 Tap <Start Copying>.

NOTE:

- When the <Paper Size & Settings Mismatch> or <The memory is full. Scanning will be canceled. Do you want to print?> message is shown in the display. **○When an Error Message Appears(P. 734)**

IMPORTANT

When copying documents with text or images that extend to the edges of the page

- The edges of the document might not be copied. For more information about the scan margins, see **○Scan Area(P. 857)** .

TIPS

- If you always want to make copies with the same settings: **○Changing Default Settings(P. 131)**

● If you want to register a combination of settings to use when needed: ▶**Registering Frequently Used Copy Settings(P. 132)**

LINKS

▶**Checking the Copying Status and Log(P. 113)**

Selecting Copy Paper

0UWX-01K

Specify the paper source that contains the paper to use for printing out copies.

> **NOTE**
>
> - You must first specify the size and type of paper that is loaded in the paper source.
>   **▶Specifying Paper Size and Type(P. 67)**
>   **▶Loading Paper(P. 51)**

<Copy> ▶ <Paper> ▶ Select the paper source (**ⓐ** , **ⓑ** , **ⓒ**)

```
Select Paper
    A4 : Plain L        ⓐ
    A4 : Plain          ⓑ
    A5 : Plain          ⓒ
```

ⓐ < 🖹 >
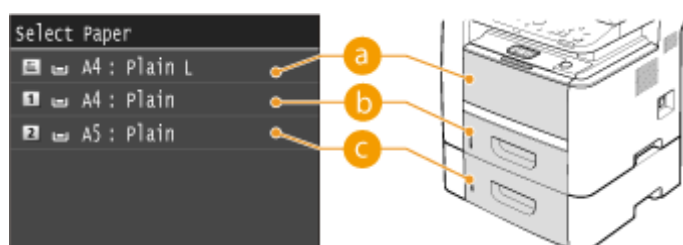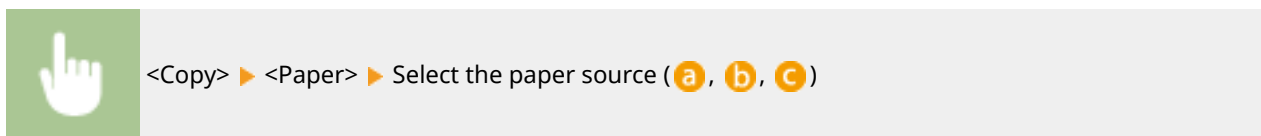
Selects the paper loaded in the multi-purpose tray.

ⓑ < 1 >

Selects the paper loaded in the paper drawer of the machine (drawer 1).

ⓒ < 2 >

Selects the paper loaded in the optional paper feeder (drawer 2).

LINKS

▶Basic Copy Operations(P. 107)

Canceling Copies

0UWX-01L

If you want to cancel copying immediately after pressing ◈, tap <Cancel> on the screen or press ⊘ on the operation panel. You can also cancel copying after checking the copy status.

■ Tap <Cancel> on the Screen That is Displayed While Copying
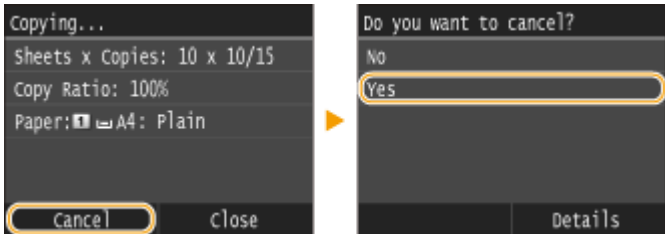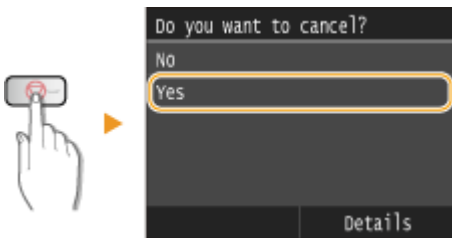
```
Copying...
Sheets x Copies: 10 x 10/15
Copy Ratio: 100%
Paper:  A4: Plain


 Cancel      Close
```
▶
```
Do you want to cancel?
No
Yes


            Details
```

■ Press ⊘ to Cancel

```
Do you want to cancel?
No
Yes


          Details
```

If the Screen Displays a List of Documents When ⊘ is Pressed

Documents have been scanned and are waiting to be printed. Select the copy document to cancel.

```
Job Status
 11:31AM Paused
 11:32AM Paused
 11:32AM Waiting


            Resume
```
▶
```
Do you want to cancel?
No
Yes


          Details
```
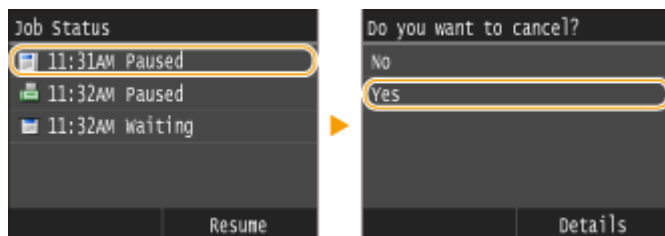
■ Check the Copy Job Status before Canceling

◈ ▶ <Copy/Print Job> ▶ <Job Status> ▶ Select the copy document on the <Copy/Print Job Status> screen ▶ <Cancel> ▶ <Yes>

```
Copy/Print Job Status
 Copy 10:10AM Copying
 Printer 10:30AM Waiting
```
▶
```
Details
Job Number: 0057
Status: Copying
Time: 10/10 10:10AM
Department ID: -
Job Type:  Copy
 Cancel
```
▶
```
Do you want to cancel?
No
Yes
```
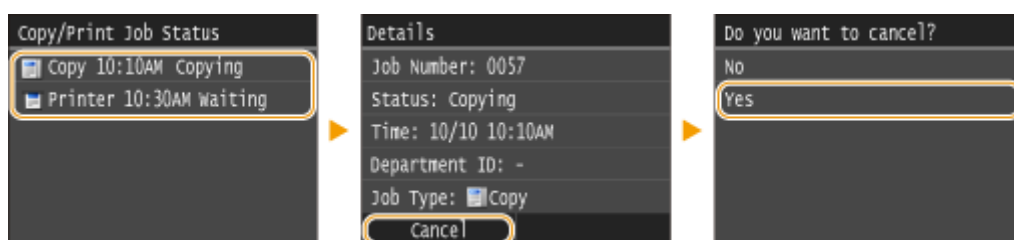
LINKS

�»Basic Copy Operations(P. 107)
�»Checking the Copying Status and Log(P. 113)

Checking the Copying Status and Log

0UWX-0HU

You can check the current copy statuses and the logs for copied documents.

> **IMPORTANT**
>
> - When <Display Job Log> is set to <Off>, you cannot check the copy job log. ⊙**Display Job Log(P. 713)**

Useful in the Following Cases

- When some long time has already passed after scanning of your document to be copied but printing of the document has not started yet, you may want to see the waiting list of the documents waiting to be printed.
- When you cannot find your printouts that you thought had been copied, you may want to see whether an error has occurred.

---

1 Press ◈.

2 Tap <Copy/Print Job>.

```
Status Monitor
Error Information/Notification
Device Status
Copy/Print Job
TX Job
RX Job
Fax Forwarding Errors
```
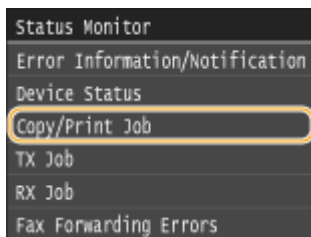
3 Check the copy statuses and logs.

■**To check the copy statuses**

1 Tap <Job Status>.
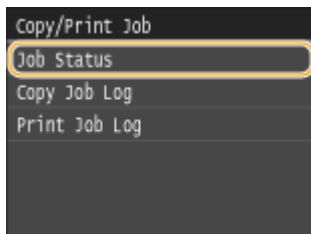
```
Copy/Print Job
Job Status
Copy Job Log
Print Job Log
```

2 Select the document whose status you want to check.

ⓐ <Copy/Print Job Status>
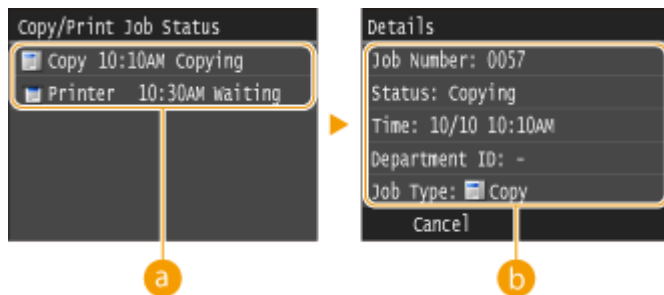
Displays a list of the documents that are being copied, being processed, or are waiting to be processed.

ⓑ <Details>

Displays detailed information about the document selected from the list.

■To check the copy logs

1 Tap <Copy Job Log>.
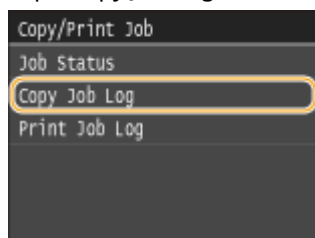
2 Select the document whose log you want to check.

ⓐ <Copy Job Log>
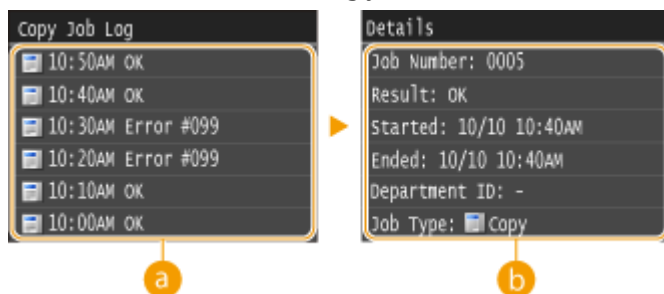
Displays a list of the documents that were copied. <OK> is displayed when a document was copied successfully, and <Error> is displayed when a document failed to be copied because it was canceled or there was some error.

ⓑ <Details>

Displays detailed information about the document to be copied selected from the list.

NOTE:

When a three-digit number is shown in the case of <Error>

● This number represents an error code. **When an Error Code Appears(P. 747)**

LINKS

Basic Copy Operations(P. 107)
Canceling Copies(P. 111)

Various Copy Settings

0UWX-01R

A variety of settings are available to suit your needs, such as when you want to save paper or make your documents easier to read.
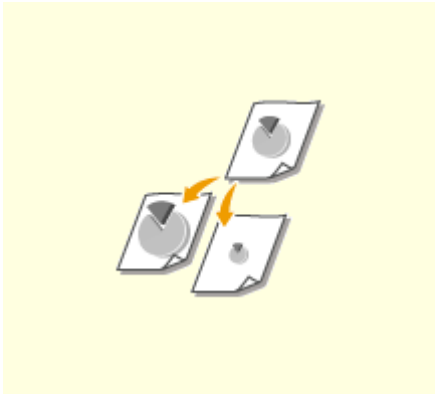
◗**Enlarging or Reducing(P. 116)**
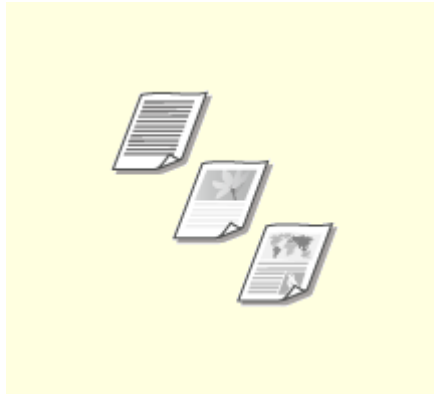
◗**Selecting Document Type(P. 117)**
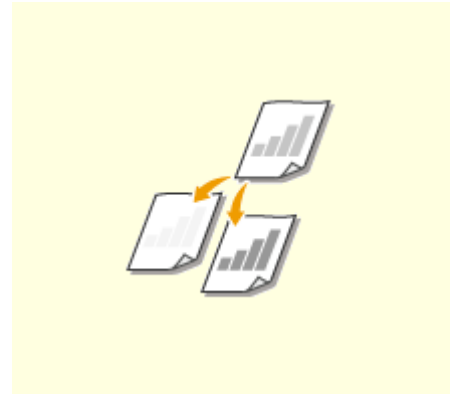
◗**Adjusting Density(P. 118)**
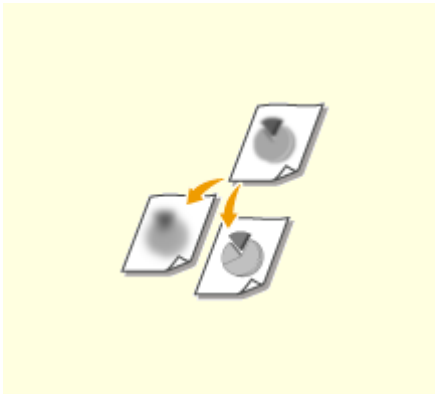
◗**Adjusting Sharpness(P. 120)**

◗**2-Sided Copying(P. 122)**

◗**Copying Multiple Documents onto One Sheet (2 on 1/4 on 1) (P. 125)**

◗**Copying Both Sides of an ID Card onto One Page(P. 127)**
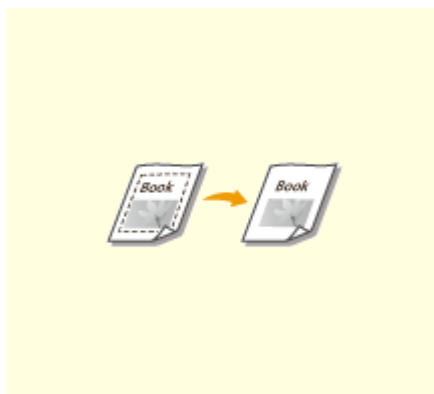
◗**Erasing Dark Borders and Frame Lines (Erase Frame)(P. 128)**

◗**Collating Copies by Page(P. 129)**

Enlarging or Reducing

0UWX-01S

You can enlarge or reduce copies by using a preset copy ratio such as <A5->A4>, or by setting a custom copy ratio in increments of 1%.

NOTE

- If you make a setting for <N on 1> after setting the copy ratio, the setting of reduction ratio in <N on 1> takes priority.

<Copy> ▶ <Copy Ratio> ▶ Select the copy ratio

ⓐ <Custom Ratio>
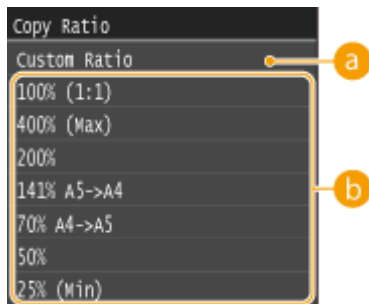
Tap ︿ / ﹀ or the numeric keys to enter the copy ratio, and tap <Apply>. You can set any copy ratio from 25% to 400% in 1% increments.

ⓑ Preset copy ratio

Select a copy ratio.

LINKS

Basic Copy Operations(P. 107)

Selecting Document Type

0UWX-01U

You can select the optical image quality for the copy depending on the document type, such as text-only documents, documents with charts and graphs, or magazine photos.

<Copy> ▶ <Original Type> ▶ Select the document type
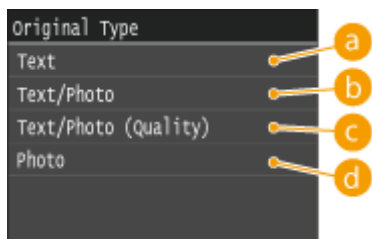
ⓐ <Text>
Suitable when copying documents that only contain text.

ⓑ <Text/Photo>
Suitable when copying documents that contain both text and photos.

ⓒ <Text/Photo (Quality)>
Suitable when making a high quality copy of documents that contain both text and photos.

ⓓ <Photo>
Suitable when copying photos.

> **NOTE**
>
> ● If a setting other than <Text> is specified, <Background> is automatically set to <Adjust (Manual)>. ◉ **Adjusting Density(P. 118)**

LINKS

◉**Basic Copy Operations(P. 107)**

Adjusting Density

0UWX-01W

You can adjust the density of the copy if the text or images in a document are too light or dark. You can also adjust the background to remove the background color when document pages are lightly colored or yellowing.

NOTE

● Adjust both the density and background when copying a document printed on thin paper, such as a newspaper, so that the text and images on the opposite side of the page are not visible in the copy.

<Copy> ▶ <Density> ▶ Adjust the density ▶ <Apply>

ⓐ **<->**
Decreases the density.
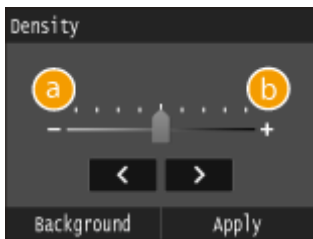
ⓑ **<+>**
Increases the density.

Adjusting the Background Density

<Copy> ▶ <Density> ▶ <Background> ▶ <Adjust (Manual)> ▶ Adjust the density ▶ <Apply>
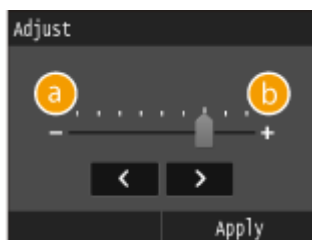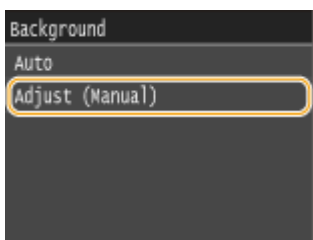
ⓐ **<->**
Makes the background color lighter.

ⓑ <+>

Makes the background color darker.

> **NOTE**
>
> - When you set <Background> to <Auto>, automatic adjustment is performed so that the background color becomes white. In this case, <Original Type> is automatically set to <Text> (ⓞ**Selecting Document Type(P. 117)**).

LINKS

ⓞ**Basic Copy Operations(P. 107)**
ⓞ**Adjusting Sharpness(P. 120)**

Adjusting Sharpness

0UWX-01Y

You can adjust sharpness of the copied image. Increase the sharpness to sharpen blurred text and lines, or decrease the sharpness to improve the appearance of magazine photos.

<Copy> ▶ <Sharpness> ▶ Adjust the sharpness ▶ <Apply>

ⓐ <->

Decreases the sharpness, resulting in a softer image.

Example: If you want to improve the appearance of magazine photos

ⓑ <+>
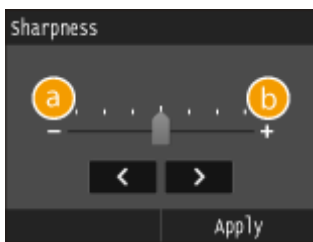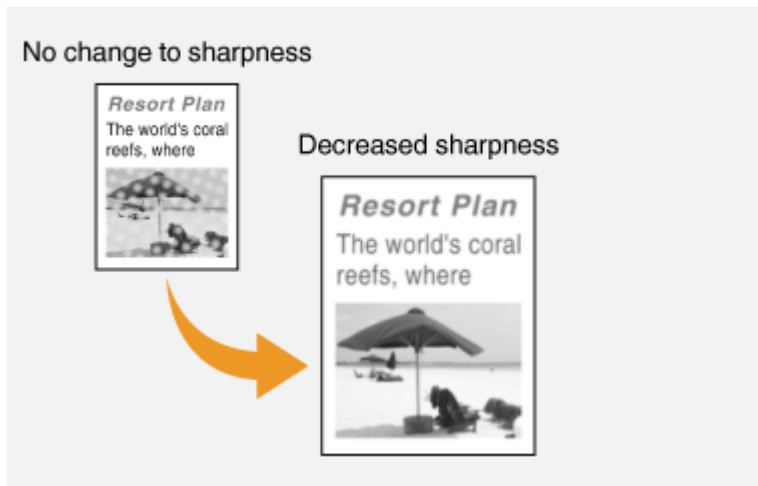
Increases the image sharpness.

Example: If you want to sharpen text and lines written in pencil
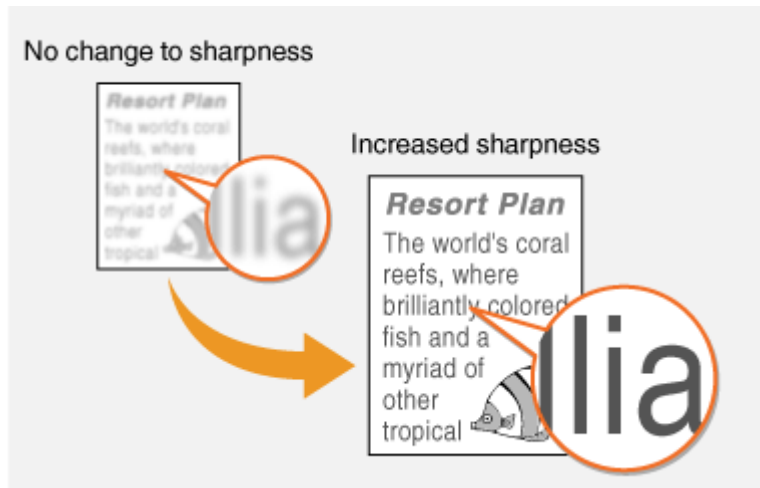
LINKS

●Basic Copy Operations(P. 107)
●Adjusting Density(P. 118)

2-Sided Copying

0UWX-020

You can copy two pages of a document on both sides of the paper. You can also copy a two-sided document on both sides of the paper, or on two separate pages.

IMPORTANT

Make sure that the paper size switch lever is set properly

- When performing 2-sided copying, improper setting of the paper size switch lever can cause misfeeds or paper jams. When performing 2-sided copying, make sure that the paper size switch lever is set properly for the size of the paper to be used. **Interior(P. 22)**

Make sure that the sub-output tray is closed

- When the sub-output tray is open, you cannot perform 2-sided copying. When performing 2-sided copying, always make sure that the sub-output tray is closed. **Back Side(P. 20)**

NOTE

- <2-Sided> may not be available with some sizes and types of paper. **Paper(P. 858)**
- <2-Sided> is not available when using <ID Card Copy>.

<Copy> ▶ <2-Sided> ▶ Select the type of 2-sided copying

```
2-Sided
Off
1-Sided->2-Sided
2-Sided->2-Sided         ⓐ
2-Sided->1-Sided
Original/Finishing Type   ⓑ
```
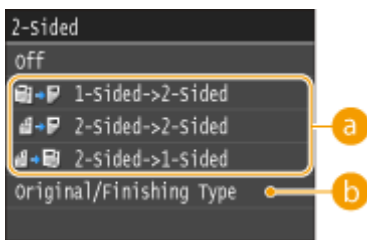
ⓐ Types of 2-sided copying

The illustration below shows the types of 2-sided copying.

1-Sided->2-Sided   2-Sided->2-Sided   2-Sided->1-Sided

122

🅑 <Original/Finishing Type>
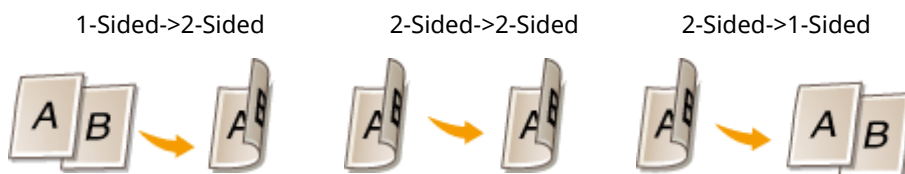
Specify if you want to change the binding, such as when copying book-type documents in calendar-type format.

■1-Sided->2-Sided

● If you want to copy portrait-oriented documents in calendar-type format (short-edge binding)

<Original/Finishing Type> ▶ <1-Sided->2-Sided> ▶ <Portrait> ▶ <Calendar Type>

● If you want to copy landscape-oriented documents in book-type format (short-edge binding)

<Original/Finishing Type> ▶ <1-Sided->2-Sided> ▶ <Landscape> ▶ <Book Type>

■2-Sided->2-Sided

● If you want to create copies with a different binding type than the original
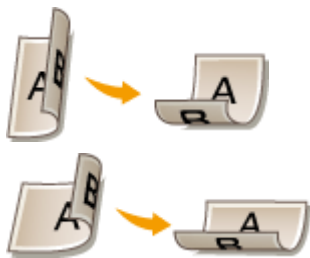
<Original/Finishing Type> ▶ <2-Sided->2-Sided> ▶ Select the original orientation ▶ Select the original binding type ▶ Select the binding type for the finished copy, which is different from that of the original document

■2-Sided->1-Sided

This setting enables you to align the direction of the output paper.

● When a 2-sided document is in portrait-oriented calendar-type format (short-edge binding)

<Original/Finishing Type> ▶ <2-Sided->1-Sided> ▶ <Portrait> ▶ <Calendar Type>

● When a 2-sided document is in landscape-oriented book-type format (short-edge binding)

<Original/Finishing Type> ▶ <2-Sided->1-Sided> ▶ <Landscape> ▶ <Book Type>

LINKS

Basic Copy Operations(P. 107)
Copying Multiple Documents onto One Sheet (2 on 1/4 on 1)(P. 125)

Copying Multiple Documents onto One Sheet (2 on 1/4 on 1)

0UWX-021

You can copy two or four documents onto a single sheet at a reduced size. This decreases the number of pages, enabling you to save paper.

NOTE

- Using <2 on 1>/<4 on 1> reduces the copy ratio automatically (the copy ratio is displayed on the screen). You can increase or further reduce the copy ratio before pressing ◈ (**Enlarging or Reducing(P. 116)**), but the edges of the document might not be copied if you increase it.
- <2 on 1>/<4 on 1> is not available when using <Erase Frame> or <ID Card Copy>.
- When you copy multiple documents onto one page, margins may be created in the copied image.

<Copy> ▶ <N on 1> ▶ Select <2 on 1> or <4 on 1> ▶ Select the document size on the <Scan Size> ▶ On the <Output Size> screen, select the paper source that contains the paper you want to use
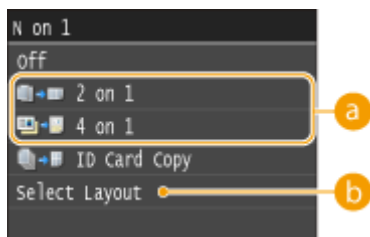
ⓐ **<2 on 1>/<4 on 1>**

Select <2 on 1> to copy two pages of documents onto a single sheet, or select <4 on 1> to copy four pages of documents onto a single sheet.

ⓑ **<Select Layout>**

Specify how to arrange the documents on the page.
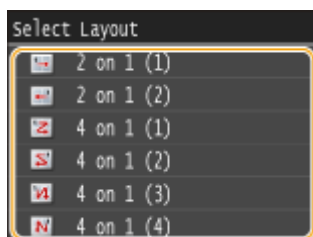
LINKS

Basic Copy Operations(P. 107)

Copying Both Sides of an ID Card onto One Page

0UWX-022

You can use <ID Card Copy> to copy the front and back sides of a card onto the same side of a page. This function is useful when copying a driver's license or ID card.

NOTE

- <ID Card Copy> is available with A4/Letter size paper or larger.
- <Copy Ratio> is automatically set to <100%>.
- <ID Card Copy> is not available when using <Erase Frame>, <2-Sided>, or <2 on 1>/<4 on 1>.

Place the card ▶ <ID Card Copy> ▶ ◈ ▶ Turn the card over ▶ ◈

■ How to place the card
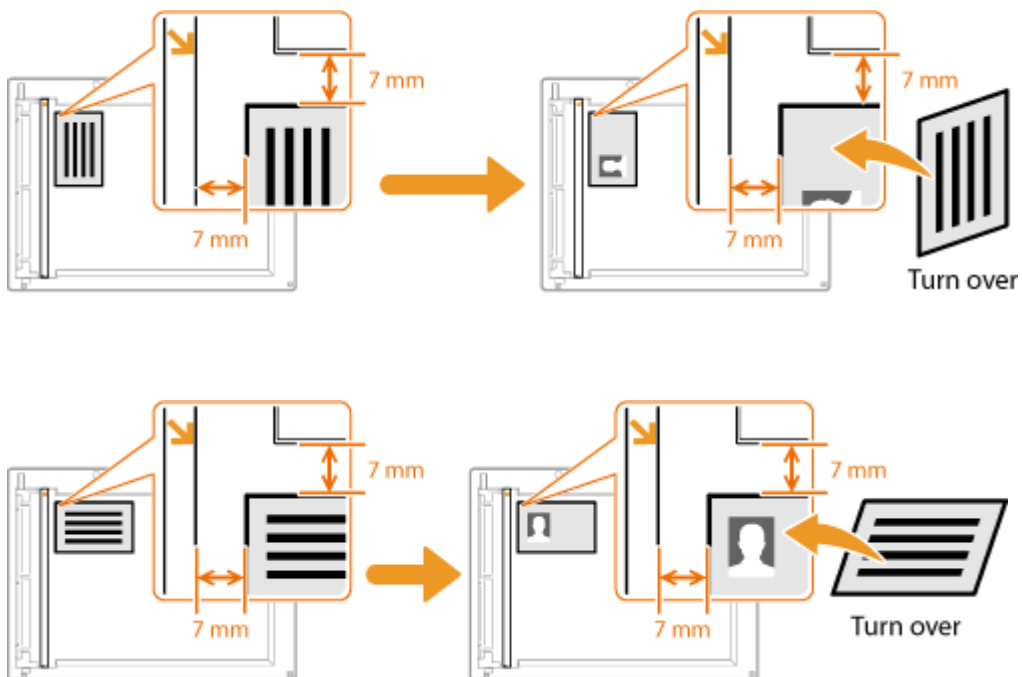
Turn over

Turn over

LINKS

○Basic Copy Operations(P. 107)

127

Erasing Dark Borders and Frame Lines (Erase Frame)

0UWX-023

When copying documents that are smaller than the output paper size, frame lines may appear around the edges in the copied image. When copying facing pages from thick book, dark borders may appear. <Erase Frame> enables you to erase these frame lines and dark borders.

NOTE

- The width of the frame to erase is increased or decreased relative to the <Copy Ratio> setting.
- <Erase Frame> is not available when using <2 on 1>/<4 on 1> or <ID Card Copy>.

<Copy> ▶ <Erase Frame> ▶ <On> ▶ Specify the width of the frame to erase ▶ <Apply> ▶ Select the document size on the <Scan Size> screen
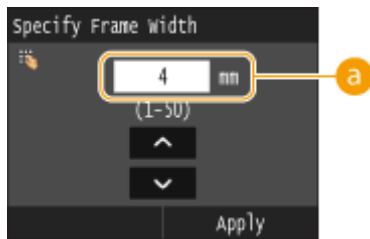
ⓐ Frame Width

Tap ⌃ / ⌄ or the numeric keys to enter the frame width (1 to 50 mm).

Example: If you want to erase the dark borders and frame lines
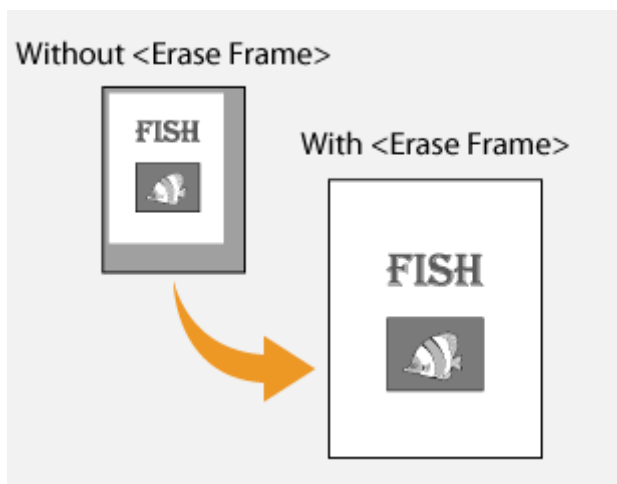
LINKS

Basic Copy Operations(P. 107)

Collating Copies by Page

0UWX-024

When preparing multiple copies of multi-page documents, set <Collate> to <On> to collate copies in sequential page order. This function is useful when preparing handouts for meetings or presentations.

<Copy> ▶ <Collate> ▶ <On>

ⓐ <Off>
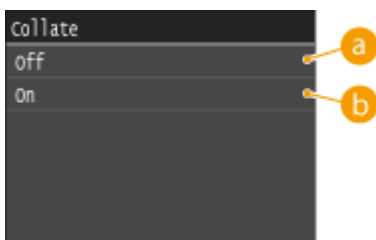
The copies are grouped by page and not collated. For example, if you are making three copies of a five-page document, the printouts will be arranged in the following page order: 1, 1, 1, 2, 2, 2, 3, 3, 3, 4, 4, 4, 5, 5, 5.

ⓑ <On>

The copies are grouped into complete sets in sequential page order. For example, if you are making three copies of a five-page document, the printouts will be arranged in the following page order: 1, 2, 3, 4, 5, 1, 2, 3, 4, 5, 1, 2, 3, 4, 5.

LINKS

Basic Copy Operations(P. 107)

Configuring Copy Settings to Your Needs

0UWX-025

The default settings are the settings that are displayed whenever you turn ON the machine, or when you press ![icon]. If you register your frequently used settings as default settings, you can eliminate the need to configure the same settings every time you make copies. In addition, you can also register combinations of multiple copy settings and use them whenever you need them.

> **NOTE**
>
> - The machine comes pre-configured with factory default settings (▶**Setting Menu List(P. 629)**). You can change and register the default settings according to your needs.

I often copy documents with pages full of information, and I always reduce the copy ratio to 95%.

Change the copy ratio to 95% and register it as the default setting. From now on, you can make copies without changing the copy ratio. ▶**Changing Default Settings(P. 131)**

I always make 2-sided copies of documents for our regular weekly meetings, and collate them into however many sets are required.

Go to <Favorite Settings> and register the combination of <2-Sided> and <Collate> turned <On>. You can then easily use this setting combination whenever you need it. ▶**Registering Frequently Used Copy Settings(P. 132)**

Changing Default Settings

0UWX-026

The default settings are the settings that are displayed whenever you turn ON the machine, or when you press . If you change these default settings to match the operations that you perform frequently, you can eliminate the need to configure the same settings every time you make copies.

> <Menu> ▶ <Copy Settings> ▶ <Change Default Settings> ▶ Select the setting ▶ Change the default value of the selected item ▶ <Apply>

```
Change Default Settings
Number of Copies: 1
Density: ±0
Original Type: Text/Photo
2-Sided: Off
Copy Ratio: 100% (1:1)        ⓐ
Paper: ▣ ➔ Drawer 1
N on 1: Off
Collate: Off
Erase Frame: Off
Sharpness: ±0
                Apply
```
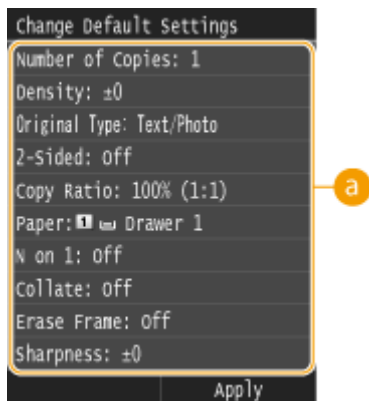
ⓐ Settings

Select the item you want to set, and change the default value.

LINKS

◉Basic Copy Operations(P. 107)
◉Various Copy Settings(P. 115)
◉Copy Settings(P. 653)

Registering Frequently Used Copy Settings

You can register up to four frequently used combinations of copy settings. By simply selecting a registered setting combination when it is needed, you can eliminate the need to configure the same settings every time you make copies, such as if you frequently set the number of copies to 5, set <Erase Frame> to <On>, and increase the sharpness when copying. You can also display settings as shortcut buttons in the Home screen.

○**Registering Favorite Settings(P. 132)**
○**Recalling Favorite Settings(P. 133)**

Registering Favorite Settings

1 **Press** 🏠 **and tap <Copy>.**
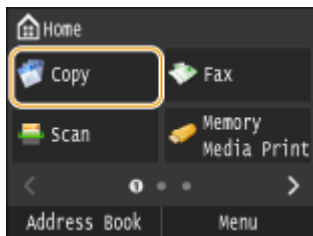
2 **Select <Favorite Settings>** ▶ **<Register/Edit>.**

3 **Select where to register the settings.**
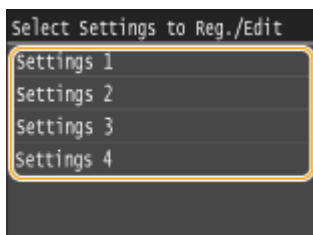
4 **Change the values for the settings you want to register, and tap <Apply>.** ○**Various Copy Settings(P. 115)**

- To rename the registration destination, tap <Change Name>. On how to enter text, see ○**Entering Text(P. 41)** .
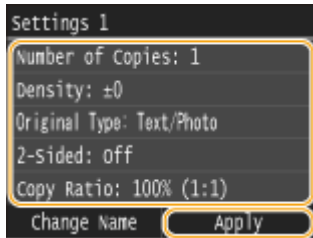
5 **Tap <Yes>.**

6 **Select whether to register the settings as a shortcut button.**
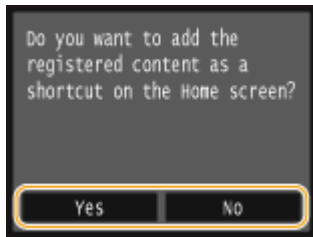
- If you select <Yes>, a message appears. Check the message and then tap <OK>. The registered setting combination is added to the Home screen as a shortcut button.

NOTE:

- If the Home screen is full and the shortcut button cannot be added, use <Home Screen Settings> to delete registered buttons or blanks. **Customizing the Home Screen(P. 34)**

NOTE

- Registered settings are retained even when the machine is turned OFF.

- To edit registered settings, select the setting combination to be edited in step 3 and then edit the settings.

- If you want to delete a registered setting, tap <Copy> ▶ <Favorite Settings> ▶ <Delete> ▶ Select the Settings ▶ <Yes> ▶ <Yes>.

Recalling Favorite Settings

Simply select the setting combination that suit your purpose from the favorite settings.

<Copy> ▶ <Favorite Settings> ▶ Select the setting combination to be recalled

Favorite Settings

Settings 1
Settings 2
Settings 3
Settings 4

Delete   Register/Edit
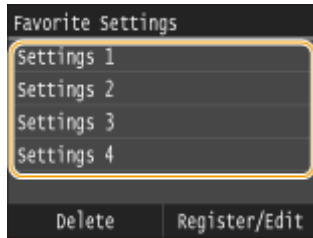
NOTE

- Once you have recalled the setting combination, you can also change the copy settings as needed.

LINKS

Basic Copy Operations(P. 107)

Faxing

Faxing

0UWX-028

This chapter describes fax settings, basic fax operations and various other useful functions to suit your needs, such as PC Fax to send documents directly from computers, Address Book to specify destinations easily, and Forwarding to receive faxes even when you are out of the office.

> **NOTE**
>
> - Fax functions are only available for MF419x / MF416dw.
> - You need to complete some procedures before using fax functions. **Configuring Initial Settings for Fax Functions (MF419x / MF416dw)(P. 140)**
> - You need to register destinations in the Address Book before using this feature. **Registering in the Address Book(P. 78)**

■ Using Basic Operations

Sending Faxes (MF419x / MF416dw)(P. 149)
Canceling Sending Documents (Fax/I-Fax)(P. 177)
Receiving Faxes (MF419x / MF416dw)(P. 179)

■ Specifying Scanning Settings
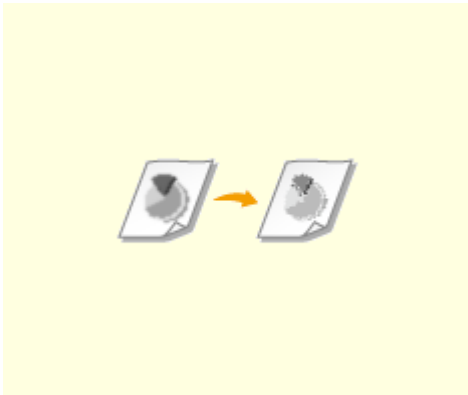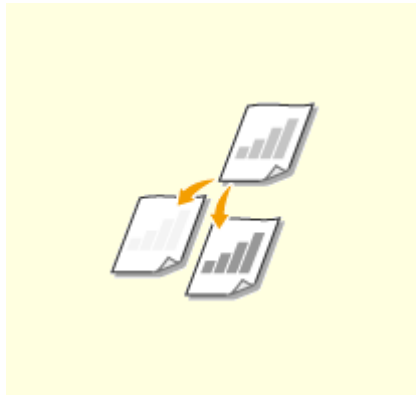
Adjusting Resolution(P. 167)   **Adjusting Density(P. 168)**   **Adjusting Sharpness(P. 170)**
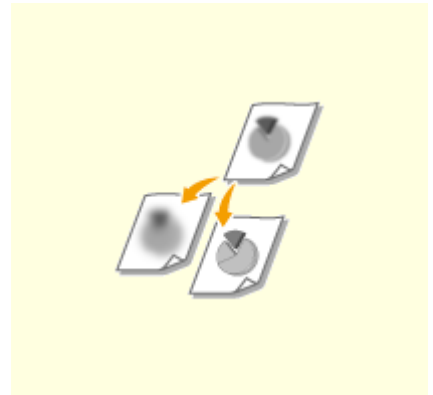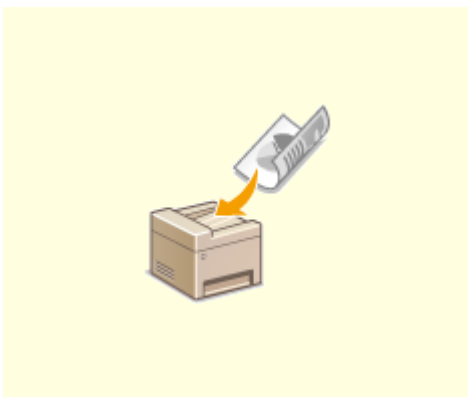
Scanning 2-Sided Documents(P. 169)

■ Specifying Destinations Simply and Quickly

▶Specifying from Address Book(P. 154)

▶Selecting Destinations Directly by Entering Coded Dial Numbers(P. 156)

▶Specifying Previously Used Destinations(P. 159)

▶Specifying Destinations in an LDAP Server(P. 162)

■ Sending and Receiving According to Your Purposes

▶Making a Call before Sending Faxes (Manual Sending)(P. 184)
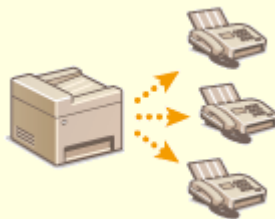
▶Sending Faxes to Multiple Destinations Simultaneously (Sequential Broadcast)(P. 186)

▶Storing Received Faxes into Memory (Memory Reception) (P. 188)

❍**Forwarding Received Faxes(P. 191)**
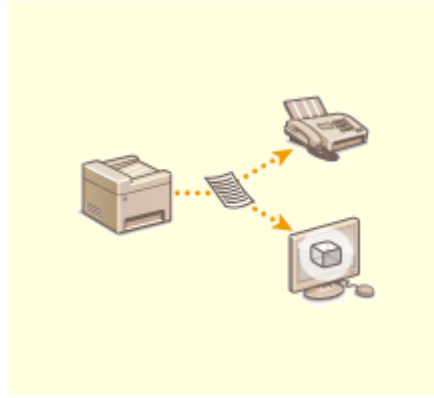
❍**Archiving Sent Faxes(P. 198)**
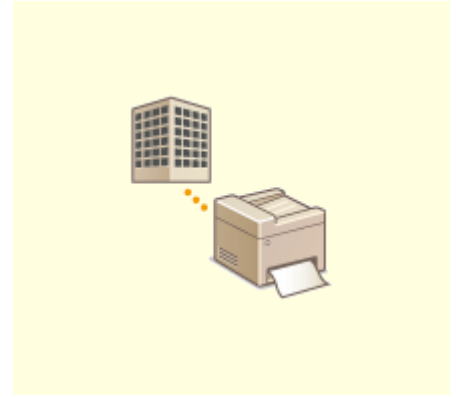
❍**Receiving Fax Information Services(P. 199)**

■Sending Faxes Directly from Your Computer

❍**Sending Faxes from Your Computer (PC Fax) (MF419x / MF416dw)(P. 203)**

■Sending and Receiving Faxes via the Internet
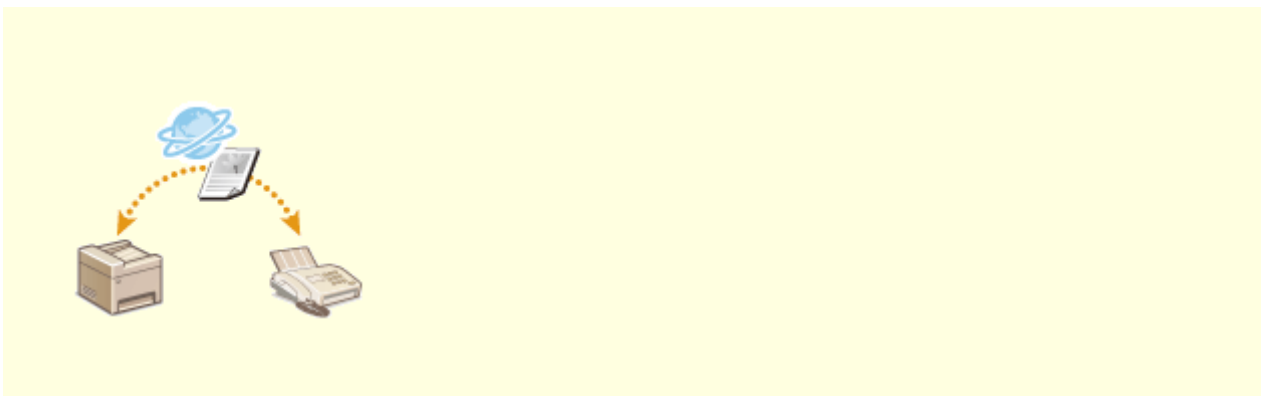
❍**Using Internet Fax (I-Fax)(P. 223)**

Configuring Initial Settings for Fax Functions

MF419x / MF416dw

0UWX-029

Follow steps 1 to 4 described below to configure the fax settings. First, determine which receive mode best suits your intended use, and then follow the on-screen instructions to configure the settings. For more information about a particular step, click on the link to go to the corresponding section.

Step 1	**Deciding Which Fax Receive Mode to Use(P. 141)**

Step 2	**Registering the Fax Number and Unit Name(P. 142)**

Step 3	**Selecting the Receive Mode(P. 144)**

Step 4	**Connecting the Telephone Line(P. 146)**

Deciding Which Fax Receive Mode to Use

0UWX-02A

Before configuring the fax settings, determine which receive mode best suits your intended use.

Intended use	Receive mode	
Use fax only/Never use telephone	**<Auto>** This setting is for when you want to use the machine exclusively for receiving faxes, and you do not want to use the telephone or optional handset.	
Mostly use telephone/Almost never use fax	**<Manual>** Connect your telephone or optional handset to the machine. This setting is for when you mostly want to use the telephone. You can receive incoming faxes manually.	
Use both fax and telephone	Use answering machine	**<Answering Machine>** Connect your answering machine. Callers can record a message if they call while you are away from the telephone. The machine automatically receives incoming faxes.
	Use standard telephone or optional handset	**<Fax/Tel Auto Switch>** Connect your telephone or optional handset. The machine automatically receives incoming faxes, and the telephone rings for incoming calls.

NOTE

- Depending on the type of telephone connected to it, the machine may not be able to send or receive faxes properly.

- You may be able to manually set a receive mode other than those described above, depending on your country or region. **Receiving Faxes (MF419x / MF416dw)(P. 179)**

>> Continue to Registering the Fax Number and Unit Name(P. 142)

LINKS

Receiving Faxes (MF419x / MF416dw)(P. 179)

Registering the Fax Number and Unit Name

0UWX-02C

Register the fax number and unit name of your machine. This information is printed at the top of each page sent from the machine.
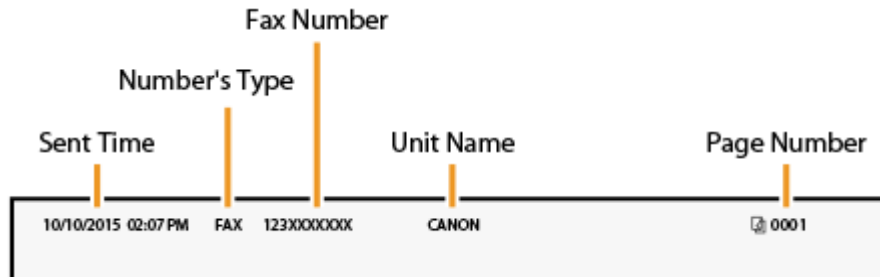
1 **Press 🏠 and tap <Menu>.**

2 **Select <Fax Settings> ▶ <Fax Setup Guide>.**

3 **Tap <Set Up Now>.**

4 **Tap <Next>.**

> Register the unit telephone
> number for this device.
>
> Next
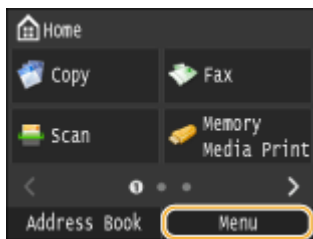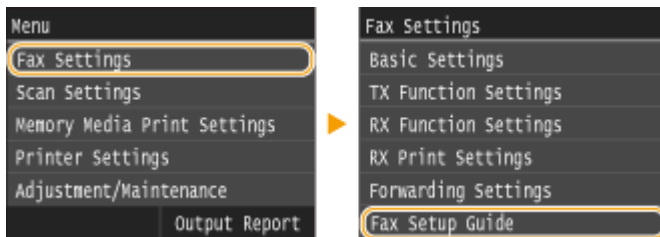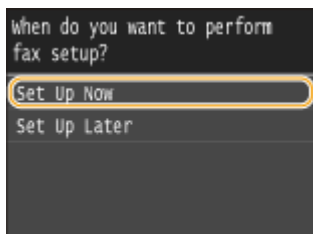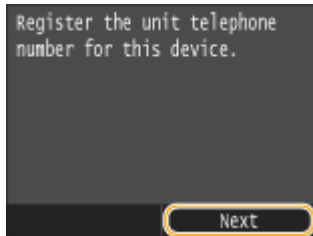
5 **Enter the fax number using the numeric keys, and tap <Apply>.**

> Register Unit Telephone Number
>
> = 0123456789
>
> +   <   >
>
> Apply

6 **Tap <Next>.**

> Register the unit name.
> (Sender name, company name,
> etc.)
>
> Next
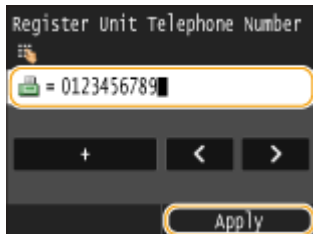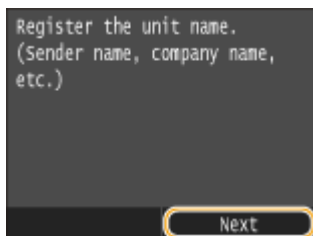
7 **Enter the unit name (such as a user name or company name) using the numeric keys, and tap <Apply>.**

- Enter up to 24 alphanumeric characters. On how to enter text, see ○**Entering Text(P. 41)** .

> Register Unit Name
>   A
>
> CANON
>
> <   >
>
> A/a/12   #   Apply

>> **Continue to** ○**Selecting the Receive Mode(P. 144)**

LINKS

○**Sending Faxes (MF419x / MF416dw)(P. 149)**

Selecting the Receive Mode

0UWX-02E

Select the receive mode that suits your intended use beforehand (▶**Deciding Which Fax Receive Mode to Use(P. 141)**).

1 **Tap <Next>.**

- The screen shown here is displayed after the unit name has been registered (▶**Registering the Fax Number and Unit Name(P. 142)**).

> Set the RX mode.
> Answer the following
> questions to select the
> appropriate RX mode.
>
> Next
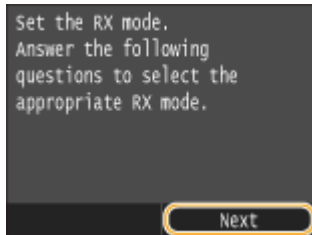
2 **Select the receive mode that suits your intended use.**

- Tap <Yes> or <No> to select the receive mode.

    NOTE:

    - You may be able to manually set a receive mode other than those described below, depending on your country or region. ▶**Receiving Faxes (MF419x / MF416dw)(P. 179)**

    ■ **To set the receive mode to <Auto>**

    > Do you want to use this
    > device for fax only
    > (no telephone)?
    >
    > Yes   No

    ■ **To set the receive mode to <Fax/Tel Auto Switch>**

    > Do you want to use this   Do you want to receive faxes
    > device for fax only   automatically but answer the
    > (no telephone)?   telephone manually?
    >
    > Yes   No   ▶   Yes   No

    ■ **To set the receive mode to <Answering Machine>**

    > Do you want to use this   Do you want to receive faxes   Do you want to use an
    > device for fax only   automatically but answer the   answering machine to
    > (no telephone)?   telephone manually?   answer the telephone?
    >
    > Yes   No   ▶   Yes   No   ▶   Yes   No

    ■ **To set the receive mode to <Manual>**

Do you want to use this device for fax only (no telephone)?		Do you want to receive faxes automatically but answer the telephone manually?		Do you want to use an answering machine to answer the telephone?
Yes　No	▶	Yes　No	▶	Yes　No

3 **Tap <Apply>.**

- If the machine is set to <Answering Machine>, tap <Next>.

» **Continue to** ▶**Connecting the Telephone Line(P. 146)**

LINKS

▶**Receiving Faxes (MF419x / MF416dw)(P. 179)**

Connecting the Telephone Line

0UWX-02F

Connect the telephone line to the machine.

1 **Tap <Next>.**

- One of the screens shown here is displayed after the receive mode has been set (▶**Selecting the Receive Mode(P. 144)**).

```
Connect Telephone Line

Refer to the illustration on
the next screen to connect
the line to A.



        Next
```

```
Connect Telephone Line

Refer to the illustration on
the next screen to connect
the following:
1. Telephone Line to A
2. External Tel. Line to B
3. Handset to C If Necessary
        Next
```
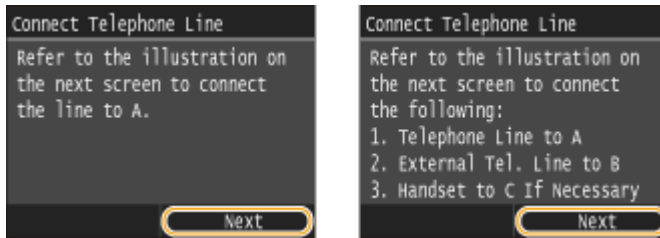
2 **Connect the telephone line to the machine.**

Notice for Connecting the Telephone Line

This product includes the Telephone Line Cord and Adapter to connect the telephone line. Depending on your country or region, you may need to use the provided Adapter to connect the Telephone Line Cord to the wall telephone jack. If you use the provided Adapter, follow the instructions below to connect correctly.

- If you use provided Adapter, use the Telephone Line Cord with 6 contacts connector in the package with Adapter.

- Do not connect the Telephone Line Cord with 2 contacts connector to Adapter. There is the case that this product or connected telephone does not work correctly.

- Adapter to use is different depending on your country or a region. Select the proper type of Adapter which you usually use.

- Connect the included telephone cable to the telephone line jack on the machine (Ⓐ) and the telephone line jack on the wall.

- If you are using a telephone or answering machine, connect it to the external telephone jack (Ⓑ).

- If you are using an optional handset, connect it to the handset jack (Ⓒ).

Telephone line jack

Telephone

Handset (Optional)
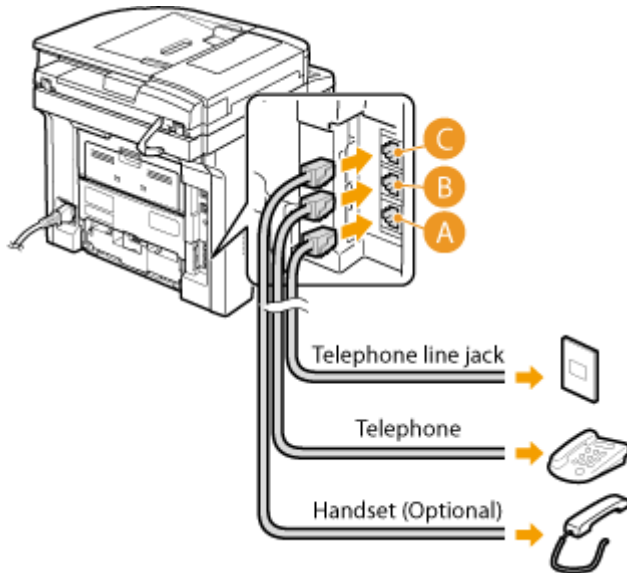
NOTE:

- If you are connecting an external telephone with fax functions, set up the telephone to receive faxes manually.

3 Tap <Next> after the telephone line has been connected.

4 Tap <Yes>.
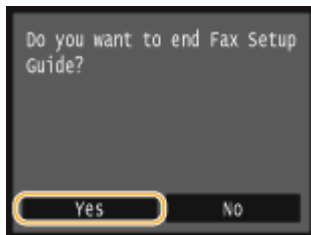
5 Tap <OK>.
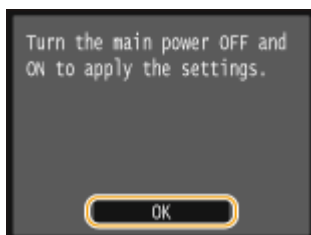
6 Restart the machine.

- Turn OFF the machine, wait for at least 10 seconds, and turn it back ON.
- When the machine is restarted, the telephone line type is automatically set.

If the Machine Does Not Automatically Set the Type of Telephone Line

Follow the procedure below to set the type of telephone line. If you are not sure of the type of phone line you are using, contact your local telephone company.

NOTE:

- The following settings may not be available depending on your country or region.

<Menu> ▶ <Fax Settings> ▶ <Basic Settings> ▶ <Select Line Type> ▶ Select the type of telephone line ▶ ⌂

```
Select Line Type
Pulse
Tone
```
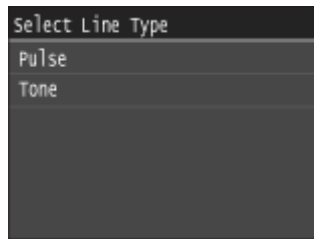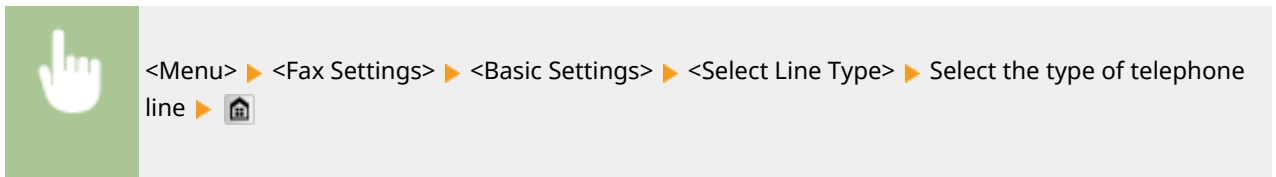
LINKS

Installation(P. 3)
Sending Faxes (MF419x / MF416dw)(P. 149)
Receiving Faxes (MF419x / MF416dw)(P. 179)

Sending Faxes MF419x / MF416dw

0UWX-02H

> **NOTE**
>
> - You need to complete some procedures before using fax functions. ▶**Configuring Initial Settings for Fax Functions (MF419x / MF416dw)(P. 140)**

1 Place the document(s). ▶**Placing Documents(P. 47)**
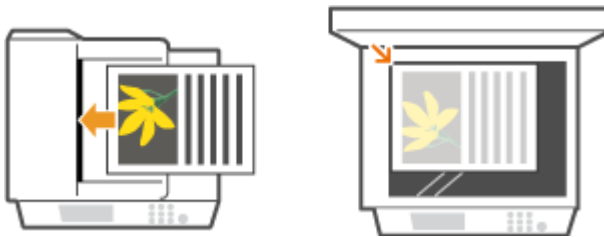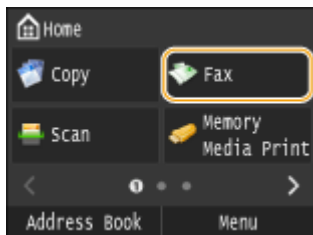
2 Press ⌂ and tap <Fax>.

- When the logon screen appears, use the numeric keys to enter the user name and password. Then select the authentication server and press [ID] . ▶**Logging on to Authorized Send(P. 45)**

3 Press ⫽ .

- If the destinations set by the previous user are still selected, this can cause transmission errors. Always reset the settings before sending.

4 Enter the destination using the numeric keys, and tap <Apply>.

- If your machine is connected to a PBX (Private Branch Exchange), tap <R> before entering the destination. If <R> is not available, you need to register the R-key settings. ▶**R-Key Setting(P. 656)**
- If you enter the wrong characters, press [C] . (Press to delete each character one by one; press and hold to delete all the input characters at once.)
- To use the Address Book to quickly specify destinations: ▶**Specifying Registered Destinations(P. 153)**
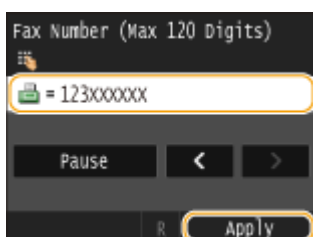
NOTE:

If a confirmation window appears

- When <Confirm Entered Fax Number> is set to <On>, the input screen reappears so that you can confirm the destination (**⊙Checking Destinations before Sending Documents(P. 561)**). Enter the destination again.

Adding a destination

- To enter a second or subsequent destination, tap <Destination> ▶ <Specify Using Numeric Keys>. You can specify up to 10 destinations.

■To delete destinations

If you specified multiple destinations, you can delete destinations as necessary.

1 Select <Destination> ▶ <Confirm/Edit>.

2 Select a destination you want to delete.
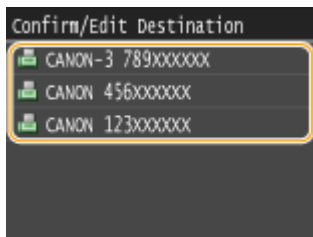
3 Tap <Remove>.
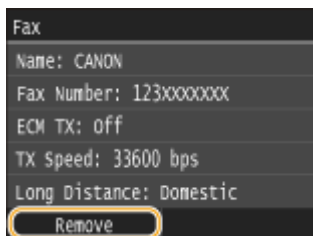
4 Tap <Yes>.

NOTE

If you want to easily and quickly delete destinations without displaying a list of destinations

- Before tapping <Destination> in step 1, you can tap ◄ / ► to toggle the destinations you specified. Display a destination you want to delete, and press ⒸC .

■To send overseas

Enter the international access code, the country code, the area code, and the fax number to specify the destination.

1 Enter the international access code.

```
Fax Number (Max 120 Digits)
   = 012

   Pause      <      >

              R    Apply
```
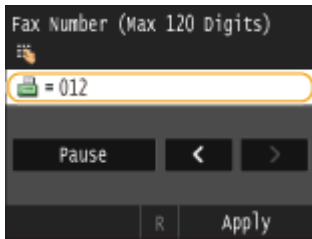
2 Tap <Pause>.

- <p> (pause) is inserted between numbers. In this case, 012 will be dialed first, then 4 seconds later, the next number will be dialed.

```
Fax Number (Max 120 Digits)
   = 012

   Pause      <      >

              R    Apply
```
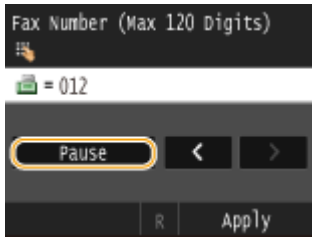
NOTE:

- Inputting pauses is optional; however, consecutive numbers that are input without pauses may not be recognized correctly.

- Pauses can be inserted continuously.

- One pause inserts 4 seconds of waiting time. This time can be changed as necessary. ○**Set Pause Time(P. 658)**

3 Enter the country code, the area code, and the fax number.

```
Fax Number (Max 120 Digits)
   = 012p031xxxxxx

   Pause      <      >

              R    Apply
```
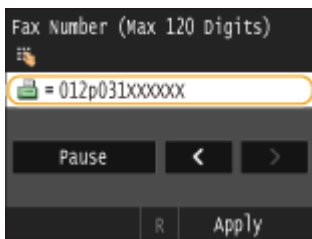
4 Tap <Pause> to insert a pause at the end of the fax number as necessary.

- The waiting time inserted here is fixed to 10 seconds. This time cannot be changed.

```
Fax Number (Max 120 Digits)
   = 012p031xxxxxx

   Pause      <      >

              R    Apply
```

5 Tap <Apply>.

```
Fax Number (Max 120 Digits)
   = 012p031xxxxxxP

   Pause      <      >

              R    Apply
```
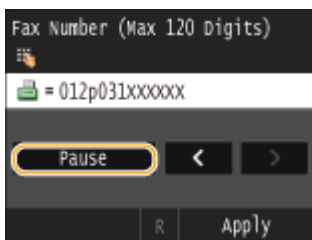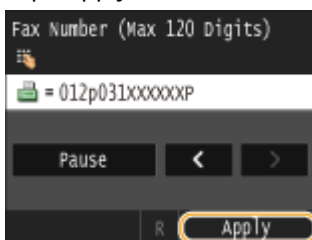
5 **Specify the scanning settings as necessary.**

- Tap the item you want to set. ⚪**Various Fax Settings(P. 166)**
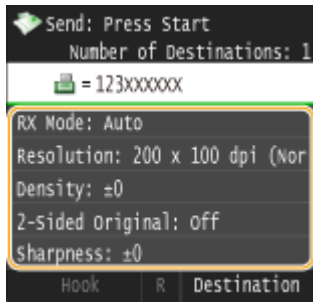
```
Send: Press Start
        Number of Destinations: 1
        📠 = 123xxxxxx
RX Mode: Auto
Resolution: 200 x 100 dpi (Nor
Density: ±0
2-Sided Original: Off
Sharpness: ±0
  Hook      R    Destination
```

6 **Press ◈ to start sending.**

⇒ Scanning of the document starts.
  - To cancel sending, tap <Cancel> ▶ <Yes>. ⚪**Canceling Sending Documents (Fax/I-Fax)(P. 177)**

■**When placing documents in the feeder in step 1**
When scanning is complete, the faxes are sent.

■**When placing documents on the platen glass in step 1**

Follow the procedures below.

1 Select the document size.
  - When there is only one page to be scanned, proceed to step 3.

2 Place the next document on the platen glass, and press ◈.
  - Repeat this step until you finish scanning all of the pages.

3 Tap <Start Sending>.

⇒ The faxes are sent.

TIPS

- If you always want to send faxes with the same settings: ⚪**Changing Default Settings(P. 173)**
- If you want to register a combination of settings to use when needed: ⚪**Registering Frequently Used Fax Settings(P. 174)**
- If you want to sound an alarm when the handset is off the hook: ⚪**Off-Hook Alarm(P. 655)**

LINKS

⚪**Sending and Receiving Faxes According to Your Purposes (MF419x / MF416dw)(P. 183)**
⚪**Checking Status and Log for Sent and Received Documents(P. 201)**

Specifying Registered Destinations

0UWX-02J

You can specify destinations by selecting them from the Address Book or coded dial numbers, as well as by using the numeric keys. To use the Address Book or coded dial numbers, you need to register destinations beforehand. You can also specify previously used destinations. If your office has an LDAP server installed, you can also specify a destination using user information in the server.

❯Specifying from Address Book(P. 154)

❯Selecting Destinations Directly by Entering Coded Dial Numbers(P. 156)

❯Specifying Previously Used Destinations(P. 159)

❯Specifying Destinations in an LDAP Server(P. 162)

TIPS for Enhancing Security

- If you want to limit available destinations to ones from the Address Book, ones in an LDAP server, or previously specified ones: **❯Limiting Available Destinations(P. 558)**

- If you want to disable specifying previously used destinations: **❯Disabling Use of Previously Used Destinations(P. 560)**

LINKS

❯Sending Faxes (MF419x / MF416dw)(P. 149)
❯Registering in the Address Book(P. 78)
❯Registering LDAP Servers(P. 499)

Specifying from Address Book

0UWX-02K

The Address Book enables you to specify a destination by selecting from a list of registered destinations or by searching by name for destinations with recipient names.

NOTE

- You need to register destinations in the Address Book before using this feature. ○**Registering in the Address Book(P. 78)**

1 Press ⌂ and tap <Address Book>.
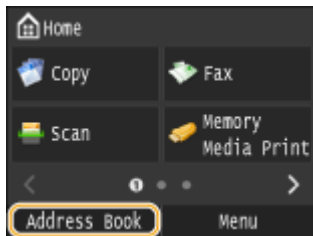
- You can also tap <Fax> ▶ <Destination> ▶ <Specify from Address Book>.

2 Select an index. ○**Index(P. 78)**

- You can change the display by tapping ◀ / ▶ .
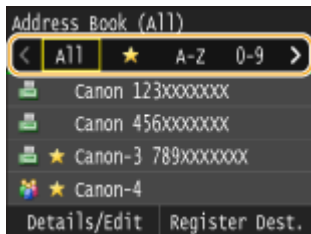
3 Select a destination.
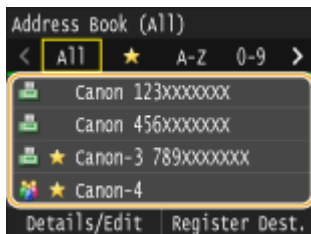
NOTE:

If you want to specify multiple destinations

- Repeat the following steps. Up to 300 destinations can be specified from the Address Book. <Destination> ▶ <Specify from Address Book> ▶ Select an index ▶ Select a destination.
- To specify any additional destinations with the numeric keys, tap <Destination> ▶ <Specify Using Numeric Keys>.

■To delete destinations

If you specified multiple destinations, you can delete destinations as necessary.

1 Select <Destination> ▶ <Confirm/Edit>.

2 Select a destination you want to delete.

3 Tap <Remove>.

- If you select Group Dial in step 2, <Number of Destinations: XX> is displayed. Tapping this item displays destinations registered in the group.

4 Tap <Yes>.

> **NOTE**
>
> **If you want to easily and quickly delete destinations without displaying a list of destinations**
>
> - Before tapping <Destination> in step 1, you can tap ◀ / ▶ to toggle the destinations you specified. Display a destination you want to delete, and press C .

LINKS
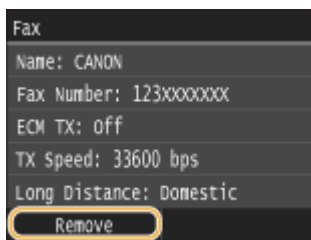
Sending Faxes (MF419x / MF416dw)(P. 149)
Sending Faxes to Multiple Destinations Simultaneously (Sequential Broadcast)(P. 186)

Selecting Destinations Directly by Entering Coded Dial Numbers

0UWX-02L

Three-digit numbers (coded dial numbers) are assigned to addresses in the Address Book. You can specify an address simply by entering its coded dial number.

NOTE

- To use coded dial numbers, the destination must be registered in the Address Book beforehand. ○ **Registering Destinations in the Address Book(P. 80)**

1 Press 🏠 and tap <Fax>.
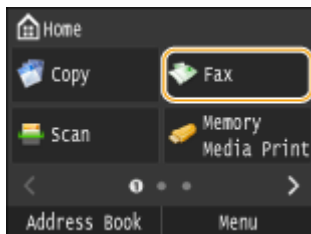
- When the logon screen appears, use the numeric keys to enter the user name and password. Then select the authentication server and press ⬛ID. ○**Logging on to Authorized Send(P. 45)** .

2 Select <Destination> ▶ <Specify from Coded Dial>.

3 Use the numeric keys to enter a three-digit number (001 to 281).

- If you enter the wrong characters, press ⬛C . (Press to delete each character one by one; press and hold to delete all the input characters at once.)
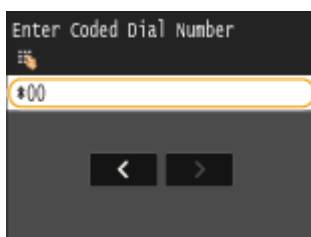
NOTE:

If a confirmation screen appears

● When <Coded Dial TX Confirmation> is set to <On>, a screen is displayed that shows the destination and the name for the number. (For Group Dial, the destination name and the number of destinations are shown.) Check the contents and if everything is correct, and tap <On>. To specify a different destination, tap <Cancel> and re-enter the three-digit coded dial number. ❯**Displaying Destinations in Address Book(P. 561)**

If you want to specify multiple destinations

● Repeat the following steps. Up to 281 destinations can be specified using coded dial numbers.
<Destination> ▶ <Specify from Coded Dial> ▶ Enter a number.

● To specify any additional destinations with the numeric keys, tap <Destination> ▶ <Specify Using Numeric Keys>.

■ **To delete destinations**
If you specified multiple destinations, you can delete destinations as necessary.

1 Select <Destination> ▶ <Confirm/Edit>.

2 Select a destination you want to delete.

3 Tap <Remove>.

● If you select Group Dial in step 2, <Number of Destinations: XX> is displayed. Tapping this item displays destinations registered in the group.

4 Tap <Yes>.

NOTE

If you want to easily and quickly delete destinations without displaying a list of destinations

● Before tapping <Destination> in step 1, you can tap ◀ / ▶ to toggle the destinations you specified. Display a destination you want to delete, and press [C].

LINKS

Specifying Previously Used Destinations

0UWX-02R

You can select a destination from among the past three destinations. When you specify a previously used destination, the machine also sets the same fax settings such as density you used the last time you sent documents to that destination.

IMPORTANT

- When <Restrict Resending from Log> is set to <On>, you cannot use this feature. **Disabling Use of Previously Used Destinations(P. 560)**
- Turning OFF the machine or setting <Restrict New Destinations> to <On> deletes the past destinations, and disables this feature. **Limiting Available Destinations(P. 558)**
- The destinations in Manual Sending are not available for this feature. **Making a Call before Sending Faxes (Manual Sending)(P. 184)**

NOTE

- When you specify a destination using this feature, any destinations that you have already specified are deleted.

1 **Press 🏠 and tap <Fax>.**
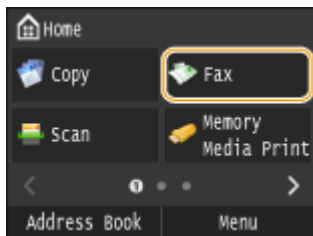
- When the logon screen appears, use the numeric keys to enter the user name and password. Then select the authentication server and press **ID** . **Logging on to Authorized Send(P. 45)**
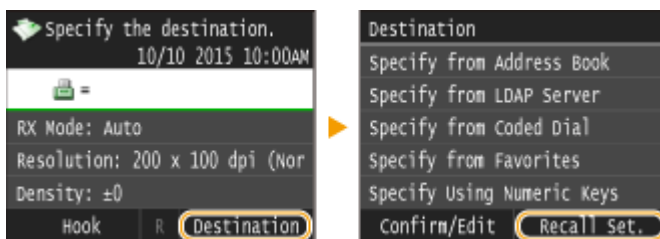
2 **Select <Destination> ▶ <Recall Set.>.**

3 **Select a destination.**

● When you transmit to multiple destinations, only the address specified for the first transmission is displayed in the log, but all the destinations are specified. ●**Sending Faxes to Multiple Destinations Simultaneously (Sequential Broadcast)(P. 186)**

```
Recall Settings
 123xxxxxx
 456xxxxxx
```
.
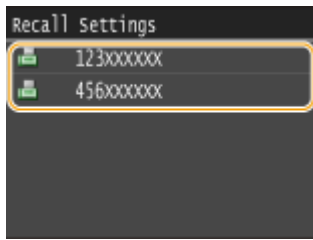
⇒ The selected destination and the fax settings used at the time are specified. You can also change the settings before sending.

■To delete destinations

When you transmitted to multiple destinations, you can delete destinations as necessary.

1 Select <Destination> ▶ <Confirm/Edit>.

```
Send: Press Start
   Number of Destinations: 3
  =  CANON 123xxxxxx
RX Mode: Auto
Resolution: 200 x 100 dpi (Nor
Density: ±0
  Hook     R  Destination
```
▶
```
Destination
Specify from Address Book
Specify from LDAP Server
Specify from Coded Dial
Specify from Favorites
Specify Using Numeric Keys
 Confirm/Edit    Recall Set.
```

2 Select a destination you want to delete.

```
Confirm/Edit Destination
 CANON-3 789xxxxxx
 CANON 456xxxxxx
 CANON 123xxxxxx
```

3 Tap <Remove>.

● If you select Group Dial in step 2, <Number of Destinations: XX> is displayed. Tapping this item displays destinations registered in the group.

```
Fax
Name: CANON
Fax Number: 123xxxxxxx
ECM TX: Off
TX Speed: 33600 bps
Long Distance: Domestic
   Remove
```

4 Tap <Yes>.

> **NOTE**
>
> **If you want to easily and quickly delete destinations without displaying a list of destinations**
> ● Before tapping <Destination> in step 1, you can tap [ ] / [ ] to toggle the destinations you specified. Display a destination you want to delete, and press [C].

LINKS
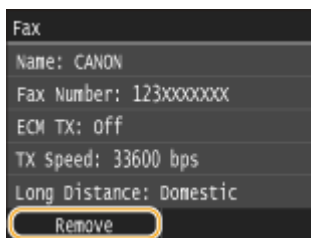
Sending Faxes (MF419x / MF416dw)(P. 149)

Specifying Destinations in an LDAP Server

0UWX-02S

If your office has an LDAP server installed, you can specify a destination using user information in the server. Access the LDAP server via the machine to search for the appropriate user information and specify it as destination.

> **NOTE**
>
> - You need to specify the settings for connecting to an LDAP server beforehand. **Registering LDAP Servers(P. 499)**

1 Press 🏠 and tap <Fax>.

- When the logon screen appears, use the numeric keys to enter the user name and password. Then select the authentication server and press **ID**. **Logging on to Authorized Send(P. 45)**

2 Select <Destination> ▶ <Specify from LDAP Server>.

3 Select the LDAP server you are using.

4 Select the search criteria.

- Name, fax numbers, e-mail addresses, organization names, and organization unit are available criteria for searching destinations.

Set Search Conditions
Search Method: Using All Condi
Name:
Fax Number:
E-Mail Address:
Organization:
Organization Unit:
            Start Search

5 Enter the search target character string using the numeric keys, and tap <Apply>.

● On how to enter text, see ●**Entering Text(P. 41)** .

Name (Max 30 Characters)
                                a
john

        ⟨   ⟩

A/a/12   #   Apply

● To specify multiple search criteria, repeat steps 4 and 5.

6 Tap <Search Method>.

Set Search Conditions
Search Method: Using All Condi
Name: john
Fax Number:
E-Mail Address:
Organization:
            Start Search

7 Select the search method.

Search Method
Using All Conditions Below   ⓐ
Using Some Conditions Below   ⓑ

ⓐ **<Using All Conditions Below>**

Searches and displays the users that meet all the search criteria specified in steps 4 and 5.

ⓑ **<Using Some Conditions Below>**

If users that meet even one of the criteria specified in steps 4 and 5 are found, displays all those users.

8 Tap <Start Search>.

➠ The users meeting your search criteria are displayed.

NOTE:

● If the authentication screen appears when you tap <Start Search>, enter the user name of the machine and the password registered in the LDAP server, and tap <Apply>. ◓**Registering LDAP Servers(P. 499)**

9 **Select the check box for the user that you want to specify as destination.**

● Up to 10 destinations can be specified from an LDAP server.

● To cancel selection, tap a selected (   ) user.

NOTE:

● The maximum number of destinations that you can specify when using the numeric keys in combination with an LDAP server is 10. For example, if three destinations have been specified using the numeric keys, up to seven destinations can be specified using an LDAP server.

10 **Tap <Apply>.**

● When searching for destinations using a different set of search conditions, repeat steps 2 to 10.

■**To delete destinations**
If you specified multiple destinations, you can delete destinations as necessary.

1 Select <Destination> ▶ <Confirm/Edit>.

2 Select a destination you want to delete.

3 Tap <Remove>.

4 Tap <Yes>.

NOTE

If you want to easily and quickly delete destinations without displaying a list of destinations

- Before tapping <Destination> in step 1, you can tap ◄ / ► to toggle the destinations you specified. Display a destination you want to delete, and press C .

LINKS
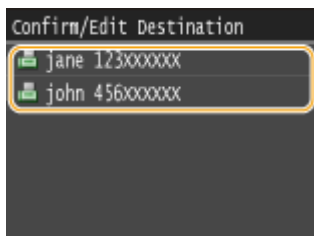
Sending Faxes (MF419x / MF416dw)(P. 149)
Sending Faxes to Multiple Destinations Simultaneously (Sequential Broadcast)(P. 186)

Various Fax Settings

0UWX-02U

A variety of settings are available to suit your needs, for example, when you want to adjust density or enhance the clarity of an image.
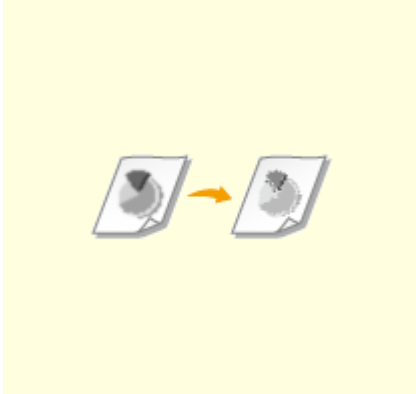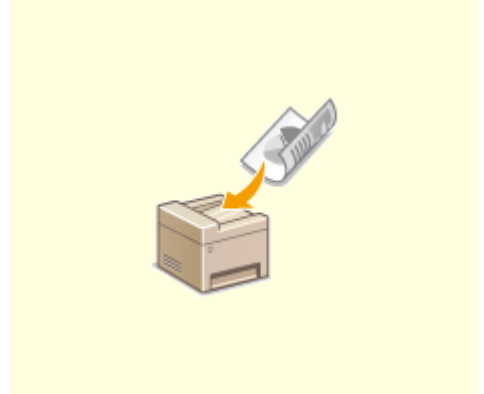
Adjusting Resolution(P. 167)   **Adjusting Density(P. 168)**   **Scanning 2-Sided Documents(P. 169)**
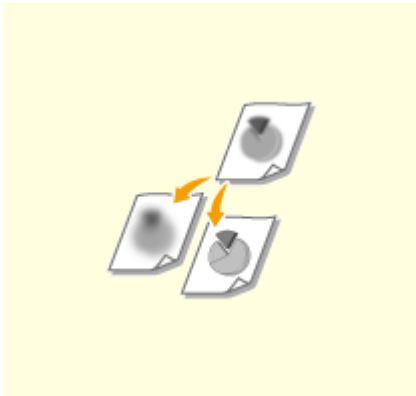
Adjusting Sharpness(P. 170)

Adjusting Resolution

0UWX-02W

You can select the resolution suitable for your document type. The higher the resolution is, the clearer the image becomes, but the longer it takes to send.

<Fax> ▶ <Resolution> ▶ Select the resolution
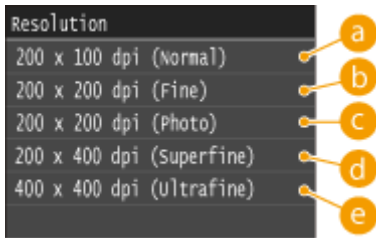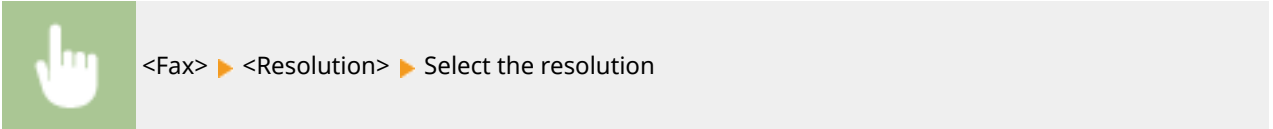
a **<200 x 100 dpi (Normal)>**
Suitable for documents that contain text only.

b **<200 x 200 dpi (Fine)>**
Suitable for documents that contain fine text.

c **<200 x 200 dpi (Photo)>**
Suitable for documents that contain photographs.

d **<200 x 400 dpi (Superfine)>**
Achieves an even finer resolution than Fine.

e **<400 x 400 dpi (Ultrafine)>**
Achieves an even finer resolution than Superfine.

LINKS

Sending Faxes (MF419x / MF416dw)(P. 149)

Adjusting Density

0UWX-02X

You can adjust the density of the fax if the text or images in a document are too light or dark.

<Fax> ▶ <Density> ▶ Adjust the density ▶ <Apply>

ⓐ <->

Decreases the density.

ⓑ <+>
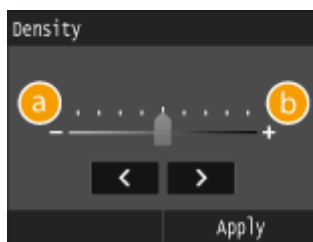
Increases the density.

LINKS

Sending Faxes (MF419x / MF416dw)(P. 149)
Adjusting Sharpness(P. 170)

Scanning 2-Sided Documents

0UWX-030

The machine can automatically scan the front and back sides of documents in the feeder.

IMPORTANT

- The machine cannot scan both sides of documents automatically when the documents are placed on the platen glass or when the machine is set to Manual Sending.

<Fax> ▶ <2-Sided Original> ▶ Select <Book Type> or <Calendar Type>
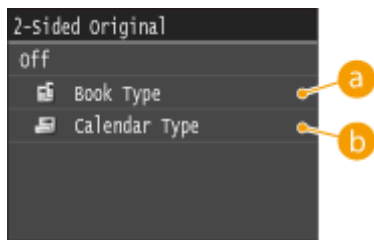
ⓐ <Book Type>
Select for documents whose images on the front and back sides face the same direction.

ⓑ <Calendar Type>
Select for documents whose images on the front and back sides face in opposite directions.

LINKS

Sending Faxes (MF419x / MF416dw)(P. 149)
Making a Call before Sending Faxes (Manual Sending)(P. 184)

Adjusting Sharpness

0UWX-02Y

You can adjust the sharpness of the image. Increase the sharpness to sharpen blurred text and lines, or decrease the sharpness to improve the appearance of magazine photos.

<Fax> ▶ <Sharpness> ▶ Adjust the sharpness ▶ <Apply>

ⓐ <->

Decreases the sharpness, resulting in a softer image.

Example: If you want to improve the appearance of magazine photos

ⓑ <+>
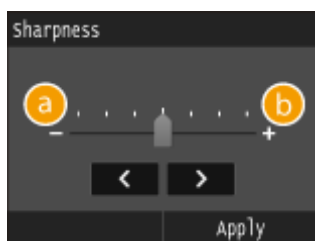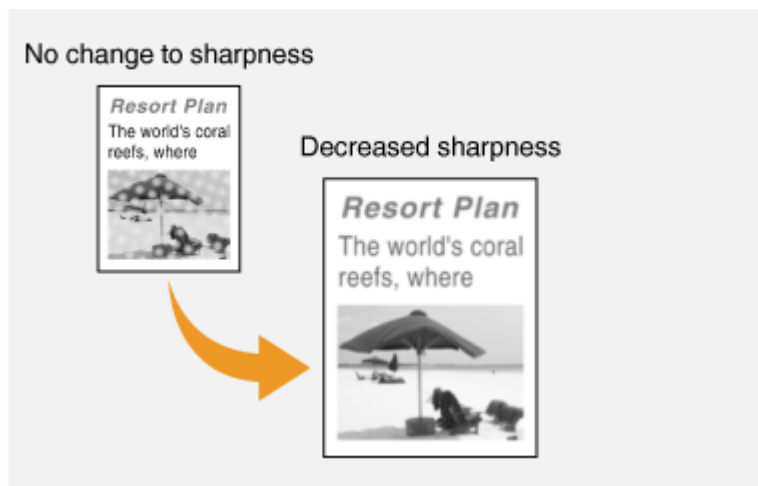
Increases the image sharpness.

Example: If you want to sharpen text and lines written in pencil
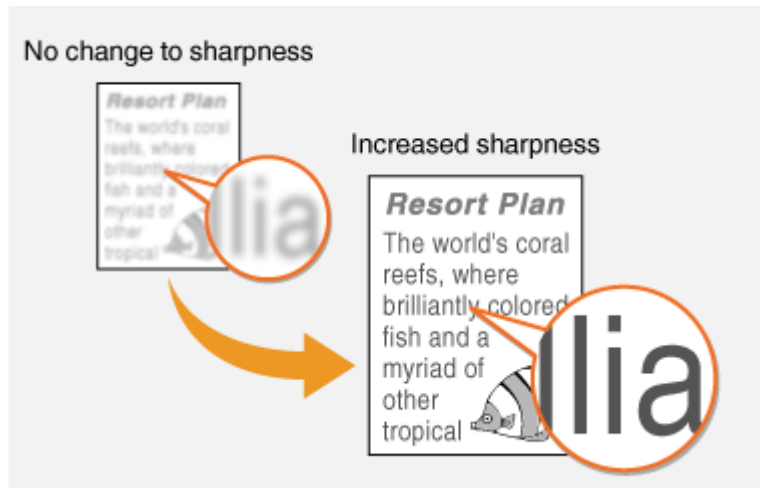
LINKS

Sending Faxes (MF419x / MF416dw)(P. 149)
Adjusting Density(P. 168)

Configuring Fax Settings to Your Needs

0UWX-031

The default settings are the settings that are displayed whenever you turn ON the machine, or when you press ∥ . If you register your frequently used settings as default settings, you can eliminate the need to configure the same settings every time you send a fax. In addition, you can also register combinations of destinations and fax settings and use them whenever you need them.

NOTE

- The machine comes pre-configured with factory default settings (▶**Setting Menu List(P. 629)**). You can change and register the default settings according to your needs.

I often send faxes with faint text, and I always increase the density.

Increase the density and register it as the default setting. From now on, you can send faxes without changing the density. ▶**Changing Default Settings(P. 173)**

I fax 2-sided originals of purchase orders to multiple recipients every month.

Specify a combination of 2-sided scan and multiple destinations, and register it in <Favorite Settings>. You can then easily use this setting combination whenever you need it. ▶**Registering Frequently Used Fax Settings(P. 174)**

Changing Default Settings

0UWX-032

The default settings are the settings that are displayed whenever you turn ON the machine, or when you press ![icon]. If you change these default settings to match the operations that you perform frequently, you can eliminate the need to configure the same settings every time you send faxes.

> ![hand icon] <Menu> ▶ <Fax Settings> ▶ <TX Function Settings> ▶ <Change Default Settings> ▶ Tap the setting ▶ Change the default value of the selected item ▶ <Apply> ▶ ![home icon]

```
Change Default Settings
Resolution: 200 x 100 dpi (Nor
Density: ±0                          a
2-Sided Original: Off
Sharpness: ±0

                        Apply
```
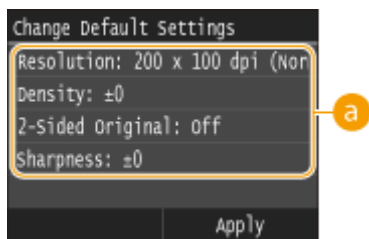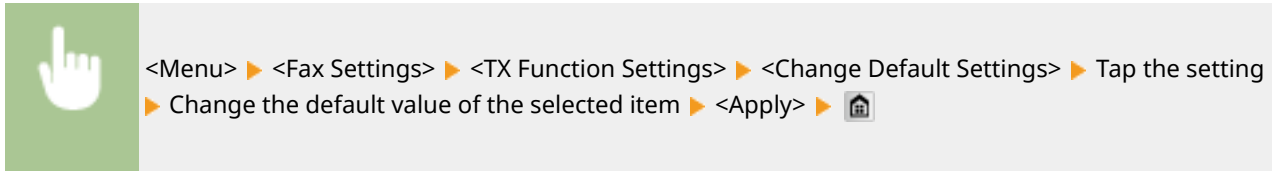
ⓐ Settings

Tap the item you want to set, and change the default value.

LINKS

◯Sending Faxes (MF419x / MF416dw)(P. 149)
◯Various Fax Settings(P. 166)
◯Fax Settings (MF419x / MF416dw)(P. 655)

Registering Frequently Used Fax Settings

0UWX-033

You can register up to 18 frequently used combinations of fax settings. You can quickly display registered settings when needed, eliminating the need to make involved settings every time, such as "making a scan of a two-sided original, sending it to 5 destinations, and setting the sharpness." You can also display settings as shortcut buttons in the Home screen.

◗**Registering Favorite Settings(P. 174)**
◗**Recalling Favorite Settings(P. 176)**

Registering Favorite Settings
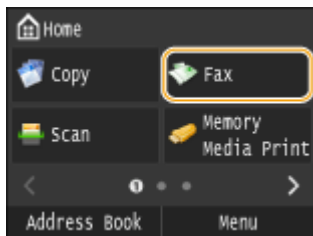
1 **Press** 🏠 **and tap <Fax>.**

- When the logon screen appears, use the numeric keys to enter the user name and password. Then select the authentication server and press **ID** . ◗**Logging on to Authorized Send(P. 45)**

2 **Change the values for the settings you want to register.** ◗**Various Fax Settings(P. 166)**

- To also include the destination in a favorite fax setting, enter the destination to be registered. ◗**Sending Faxes (MF419x / MF416dw)(P. 149)**
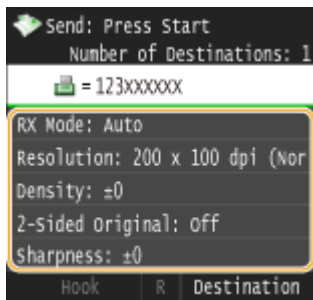
3 **Select <Favorite Settings> ▶ <Register>.**

4 **Check the message and tap <OK>.**

174

The destinations and settings specified in the fax basic screen will be registered. Settings can be edited but destinations cannot be changed.

OK   Cancel

5 **Select where to register the settings.**

Select Registration Dest.
Settings 1
Settings 2
Settings 3
Settings 16
Settings 17
Settings 18
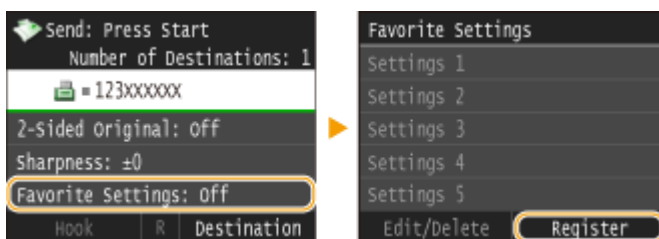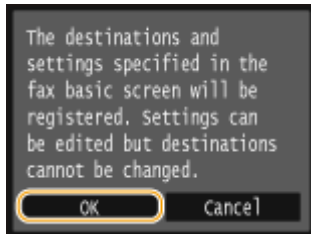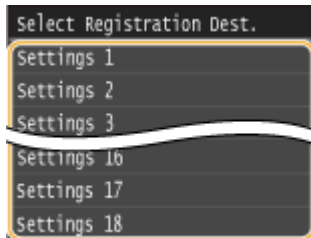
6 **Check the details of the settings to be registered, and tap <Apply>.**

● To change the value of a setting to be registered, tap the setting. ◗**Various Fax Settings(P. 166)**

● To rename the registration destination, tap <Change Name>. On how to enter text, see ◗**Entering Text(P. 41)** .
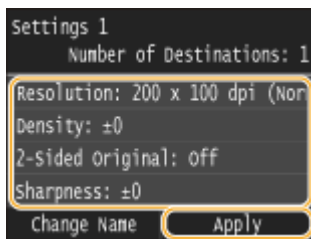
Settings 1
    Number of Destinations: 1
Resolution: 200 x 100 dpi (Nor
Density: ±0
2-Sided Original: Off
Sharpness: ±0
Change Name   Apply

7 **Select whether to register the settings as a shortcut button.**

Do you want to add the registered content as a shortcut on the Home screen?

Yes   No

● If you select <Yes>, a message appears. Check the message and then tap <OK>. The registered setting combination is added to the Home screen as a shortcut button.

The button will be registered on the last page of the Home screen. The order of the buttons can be set from [Home Screen Settings] on the Home screen
OK

▶

Home
Direct Connection   Settings 1

Address Book   Menu
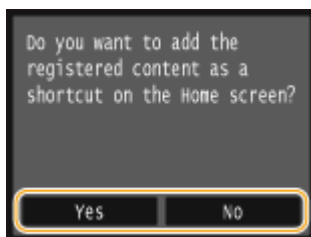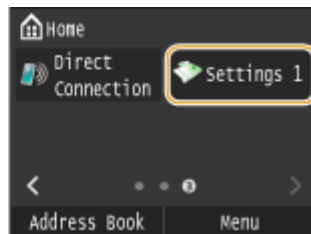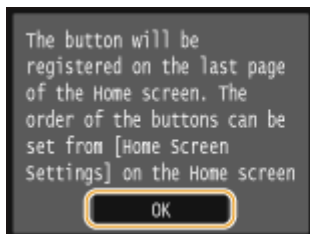
NOTE:

● If the Home screen is full and the button cannot be added, use <Home Screen Settings> to delete registered buttons or blanks. ◗**Customizing the Home Screen(P. 34)**

NOTE

- ●Registered settings are saved even when the machine is turned OFF.

- ●To edit or delete registered settings, go to <Fax> ▶ <Favorite Settings> ▶ <Edit/Delete> ▶ <Edit> or <Delete> and then follow the steps below.

  To edit a setting:
  Select the setting to be edited ▶ change the setting ▶ tap <Apply> ▶ <Yes>.

  To delete a setting:
  Select the setting to be deleted ▶ tap <Yes>.

- ●Destinations cannot be changed once the settings have been registered. To change a destination, delete the settings and then register them again.

- ●If you registered a destination that was specified from the Address Book and then delete the destination entry in the Address Book, the destination is also deleted from the favorite fax settings.

Recalling Favorite Settings

Simply select the setting combination that suits your purpose from the favorite settings.

<Fax> ▶ <Favorite Settings> ▶ Select the setting combination to be recalled

Favorite Settings
Settings 1
Settings 2
Settings 3
Settings 17
Settings 18
Edit/Delete   Register
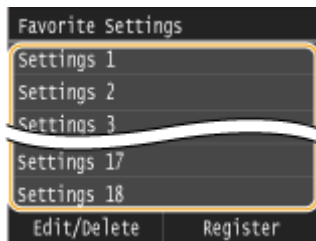
NOTE

- ●Once you have recalled the setting combination, you can also change the fax settings as needed.

LINKS

Sending Faxes (MF419x / MF416dw)(P. 149)

Canceling Sending Documents (Fax/I-Fax)

0UWX-034

If you want to cancel sending faxes immediately after pressing ◈ , tap <Cancel> on the display or press ⊘ on the operation panel. You can also cancel sending faxes after checking the fax status.

■Tap <Cancel> on the Screen during Fax Transmission
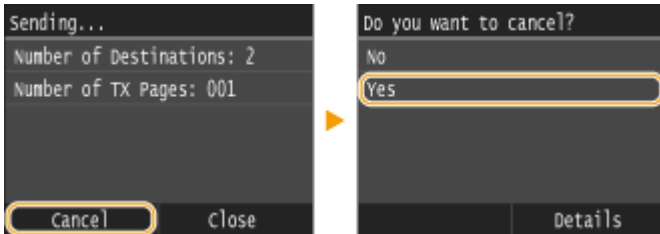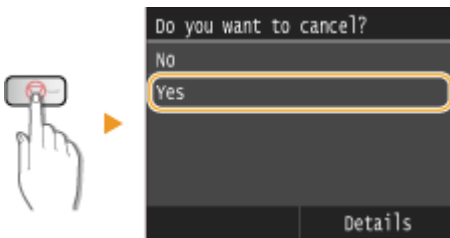
```
Sending...
Number of Destinations: 2
Number of TX Pages: 001




   Cancel         Close
```
▶
```
Do you want to cancel?
No
Yes



               Details
```

■Press ⊘ to Cancel

```
Do you want to cancel?
No
Yes



           Details
```

If the Screen Displays a List of Documents When ⊘ Is Pressed

Documents have been scanned and are waiting to be processed. Select the document to cancel.

```
Job Status
10:45AM Paused
10:46AM Waiting to send




            Resume
```
▶
```
Do you want to cancel?
No
Yes



            Details
```

■Check the Transmission Status before Canceling

◈ ▶ <TX Job> ▶ <Job Status> ▶ Select the document on the <TX Job Status> screen ▶ <Cancel> ▶ <Yes>

```
TX Job Status
Fax  10:32AM  Sending
E-Mail 10:33AM  Waiting to
```
▶
```
Details
Job Number: 0005
Status: Sending
Time: 10/10 10:32AM
Department ID: -
Job Type: Fax
    Cancel
```
▶
```
Do you want to cancel?
No
Yes



```
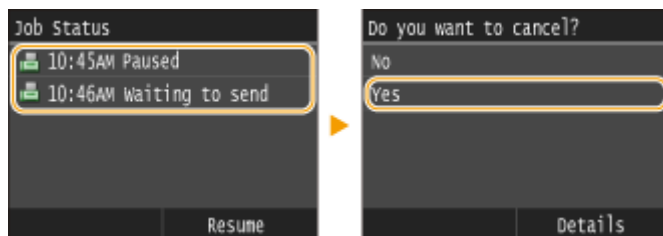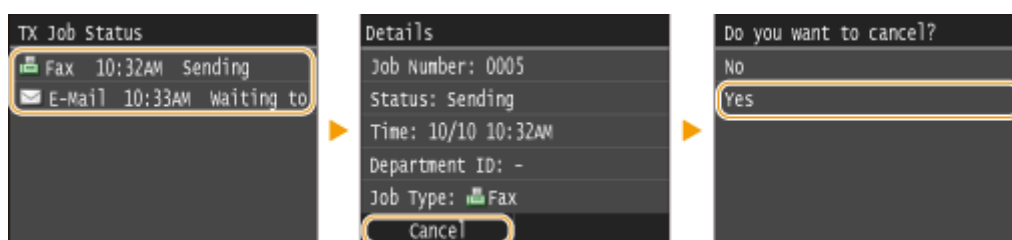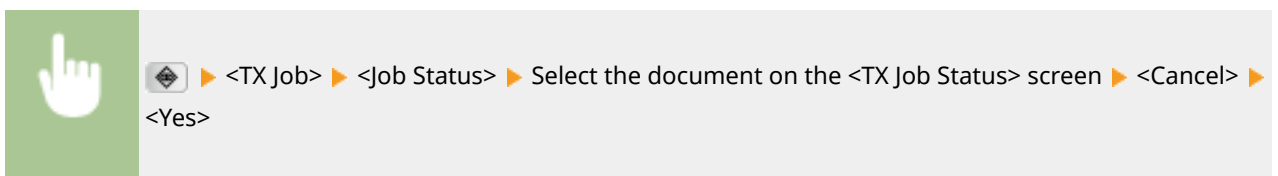
LINKS

⚫**Sending Faxes (MF419x / MF416dw)(P. 149)**
⚫**Sending I-Faxes(P. 224)**
⚫**Checking Status and Log for Sent and Received Documents(P. 201)**

Receiving Faxes MF419x / MF416dw

0UWX-035
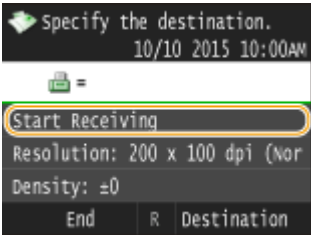
This section describes the methods for receiving faxes and how to set up the machine to receive faxes. You need to complete some procedures for using fax functions before specifying the receiving settings. **Configuring Initial Settings for Fax Functions (MF419x / MF416dw)(P. 140)**

> **NOTE**
>
> - The machine can print received fax documents on A4 or Letter size paper. If received fax documents are printed on other paper sizes, a portion of the page may not be printed or a page may be printed on two separate sheets of paper.

■ Methods for Receiving Faxes

The machine provides the following receiving methods. Select the method that best suits your needs and then set it up by following the procedures in **Setting Up the Machine to Receive Faxes(P. 180)** .

<Auto>	**Dedicated to receiving faxes** The machine receives faxes automatically. Even if someone makes a call to you, you cannot talk to the caller.
<Fax/Tel Auto Switch>	**When the call is a fax** The machine receives the fax automatically. **When the call is a telephone call** An incoming call rings. Pick up the handset to answer the call. **NOTE:** - You need to connect your telephone or the optional handset to the machine beforehand.
<Manual>	**When the call is a fax** An incoming call rings. Pick up the handset. If you hear a beep, tap <Fax> ▶ <Start Receiving> to receive faxes. **When the call is a telephone call** An incoming call rings. Pick up the handset and start your conversation. **NOTE:** - You need to connect your telephone or the optional handset to the machine beforehand. - You can set the machine to automatically receive faxes when an incoming call rings within a specified timeframe. **Switch to Auto RX(P. 662)**

	When the call is a fax
\<Answering Machine\>	After an incoming call rings, the machine receives the fax automatically.
	When the call is a telephone call
	The answering machine activates, enabling the caller to leave a message. If you pick up the handset before the answering machine starts recording a message, you can talk with the caller.
	NOTE:
	● You need to connect your answering machine to the machine beforehand.
	● Set the answering machine to answer after a few rings.
	● We recommend that you add approximately 4 seconds of silence at the beginning of the message or set the maximum recording time to 20 seconds.
\<Net Switch\>	The machine distinguishes between fax and telephone calls. This mode is only available for certain countries and requires subscription to a network switch service.
	NOTE:
	● You need to connect your telephone or the optional handset to the machine beforehand.

NOTE

- Depending on the type of telephone connected to it, the machine may not be able to send or receive faxes properly.

- If you are connecting an external telephone with fax functions, set the telephone to not receive faxes automatically.

- If you pick up the telephone handset and hear a beep, the call is a fax. You can receive the fax just by using the telephone to enter a specific ID number. **Using a Telephone to Receive Faxes (Remote Reception) (P. 182)**

■ Setting Up the Machine to Receive Faxes

1 Press 🏠 and tap \<Fax\>.
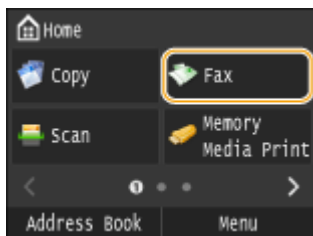
- When the logon screen appears, use the numeric keys to enter the user name and password. Then select the authentication server and press **ID**. **Logging on to Authorized Send(P. 45)**

2 Tap \<RX Mode\>.
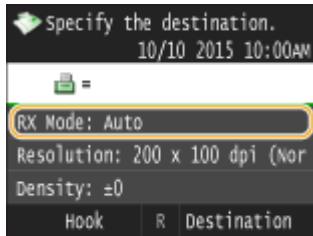
3 Select the receiving method.
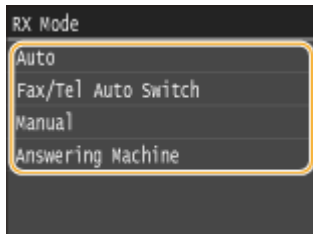
When selecting <Fax/Tel (Auto Switch)>

Specify the following three settings as necessary. When the setting is complete, tap <Apply>.

ⓐ <Ring Start Time>
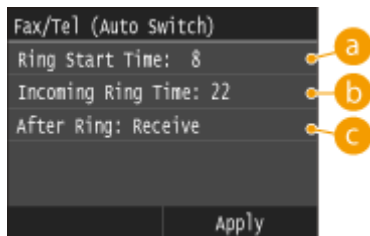
Enables you to specify the duration during which the machine determines whether an incoming call is a fax or a telephone call. (Setting values: 5 to 30 seconds; default setting: 8 seconds)

ⓑ <Incoming Ring Time>

Enables you to specify the duration during which an incoming call rings for a telephone call. (Setting values: 15 to 300 seconds; default setting: 22 seconds)

ⓒ <After Ring>

Enables you to specify how the machine operates if you do not pick up the handset while an incoming call is ringing. Select <End> to disconnect the call or <Receive> to receive an incoming fax. (Default setting: <Receive>)

TIPS

- If you want to print received documents on both sides of paper: **Print on Both Sides(P. 663)**
- If you want to print information, such as reception date and time, at the bottom of received documents: **RX Page Footer(P. 664)**
- If you want to continue printing even when the toner cartridge is low: **Continue Printing When Amount in Cartridge Is Low(P. 664)**

■ Using a Telephone to Receive Faxes (Remote Reception)

When you pick up the telephone and get a fax signal, you do not need to go to the machine to receive the fax. Just enter a specific ID number (default setting: 25) with the telephone, and you can start receiving the fax.

> **NOTE**
>
> - When the telephone is not directly connected with the machine, the remote reception function is not available.

1 **When an incoming call rings, pick up the telephone handset.**

2 **If you hear a beep, enter the ID number for Remote Reception with the telephone.**

- The ID number is set to "25" by default. You can change this number as necessary. ▶**Remote RX(P. 662)**

3 **Hang up the handset.**

LINKS

▶**Sending and Receiving Faxes According to Your Purposes (MF419x / MF416dw)(P. 183)**
▶**Checking Status and Log for Sent and Received Documents(P. 201)**

Sending and Receiving Faxes According to Your Purposes MF419x / MF416dw

0UWX-036

In addition to the basic sending and receiving methods, there are a variety of other methods to suit your purposes.
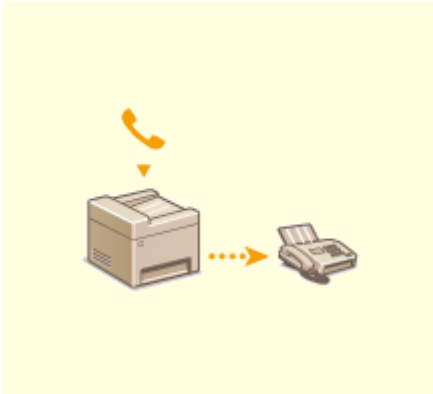
Making a Call before Sending Faxes (Manual Sending)(P. 184)
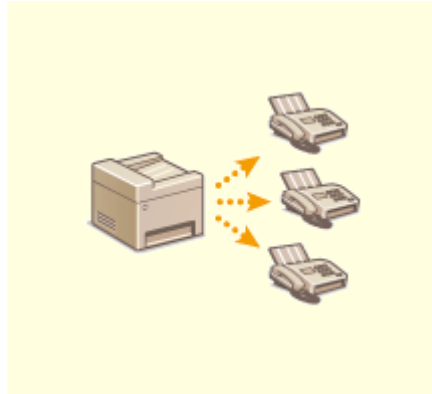
Sending Faxes to Multiple Destinations Simultaneously (Sequential Broadcast)(P. 186)

Storing Received Faxes into Memory (Memory Reception) (P. 188)

Forwarding Received Faxes(P. 191)
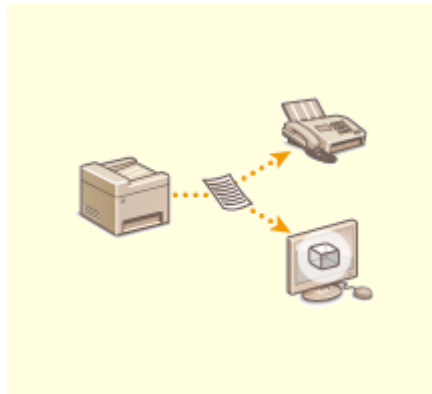
Archiving Sent Faxes(P. 198)
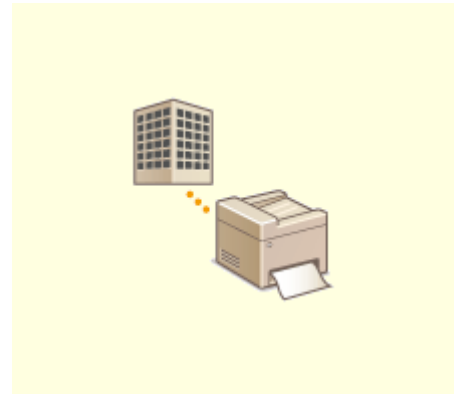
Receiving Fax Information Services(P. 199)

LINKS

Sending Faxes (MF419x / MF416dw)(P. 149)
Receiving Faxes (MF419x / MF416dw)(P. 179)
Checking Status and Log for Sent and Received Documents(P. 201)

Making a Call before Sending Faxes (Manual Sending)

0UWX-037

You can send faxes manually at the end of a phone conversation. When you hear a beep over the phone, it means the recipient is trying to receive your faxes. Press ◈ to send your faxes.

NOTE

- You need to connect your telephone or the optional handset to the machine beforehand.

1 Place the document(s). ▶Placing Documents(P. 47)

- The machine cannot automatically scan both sides of the documents in Manual Sending.
- When the document is placed on the platen glass, only one page can be sent.

2 Press 🏠 and tap <Fax>.
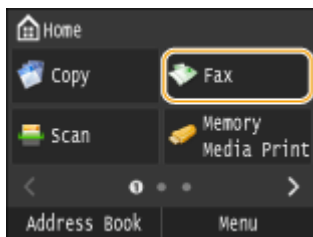
- When the logon screen appears, use the numeric keys to enter the user name and password. Then select the authentication server and press ⃞ID . ▶Logging on to Authorized Send(P. 45)

3 Press ⁄⁄ .

- If the destinations set by the previous user are still selected, this can cause transmission errors. Always reset the settings before sending.

4 Specify the scanning settings as necessary. ▶Various Fax Settings(P. 166)

5 Dial the recipient's fax number.

6 Ask the recipient to set their fax machine to receive your faxes.

- If you hear a beep, proceed to step 7.

7 Press ◈ , and hang up the handset.

LINKS

●**Sending Faxes (MF419x / MF416dw)(P. 149)**
●**Canceling Sending Documents (Fax/I-Fax)(P. 177)**
●**Checking Status and Log for Sent and Received Documents(P. 201)**

Sending Faxes to Multiple Destinations Simultaneously (Sequential Broadcast)

0UWX-038
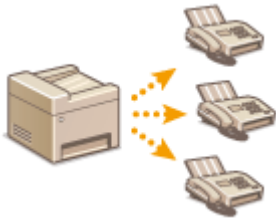
You can send faxes to up to 310 destinations at once. Use the numeric keys[*] or the Address Book to specify multiple destinations. If your office has an LDAP server[*] installed.

[*] The maximum number of destinations that you can specify when using an LDAP server or the numeric keys is 10 respectively. If you use the numeric keys in combination with an LDAP server, a total of 10 destinations can be specified. For example, if seven destinations have been specified using the numeric keys, up to three destinations can be specified using an LDAP server.

IMPORTANT

- When <Restrict Sequential Broadcast> is set to <Reject Sequential Broadcast>, you cannot use this feature. **Prohibiting Sequential Broadcasting (MF419x / MF416dw)(P. 563)**

NOTE

- You need to register destinations in the Address Book before using this feature. **Registering in the Address Book(P. 78)**

1 Place the document(s). **Placing Documents(P. 47)**
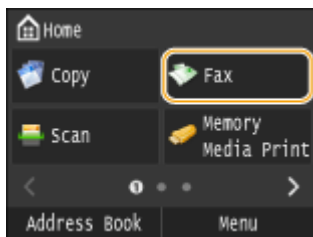
2 Press 🏠 and tap <Fax>.

- When the logon screen appears, use the numeric keys to enter the user name and password. Then select the authentication server and press ID . **Logging on to Authorized Send(P. 45)**

3 Press 🖊 .

- If the destinations set by the previous user are still selected, this can cause transmission errors. Always reset the settings before sending.

4 Specify the destination.

- To specify with the numeric keys, enter the fax number, and tap <Apply>. To specify any additional destinations, select <Destination> ▶ <Specify Using Numeric Keys> before repeating the same procedure.

186
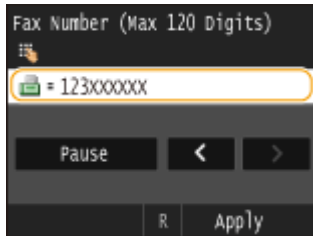
- ● To specify from the Address Book, see ❍**Specifying from Address Book(P. 154)** .

- ● To use coded dial numbers, see ❍**Selecting Destinations Directly by Entering Coded Dial Numbers(P. 156)** .

- ● To specify from an LDAP server, see ❍**Specifying Destinations in an LDAP Server(P. 162)** .

5 **Specify the scanning settings as necessary.**

- ● Tap the settings you want to specify. ❍**Various Fax Settings(P. 166)**
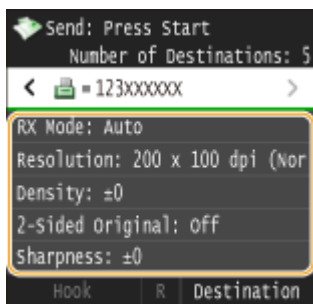
6 **Press ◈ to start sending.**

LINKS

❍**Sending Faxes (MF419x / MF416dw)(P. 149)**
❍**Canceling Sending Documents (Fax/I-Fax)(P. 177)**
❍**Checking Status and Log for Sent and Received Documents(P. 201)**

Storing Received Faxes into Memory (Memory Reception)

0UWX-039

You can store received faxes into memory, and then print them later. This feature can prevent unauthorized persons from seeing confidential documents unintentionally.

◉**Storing Documents into Memory(P. 188)**
◉**Printing Documents in Memory(P. 189)**
◉**Checking/Deleting Documents in Memory(P. 189)**

> **NOTE**
>
> ● The documents in memory can be also forwarded to a destination. ◉**Selecting a Document to Forward(P. 192)**

Storing Documents into Memory

To store received documents into memory, set <Memory Lock Settings> to <On>. You can also specify optional settings such as a security setting that makes a password necessary to unlock the feature and a time setting that specifies a period of time during the day in which received documents are stored in memory.

<Menu> ▶ <Fax Settings> ▶ <RX Function Settings> ▶ <Memory Lock Settings> ▶ <On> ▶ Specify each setting ▶ <Apply> ▶ 🏠

ⓐ **<Memory Lock PIN>**
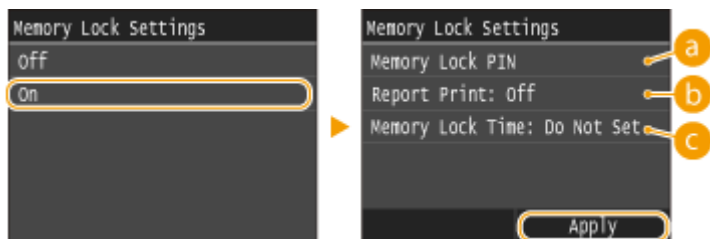
Enables you to register a password of up to seven digits. To register a password, use the numeric keys to enter a password, and tap <Apply>. Enter the same numbers again for confirmation, and tap <Apply>. This password is necessary when you change the memory reception settings or when you deactivate the Memory Reception feature to print all the stored documents. If you do not want to register a password, just tap <Apply> without entering anything.

NOTE:

● Passwords with only zeros, as in "00" or "0000000", are not allowed.

ⓑ <Report Print>

Enables you to print RX Result reports every time documents are stored into memory. To print reports, tap <On>. You also need to set <RX Result Report> to <On>. **ⓞRX Result Report(P. 814)**

ⓒ <Memory Lock Time>

Specify a period of time during the day in which received documents are stored in memory. If you do not set a period of time, the machine stores every document into memory when Memory Reception is turned on.

Printing Documents in Memory

To print received documents in memory, set <Memory Lock Settings> to <Off>. All the documents in memory are printed.

NOTE

- You cannot select a specific document for printing.
- If a time for the feature to deactivate has been specified, the documents are automatically printed at the specified time.

<Menu> ▶ <Fax Settings> ▶ <RX Function Settings> ▶ <Memory Lock Settings> ▶ <Off> ▶ 🏠
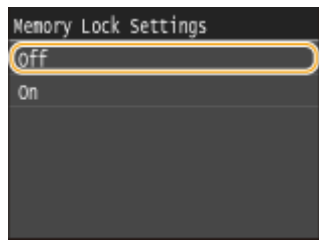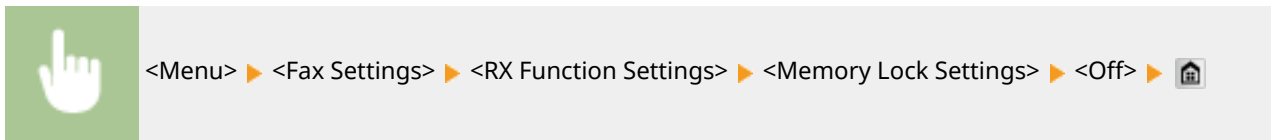
Checking/Deleting Documents in Memory

You can check detailed information about the documents stored in memory, including sender fax numbers and number of pages sent, and then delete unnecessary documents.

1 Press ◈.

2 Tap <RX Job>.
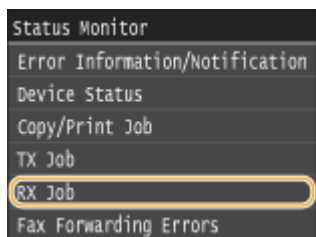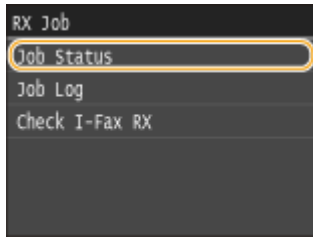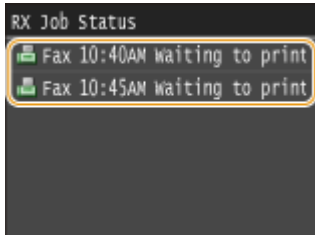
189

3 **Tap <Job Status>.**

```
RX Job
 Job Status
 Job Log
 Check I-Fax RX
```

4 **Select the document you want to check.**

```
RX Job Status
 Fax 10:40AM Waiting to print
 Fax 10:45AM Waiting to print
```

■To delete the checked document

1 Tap <Delete>.

```
Details
Job Number: 5002
Status: Waiting to print
Time: 10/10 10:45AM
Department ID: -
Job Type:  Fax
 Delete        Forward
```

2 Tap <Yes>.

```
Is it OK to delete?
No
Yes
```
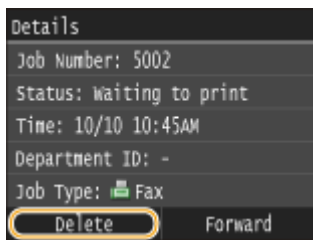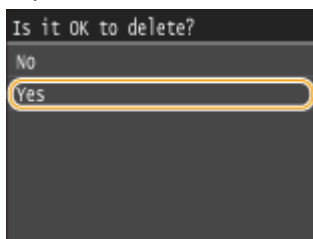
LINKS

Receiving Faxes (MF419x / MF416dw)(P. 179)
Checking Status and Log for Sent and Received Documents(P. 201)

Forwarding Received Faxes

0UWX-03A

You can forward received documents to other destinations. You can select a document from among all the documents received in memory for forwarding, or set the machine to automatically forward every received document to specified destinations. Fax numbers as well as e-mail addresses, I-Fax, shared folders in computers and FTP server can be specified as forwarding destinations.

> **NOTE**
>
> - Available destinations for forwarding are limited to the destinations registered in the Address Book. If no destinations are registered, register destinations in the Address Book before using this feature. ◗ **Registering in the Address Book(P. 78)**
>
> - If e-mail addresses, shared folders in computers, or FTP server are specified as forwarding destinations, the document is converted to PDF format and sent. If I-Faxes are specified as forwarding destinations, the document is converted to TIFF format and sent.

Selecting a Document to Forward

0UWX-03C

The machine forwards the document that you select from among all the documents received in memory. To use this feature, first activate the Memory Reception feature. ●**Storing Received Faxes into Memory (Memory Reception) (P. 188)**

> **NOTE**
>
> - As long as the Memory Reception feature is not deactivated, the documents in memory are not deleted even after they are forwarded; the same documents can be forwarded multiple times.

1 Press ◈ .

2 Tap <RX Job>.

```
Status Monitor
Error Information/Notification
Device Status
Copy/Print Job
TX Job
RX Job
Fax Forwarding Errors
```

3 Tap <Job Status>.

```
RX Job
Job Status
Job Log
Check I-Fax RX
```
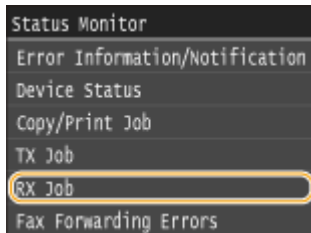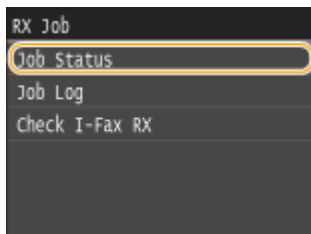
4 Select the document you want to forward.
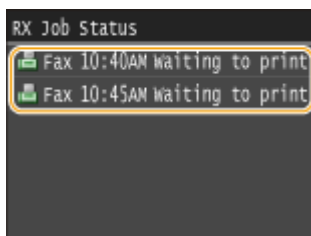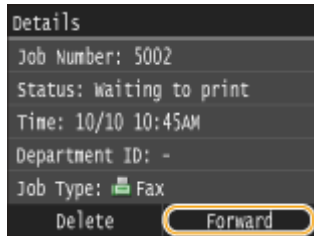
```
RX Job Status
Fax 10:40AM Waiting to print
Fax 10:45AM Waiting to print
```

5 Tap <Forward>.

Details

Job Number: 5002

Status: Waiting to print

Time: 10/10 10:45AM

Department ID: -

Job Type: 📠 Fax

Delete   Forward

6 **Select the forwarding destination from the Address Book.**

- For instructions on how to use the Address Book, see ▶**Specifying from Address Book(P. 154)** .

Address Book (All)

< All ★ A-Z 0-9 >

📠 Canon-1 123xxxxxxx

📠 Canon-2 456xxxxxxx

📠 ★ Canon-3 789xxxxxxx

📧 ★ Canon-4

📠 Canon-5 369xxxxxxx
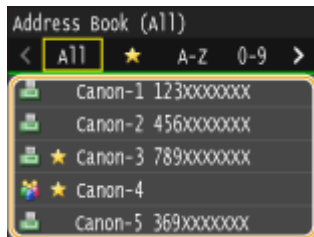
➡ The document is forwarded to the specified destination.

Forwarding All the Received Documents Automatically

0UWX-03E

The machine can forward all the received documents to specified destinations. Even if you are out of the office, you can receive fax information anytime, anywhere.

Specifying Settings for Documents to be Forwarded Automatically(P. 194)
Printing Documents to be Forwarded(P. 194)
Printing/Resending/Deleting Documents that Failed to be Forwarded(P. 195)

Specifying Settings for Documents to be Forwarded Automatically

While the Forwarding feature is activated, all the documents to be received are automatically forwarded.

<Menu> ▶ <Fax Settings> ▶ <Forwarding Settings> ▶ <Enable Forwarding Settings> ▶ <On> ▶ Select the forwarding destination from the Address Book ▶ 🏠
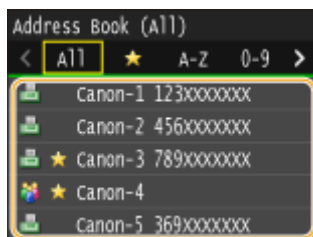
> **NOTE**
>
> - For instructions on how to use the Address Book, see **Specifying from Address Book(P. 154)** .

Printing Documents to be Forwarded

If you want to check the documents to be forwarded for yourself, you can set the machine to print the documents whenever they are forwarded, or to print only the documents that failed to be forwarded.

<Menu> ▶ <Fax Settings> ▶ <Forwarding Settings> ▶ <Print Images> ▶ Select <On> or <Only When Error Occurs> ▶ 🏠

ⓐ <On>
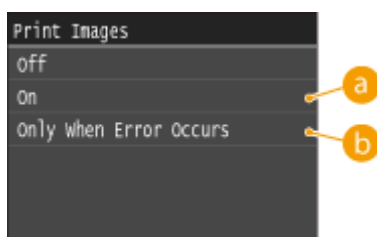
Prints all the documents to be forwarded.

ⓑ <Only When Error Occurs>

Prints only the documents that failed to be forwarded.

Printing/Resending/Deleting Documents that Failed to be Forwarded

You can store documents that failed to be forwarded in memory, and print, resend, or delete them later.

■ Storing Documents that Failed to be Forwarded in Memory

<Menu> ▶ <Fax Settings> ▶ <Forwarding Settings> ▶ <Store Images in Memory> ▶ <Only When Error Occurs> ▶ 🏠

```
Store Images in Memory
Off
Only When Error Occurs
```
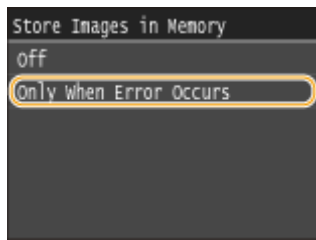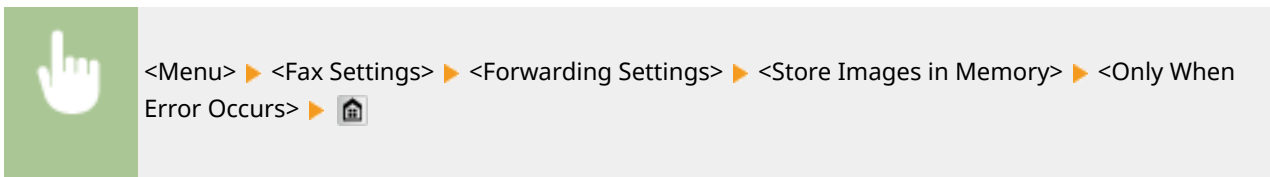
■ Printing/Resending/Deleting Documents Stored in Memory

1 Press ◈ .

2 Tap <Fax Forwarding Errors>.

```
Status Monitor
Error Information/Notification
Device Status
Copy/Print Job
TX Job
RX Job
Fax Forwarding Errors
```

3 Select the document you want to check.

```
Fax Forwarding Errors
📄 10:40AM
📄 10:45AM
```

195
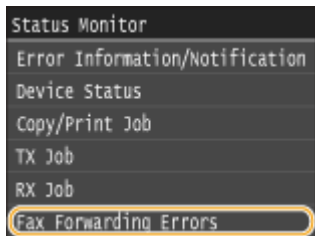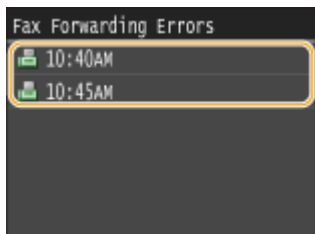
■To print the checked document

1 Tap <Print/Forward>.

```
Details
Job Number: 5003
Time: 10/10 10:45AM
Department ID: -
Job Type:  Fax
Number of Destinations: 2
     Delete    Print/Forward
```

2 Tap <Print>.

```
Print/Forward
Print
Forward
```

3 Tap <Yes>.

```
Do you want to print?



       Yes           No
```
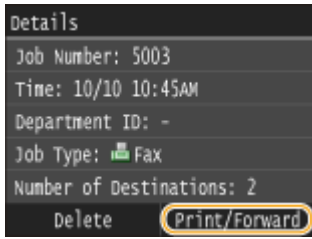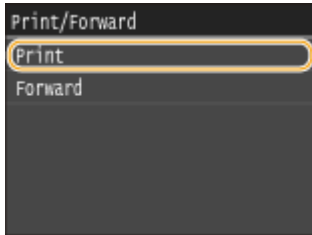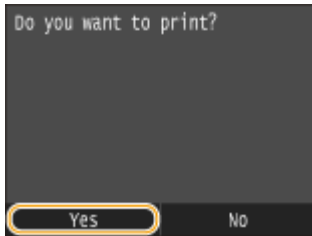
■To resend the checked document

1 Tap <Print/Forward>.

```
Details
Job Number: 5003
Time: 10/10 10:45AM
Department ID: -
Job Type:  Fax
Number of Destinations: 2
     Delete    Print/Forward
```

2 Tap <Forward>.

```
Print/Forward
Print
Forward
```
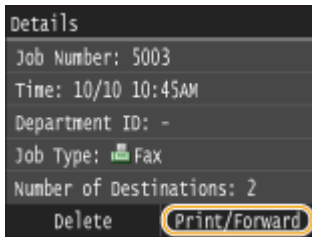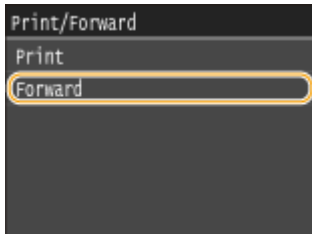
3 Select the forwarding destination from the Address Book.

  ● For instructions on how to use the Address Book, see **Specifying from Address Book(P. 154)** .
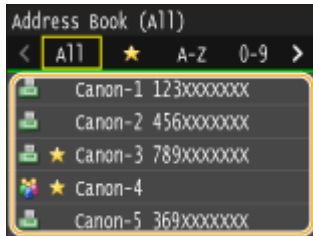
■To delete the checked document
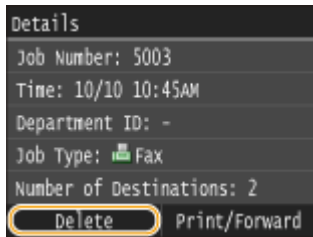
1 Tap <Delete>.

2 Tap <Yes>.
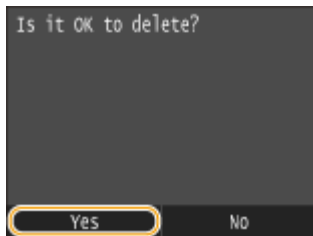
Archiving Sent Faxes

0UWX-03F
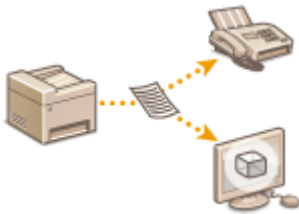
In addition to the address specified when the fax is sent, you can also send faxed documents to a preset storage address for archiving. This is useful for keeping a log of what has been sent. You can specify a fax number, an e-mail address, a shared folder on the computer, an FTP server or an I-Fax as the storage address.

NOTE

- Only destinations in the Address Book can be specified as a storage address. To use the Address Book, the destination must be registered beforehand. ◯**Registering in the Address Book(P. 78)**

- For instructions on how to use the Address Book, see ◯**Specifying from Address Book(P. 154)** .

<Menu> ▶ <Fax Settings> ▶ <Basic Settings> ▶ <Communication Management Settings> ▶ <Archive TX Document> ▶ <On> ▶ Select the archive destination from the Address Book ▶ 🏠
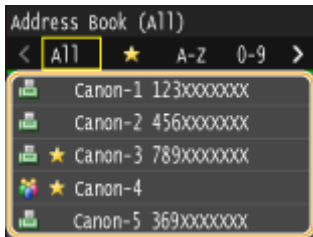
Receiving Fax Information Services

0UWX-03H

Through fax information services, you can easily get a variety of helpful lifestyle and work information from companies and organizations. This section describes a typical procedure for receiving these services.

- Depending on the service, actual procedures may differ from the ones described below. Follow the procedures for the service you are using.

1 Press ⌂ and tap <Fax>.
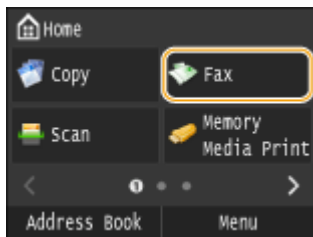
- When the logon screen appears, use the numeric keys to enter the user name and password. Then select the authentication server and press ID . ▶**Logging on to Authorized Send(P. 45)**

2 Tap <Hook>.

- If an external telephone or the optional handset is connected to the machine, you can pick up the handset instead of tapping <Hook>.
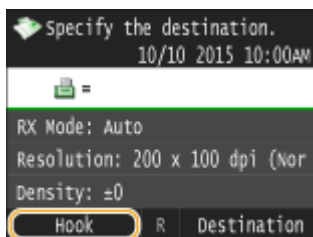
3 When you hear a dial tone, dial the information service.
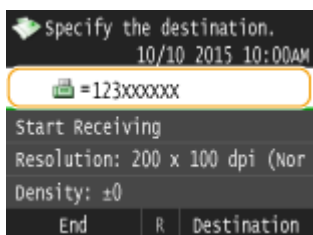
4 **When the recorded message of the information service answers, press** ✱ **.**

- This step is unnecessary if the machine is using a tone-dialing line.

```
Specify the destination.
          10/10 2015 10:00AM
     = 123xxxxxxxT
Start Receiving
Resolution: 200 x 100 dpi (Nor
Density: ±0
    End       R   Destination
```
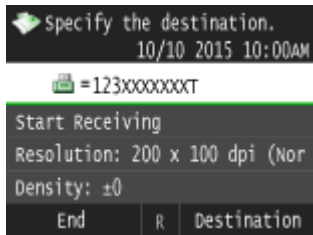
5 **Use the numeric keys to enter the service number assigned for the information you want to receive.**

- You can also use the keypad on the telephone to enter the information service number.

```
Specify the destination.
          10/10 2015 10:00AM
     = 123xxxxxxxT005
Start Receiving
Resolution: 200 x 100 dpi (Nor
Density: ±0
    End       R   Destination
```
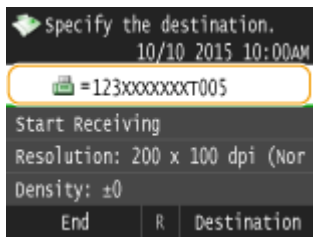
6 **Tap <Start Receiving>.**

- If you have picked up the handset, hang it up.
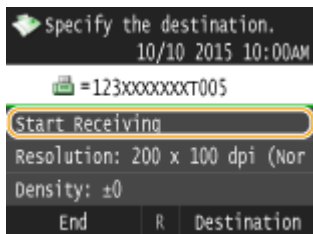
```
Specify the destination.
          10/10 2015 10:00AM
     = 123xxxxxxxT005
Start Receiving
Resolution: 200 x 100 dpi (Nor
Density: ±0
    End       R   Destination
```

LINKS

Receiving Faxes (MF419x / MF416dw)(P. 179)

Checking Status and Log for Sent and Received Documents

0UWX-03J

The statuses and communication logs for sent and received fax and I-Fax documents can be checked separately for sending and receiving.

> **IMPORTANT**
>
> - When <Display Job Log> is set to <Off>, you cannot check the communication logs. **Display Job Log(P. 713)**

1 Press ⬙ .

2 Tap <TX Job> or <RX Job>.

```
Status Monitor
 Error Information/Notification
 Device Status
 Copy/Print Job
 TX Job
 RX Job
 Fax Forwarding Errors
```
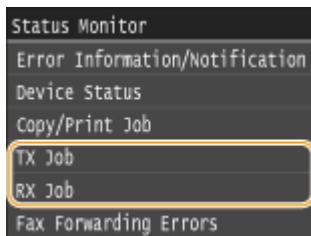
3 Check the statuses and communication logs for sent and received documents.

■ To check the statuses for sent and received documents

1 Tap <Job Status>.

```
TX Job
 Job Status
 Job Log
```

2 Select the document whose status you want to check.

```
TX Job Status          Details
 Fax 10:40AM Sending    Job Number: 0005
 Fax 10:45AM Waiting to send   Status: Waiting to send
                        Time: 10/10 10:45AM
                        Department ID: -
                        Job Type: Fax
                        Cancel
       (a)                    (b)
```

(a) **<TX Job Status>/<RX Job Status>**

Displays a list of the documents that are being sent and received or are waiting to be processed.

b **<Details>**

Displays detailed information about the document selected from the list. If you specified multiple destinations, the number of specified destinations is displayed on the screen. To check the details of specified multiple destinations, tap <Destination>.

■To check the communication logs for sent and received documents

1 Tap <Job Log>.
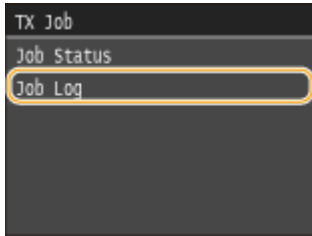
2 Select the document whose log you want to check.

a **<TX Job Log>/<RX Job Log>**
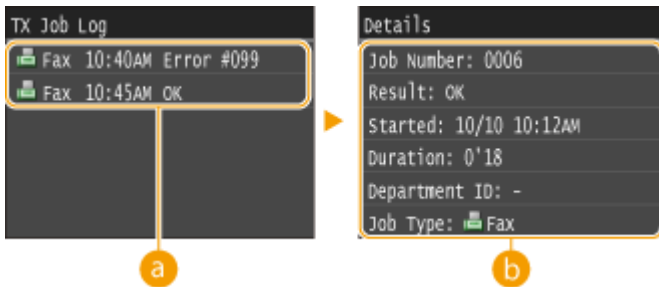
Displays a list of the documents that were sent and received. <OK> is displayed when a document was sent or received successfully, and <Error> is displayed when a document failed to be sent or received because it was canceled or there was some error.

b **<Details>**

Displays detailed information about the document selected from the list.

NOTE:

When a three-digit number is shown in the case of <Error>

● This number represents an error code. **When an Error Code Appears(P. 747)**

LINKS

Sending Faxes from Your Computer (PC Fax)

MF419x / MF416dw

0UWX-03K

You can send fax documents created on your computer application directly from your computer. This feature eliminates the need to print documents for faxing and saves paper. You need to complete some procedures, such as specifying the basic fax settings (**Configuring Initial Settings for Fax Functions (MF419x / MF416dw)(P. 140)**) and referring to the MF Driver Installation Guide to install the fax driver on your computer, before using this feature.

NOTE

- If you are a Mac OS user, see "Canon Fax Driver Guide" for installing the fax driver and see the Fax Driver's Help for using fax functions. **For Mac OS Users(P. 900)**

- Depending on the operating system and the version of the fax driver you are using, the fax driver screens in this manual may differ from your screens.

About the Fax Driver Help

- Clicking [Help] on the fax driver screen displays the Help screen. On this screen you can see information that is not in the e-Manual, including information about driver features such as registering frequently used settings and how to set up those features.

	Edit Destination...
	Delete
	Number of Destinations: 0
Store Sent Fax Information and Image	Cover Sheet...	Detailed Settings(J)...
	OK	Cancel	Help
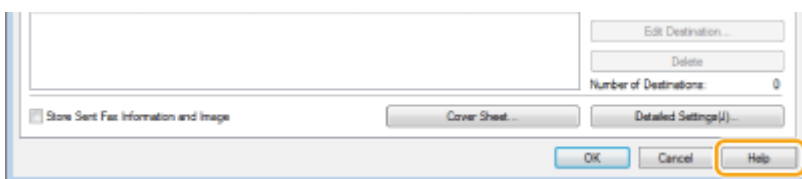
Sending PC Faxes

0UWX-03L

> **IMPORTANT**
>
> - When <Allow Fax Driver TX> is set to <Off> on the machine, you cannot send faxes from computers. ◑ **Prohibiting PC Faxing (MF419x / MF416dw)(P. 559)**
>
> - You need to enable Department ID Management on the fax driver you are using if Department ID Management is enabled on the machine. For more information, click [Help] on the fax driver screen. ◑ **Setting the Department ID Management(P. 526)**

1 **Open a document in an application and display the print dialog box.**

- How to display the print dialog box differs for each application. For more information, see the instruction manual for the application you are using.

2 **Select the fax driver for this machine, and click [Print].**
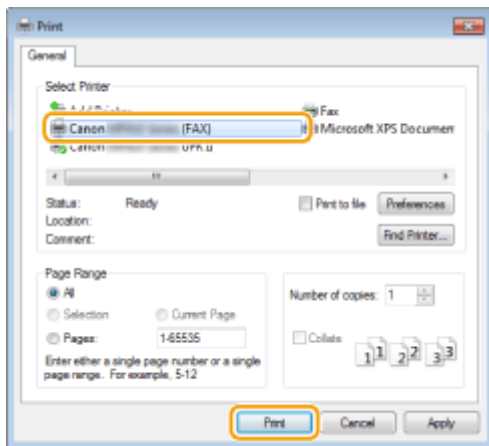
NOTE:

When sending from the Windows Store app in Windows 8/Server 2012

Display the charms on the right side of the screen and use the procedure shown below.

Windows 8/Server 2012
Tap or click [Devices] ▶ the fax driver for this machine ▶ [Print].

Windows 8.1/Server 2012 R2
Tap or click [Devices] ▶ [Print] ▶ the fax driver for this machine ▶ [Print].

- If you send faxes using this method, only a limited number of fax functions are available.

- If the message [The printer requires your attention. Go to the desktop to take care of it.] is displayed, go to the desktop and proceed to step 3. This message appears when the machine is set to display the user name during sending a fax and similar instances.

3 **Specify the destination.**

■**To specify only one destination**

1 Click the [Enter Destination] tab.

2 Set the communication mode and fax number (or URI).
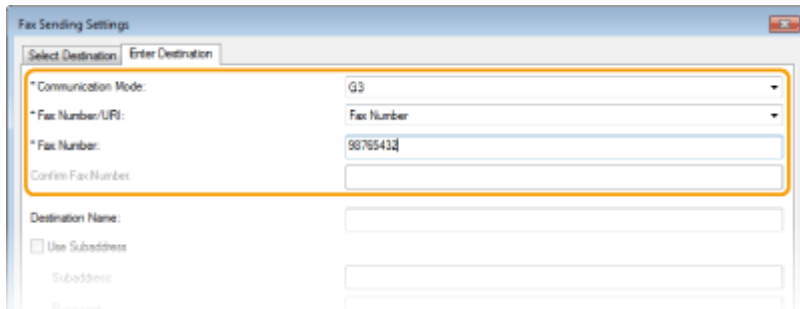
■**To specify multiple destinations at once**

1 Click the [Select Destination] tab.

2 Click [Add Destination].
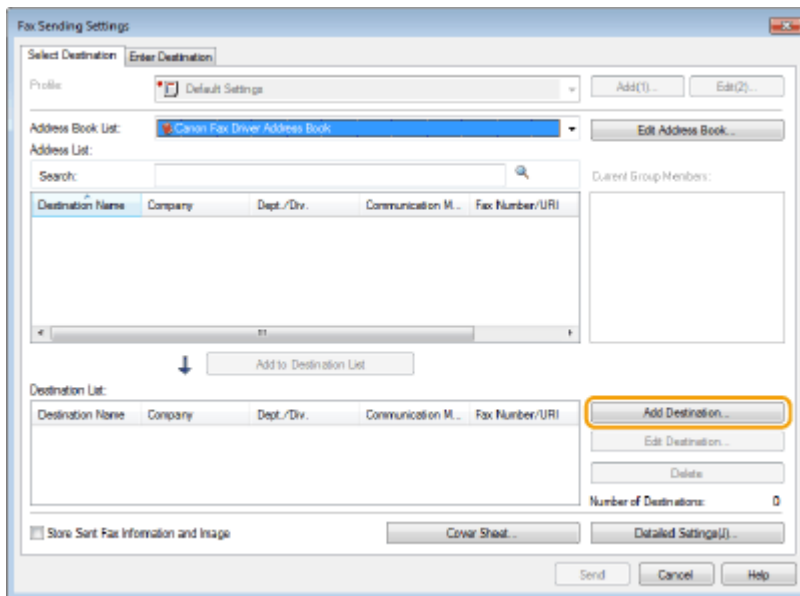
3 Set the communication mode and fax number (or URI), and click [OK].
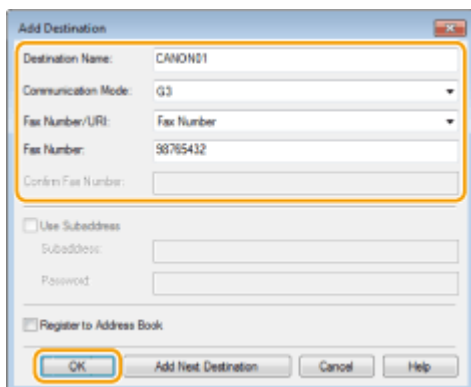
4 Repeat steps 2 and 3 to add concurrent destinations.

- You can also add a destination by clicking [Add Next Destination] in step 3.

- If you need to specify a number to dial an outside line, select [Detailed Settings] ▶ [Add Outside Dialing Prefix to G3/IP Fax Number] and enter the number in [Outside Dialing Prefix]. The specified number is added to the beginning of the fax number when the machine dials.

- To make it easier to specify destinations using the Address Book, see **Using Registered Destinations(P. 217)** .

- Selecting [Store Sent Fax Information and Image] enables you to store the logs for sending documents and check detailed information of a sent document along with its image, including destinations and number of pages. For more information, click [Help] on the fax driver screen.

   NOTE:

   - When the [Confirm Fax Number] or [Confirm URI] field is active, also enter the appropriate number in the field. The setting of whether to confirm entered numbers can be changed in the fax driver screen. For more information, click [Help] on the fax driver screen.

4 **Attach a cover sheet to the document as necessary. Attaching Cover Sheets to PC Faxes(P. 207)**

5 **Click [Send] to send the document.**

Attaching Cover Sheets to PC Faxes

0UWX-03R

You can attach a cover sheet to the document you are sending. Select a cover sheet from three preset cover sheets in the fax driver, or create your own custom cover sheets. For more information, click [Help] on the fax driver screen.

1 **Open a document in an application and display the print dialog box.**

- How to display the print dialog box differs for each application. For more information, see the instruction manual for the application you are using.

2 **Select the fax driver for this machine, and click [Print].**
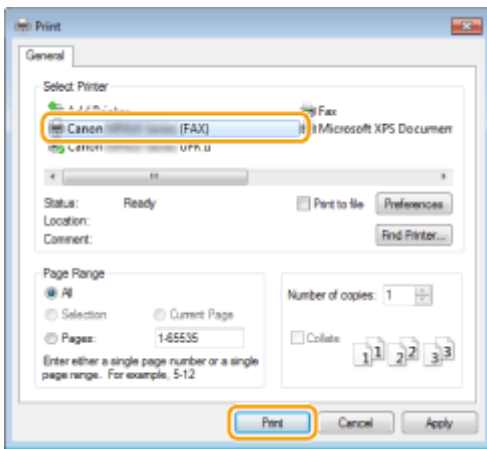
3 **Click the [Cover Sheet] and specify each setting.**
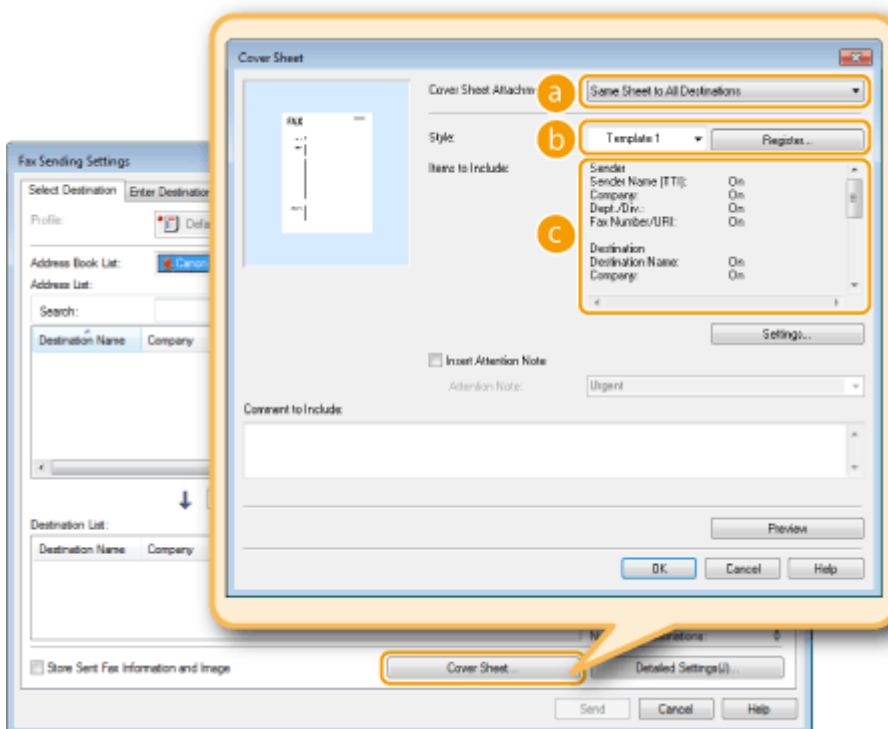
ⓐ [Cover Sheet Attachment]

Select [Different Sheet to Each Destination] or [Same Sheet to All Destinations].

ⓑ [Style]

Select a cover sheet from the three preset cover sheets ([Template 1] to [Template 3]). The layout of the selected cover sheet is displayed in the image on the left.

ⓒ [Items to Include]

Displays items that are to be included on a cover sheet. To change the items to be included, click [Settings].
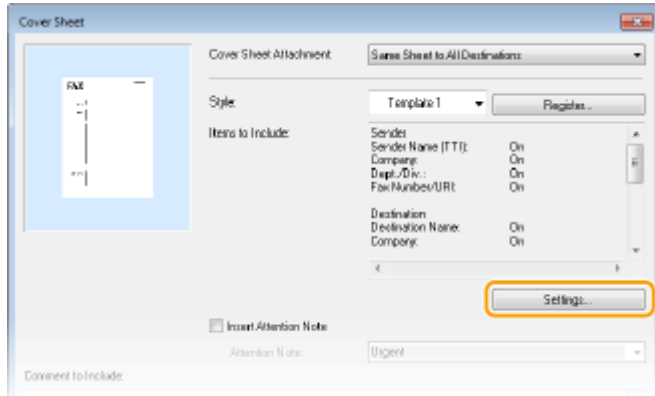
■[Sender] tab

Select the sender items you want to include and enter the information.
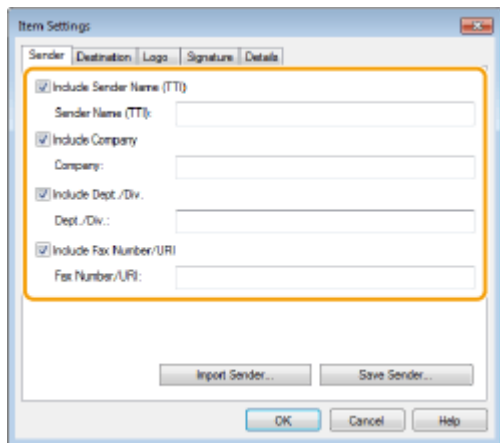
■[Destination] tab

Select the destination items you want to include and enter the information. Destination names, company names, department names, and fax numbers specified in the [Select Destination]/[Enter Destination] tab (◎ **Sending PC Faxes(P. 204)**) are included on the cover sheet.
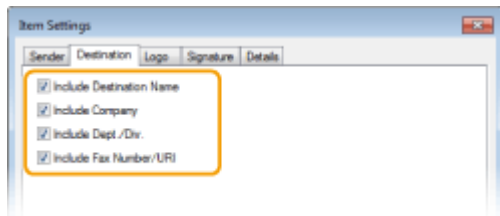
■[Logo] tab/[Signature] tab

Specify each setting. The following screen shows an example for when the [Logo] tab is selected.
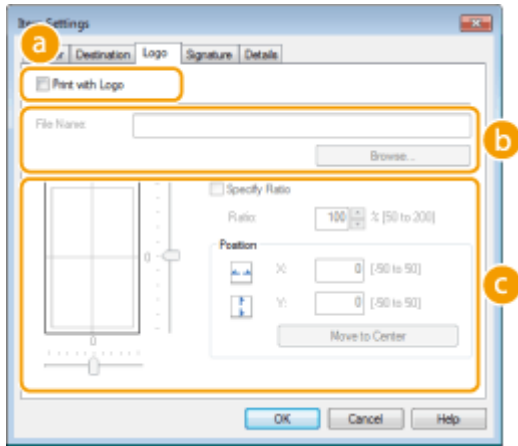
ⓐ With/without logos or signatures

Select [Print with Logo] or [Print with Signature] if you want to include logos or signatures on the cover sheet. Have the bitmap files for logos or signatures ready beforehand.

ⓑ Location of logos or signature files

Specify the location where logos or signatures files are saved. Click [Browse] to locate the file you are using for logos or signatures.

ⓒ Size and position of the specified logos or signatures

Adjust the size and position of the specified logos or signatures while checking the image displayed on the left.

[Details] tab
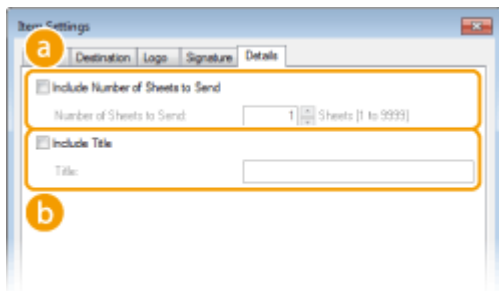
ⓐ [Include Number of Sheets to Send]

Select this check box if you want to include the number of sheets that you are going to send in the cover sheet and specify the number of sheets in [Number of Sheets to Send]. The number of sheets to send is not counted automatically. The value specified here is included in the cover sheet.

ⓑ [Include Title]

Select this check box if you want to add a title to the cover sheet and enter the title in [Title].

4 If you want to insert an attention note, select [Insert Attention Note] and select a note from the [Attention Note] drop-down list.

- Attention notes such as "Urgent" and "Confidential" are available. You can also enter characters directly in [Attention Note] instead of selecting a note from the list.

- You can also add comments in [Comment to Include].

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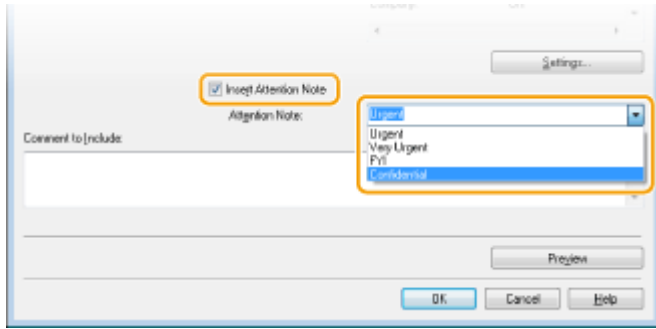
5 Click [Preview] to check the contents of the cover sheet, and if everything is correct, click [OK].

- To modify the contents, perform the steps from 3 again.
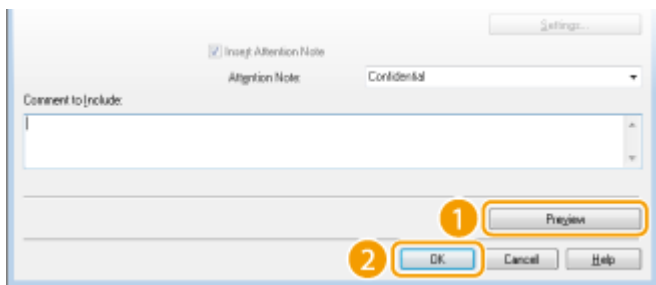
➠ The specified cover sheet is attached to the fax when the fax is sent.

Using Address Book for PC Faxes

0UWX-03S

Once you register frequently used destinations for PC faxes in the Address Book, you can easily specify destinations whenever you send PC faxes. Also, Address Book data in CSV format created on applications such as Microsoft Excel can be imported into the machine, or the Address Book data can be exported to a file for use on other fax machines or applications.

■Changing Location to Save Address Book Data

The location to save Address Book data can be changed to any arbitrary folder. You cannot use the Address Book if you do not have permission to access the folder where the Address Book is saved. In this case, change the save location of the Address Book.

1 Open the printer folder. ▶Displaying the Printer Folder(P. 892)

2 Right-click the fax driver icon for this machine and click [Printing preferences].
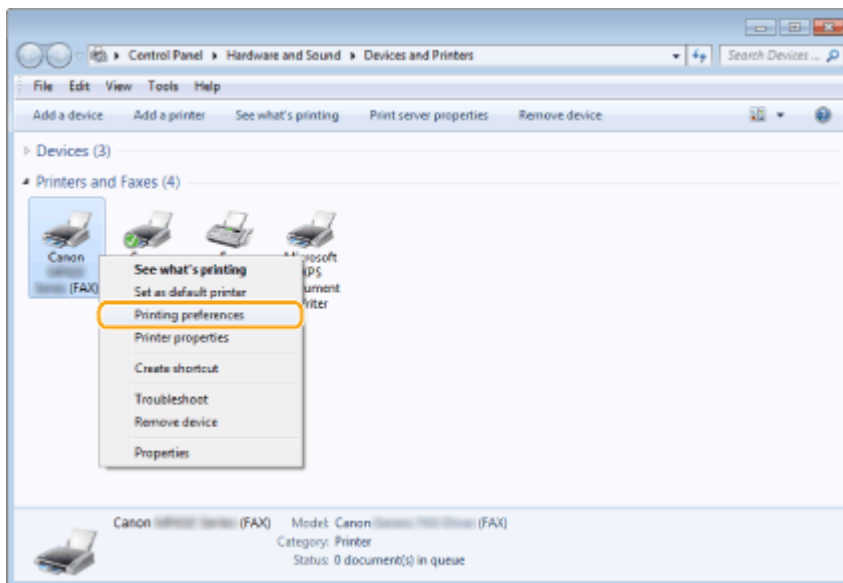
3 Click the [Select Destination] tab ▶ [Edit Address Book].
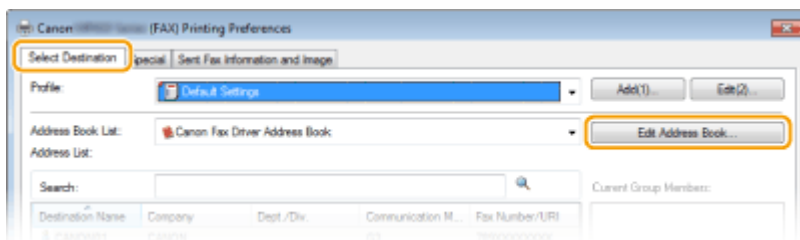
4 Click [Specify a Folder].

211
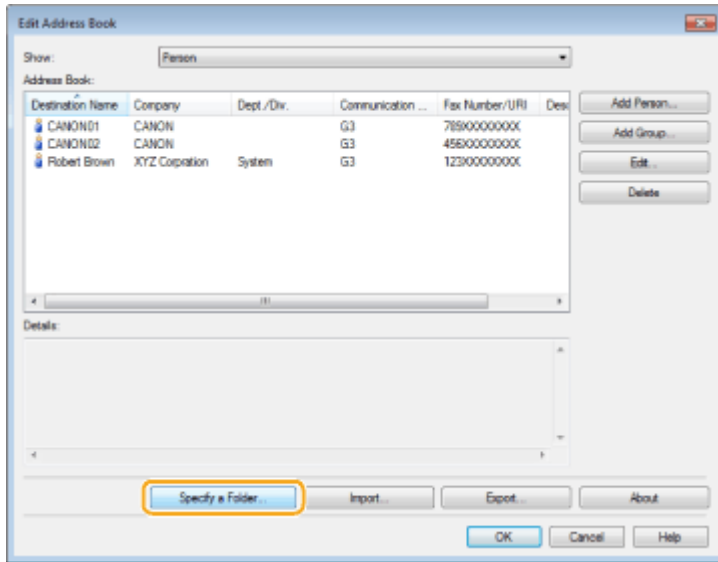
5 **Specify the location to save the Address Book data, and click [OK].**
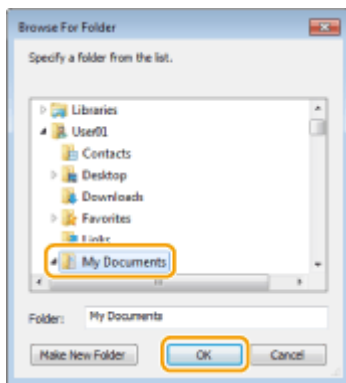
NOTE:

- Save the Address Book data in a folder, such as the [My Documents] folder, where you have write permission.

6 **Click [New] or [Copy].**

- To create a new and empty Address Book, click [New], and to just change the save location while keeping the present Address Book content as is, click [Copy].
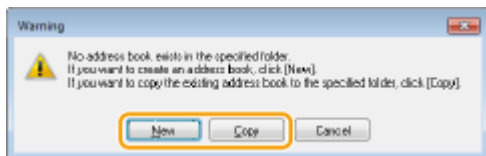
NOTE:

- Even if you change the Address Book save location, it does not result in deletion of the Address Book data in the original folder.

- If Address Book data already exists in the save location specified in step 5, the following message is displayed. If you want to use the existing Address Book, click [Use as-is], and if you want to overwrite it with the present Address Book, click [Overwrite].
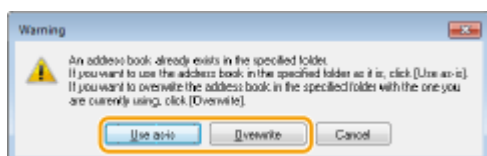
Registering Destinations

0UWX-03U

This section describes how to register destinations in the Address Book for PC faxes. You can select single destinations from among those registered in the Address Book to make one group destination (Group Dial), which is useful when sending to multiple destinations at once.

◉**Registering Destinations(P. 213)**
◉**Registering Multiple Destinations as One Destination (Group Dial)(P. 215)**

> **NOTE**
>
> - A total of 6,000 destinations can be registered: 3,000 for single destinations and 3,000 for group destinations.
>
> - You can select and combine registered group destinations and register them as separate group destinations.
>
> - You cannot use the Address Book if you do not have permission to access the folder where the Address Book is saved. Log on as a user who has permission to access the folder, or change the save location of the Address Book. ◉**Changing Location to Save Address Book Data(P. 211)**

Registering Destinations

1 Open the printer folder. ◉**Displaying the Printer Folder(P. 892)**

2 Right-click the fax driver icon for this machine and click [Printing preferences].
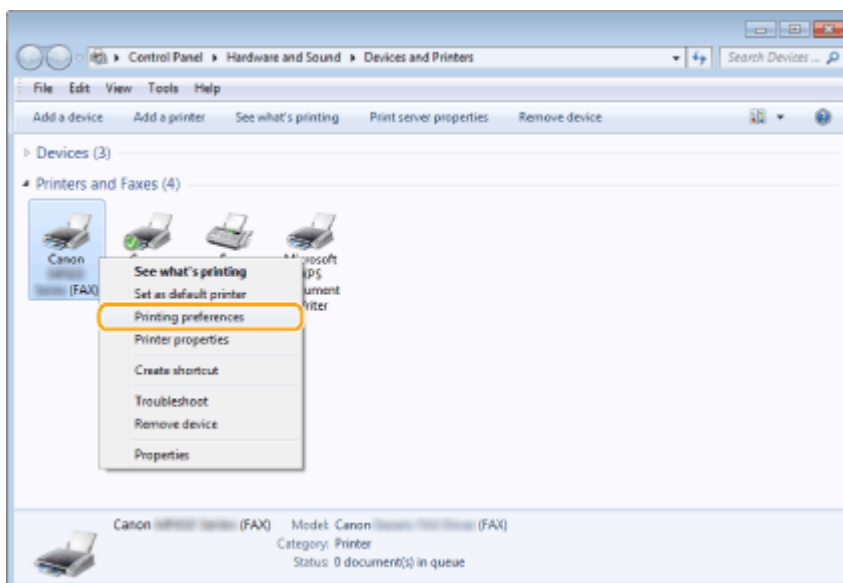
3 Click the [Select Destination] tab ▸ [Edit Address Book].
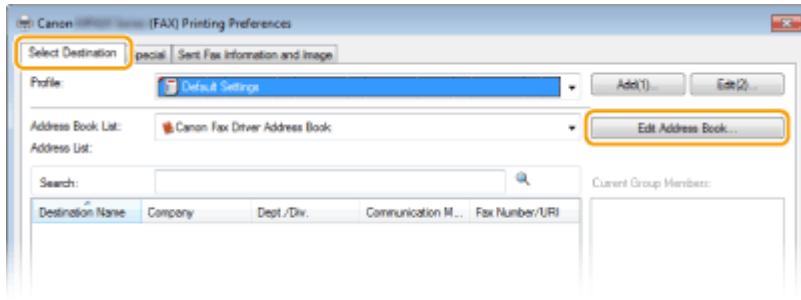
4 **Click [Add Person].**
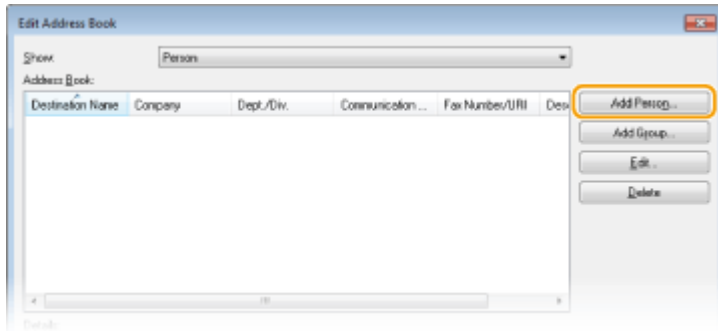
NOTE:

- To change or delete registered destinations, select a destination from [Address Book], and click [Edit] or [Delete].

5 **Specify each setting and click [OK].**
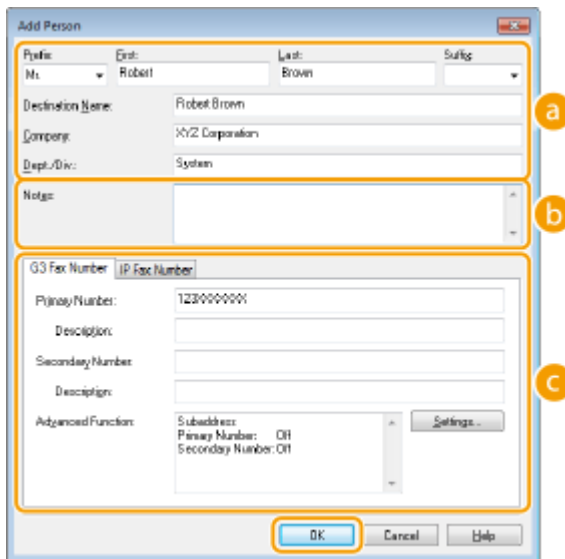
ⓐ **Address**

Enter the recipient name, company name, and department name.

ⓑ **[Notes]**

Enter comments as necessary.

ⓒ **Fax Number**

Enter the fax number(s). Hyphens can be inserted between numbers as necessary. If you want to add explanations of the uses for the fax numbers, such as "Home" or "Office", enter them in [Description].

Registering Multiple Destinations as One Destination (Group Dial)

1 Open the printer folder. ○**Displaying the Printer Folder(P. 892)**

2 Right-click the fax driver icon for this machine and click [Printing preferences].
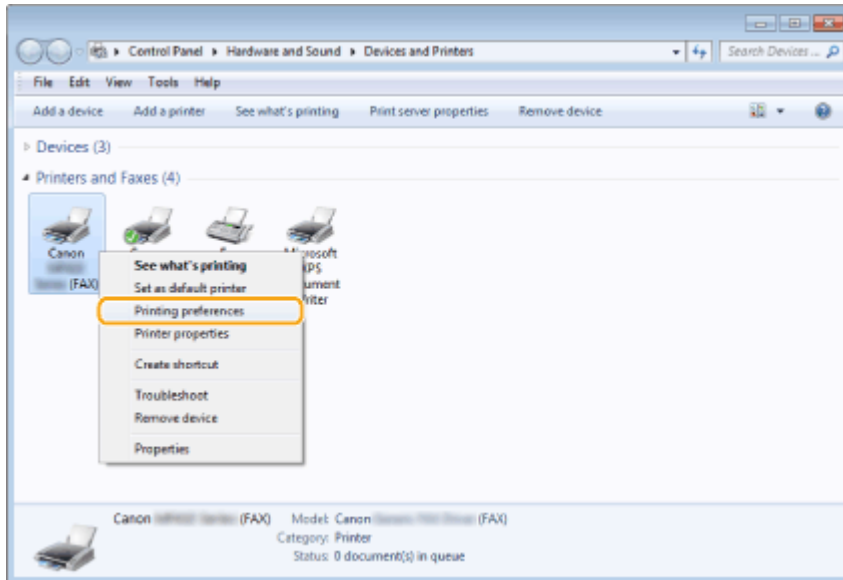
3 Click the [Select Destination] tab ▶ [Edit Address Book].
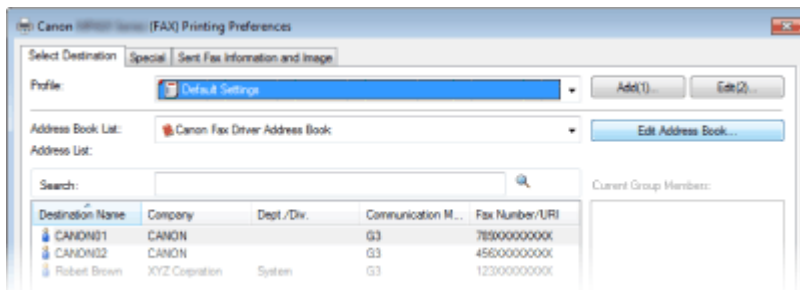
4 Click [Add Group].
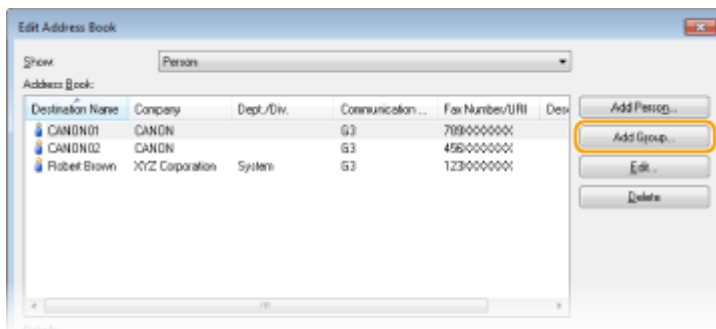
NOTE:

● To change or delete registered destinations, select a destination from [Address Book], and click [Edit] or [Delete].

5 **Specify each setting and click [OK].**
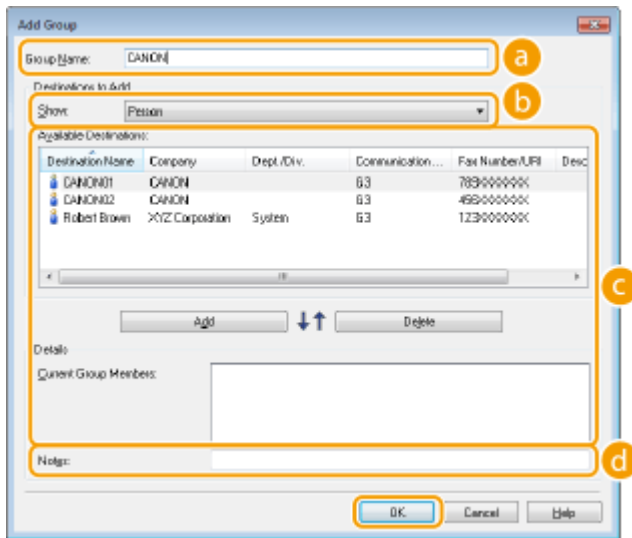
ⓐ [Group Name]

Enter a group name such as "Sales Department 1."

ⓑ [Show]

Select the type of the destinations to display in [Available Destinations], from which you can select the destinations to register in Group Dial.

> **[Person]**
> Displays single destinations.
>
> **[Group]**
> Displays group destinations.
>
> **[All]**
> Displays all the destinations registered in the Address Book.

ⓒ [Available Destinations]

Select the destinations to register in Group Dial, and click [Add]. The selected destinations are displayed in [Current Group Members].

NOTE:

- To select multiple destinations, click the destinations while holding down [SHIFT] key or [CTRL] key.

- To delete a destination from [Current Group Members], select a destination and click [Delete].

ⓓ [Notes]

Enter comments as necessary.

Using Registered Destinations

This section describes how to specify destinations registered in the Address Book. ▶**Registering Destinations(P. 213)**

> **NOTE**
>
> - You cannot use the Address Book if you do not have permission to access the folder where the Address Book is saved. Log on as a user who has permission to access the folder, or change the save location of the Address Book. ▶**Changing Location to Save Address Book Data(P. 211)**

1 **Open a document in an application and display the print dialog box.**

- How to display the print dialog box differs for each application. For more information, see the instruction manual for the application you are using.

2 **Select the fax driver for this machine, and click [Print].**
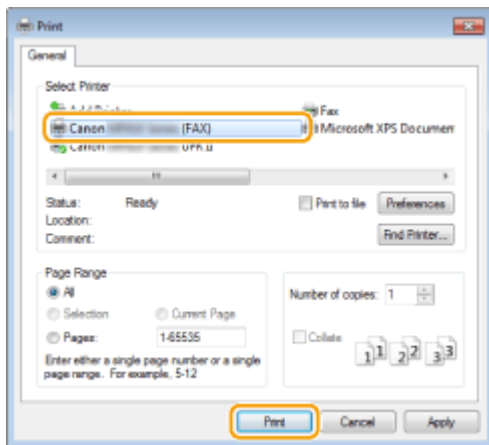
3 **Click the [Select Destination] tab ▶ select the Address Book from [Address Book List].**
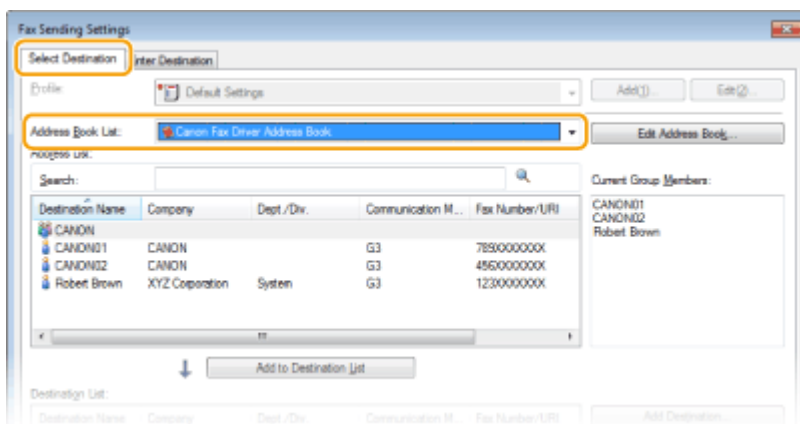
4 **Select a destination and click [Add to Destination List].**
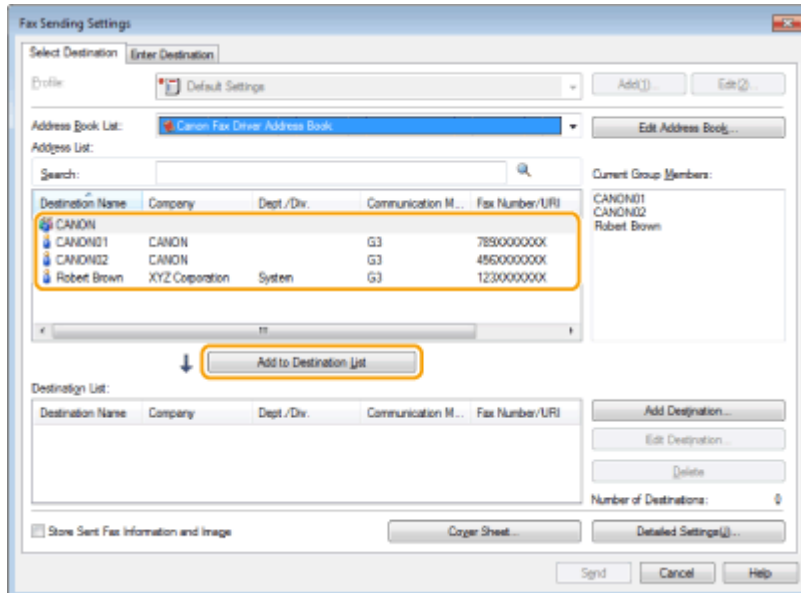
- To specify multiple destinations, repeat step 4.

NOTE:

- You can search for destinations with [Address List].
- Clicking [Edit Address Book] allows you to edit the Address Book.

Importing/Exporting Address Book Data from the Fax Driver

0UWX-03X

Address Book data in CSV format created on applications such as Microsoft Excel can be imported into the machine, or the Address Book data can be exported to a file for use on other fax machines or applications.

Importing Address Book Data(P. 219)
Exporting Address Book Data(P. 220)

Importing Address Book Data

The file formats that can be read into the fax driver are the following three: CSV file (*.csv), Canon Address Book file (*.abk), and device configuration information file (*.dcm).

1 Open the printer folder. **Displaying the Printer Folder(P. 892)**

2 Right-click the fax driver icon for this machine and click [Printing preferences].
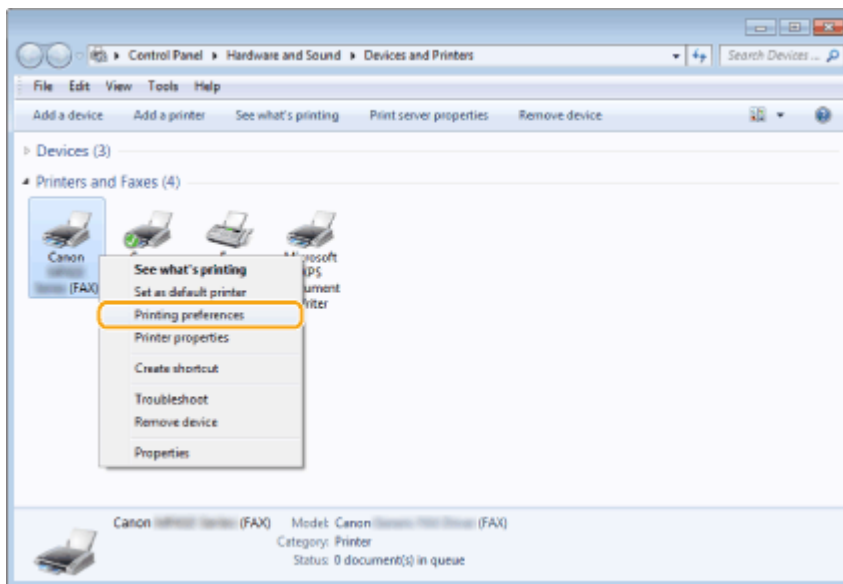
3 Click the [Select Destination] tab ▶ [Edit Address Book].
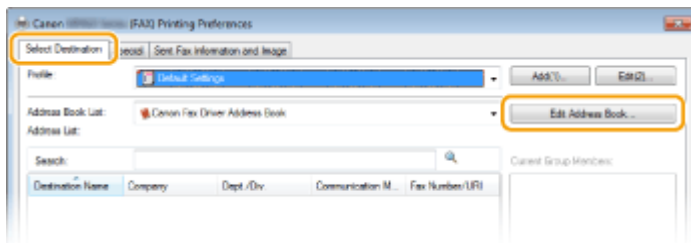
4 Click [Import].
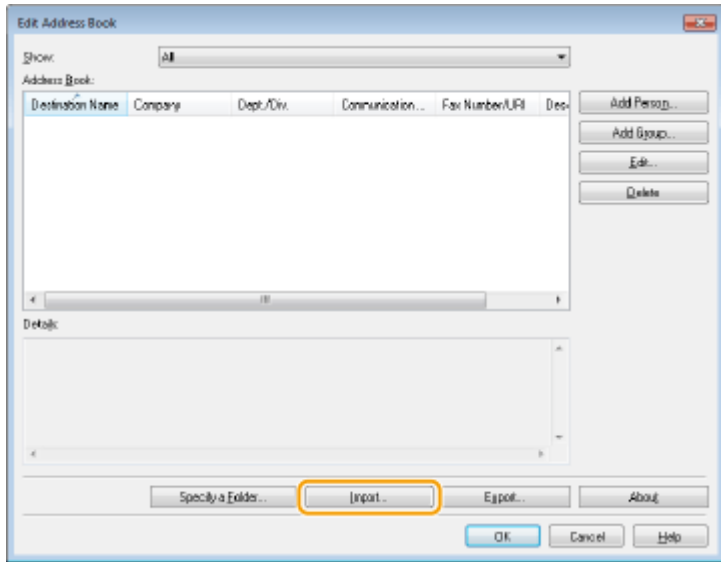
5 Select the file to import and click [Open].

- For a CSV file, specify the separators used in the file.
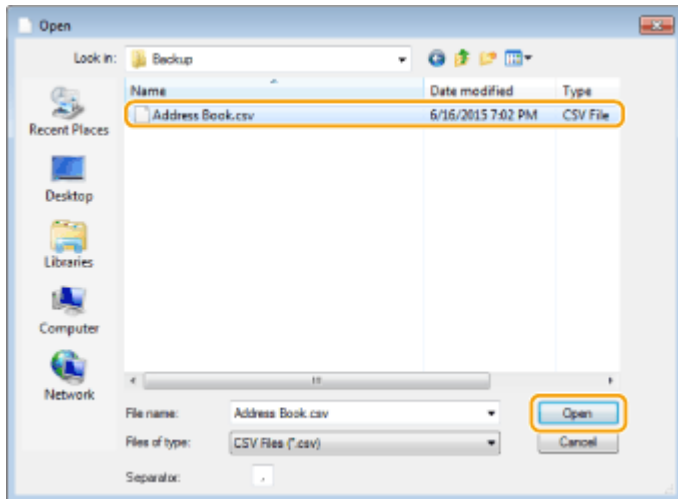
➠ The destinations imported from the file are displayed in [Address Book].
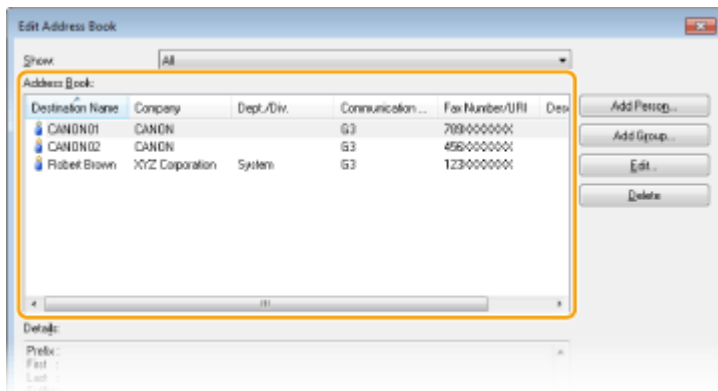
Exporting Address Book Data

The file formats that can be written out from the fax driver are the following two: CSV file (*.csv) and Canon Address Book file (*.abk).

1 **Open the printer folder.** ○**Displaying the Printer Folder(P. 892)**

2 **Right-click the fax driver icon for this machine and click [Printing preferences].**
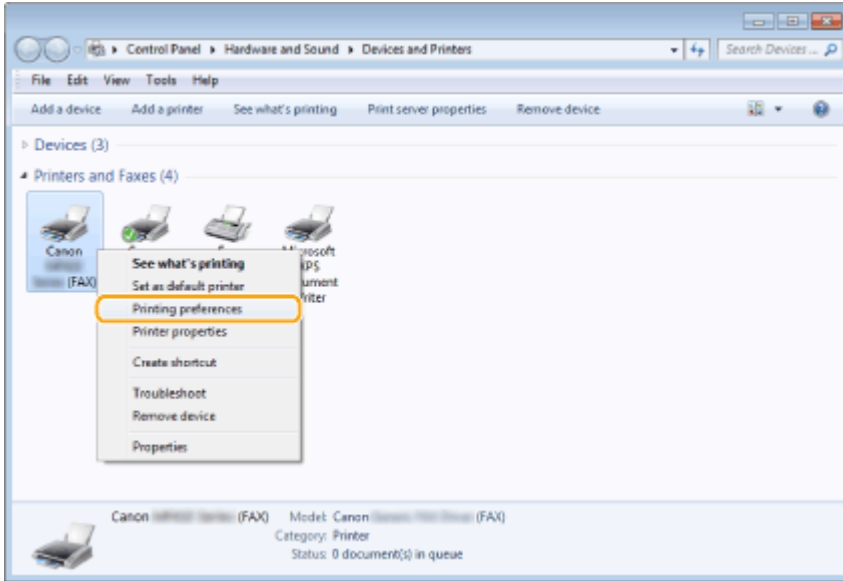
3 **Click the [Select Destination] tab ▶ [Edit Address Book].**
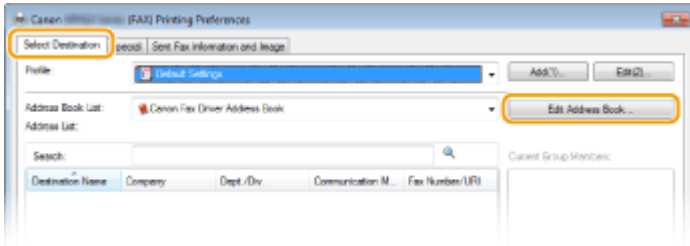
4 **Click [Export].**
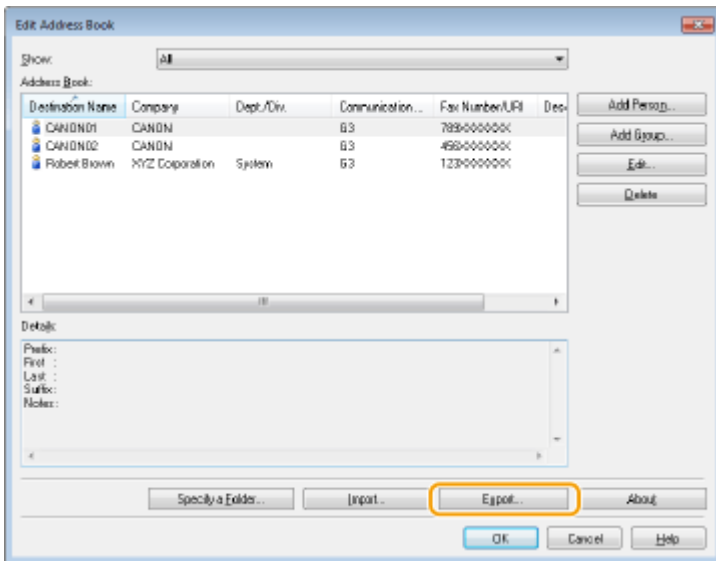
NOTE:

● If you have selected [Protect with Password when Exporting Address List] in the dialog box that is displayed when [Security Settings] of the [Special] tab is clicked, a dialog box for entering a password is displayed when you click [Export]. For more information, click [Help] on the fax driver screen.
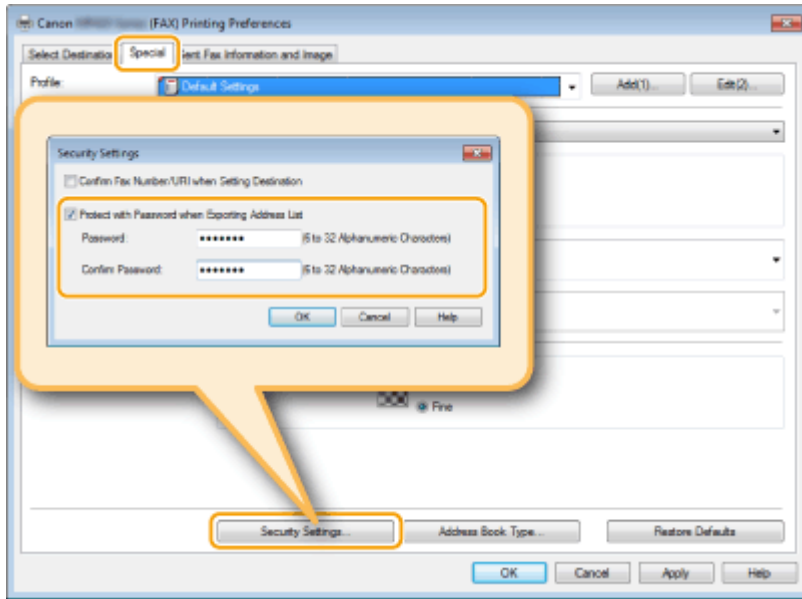
5 **Specify the location to save the file, the file name, and the file format, and then click [Save].**

● For a CSV file, specify the separators used in the file.
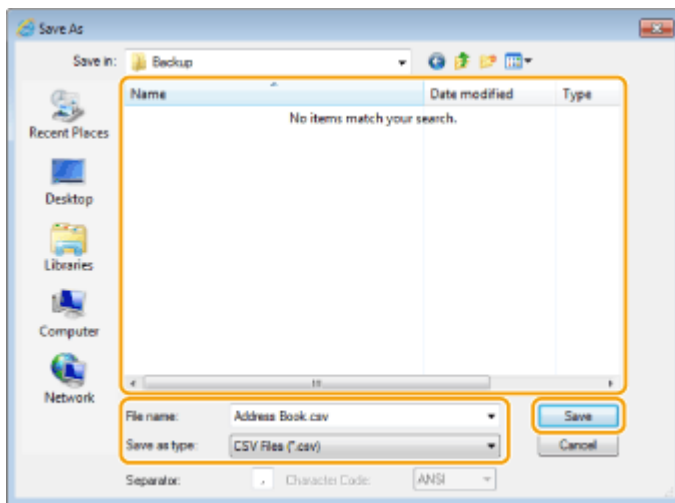
➠ The Address Book data is exported to the specified location.

Using Internet Fax (I-Fax)

0UWX-03Y

The Internet Fax (I-Fax) function allows you to send and receive faxes over the Internet. Originals are sent attached as TIFF images files to e-mail. Since a telephone connection is not used, you can send faxes to distant locations and send documents with many pages without worrying about communications charges. Some advance preparation is required, such as specifying the mail server settings. ▶**Configuring Scan Settings (Sending E-Mail, Sending & Receiving I-Faxes)(P. 462)**

Sending I-Faxes

0UWX-040

To send a fax to a computer or another I-Fax-compatible device, specify an e-mail address instead of a fax number as the destination. If you send an I-Fax to a computer, it is sent as an e-mail attachment in TIFF format. And in the same way as when you send e-mail to a computer, you can specify multiple destinations and specify Cc and Bcc destinations.

1 **Place the document(s). ○Placing Documents(P. 47)**

2 **Press 🏠 and tap <Scan>.**

- When the logon screen appears, use the numeric keys to enter the user name and password. Then select the authentication server and press **ID** . ○**Logging on to Authorized Send(P. 45)**

3 **Tap <I-Fax>.**

4 **Enter the destination using the numeric keys, and tap <Apply>.**

- On how to enter text, see ○**Entering Text(P. 41)** .

- To use the Address Book to quickly specify destinations: ○**Sending Using Registered Destinations (E-Mail/I-Fax/Shared Folder/FTP Server)(P. 361)**

NOTE:

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If the screen above is not displayed

- You can only send to your own e-mail address. To send to other destinations, you must configure the send function authentication settings so that e-mail transmission is not restricted. Contact your administrator for details. **⊘LDAP Server Authentication(P. 536)** .

5 **Specify multiple destinations, including Cc/Bcc destinations, as necessary.**

- Tap <Destination>, select the method for specifying destinations and then specify the destination.
- If you selected <Specify from LDAP Server> or <Specify Myself as Destination>, the destination is selected in the <To> field.
- <Cc> and <Bcc> addresses can only be selected using <Specify from Address Book>, <Specify from Coded Dial>, or <Specify from Favorites>.

6 **Specify the scanning settings as necessary.**

- Tap the item you want to set.
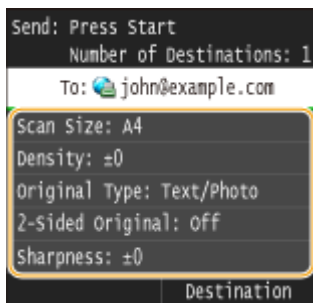
<Scan Size> **⊘Specifying a Scanning Size(P. 349)**

<Density> **⊘Adjusting Density(P. 353)**

<Original Type> **⊘Selecting Document Type(P. 355)**

<2-Sided Original> **⊘Scanning 2-Sided Documents(P. 356)**

<Sharpness> **⊘Adjusting Sharpness(P. 357)**

NOTE:

- The file name of a scanned document is automatically assigned based on the following format: "communication management number (four digits)_sent date and time_document number (three digits).tif."

  Example of file names: To send only a one-page document on October 17, 2015 at 07:00:05 PM.

  "0045_151017190005_001.tif"
- You cannot specify file names yourself.

7 **Specify the subject, body, and reply-to address for the e-mail as necessary.**

- The subject is set to "Attached Image" by default.

- The body is not set by default. Enter it as necessary. Without the body text, only scanned documents are sent.

- The reply-to address is not set by default. If you want to specify an e-mail reply-to address that is different than the machine's e-mail address, specify the address from among those registered in the Address Book. If no destination is registered in the Address Book, see ❯**Registering in the Address Book(P. 78)** .

```
Send: Press Start
      Number of Destinations: 1
     To: john@example.com
Subject/Message: (Entered)
Reply To: (None)
Favorite Settings: Off
                     Destination
```

■To specify subject/body

1 **Tap <Subject/Message>.**

```
Send: Press Start
      Number of Destinations: 1
     To: john@example.com
Subject/Message: (Entered)
Reply To: (None)
Favorite Settings: Off
                     Destination
```

2 **Tap <Subject>**

```
Subject/Message
Subject: Attached Image
Message:



                     Apply
```

3 **Enter the subject using the numeric keys, and tap <Apply>.**

```
Subject (Max 40 Characters)
                            a
XXXXXXXX


        ⟨   ⟩

A/a/12   #   Apply
```

4 **Tap <Message>.**

```
Subject/Message
Subject: XXXXXXXX
Message:



                     Apply
```
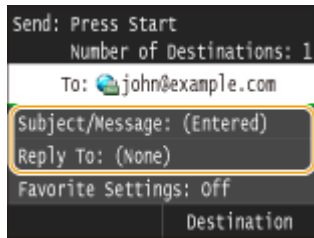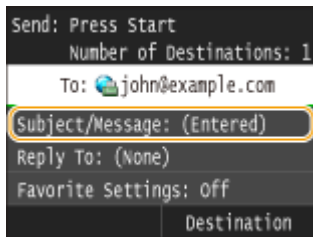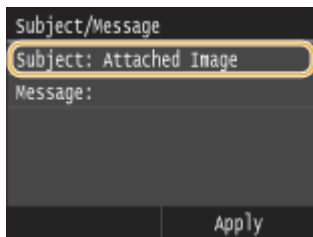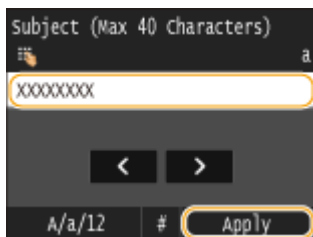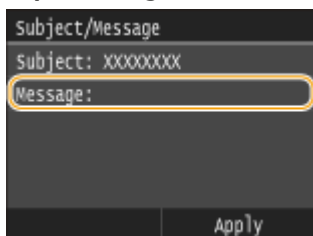
5 **Enter the body using the numeric keys, and tap <Apply>.**
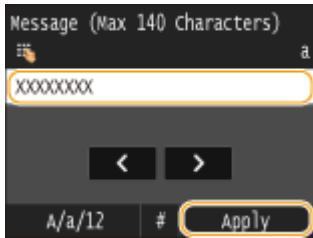
6 **Tap <Apply>.**
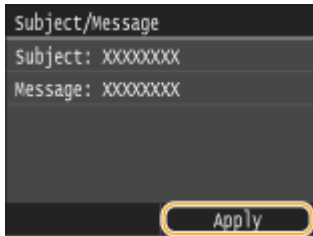
■To specify reply-to address

1 **Tap <Reply To>.**
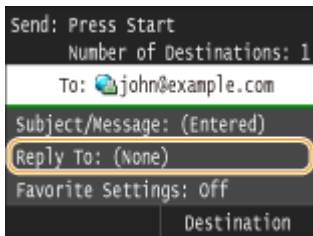
2 **Tap <Specify from Address Book>.**
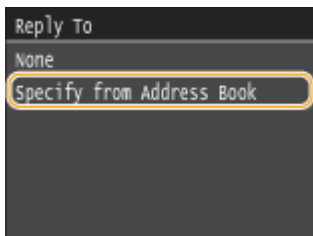
3 **Select a reply-to address from the Address Book.**

- For instructions on how to use the Address Book, see ❯**Specifying from Address Book(P. 154)** .

NOTE:

- The reply-to address that can be specified is always one of the e-mail addresses registered in the Address Book.

8 **Press ◈ to start sending.**

⇒ Scanning of the document starts.

- To cancel sending, tap <Cancel> ▶ <Yes>. ⊙**Canceling Sending Documents (Fax/I-Fax)(P. 177)**

■When placing documents in the feeder in step 1

When scanning is complete, the I-Fax is sent.

■When placing documents on the platen glass in step 1

When scanning is complete, follow the procedures below.

1 **If there are additional pages of documents to be scanned, place the next document on the platen glass, and press ⬦.**

- Repeat this step until you finish scanning all of the pages.

- When there is only one page to be scanned, proceed to the next step.

2 **Tap <Start Sending>.**

⟼ The I-Fax is sent.

> **NOTE:**
>
> **If the <SMTP Authentication> screen is displayed**
>
> - Enter the user name and password with the numeric keys, and tap <Apply>.
>
> ```
> SMTP Authentication
> User Name: Admin2015
> Password: ******
> Server Name: smtp.example.com
>
>              Apply
> ```

If a Send Error Occurs

Error notifications are sometimes sent to the e-mail address set to the machine. If you leave it as-is, it may result in an insufficient remaining capacity of mailbox depending on your mail server. It is recommended that you clear the mailbox periodically.

■To clear the mailbox

> **IMPORTANT:**
>
> - When the mailbox is cleared, all e-mail in the server mailbox is deleted. When you specify the e-mail account that you use usually, you should first check whether any e-mail in the mailbox needs to be kept.

1 Start the Remote UI and log on in System Manager Mode. ⊙**Starting Remote UI(P. 606)**

2 Click [Settings/Registration].

3 Click [Network Settings] ▶ [E-Mail/I-Fax Settings].

4 Click [Clear] in [Clear Mail Box].

5 Read the message that is displayed, and click [OK].

➠ E-mail is deleted from the mailbox.

TIPS

- If you always want to send using the same settings: ●**Changing Default Settings(P. 376)**

- If you want to register a combination of settings to use when needed: ❯**Registering Frequently Used Scan Settings (E-Mail/I-Fax/Shared Folder/FTP Server)(P. 379)**
- If you want to specify the I-Fax sender name: ❯**Register Unit Name (E-Mail/I-Fax)(P. 672)**

LINKS

❯**Checking Status and Log for Sent and Received Documents(P. 201)**

Receiving I-Faxes

0UWX-041

■ When an I-Fax Arrives

When an I-Fax arrives, the Processing/Data indicator on the operation panel blinks. After the I-Fax is completely received, the document is printed out automatically and the indicator goes out.

> **NOTE**
>
> - To cancel reception, press ◈ ▶ <RX Job> ▶ <Job Status> ▶ Select the document on the <RX Job Status> screen ▶ <Delete> ▶ <Yes>

■ Receiving I-Faxes Manually

If you want to connect to the server before receiving I-Faxes automatically, or if you want to configure the machine so that it does not receive I-Faxes automatically, use the method below to receive I-Faxes manually.

◈ ▶ <RX Job> ▶ <Check I-Fax RX>

```
RX Job
Job Status
Job Log
Check I-Fax RX
```
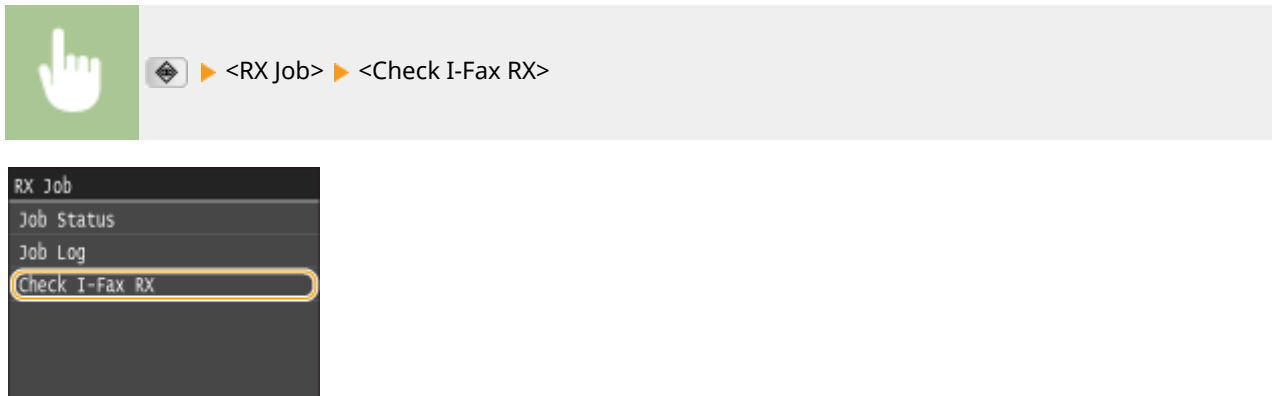
➠ Connect to the server. If there is a document on the server, printing begins.

■ Printout Paper

Regardless of the received document size, incoming I-Faxes are printed at the size specified in <RX Print Size>. **○RX Print Size(P. 670)**

> **NOTE**
>
> - If paper of the size specified in <RX Print Size> is not loaded in the paper drawer, the <No Paper> error message is displayed. **○When an Error Message Appears(P. 734)**

> **TIPS**
>
> - If you want to print received documents on both sides of paper: **○Print on Both Sides(P. 670)**
> - If you want to continue printing even when toner is running low: **○Continue Printing When Amount in Cartridge Is Low(P. 664)**

LINKS

◖**Checking Status and Log for Sent and Received Documents(P. 201)**

Using the Machine as a Printer

Using the Machine as a Printer

0UWX-042

There are many ways to use the machine as a printer. You can print documents on your computer by using the printer driver or print image files from a USB memory device. Make full use of the print functions to suit your needs.

■Printing from a Computer

You can print a document made on your computer by using the printer driver. ○**Printing from a Computer(P. 235)**
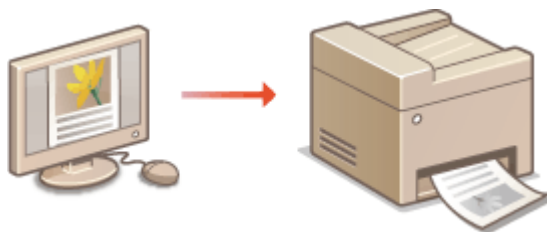
■Printing from USB Memory (Memory Media Print)

You can print JPEG, TIFF and PDF files stored in a USB memory device by connecting it directly to the machine. Using this function, you can print without using a computer. ○**Printing from USB Memory (Memory Media Print)(P. 289)**

Printing from Mobile Devices

- Linking mobile devices such as smartphones or tablets to this machine provides a quick and easy way to print photos and web pages. The machine also supports Google Cloud Print™.
  ○**Can Be Used Conveniently with a Mobile Device(P. 386)**
  ○**Using Google Cloud Print(P. 406)**

Printing from a Computer

0UWX-043

You can print a document made with an application on your computer by using the printer driver. There are useful settings on the printer driver, such as enlarging/reducing and 2-sided printing, that enable you to print your documents in various ways. Before you can use this function, you need to complete some procedures, such as installing the printer driver on your computer. For more information, see "MF Driver Installation Guide."
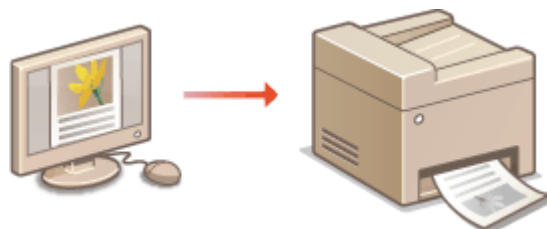
NOTE

- If you are a Mac OS user, see "Canon MF Printer Driver Guide" for installing the printer drivers and Printer Driver's Help for using print functions. ○**For Mac OS Users(P. 900)**

- Depending on the operating system and the type or version of the printer driver you are using, the printer driver screens in this manual may differ from your screens.

- You can use the PCL6 printer driver as well as the UFR II printer driver. The available print settings vary depending on the printer driver. For more information, click [Help] on each printer driver screen.

About the Printer Driver Help

- Clicking [Help] on the printer driver screen displays the Help screen. On this screen, you can see the detailed descriptions that are not in the e-Manual.
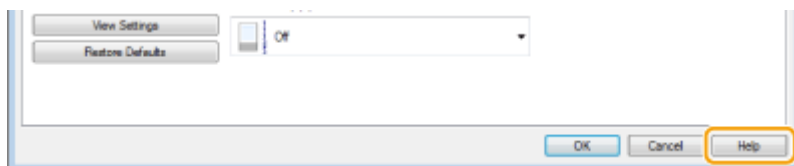
■To Use the Optional Items

If the optional paper feeder (drawer 2) is attached to the machine, perform the following operation on the printer driver.

IMPORTANT

- To perform the following procedure, log on to your computer with an administrator account.

Open the printer folder (○**Displaying the Printer Folder(P. 892)**) ▶ Right-click the printer driver icon for this machine ▶ [Printer Properties] or [Properties] ▶ [Device Settings] tab ▶ Select the [500 Sheet Drawer] check box ▶ [OK]

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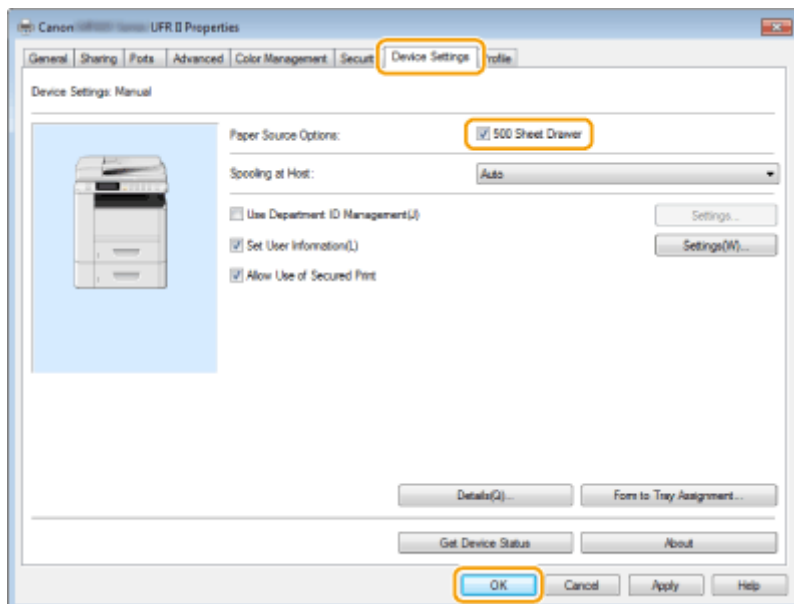
Printing a Document

0UWX-044

This section describes how to print a document on your computer by using the printer driver.
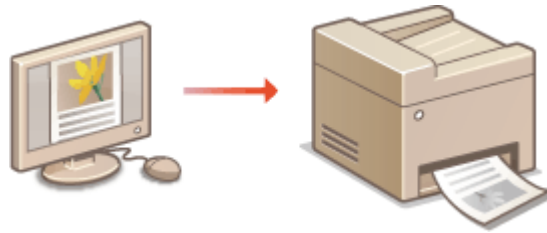
NOTE

Paper settings on the machine

- Normally, it is necessary to specify the paper size and type for the paper loaded in each paper source before proceeding to printing. ○**Specifying Paper Size and Type(P. 67)**
- By setting <Prioritize Driver Settings When Printing> to <On>, you can print from the paper source specified in the printer driver, regardless of the paper settings on the machine. ○**Prioritize Driver Settings When Printing(P. 678)**

1 **Open a document in an application and display the print dialog box.**

- How to display the print dialog box differs for each application. For more information, see the instruction manual for the application you are using.

2 **Select the printer driver for this machine, and click [Preferences] or [Properties].**
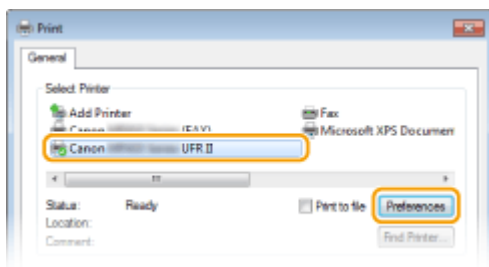
- The screen that is displayed differs depending on the application you are using.

3 **Specify the paper size.**
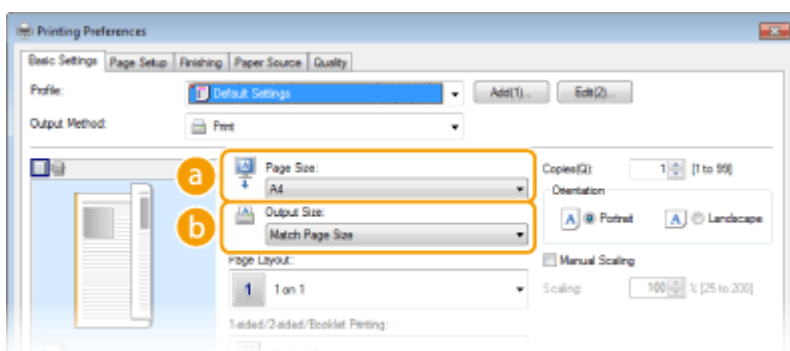
a **[Page Size]**

Select the size of a document made in the application.

b **[Output Size]**

Select the size of paper on which the document will be actually printed. If the selected size differs from the one specified in [Page Size], the document is printed enlarged/reduced automatically according to the selected size. ●**Enlarging or Reducing(P. 248)**

TIPS

Clickable UI

● You can easily specify the page layout, binding position, etc. intuitively on the preview image. For more information, click [Help] on the printer driver screen.

---
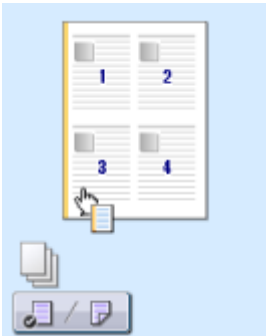
4 **Click the [Paper Source] tab, and specify the paper source and paper type.**
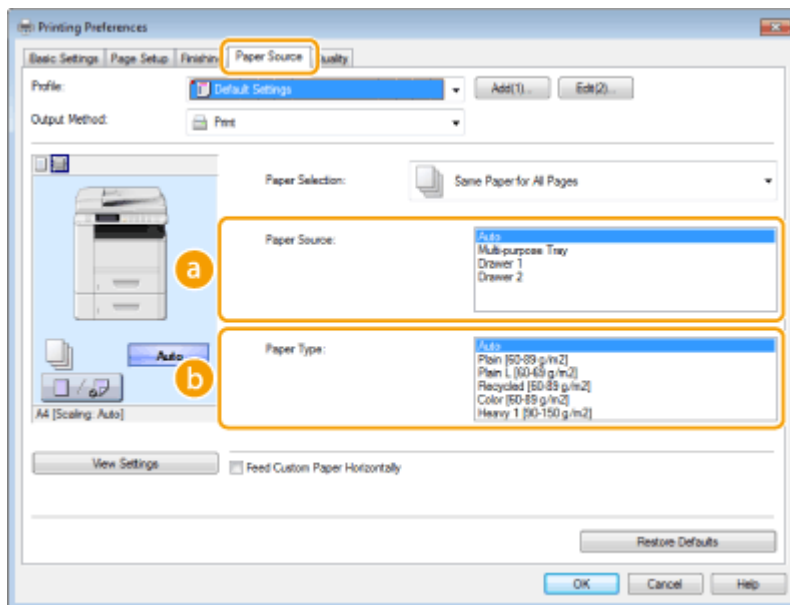
a **[Paper Source]**

Select the paper source from which paper is fed.

Setting Value	Paper Source
Auto	The paper source is automatically selected according to the specified size and type of the paper to print on and the settings configured in the machine.
Multi-purpose Tray	Paper is fed from the multi-purpose tray.
Drawer 1	Paper is fed from the paper drawer of the machine.

Setting Value	Paper Source
Drawer 2	Paper is fed from the optional paper feeder.

[Paper Type]

Specify the setting according to the type and basis weight of the paper to print on. **Loading Paper(P. 51)**

5 Specify other print settings as necessary. Various Print Settings(P. 246)

NOTE:

- You can register the settings you specified in this step as a "profile" and use the profile whenever you print. You can eliminate the need to specify the same settings every time you print. **Registering Combinations of Frequently Used Print Settings(P. 285)**

6 Click [OK].
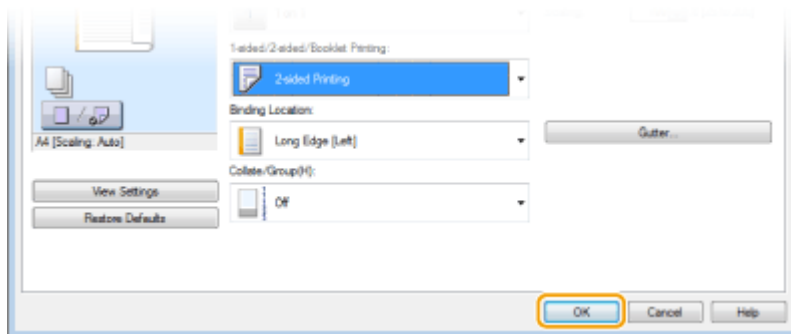
7 Click [Print] or [OK].
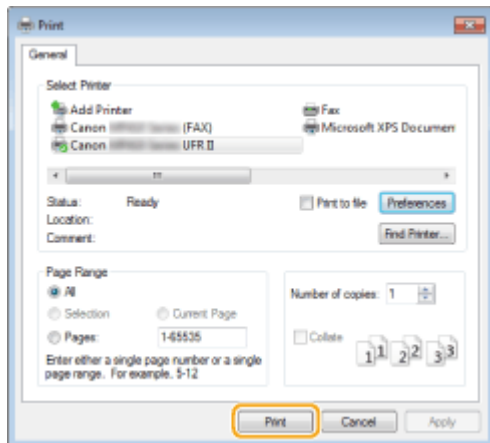
➠ Printing starts. On some applications, a screen like shown below appears.
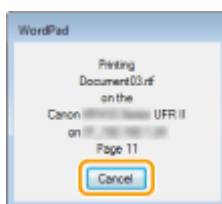
- To cancel printing, click [Cancel] when the screen shown above is displayed. After the screen disappears or if the screen is not displayed, you can cancel printing in other ways. **Canceling Prints(P. 241)**

NOTE

When printing from the Windows Store app in Windows 8/Server 2012

Display the charms on the right side of the screen and use the procedure shown below.

Windows 8/Server 2012
Tap or click [Devices] ▶ the printer driver for this machine ▶ [Print].

Windows 8.1/Server 2012 R2
Tap or click [Devices] ▶ [Print] ▶ the printer driver for this machine ▶ [Print].

- If you print using this method, only a limited number of print settings are available.

- If the message [The printer requires your attention. Go to the desktop to take care of it.] is displayed, go to the desktop and follow the instructions in the displayed dialog box. This message appears when the machine is set to display the user name during printing and similar instances.

LINKS

⊙Managing Documents and Checking the Machine Status(P. 613)

Canceling Prints

You can cancel printing from your computer or on the operation panel of the machine.

From a Computer(P. 241)
From the Operation Panel(P. 242)

From a Computer

You can cancel printing from the printer icon displayed on the system tray on the desktop.

1 **Double-click the printer icon.**

NOTE:

When the printer icon is not displayed

- Open the printer folder (Displaying the Printer Folder(P. 892)), right-click the printer driver icon for this machine, and click [See what's printing] (or double-click the icon of the printer driver for the machine).

2 **Select the document you want to cancel, and click [Document] ▶ [Cancel].**
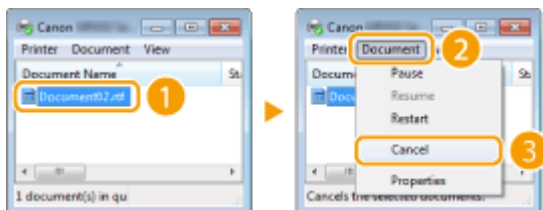
3 **Click [Yes].**
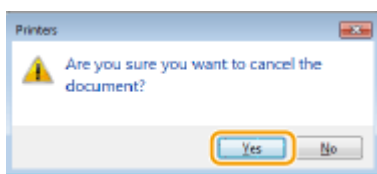
➠ Printing of the selected document is canceled.

NOTE

- Several pages may be output after you cancel printing.

TIPS

Canceling from the Remote UI

- You can cancel printing from the [Job Status] page on the Remote UI: Checking Current Status of Print Documents(P. 613)

Canceling from an application

- On some applications, a screen like shown below appears. You can cancel printing by clicking [Cancel].
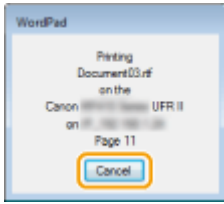
From the Operation Panel

Cancel printing using [◎] or [◈] .

■ Press [◎] to Cancel
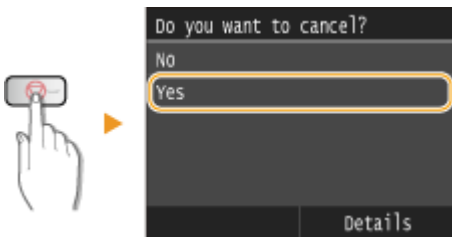
If the Screen Displays a List of Documents When [◎] is Pressed

Tap the document to cancel.
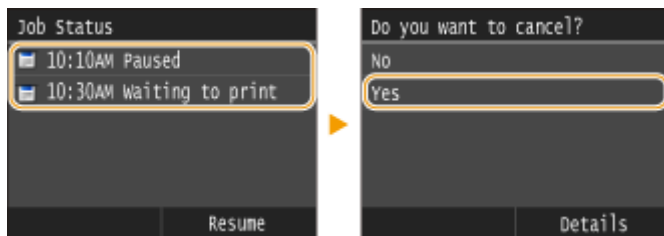
■ Check the Print Job Status before Canceling

[◈] ▶ <Copy/Print Job> ▶ <Job Status> ▶ Select the document on the <Copy/Print Job Status> screen ▶ <Cancel> ▶ <Yes>
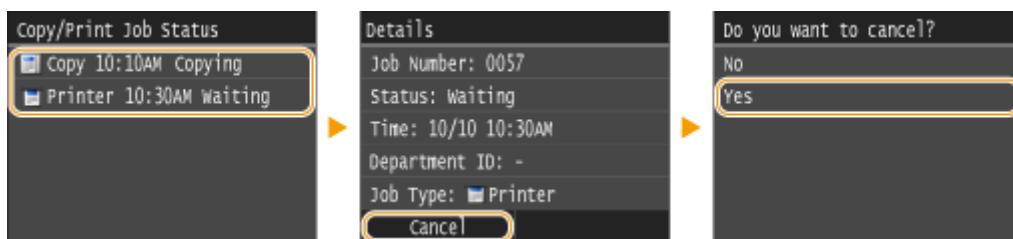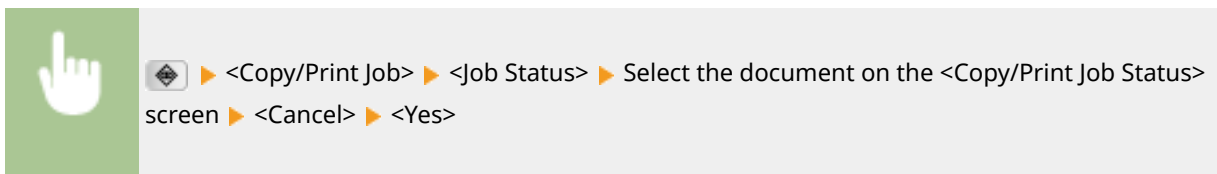
NOTE

- Several pages may be output after you cancel printing.

LINKS

▶Printing a Document(P. 237)
▶Checking the Printing Status and Log(P. 244)

Checking the Printing Status and Log

You can check the current print statuses and the logs for printed documents.

IMPORTANT

- When <Display Job Log> is set to <Off>, you cannot check the print job log. ❍**Display Job Log(P. 713)**

Useful in the Following Cases

- When your documents are not printed for a long time, you may want to see the waiting list of the documents waiting to be printed.
- When you cannot find your printouts that you thought had been printed, you may want to see whether an error has occurred.

---

1 **Press** ◈ **.**

2 **Tap <Copy/Print Job>.**

```
Status Monitor
Error Information/Notification
Device Status
Copy/Print Job
TX Job
RX Job
Fax Forwarding Errors
```
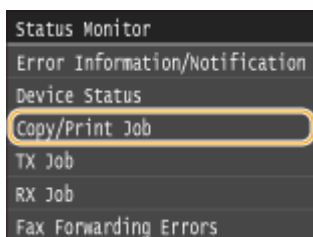
3 **Check the print statuses and logs.**

■**To check the print statuses**

1 Tap <Job Status>.
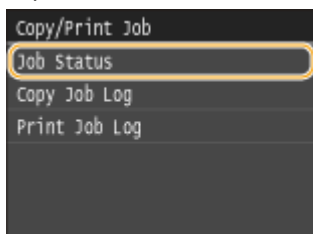
```
Copy/Print Job
Job Status
Copy Job Log
Print Job Log
```

2 Select the document whose status you want to check.

ⓐ <Copy/Print Job Status>
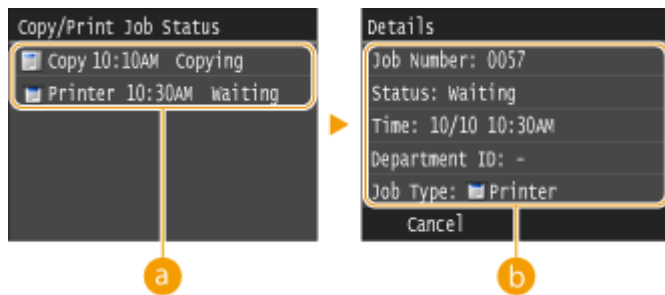
Displays a list of the documents that are being processed, being copied, or are waiting to be processed.

ⓑ <Details>

Displays detailed information about the document selected from the list.

◼To check the print logs

1 Tap <Print Job Log>.
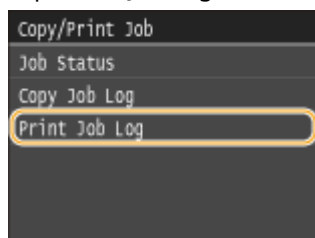
2 Select the document whose log you want to check.

ⓐ <Print Job Log>
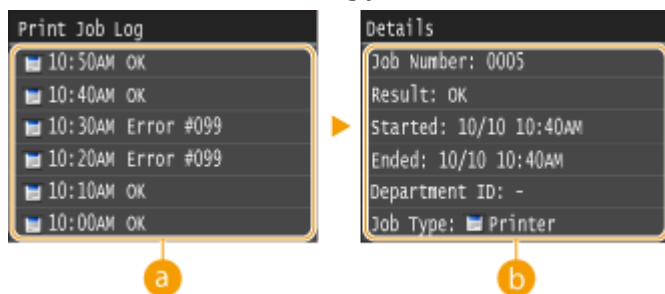
Displays a list of the documents that were printed. <OK> is displayed when a document was printed successfully, and <Error> is displayed when a document failed to be printed because it was canceled or there was some error.

ⓑ <Details>

Displays detailed information about the document selected from the list. The displayed document name or user name may not reflect the actual document or user name.

NOTE:

When a three-digit number is shown in the case of <Error>

- This number represents an error code. ◉**When an Error Code Appears(P. 747)**

LINKS

◉**Printing a Document(P. 237)**
◉**Canceling Prints(P. 241)**

Various Print Settings

0UWX-047

There are a variety of settings to suit your needs, such as Enlarged/Reduced and 2-sided Printing.

❯**Enlarging or Reducing(P. 248)**

❯**Switching 1-Sided and 2-Sided Printing(P. 250)**

❯**Collating Printouts by Page(P. 252)**

❯**Printing Multiple Pages onto One Sheet(P. 254)**
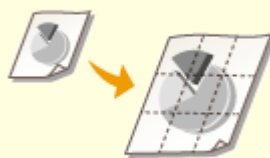
❯**Printing Posters(P. 256)**

❯**Printing Booklet(P. 257)**

❯**Printing Borders(P. 259)**

❯**Printing Dates and Page Numbers(P. 260)**

❯**Printing Watermarks(P. 262)**

❍**Printing Specific Pages onto Different Paper(P. 264)**

❍**Selecting Document Type(P. 266)**

❍**Saving Toner(P. 268)**
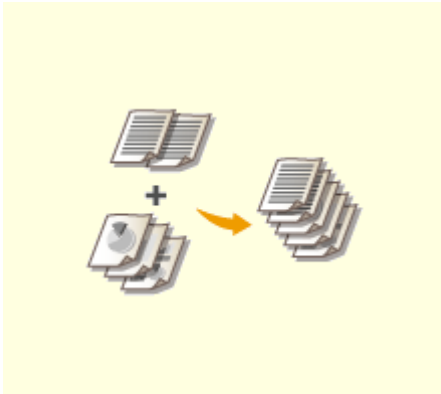
❍**Combining and Printing Multiple Documents(P. 270)**

❍**Configuring Printer Settings on the Machine(P. 274)**

Enlarging or Reducing

0UWX-048

You can make enlarged or reduced printouts by using a preset print ratio, such as A5 to A4, or a custom print ratio that you set in increments of 1%.

Setting Print Ratio by Specifying the Original Document and Paper Size (Preset Ratio)

The print ratio is automatically set based on the document and paper size you have specified.

[Basic Settings] tab ▶ Select the document size in [Page Size] ▶ Select the paper size in [Output Size] ▶ [OK]
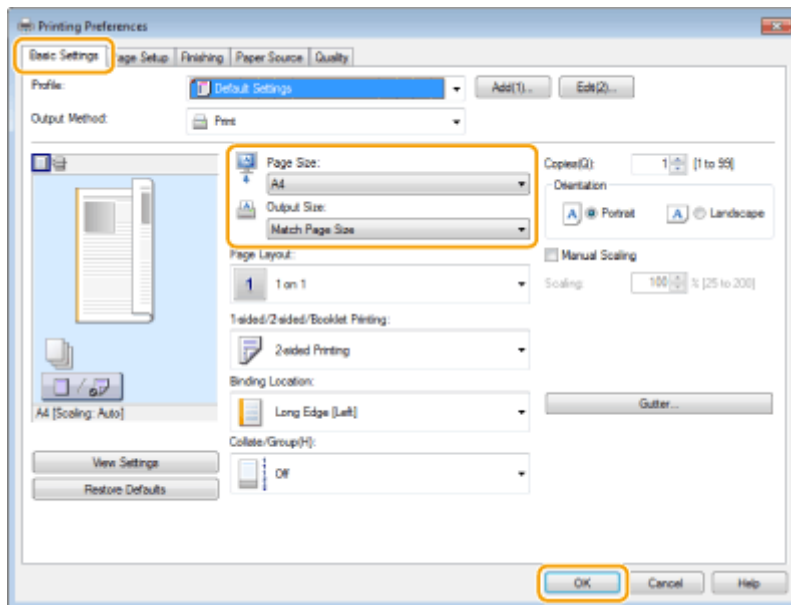
Specifying Print Ratio in Increments of 1%

[Basic Settings] tab ▶ Select the [Manual Scaling] check box ▶ Enter the print ratio in [Scaling] ▶ [OK]
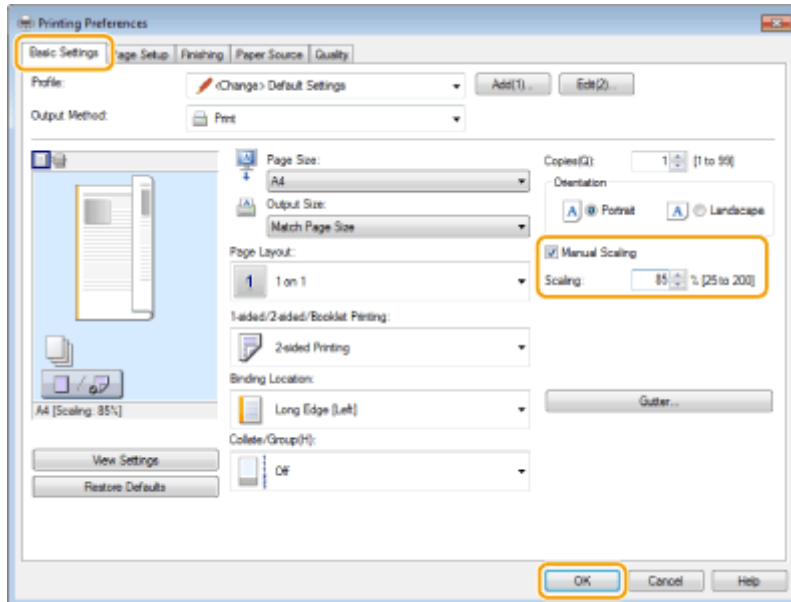
NOTE

- Depending on the selected paper size, you may not be able to set the optimum enlarging/reducing ratio. For example, there may be large blank spaces on your printout, or portions of the document that are missing.

- The enlarging/reducing settings on some applications have priority over those on the printer driver.

LINKS

◉Printing a Document(P. 237)

Switching 1-Sided and 2-Sided Printing

0UWX-049

You can make both 1-sided and 2-sided printouts. The default setting is [2-sided Printing]. Change the setting as necessary.

IMPORTANT

Make sure that the paper size switch lever is set properly

- When performing 2-sided printing, improper setting of the paper size switch lever can cause misfeeds or paper jams. When performing 2-sided printing, make sure that the paper size switch lever is set properly for the size of the paper to be used. ▶Interior(P. 22)

Make sure that the sub-output tray is closed

- When the sub-output tray is open, you cannot perform 2-sided printing. When performing 2-sided printing, always make sure that the sub-output tray is closed. ▶Back Side(P. 20)

NOTE

- 2-sided printing may not be available with some sizes and types of paper. ▶Paper(P. 858)

[Basic Settings] tab ▶ Select [1-sided Printing] or [2-sided Printing] in [1-sided/2-sided/Booklet Printing] ▶ Select the position to bind in [Binding Location] ▶ [OK]
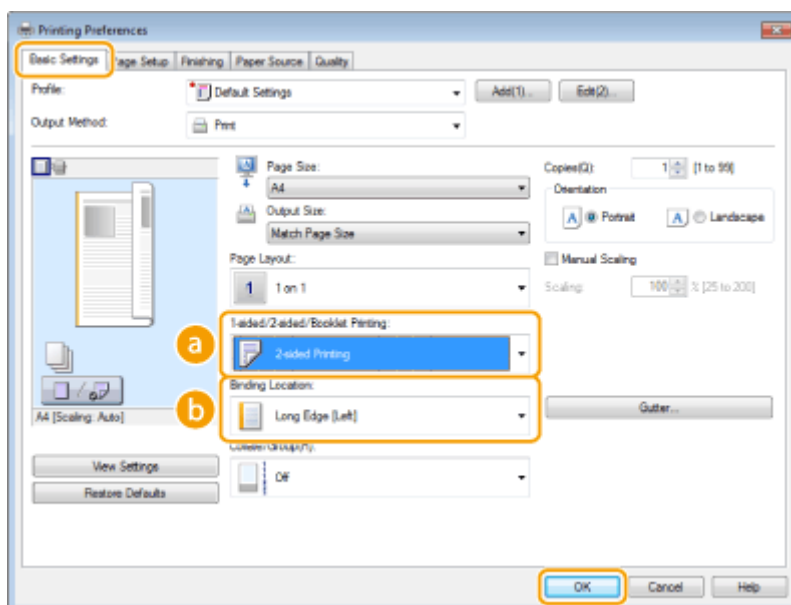
ⓐ **[1-sided/2-sided/Booklet Printing]**

Select [1-sided Printing] or [2-sided Printing].

NOTE:

- For [Booklet Printing], see ⭕**Printing Booklet(P. 257)** .

ⓑ **[Binding Location]**

Specify the position to bind the printouts with a binding tool such as a stapler. Printing orientation will be changed depending on the specified binding position. To specify the margin width for the binding position, click [Gutter].

[Long Edge [Left]]
Prints images in such a way that the printed pages are opened horizontally when bound.

[Short Edge [Top]]
Prints images in such a way that the printed pages are opened vertically when bound.

[Gutter]
Specify a binding margin.

LINKS

⭕**Printing a Document(P. 237)**
⭕**Printing Multiple Pages onto One Sheet(P. 254)**
⭕**Printing Booklet(P. 257)**

Collating Printouts by Page

0UWX-04A

When printing copies of multi-page documents, select [Collate] to print complete sets in sequential page order. This function is useful when preparing handouts for meetings or presentations.

[Basic Settings] tab ▶ Select [Collate] or [Group] in [Collate/Group] ▶ [OK]
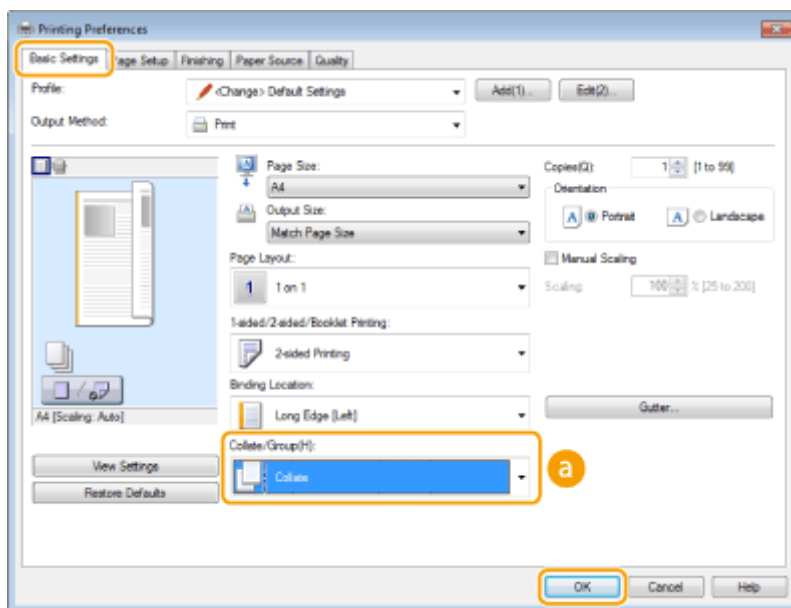
ⓐ [Collate/Group]

Specify the sorting method of the printouts when printing multiple-page documents.

[Collate]
The printouts are grouped into complete sets in sequential page order. For example, if you are printing three copies of a five-page document, the printouts will be arranged in the following page order: 1, 2, 3, 4, 5, 1, 2, 3, 4, 5, 1, 2, 3, 4, 5.

[Group]
The printouts are not collated. For example, if you are printing three copies of a five-page document, the printouts will be arranged in the following page order: 1, 1, 1, 2, 2, 2, 3, 3, 3, 4, 4, 4, 5, 5, 5.

NOTE:

- If you select [Off], whether the printouts are collated or not depends on the setting made on the application.

LINKS

◉Printing a Document(P. 237)

Printing Multiple Pages onto One Sheet

0UWX-04C

You can print multiple pages onto a single sheet. For example, you can print four or nine pages onto a single sheet by using [4 on 1] or [9 on 1]. Use this function if you want to save paper or to view your document in thumbnails.

> **NOTE**
>
> - To save more paper, combine this setting with 2-sided printing. ❯**Switching 1-Sided and 2-Sided Printing(P. 250)**

[Basic Settings] tab ▶ In [Page Layout], select the number of pages to print onto a single sheet ▶ In [Page Order], select the page distribution layout ▶ [OK]
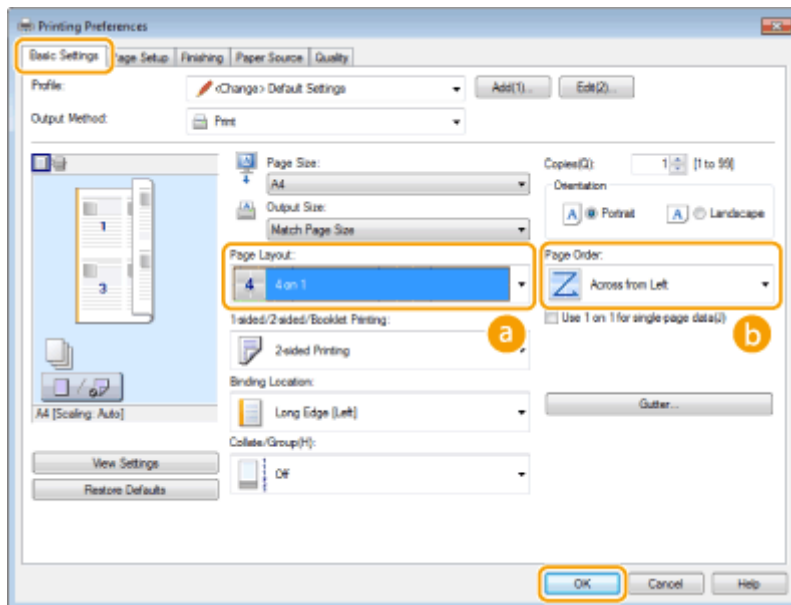
ⓐ [Page Layout]

Select the number of pages to print onto a single sheet from [1 on 1] to [16 on 1]. For example, to print 16 pages onto a single sheet, select [16 on 1].

NOTE:

- For options such as [Poster [2 x 2]], see ❯**Printing Posters(P. 256)** .

- Printing may not be performed properly if you combine this setting with an application setting for collating printouts.

ⓑ [Page Order]

Select a page distribution layout. For example, if you select [Across from Left], the first page is printed on the top left, and then the rest of the pages are arranged rightward.

255

Printing Posters

0UWX-04E
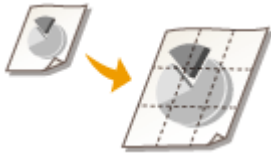
You can print one page of a document onto multiple pages. For example, if you make a one-page A4-size document nine times larger, you will have a poster 3x3 A4 size sheets large after you print the document and paste it together.

[Basic Settings] tab ▶ In [Page Layout], select the dimensions of your poster (for example, [Poster [2 x 2]]) ▶ [OK]
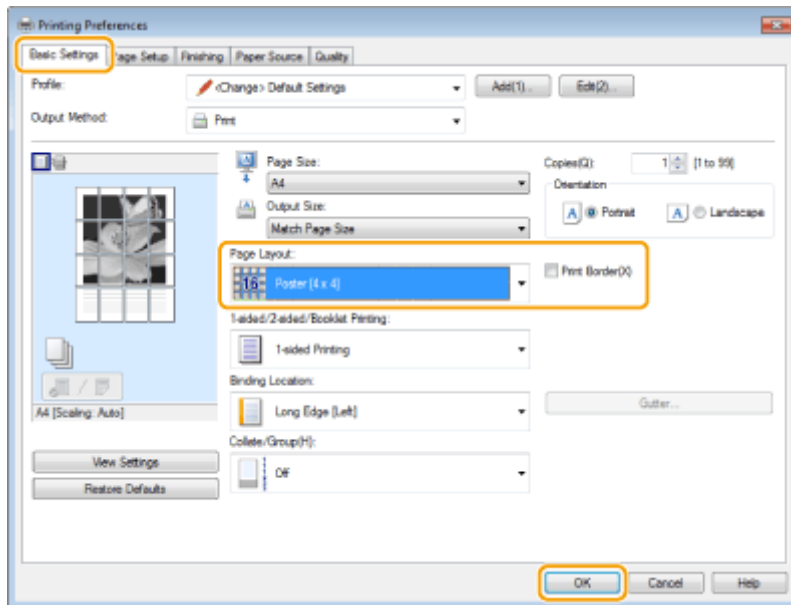
- There are four size settings:[Poster [1 x 2]], [Poster [2 x 2]], [Poster [3 x 3]], and [Poster [4 x 4]].

  NOTE:

  - Poster size settings cannot be selected when 2-sided printing is enabled. Select [1-sided Printing] in [1-sided/2-sided/Booklet Printing], and then select a poster size setting.

- Select the [Print Border] check box to add borders on your printouts. The borders are helpful if you want to paste the printouts together or cut off the margins.

LINKS

○Printing a Document(P. 237)
○Enlarging or Reducing(P. 248)

Printing Booklet

0UWX-04F

You can print two pages of a document on both sides of paper and then fold your printed pages in half to make a booklet. The printer driver controls the print order in such a way that the page numbers are correctly arranged.

IMPORTANT

Make sure that the paper size switch lever is set properly

- When performing booklet printing, improper setting of the paper size switch lever can cause misfeeds or paper jams. When performing booklet printing, make sure that the paper size switch lever is set properly for the size of the paper to be used. ▶**Interior(P. 22)**

Make sure that the sub-output tray is closed

- When the sub-output tray is open, you cannot perform booklet printing. When performing booklet printing, always make sure that the sub-output tray is closed. ▶**Back Side(P. 20)**

NOTE

- Booklet printing may not be available with some sizes and types of paper. The paper that is available for 2-sided printing is also available for booklet printing. See ▶**Paper(P. 858)** .

[Basic Settings] tab ▶ Select [Booklet Printing] in [1-sided/2-sided/Booklet Printing] ▶ Click [Booklet] to specify detailed settings as necessary ▶ [OK] ▶ [OK]
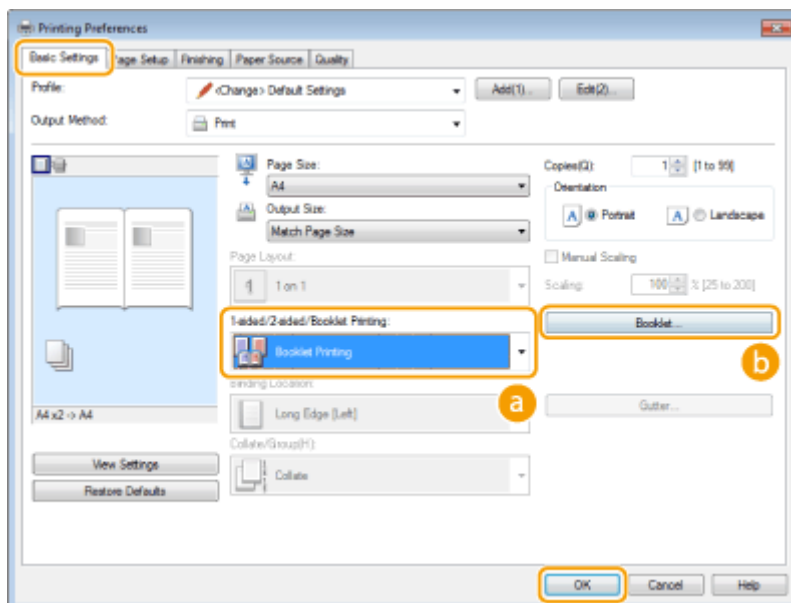
ⓐ [1-sided/2-sided/Booklet Printing]

Select [Booklet Printing].

NOTE:

- For [1-sided Printing] and [2-sided Printing], see ◗**Switching 1-Sided and 2-Sided Printing(P. 250)** .

ⓑ [Booklet]

The screen below is displayed.
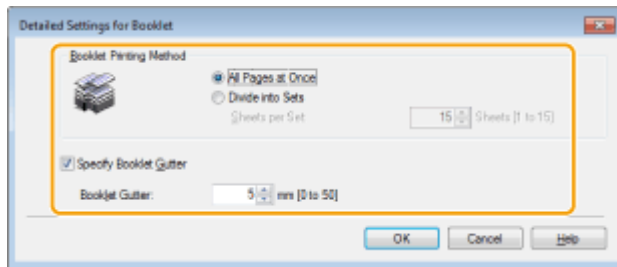
[Booklet Printing Method]

- [All Pages at Once]: Prints all of the pages at once as a single bundle so that you can make a booklet just by folding the printed pages in half.

- [Divide into Sets]: Prints as multiple bundles divided by the number of the pages specified on [Sheets per Set]. Bind each bundle, and then combine them as one booklet. Select this option when the document has so many pages that you cannot bind them all into a single booklet.

[Specify Booklet Gutter]
If you are using a stapler or other binding tools, specify the margin width for binding your booklet. Select the [Specify Booklet Gutter] check box and specify the margin width in [Booklet Gutter].

LINKS

◗**Printing a Document(P. 237)**

Printing Borders

0UWX-04H

You can add borders, such as broken lines or double lines, in the margins of printouts.

[Page Setup] tab ▶ Click [Page Options] ▶ Select the border type in [Edging] ▶ [OK] ▶ [OK]
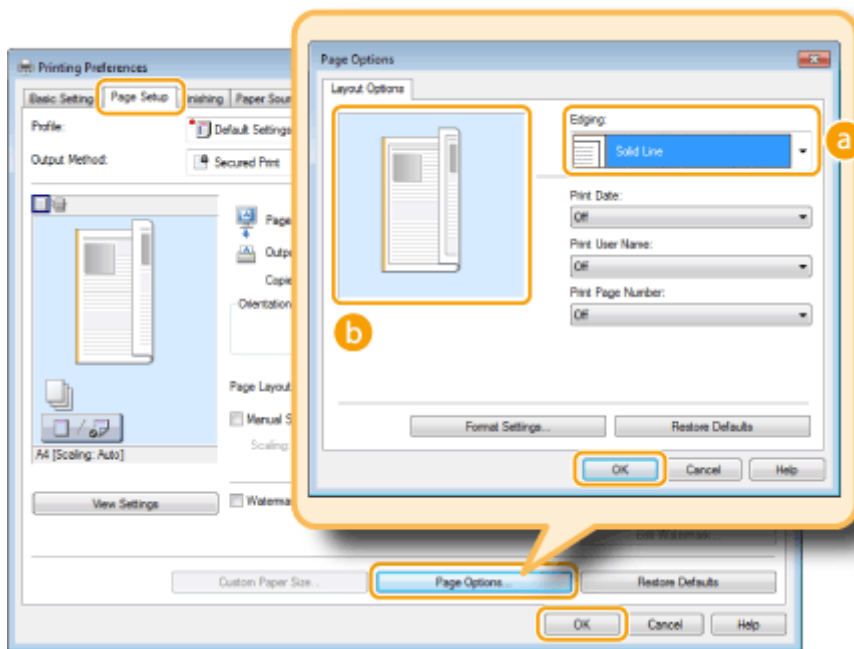
ⓐ [Edging]

Select the border type.

ⓑ Preview

Displays a preview with the selected border.

LINKS

◯Printing a Document(P. 237)
◯Printing Dates and Page Numbers(P. 260)
◯Printing Watermarks(P. 262)

Printing Dates and Page Numbers

0UWX-04J

You can print the information such as dates or page numbers, and you can specify where to print this information on the document (upper-left, lower-right, etc.).

[Page Setup] tab ▶ Click [Page Options] ▶ Select the print position of the print date, user name or page number ▶ [OK] ▶ [OK]
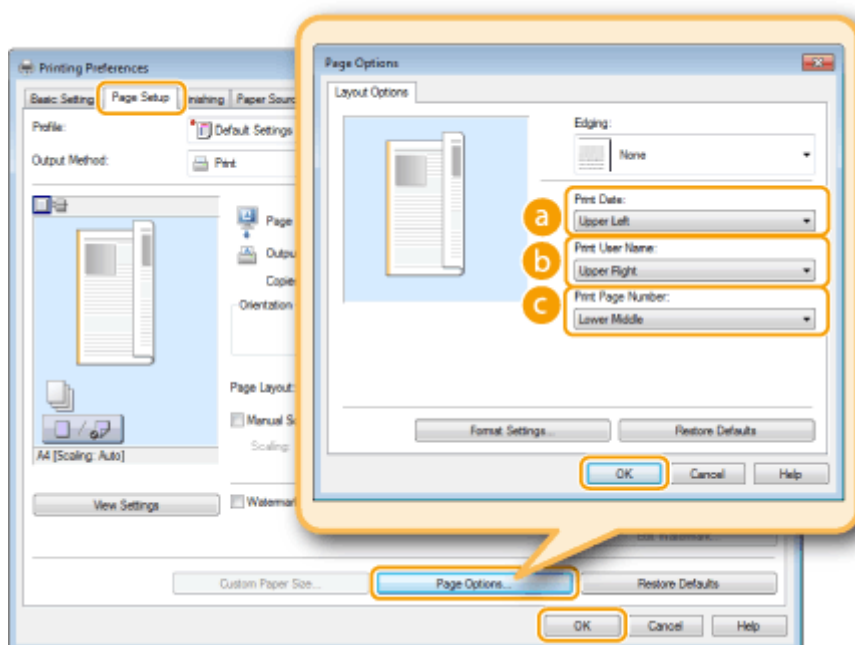
ⓐ [Print Date]
Specify the position to print the print date.

ⓑ [Print User Name]
Specify the position to print the user name (logon name) for the computer used to print the document.

ⓒ [Print Page Number]
Specify the position to print the page number.

Changing the Print Format of Dates and Page Numbers

- You can change formatting details such as font and font size when printing dates, logon names, or page numbers. Click [Format Settings] on the Page Options screen shown above to specify the details.

LINKS

●Printing a Document(P. 237)
●Printing Borders(P. 259)
●Printing Watermarks(P. 262)

Printing Watermarks

0UWX-04K

You can print watermarks such as "COPY" or "CONFIDENTIAL" over the document. You can create new watermarks or use pre-registered watermarks.

[Page Setup] tab ▶ Select the [Watermark] check box ▶ Select a watermark from the drop-down list ▶ [OK]
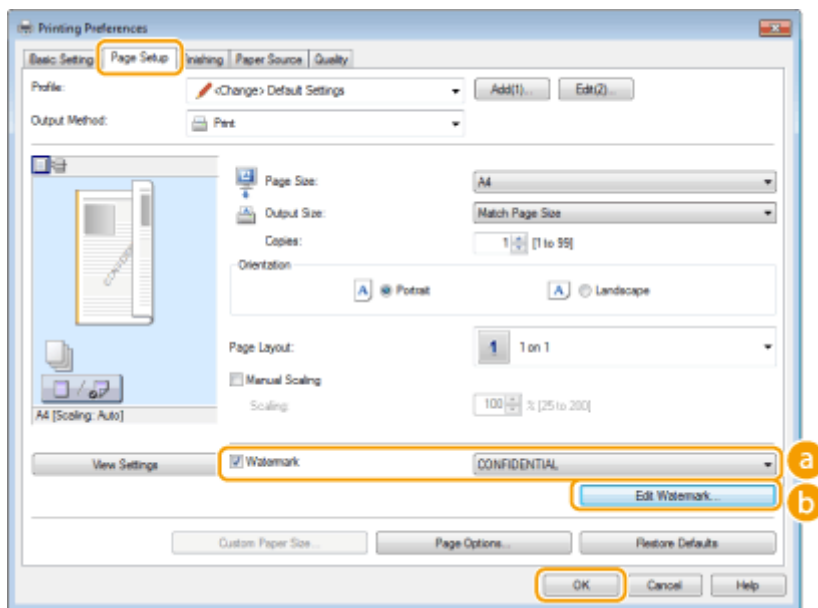
ⓐ **[Watermark]**

Select the [Watermark] check box to display the list of the watermarks in the drop-down list. Select a watermark from the menu.

ⓑ **[Edit Watermark]**

Displays the screen to create or edit watermarks.
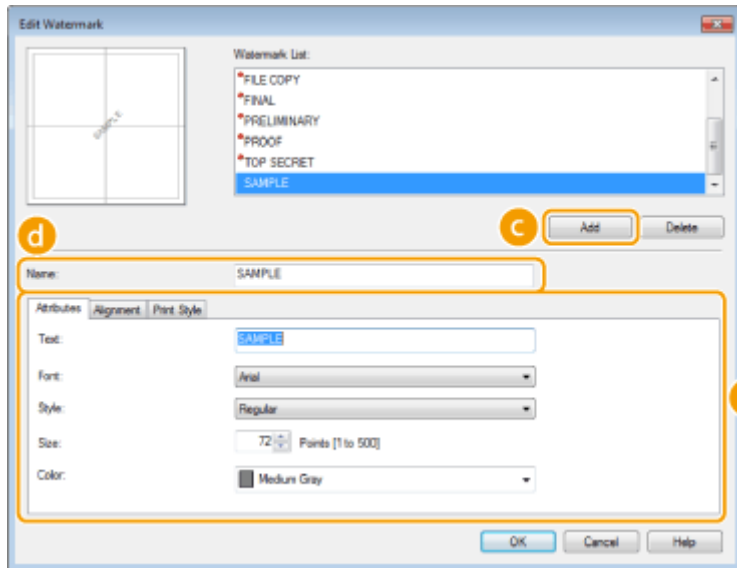
c [Add]

Click to create a new watermark. Up to 50 watermarks can be registered.

d [Name]

Enter the created watermark name.

e [Attributes]/[Alignment]/[Print Style]

Click each tab to specify the text, color, or print position of the watermark. For more information, click [Help] on the printer driver screen.

LINKS

Printing a Document(P. 237)
Printing Borders(P. 259)
Printing Dates and Page Numbers(P. 260)

Printing Specific Pages onto Different Paper

0UWX-04R

You can print specific pages of a document, such as when you want to print the cover of a booklet on colored paper. In this case, load colored paper for the cover in the multi-purpose tray and load plain paper for the body pages in the paper drawer, and then specify the paper settings on the printer driver.

[Paper Source] tab ▶ Select the pages to print on different paper and the paper source loaded with the paper from [Paper Selection] ▶ [OK]
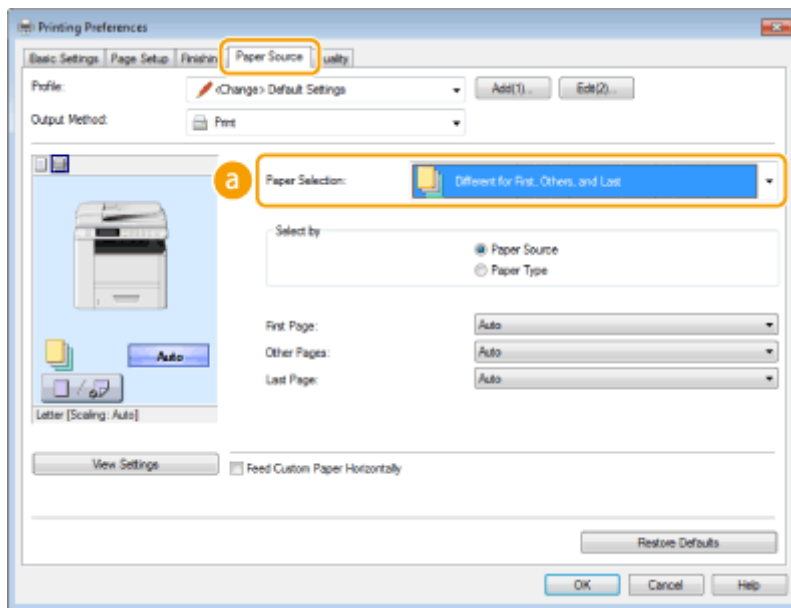
ⓐ [Paper Selection]

Specify which pages should be printed on different paper, and select which paper source should be used to feed paper for each page.

[Same Paper for All Pages]	Prints all of the pages on the same paper, and does not print any specific pages on different paper. All the pages are printed on paper specified in [Paper Source].
[Different for First, Others, and Last]	You can use different paper for the first page, body pages, and last page, respectively. For example, you can specify the paper in the multi-purpose tray for [First Page], the paper in the paper drawer for [Other Pages] (body pages), and the paper in the multi-purpose tray for [Last Page]. Also, selecting [Paper Type] in [Select by] enables you to specify the paper type used for printing rather than the paper source.
[Different for First, Second, Others, and Last]	You can also specify the paper for the following page of the cover as well as specifying the paper in [Different for First, Others, and Last].
[Different for Cover and Others]	Specify the settings for booklet printing (◖**Printing Booklet(P. 257)**). You can specify different paper for the cover and body pages, respectively. For example, you can specify the paper in the multi-purpose tray for [Cover Page] and the paper in the paper drawer for [Other Pages] (body pages).

LINKS

◉Printing a Document(P. 237)

Selecting Document Type

0UWX-04S

You can specify the document type to ensure optimal image quality. There are different settings for photo documents, documents that have charts or graphs, and documents that have design drawings with fine lines.

[Quality] tab ▶ Select the document type in [Objective] ▶ [OK]
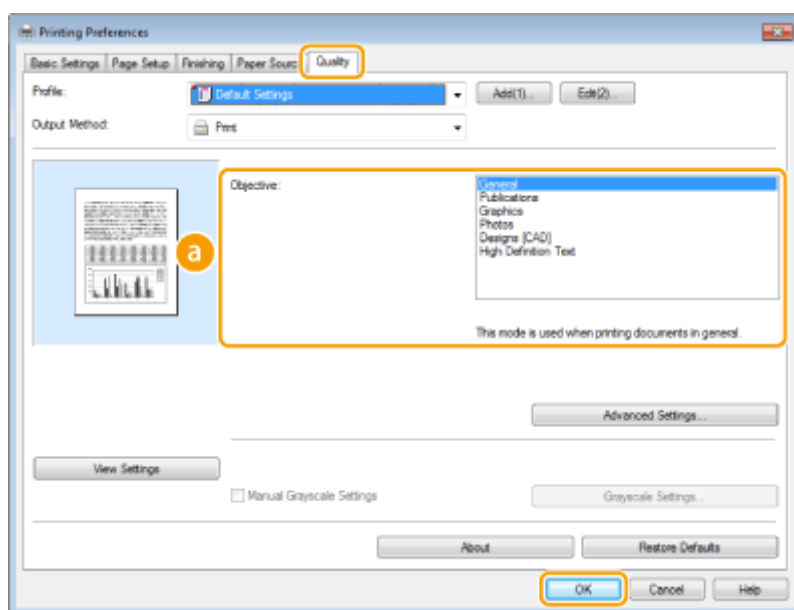
ⓐ [Objective]

Select an option that suits the document type or purpose of printing. For example, select [General] for general use, or select [Photos] when you want to print photo images in optimal print quality.

[General]
A versatile option that is suitable when printing most documents.

[Publications]
Suitable when printing documents that have a mix of photo images, charts, and graphs.

[Graphics]
Suitable when printing documents that have charts or graphs.

[Photos]
Suitable when printing photo images.

[Designs [CAD]]
Suitable when printing design drawings that have many fine lines.

[High Definition Text]
Suitable when printing documents that have small characters.

NOTE:

- To specify detailed settings for each item selected on [Objective], click [Advanced Settings]. For more information, click [Help] on the printer driver screen.

Saving Toner

0UWX-04U

You can set the printer driver to print documents using less toner.

IMPORTANT

- When the toner save setting is enabled, fine lines and portions with lighter print density may become blurred.

[Quality] tab ▶ Select the document type in [Objective] ▶ Click [Advanced Settings] ▶ Select [Toner Save] in the [Advanced Settings] screen ▶ Select [On] from the drop-down list ▶ Check the message ▶ [OK] ▶ [OK] ▶ [OK]
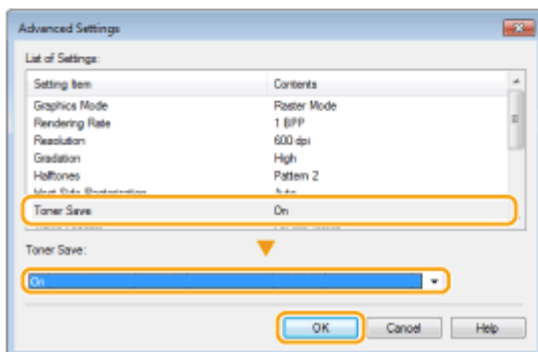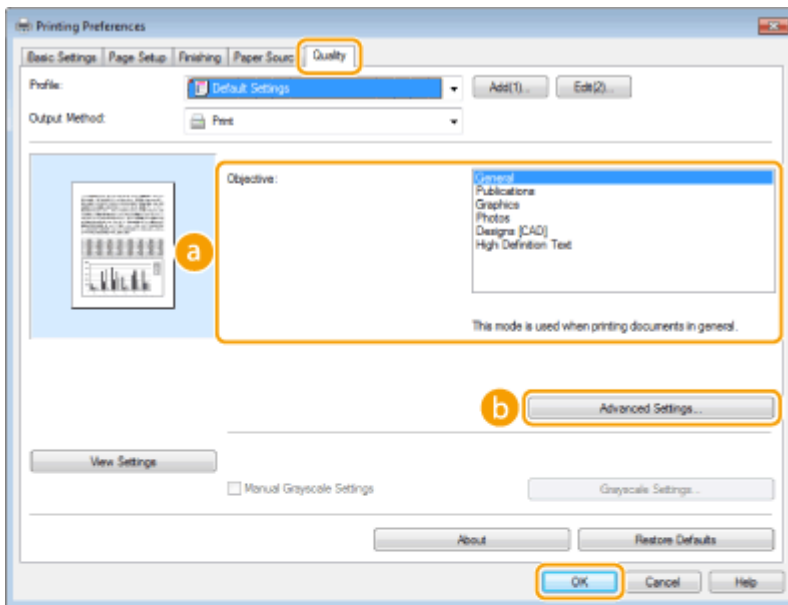
ⓐ [Objective] ▶Selecting Document Type(P. 266)

Select the document type for which you want to enable the toner save setting.

ⓑ [Advanced Settings]

A screen with settings is displayed. Click [Toner Save] and select [On] from the drop-down list on the bottom of the screen.

NOTE:

- You can specify whether to enable the toner save setting for each document type. Specify the toner save setting for each document type listed in [Objective].

- In the [Advanced Settings] screen, you can specify various print settings other than toner save settings. For more information, click [Help] on the printer driver screen.

LINKS

▶Printing a Document(P. 237)

Combining and Printing Multiple Documents

0UWX-04W

By using Canon PageComposer, you can combine multiple documents into one print job and print the job with specified print settings. This function, for example, enables you to combine documents made with different applications and print all of the pages in the same paper size.

1 **Open a document in an application and display the print dialog box.**

- How to display the print dialog box differs for each application. For more information, see the instruction manual for the application you are using.

2 **Select the printer driver for this machine, and click [Preferences] or [Properties].**
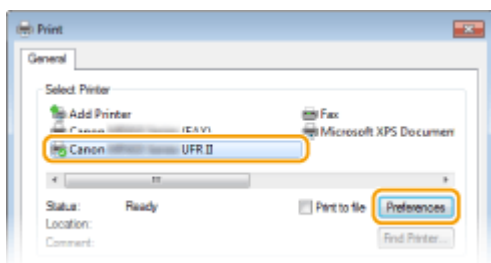
3 **Select [Edit and Preview] in [Output Method].**

- Click [OK] on the [Information] pop-up screen.
- Click [OK] at the bottom of the screen.
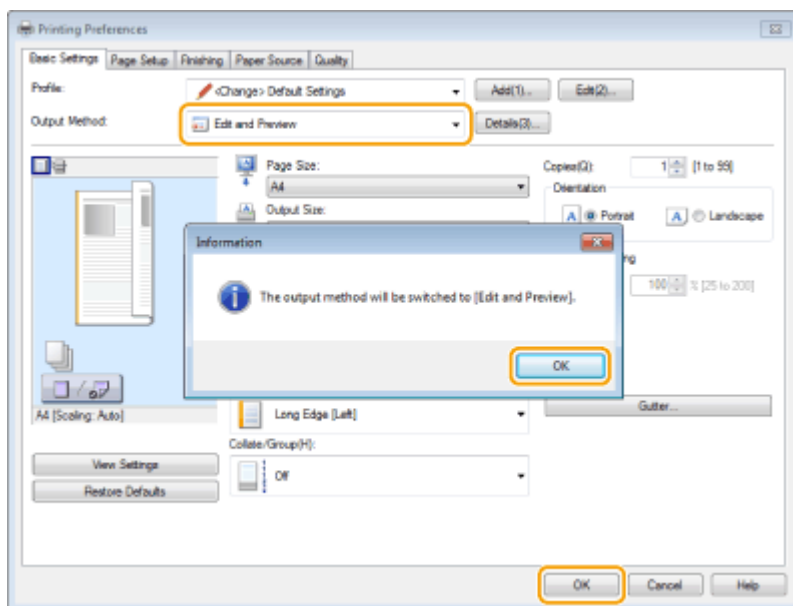
4 **Click [Print] or [OK].**
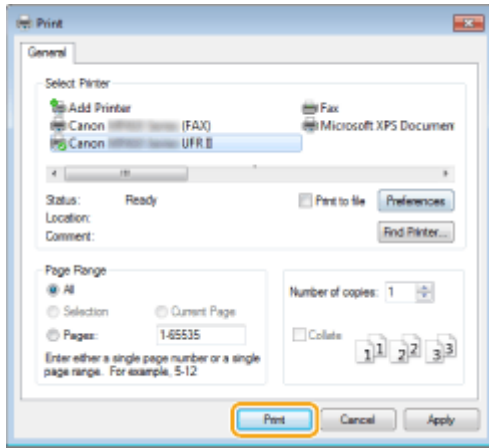
⇒ The Canon PageComposer starts. Printing does not start in this step.

5 **Repeat steps 1 to 4 for the documents you want to combine.**

⇒ The documents are added to the Canon PageComposer.
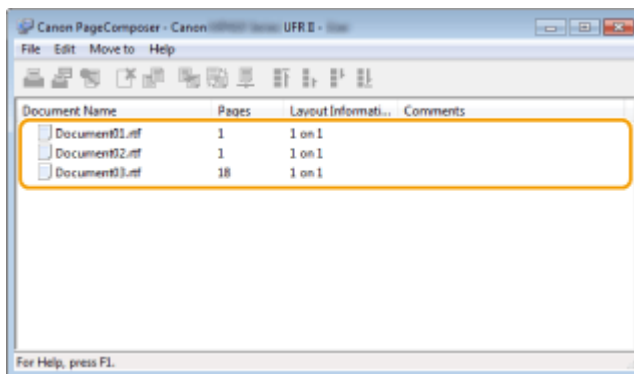
6 **From the [Document Name] list, select the documents to combine, and click .**

- To select multiple documents, click the documents while holding down [SHIFT] key or [CTRL] key.
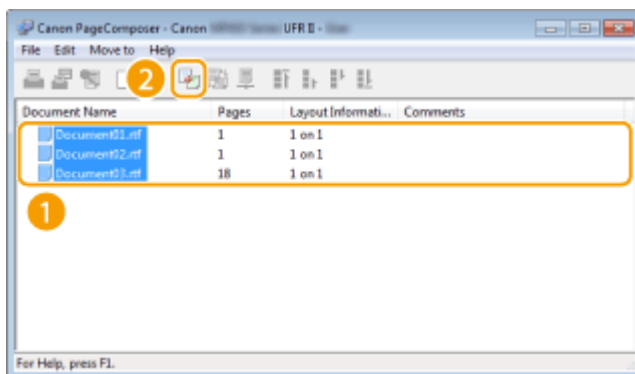
7 **Change the settings as necessary, and click [Combine].**

- The documents selected in step 6 are combined.
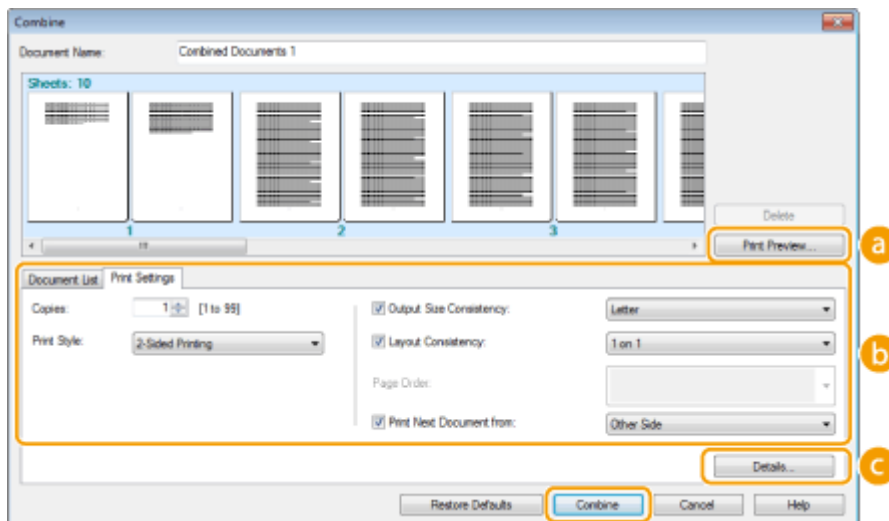
a **[Print Preview]**

Displays a preview of the document to be printed.

b **[Document List]/[Print Settings]**

- Click the [Document List] tab to display the documents added in steps 1 to 4. You can remove documents by selecting them in the list and clicking [Delete from List].
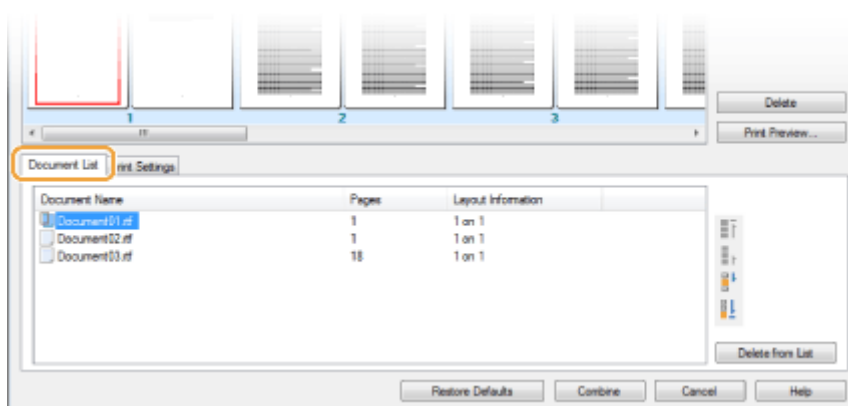
- Click the [Print Settings] tab to display the screen for specifying print settings such as the number of copies or 1-sided/2-sided printing. The settings specified here are applied to the whole print job.
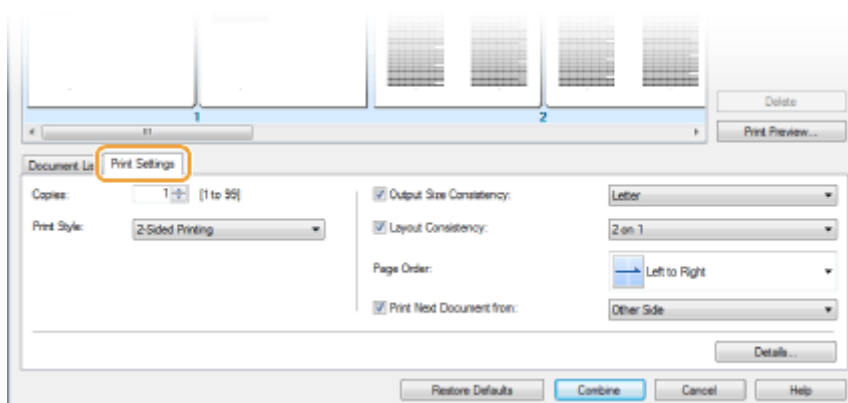
NOTE:

- For more information, click [Help] on the Canon PageComposer screen.

c **[Details]**

Displays the print setting screen of the printer driver. There are fewer settings available than when using the ordinary printing method.

8 **On the [Document Name] list, select the combined-document print job you want to print, and click 🖨️.**
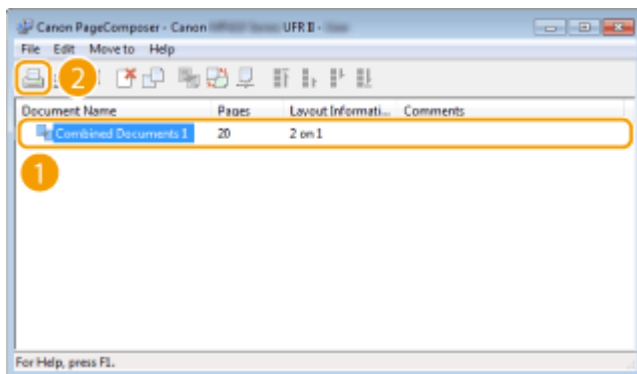
➡ Printing starts.

- For instructions on how to cancel printing, see ❯**Canceling Prints(P. 241)** .

LINKS

❯**Printing a Document(P. 237)**

Configuring Printer Settings on the Machine

0UWX-04X

When you print a document from a computer, you can specify many print settings such as the number of copies or 1-sided/2-sided printing, on the printer driver. However, the <Paper Size Override> setting described below can only be specified on the operation panel of the machine.

■<Paper Size Override>

Select whether to switch between printing on A4 and Letter size paper if one of these paper sizes is loaded but the other is not. For example, if you are printing a Letter size document but only A4 paper is loaded in the machine, the machine will print your document on A4 paper.

<Menu> ▶ <Printer Settings> ▶ <Paper Size Override> ▶ Select <Off> or <On> ▶ 🏠

ⓐ <Off>
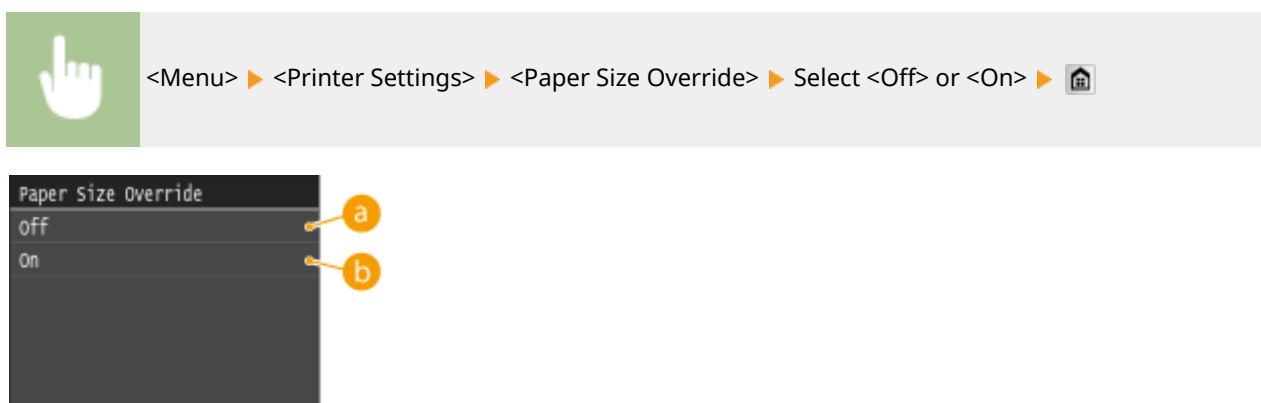
Printing stops and an error message is displayed when the machine runs out of the paper that has been specified.

ⓑ <On>

Performs printing with paper size substitution between A4 and Letter.

■Other Printer Settings

In addition to <Paper Size Override>, there are some other printer settings you can only specify on the operation panel of the machine when performing PS/PCL printing and printing from UNIX or other operating system that does not support printer drivers. ●**Printer Settings(P. 678)**

> **NOTE**
>
> **Priority of settings**
>
> - If a print setting is specified both from the printer driver and the operation panel of the machine, the specification from the printer driver overrides that from the operation panel.

LINKS

275

Printing a Document Secured by a PIN (Secure Print)

0UWX-04Y

By setting a PIN to a document when printing from a computer, the document is held in the memory of the machine, and is not printed until the correct PIN is entered on the operation panel of the machine. This function is called "Secure Print," and the document that is protected by a PIN is called a "secured document." Using Secure Print keeps printouts of confidential documents from being left unattended. Before you can use this function, you need to complete some procedures. ●**Preparing for Using Secure Print(P. 277)**
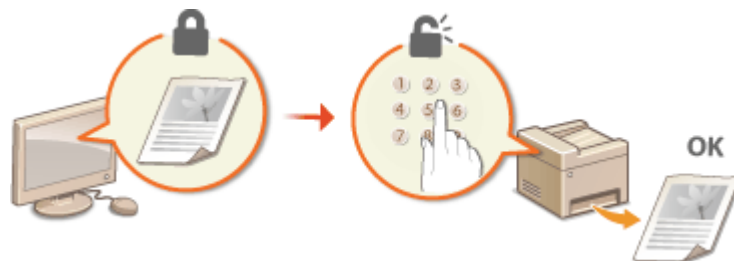
Preparing for Using Secure Print

0UWX-050

Make sure that Secure Print is enabled on the printer driver.

> **IMPORTANT**
>
> - To perform the following procedure, log on to the computer with an administrator account.

1 Open the printer folder. ○Displaying the Printer Folder(P. 892)

2 Right-click the printer driver icon for this machine and click [Printer properties] or [Properties].
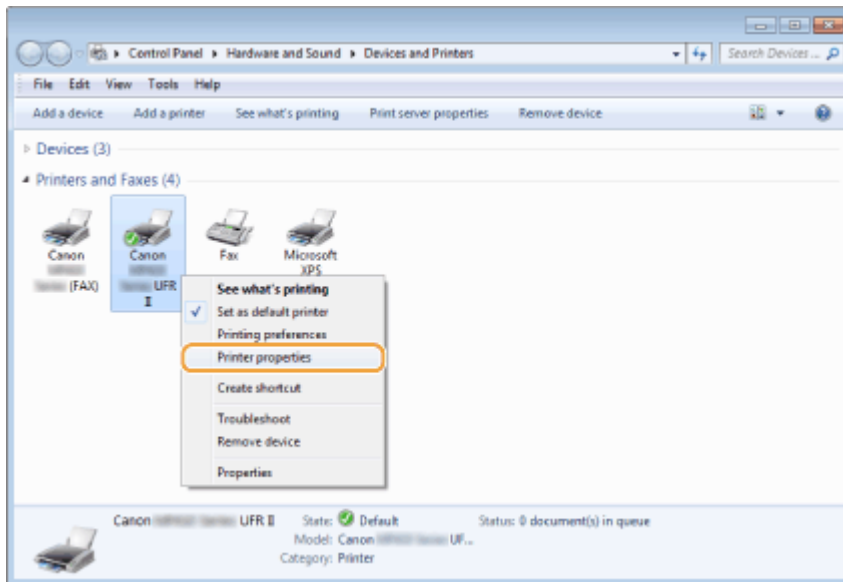
3 Click the [Device Settings] tab and make sure that the [Allow Use of Secured Print] check box is selected.

- If the check box is selected, Secure Print is enabled.
- If the check box is not selected, select it and click [OK].
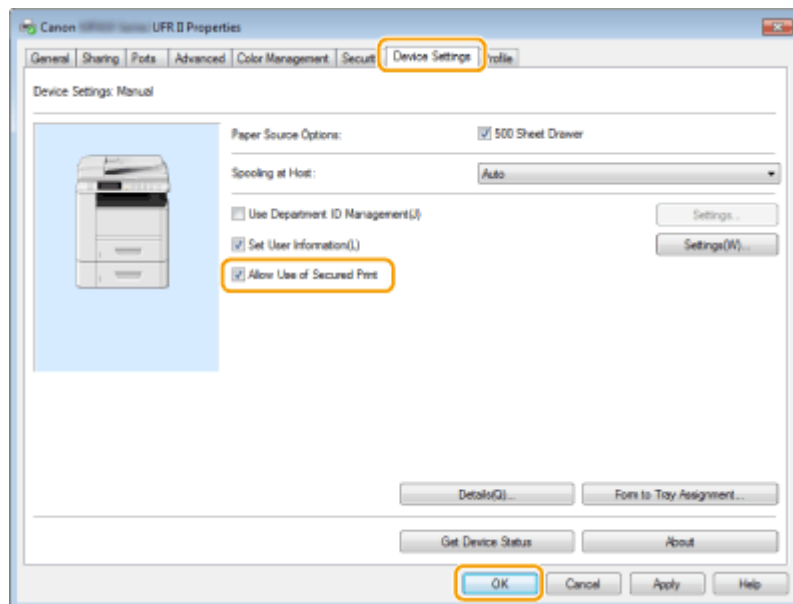
LINKS

▶**Printing via Secure Print(P. 279)**

Printing via Secure Print

0UWX-051

This section describes how to print a document from an application as a secured document. The first part of this section describes how to send a secured document to the machine, and the second part of this section describes how to print the secured document on the machine.

○**Sending a Secured Document from a Computer to the Machine(P. 279)**
○**Printing Out Secured Documents(P. 281)**
○**Changing the Valid Time Period for Secured Documents(P. 282)**

Sending a Secured Document from a Computer to the Machine

1 **Open a document in an application and display the print dialog box.**

- How to display the print dialog box differs for each application. For more information, see the instruction manual for the application you are using.

2 **Select the printer driver for this machine, and click [Preferences] or [Properties].**
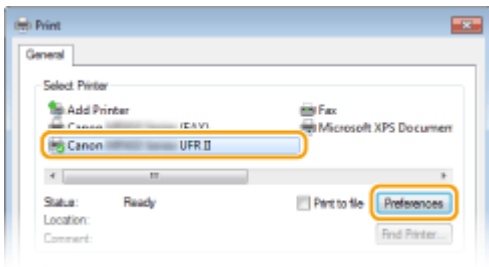
3 **Select [Secured Print] in [Output Method].**

- Click [Yes] or [No] on the [Information] pop-up screen.
- If you want to use the same user name and PIN every time, click [Yes]. To change the user name and PIN every time, click [No].
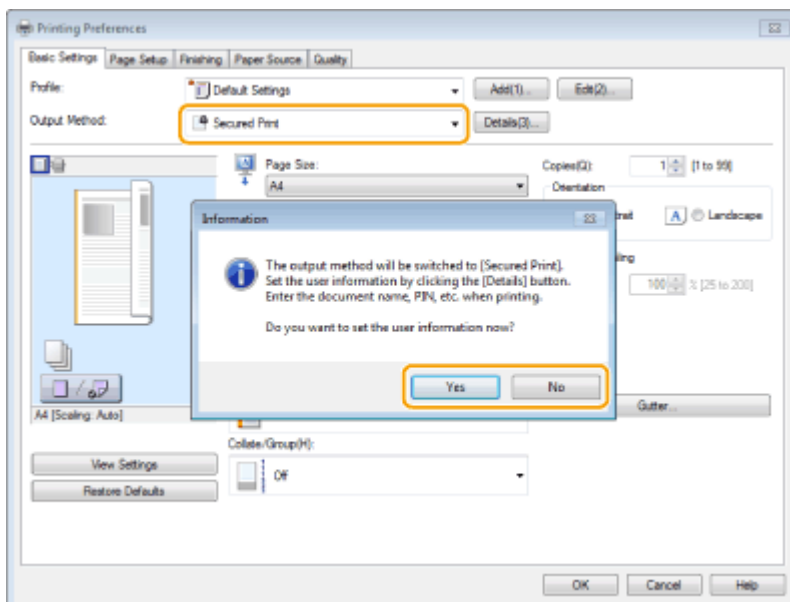
■If you selected [Yes]

Enter the [User Name] and [PIN], and click [OK].

- ● The computer name (logon name) of your computer is displayed in [User Name]. If you want to change the user name, enter up to 32 alphanumeric characters for a new user name.
- ● Enter a number of up to seven digits to [PIN].
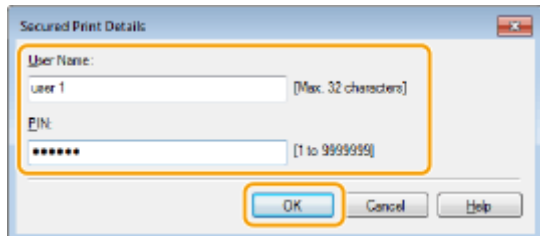
4 **Specify the print settings, and click [OK].**

- ● Click the [Basic Settings], [Page Setup], [Finishing], [Paper Source], or [Quality] tabs to specify the print settings on each screen as necessary. ❍**Various Print Settings(P. 246)**
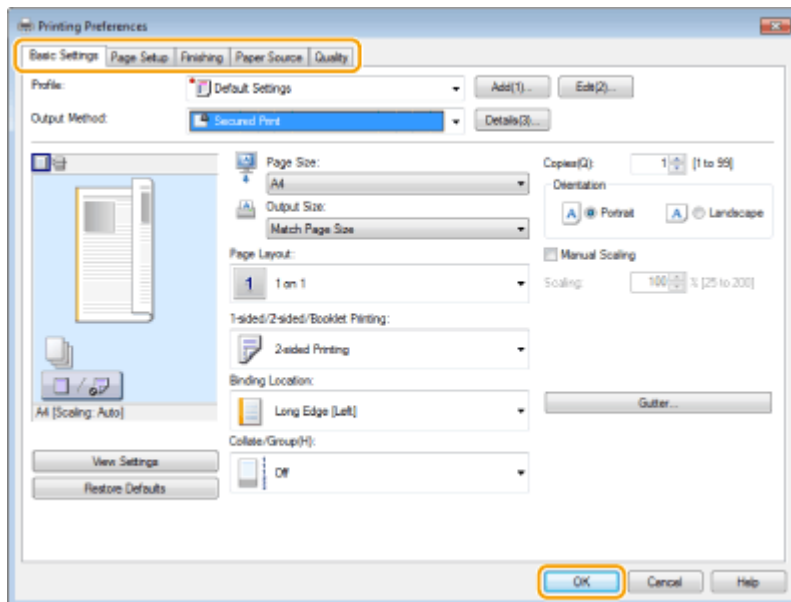
5 **Click [Print] or [OK].**
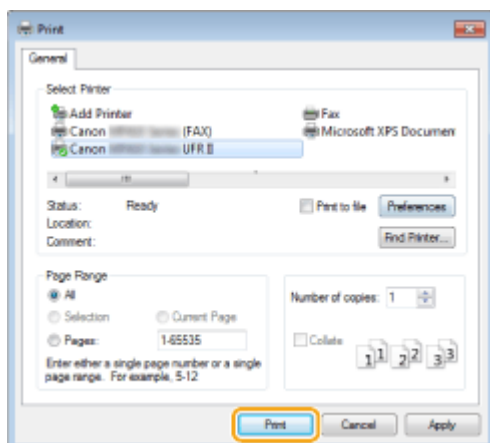
⇛ After the secured document is sent to the machine, it is held in the memory of the machine waiting to be printed.

■If you selected [No] at step 3

Enter the [Document Name], [User Name], and [PIN] and click [OK].

- The document name is automatically set based on the information from the application. If you want to change the document name, enter up to 32 alphanumeric characters for a new document name.

- The computer name (logon name) of your computer is displayed in [User Name]. If you want to change the user name, enter up to 32 alphanumeric characters for a new user name.

- Enter a number of up to seven digits to [PIN].
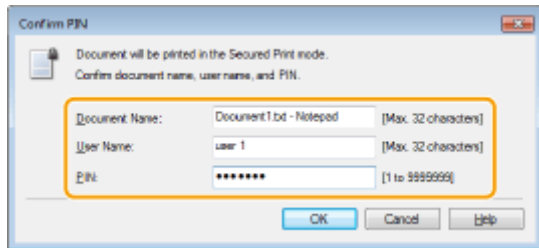
Printing Out Secured Documents

After you send the secured document to the machine, print it out within 30 minutes. After that, the secured document will be deleted from the memory of the machine and can no longer be printed.

NOTE

- If secured documents are left unprinted, they occupy the memory and may prevent the machine from printing even ordinary (not secured) documents. Make sure that you print your secured documents as soon as you can.

- You can check how much memory is being used for secured documents.
  ⊕ ▶ <Device Status> ▶ <Secure Print Memory Usage>

- You can change the valid time period for secured documents. **◌Changing the Valid Time Period for Secured Documents(P. 282)**

1 **Press and tap <Secure Print>.**

NOTE:

- You cannot proceed to the next step if the <Remote Scanner> screen shown below is displayed. In this case, press ↩ to close the screen, and tap <Secure Print> again.

> Remote Scanner
> Waiting... (Online)
> Start scanning using the
> device at the store
> location.
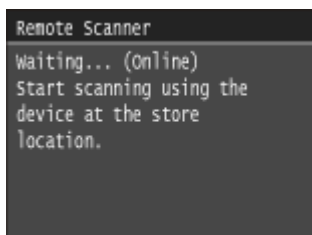
2 **Select the secured document to print.**

```
Select File
  Document 1
  Document 2
  Document 3
  Document 4
  Document 5
      Delete        Details
```
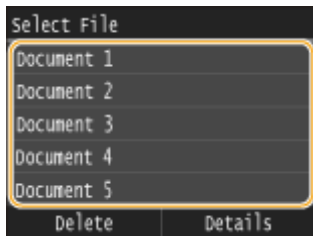
NOTE:

If the <Select User> screen is displayed

- If secured documents from two or more users are being held in memory, the <Select User> screen is displayed prior to the <Select File> screen. Select your user name.

```
Select User
  User 1
  User 2
  User 3
```
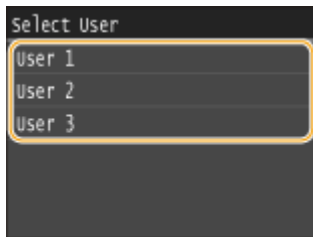
3 **Enter the PIN using the numeric keys, and then tap <Apply>.**

```
PIN

  ********


            Apply
```
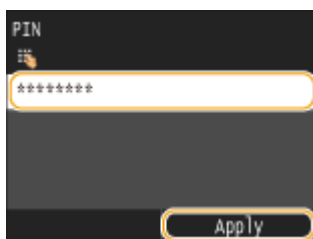
➡ Printing starts.

- If you want to cancel printing, tap <Cancel> ▶ <Yes>.

Changing the Valid Time Period for Secured Documents

The machine at purchase is set to delete secured documents 30 minutes after receiving them unless they are printed, but you can change this setting.

1 **Press 🏠 and tap <Menu>.**

2 **Tap <System Management Settings>.**

- If the logon screen appears, enter the correct ID and PIN using the numeric keys, and then press ID . ⊙ **Logging on to the Machine(P. 44)**

3 **Tap <Secure Print Settings>.**

4 **Tap <On>.**

NOTE:

Disabling Secure Print

- Tap <Off>, and restart the machine.

5 Specify how long the machine holds secured documents, and tap <Apply>.

- Tap ⌃ / ⌄ or the numeric keys to enter the time.
- The secured document is erased from the memory of the machine when the time specified here elapses.
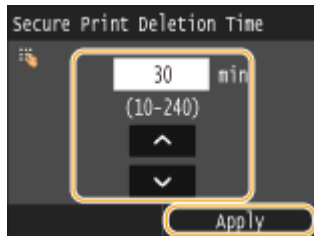
6 Restart the machine.

- Turn OFF the machine, wait for at least 10 seconds, and turn it back ON.

LINKS

Preparing for Using Secure Print(P. 277)
Checking the Printing Status and Log(P. 244)

Configuring Print Settings to Your Needs

0UWX-052

You can register combinations of settings as "Profiles" to suit your different printing needs. Also, you can register the settings that you frequently use as the default setting. Once the default setting is set, the registered settings are automatically displayed on the printer driver screen, and you can skip the operations to specify the print settings and print immediately.

When I print highly confidential documents, I put a "TOP SECRET" watermark on them.

Specify "TOP SECRET" for a watermark and register it as a "Profile." Just select this "Profile" when you need it. ◐ **Registering Combinations of Frequently Used Print Settings(P. 285)**

To save printing costs, I always print each two pages on one page.

Specify [2 on 1] as the user default in the printer driver. The next and following print jobs will be performed so that each two pages are shrinked and printed on one page. ◐**Changing Default Settings(P. 287)**

Registering Combinations of Frequently Used Print Settings

0UWX-053

Specifying combinations of settings such as "1-sided landscape orientation on A4 size paper" every time you print may be time consuming. If you register these frequently used combinations of print settings as "profiles," you can specify printing settings simply by selecting one of these profiles from the list. This section describes how to register profiles and how to print using them.

Registering a Profile(P. 285)
Selecting a Profile(P. 286)

Registering a Profile

1 **Change the settings that you want to register as a profile, and click [Add].**

- Click the [Basic Settings], [Page Setup], [Finishing], [Paper Source], or [Quality] tabs to specify the print settings on each screen as necessary. **Various Print Settings(P. 246)**
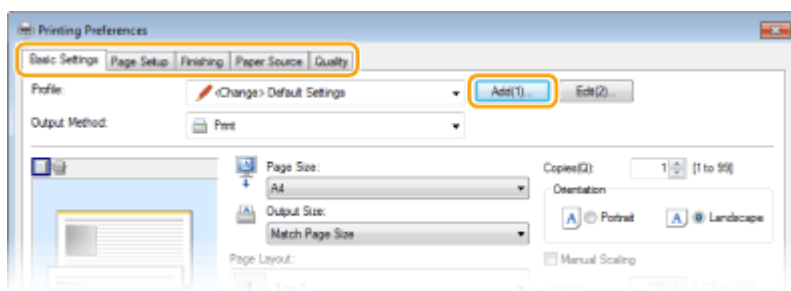
2 **Enter a profile name in [Name], select an icon, and then click [OK].**

- Enter comments on the profile in [Comment] as necessary.
- Click [View Settings] to see the settings to register.
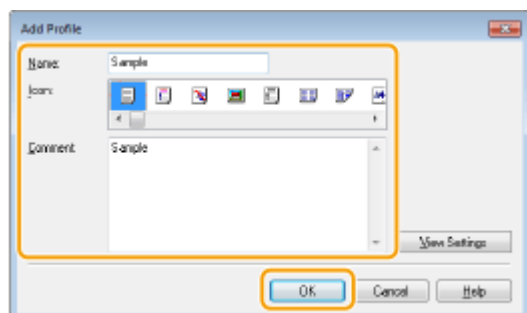
> **NOTE**
>
> **Editing a profile**
>
> - By clicking [Edit] on the right side of [Add] on the screen shown in step 1, you can change the name, icon, or comment of the profiles you have previously registered. You cannot edit the pre-registered profiles.

285

Selecting a Profile

Select the profile that suits your needs, and click [OK].
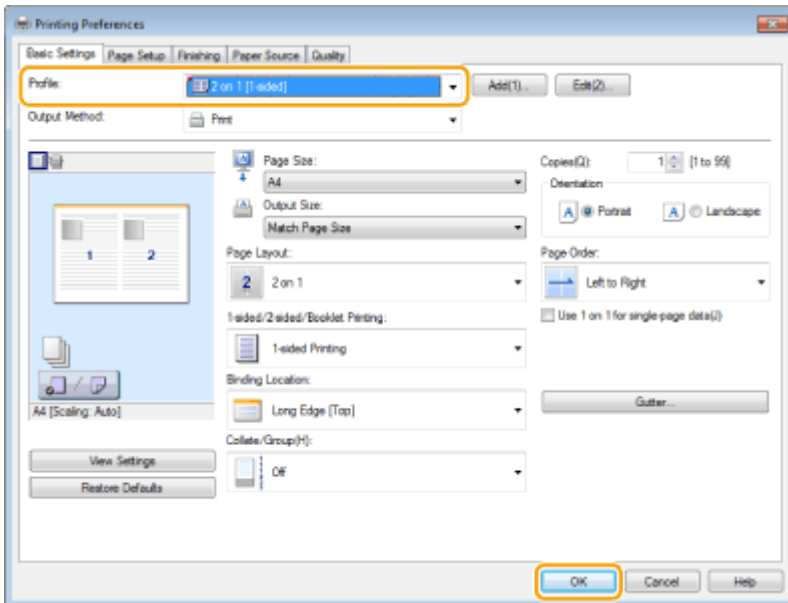
> **NOTE**
>
> **Changing the settings of the selected profile**
> - You can change the settings of a selected profile. In addition, the changed settings can be registered as another profile.

LINKS

Printing a Document(P. 237)

Changing Default Settings

0UWX-054

The default settings are the settings that are first displayed whenever you open the print settings screen of the printer driver, but you can change them. For example, if you want to print all documents in such manner that each two pages are shrinked and printed on one page, specify [2 on 1] as the user default of page layout. From next time on, the printer driver will be opened with [2 on 1] specified as page layout setting and you will not have to change settings each time you print.

IMPORTANT

- To perform the following procedure, log on to your computer with an administrator account.

1 Open the printer folder. ○Displaying the Printer Folder(P. 892)

2 Right-click the printer driver icon for this machine and click [Printing preferences].
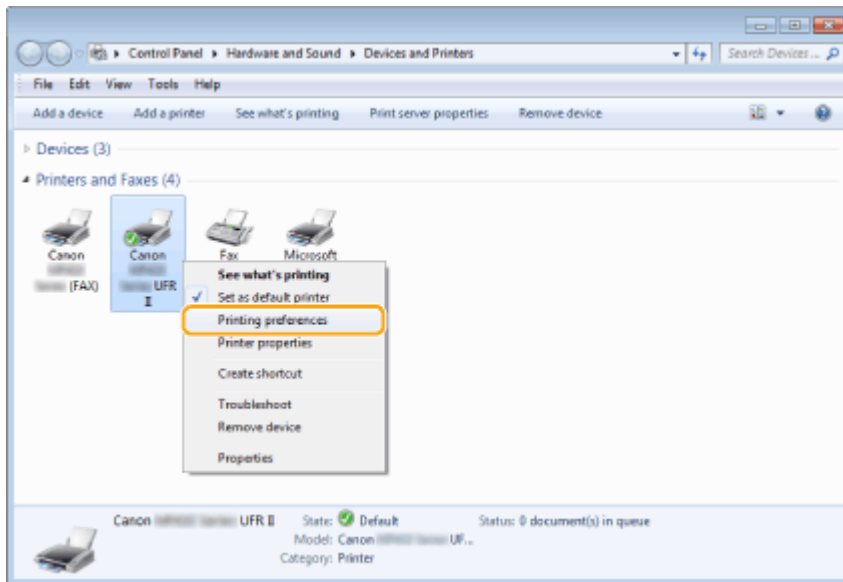
3 Change the settings on the print setting screen, and click [OK].

- Click the [Basic Settings], [Page Setup], [Finishing], [Paper Source], or [Quality] tabs to specify the print settings on each screen as necessary. ○Various Print Settings(P. 246)
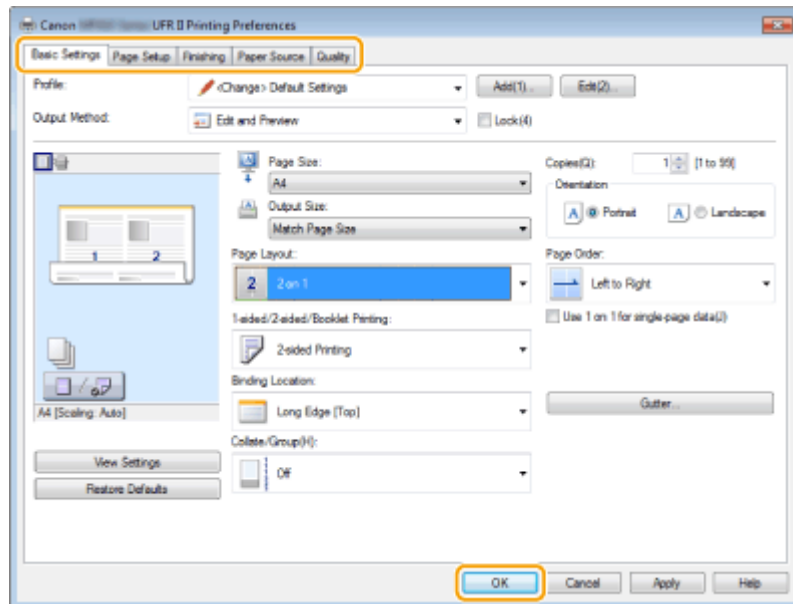
LINKS

○Printing a Document(P. 237)
○Various Print Settings(P. 246)

Printing from USB Memory (Memory Media Print)

0UWX-055

You can print image files and PDF files stored in a USB memory device by connecting it directly to the machine. Using this function, you can print without using a computer.
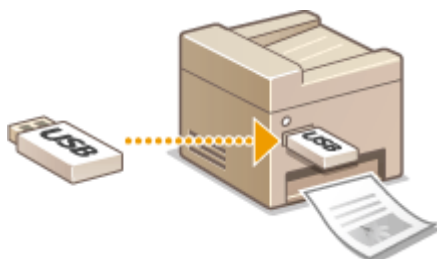
Available File Formats

You can print the following types of image files.

- JPEG (DCF/Exif 2.21 or earlier/JFIF)
- TIFF (JPEG/MH/MR/MMR compression)
- PDF

NOTE

- For JPEG and TIFF files, maximum printable data size per file[*1] is 20 MB[*2].
- For PDF files, maximum printable data size per file is 2 GB.
- Note that even some files smaller than the size described above may not be printed correctly.

[*1] For multi-page TIFF files, maximum data size is per page.

[*2] Setting <Secure Print Settings> to <Off> allows data of up to 50 MB to be printed (**Secure Print Settings(P. 716)**).

Available USB Memory Devices

You can use USB memory devices with the following format styles.

- FAT16 (memory capacity: up to 2 GB)
- FAT32 (memory capacity: up to 32 GB)

IMPORTANT

- Do not use non-standard USB memory devices. You may not be able to print the images properly in some USB memory devices.
- USB memory devices cannot be connected via a USB hub or an extension cable.
- Do not use USB memory devices with special functions such as built-in security functions.

NOTE

- The USB port on the front of the machine supports USB 2.0.
- If a folder in a USB memory device has many files, scanning image files to print will take more time. Use your computer to delete unnecessary files on your USB memory device or move them to a different folder.

1 **Connect a USB memory device to the USB port on the front of the machine.**
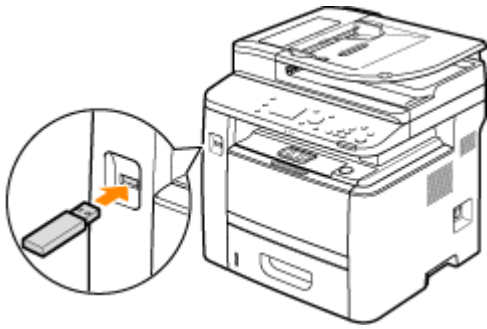
IMPORTANT:

- Do not remove the USB memory device or shock or shake the device or the machine when data is being read or written. Also, do not turn OFF the machine while the processing is in progress.

2 **Press 🏠 and tap <Memory Media Print>.**
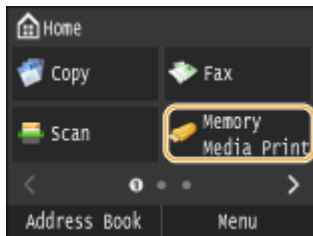
3 **Tap <Select File and Print>.**
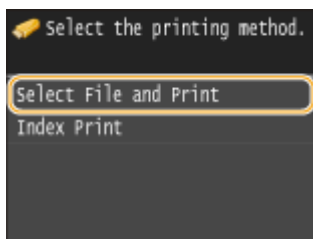
NOTE:

Index Print

- You can print thumbnails of the JPEG files stored in a USB memory device. To print the images in thumbnails, select <Index Print> on the screen, and proceed to the next step.

4 **Select the check box for the file you want to print.**

- You can select multiple files.
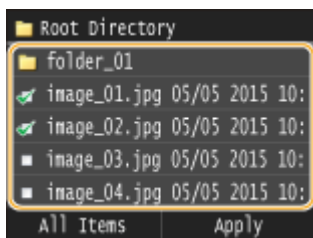
- To clear a selection, tap the file you have selected (marked as ✓).

● To display the contents of a folder, select a folder, and tap. To return to the folder in the upper level, press ⟵.

NOTE:

● Folders and files lower than the third directory are not displayed.

● When you move to another folder, the previous file selections will be cleared.

■To select all files

1 Tap <All Items>.

```
■ Root Directory
■ folder_01
■ image_01.jpg 05/05 2015 10:
■ image_02.jpg 05/05 2015 10:
■ image_03.jpg 05/05 2015 10:
■ image_04.jpg 05/05 2015 10:
  All Items        Apply
```

2 Tap <Select All>.

```
Display/Select All Items
Display Method: Details
Sort Files: Name (Ascending)
 Select All
 Clear All
```
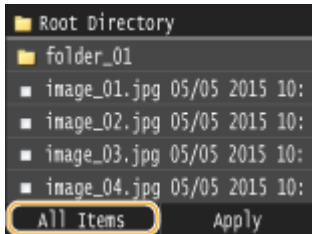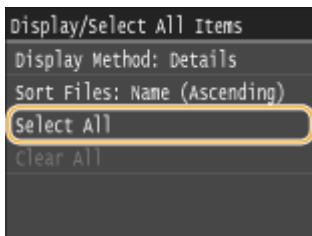
● To clear all selections, tap <Clear All>.

3 Tap <JPEG/TIFF> or <PDF>.

```
Select All
 JPEG/TIFF
 PDF
```
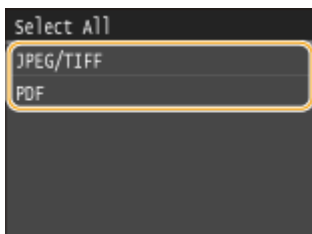
NOTE:

● If you selected a file before you tap <All Items>, you can only select files of the same format.

■To display previews

You can change the display method from <Details> (for file names and modification dates) to <Images> (for previews). By previewing images, you can check the file content before you select a file to print.

NOTE:

● Preview images are not displayed for PDF files.

● You can specify either <Details> or <Images> as the default display method. ●**Default Display Settings(P. 676)**

1 Tap <All Items>.
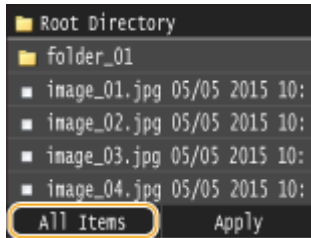
2 Tap <Display Method>.
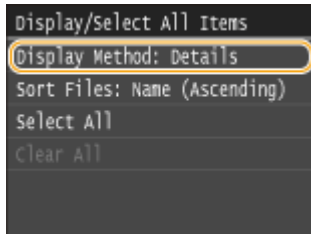
3 Tap the display method.
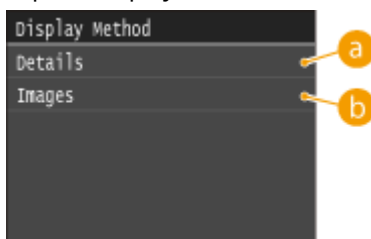
a <Details>

Displays file names and dates.
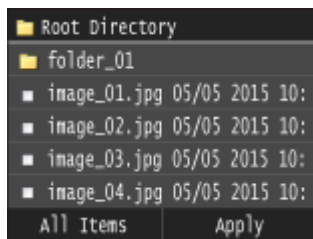
NOTE:

- You can set whether to display abbreviated file names. **○File Name Display Format(P. 676)**

b <Images>

Displays previews.

- Tap ◀ / ▶ or flick to switch the preview.
- Tap 🔍 to display a larger preview. Tap 🔍 to return to the original preview size.

■**To change the file sort order**

You can change the sort order of the files in a USB memory device.

NOTE:

- You can specify a sort setting such as <Name (Ascending)> or <Date/Time (Ascending)> as the default setting for the file sort order. **○File Sort Default Settings(P. 676)**

1 Tap <All Items>.

```
■ Root Directory
■ folder_01
■ image_01.jpg 05/05 2015 10:
■ image_02.jpg 05/05 2015 10:
■ image_03.jpg 05/05 2015 10:
■ image_04.jpg 05/05 2015 10:
   All Items        Apply
```

2 Tap <Sort Files>.

```
Display/Select All Items
Display Method: Details
Sort Files: Name (Ascending)
Select All
Clear All
```
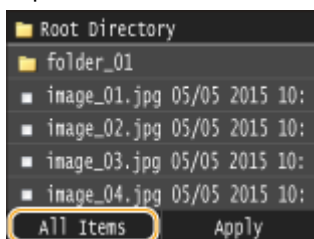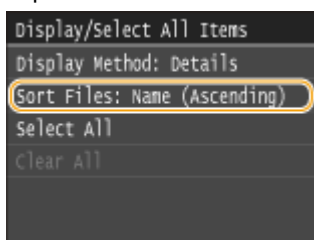
3 Tap the criteria for file sorting.

```
Sort Files
Name (Ascending)
Name (Descending)
Date/Time (Ascending)
Date/Time (Descending)
```
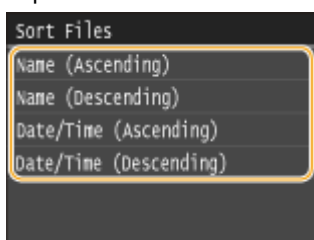
NOTE:

- When you select <Date/Time (Ascending)> or <Date/Time (Descending)>, files are sorted based on the modification dates and time of the files.

5 Tap <Apply>.

```
■ Root Directory
■ folder_01
✓ image_01.jpg 05/05 2015 10:
✓ image_02.jpg 05/05 2015 10:
■ image_03.jpg 05/05 2015 10:
■ image_04.jpg 05/05 2015 10:
   All Items      Apply
```
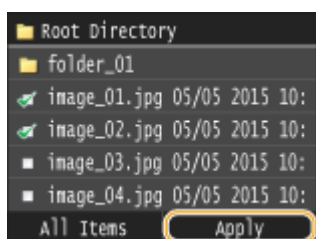
6 Specify the print settings as necessary.

- Tap the item you want to set.

<Number of Copies>
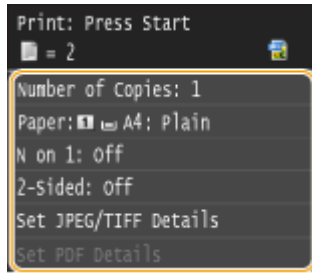
Specify the number of copies from 1 to 99. Tap ⋀ / ⋁ or the numeric keys to enter a quantity, and tap <Apply>.

<Paper>
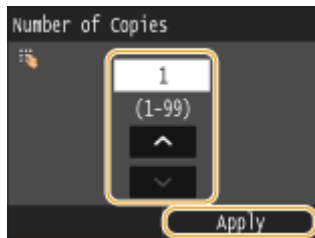
Select the paper to print on.

<N on 1>
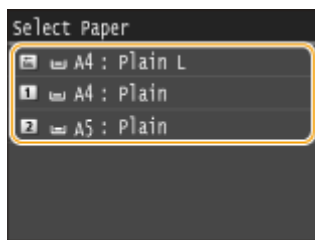
- <N on 1> is not available for printing TIFF files.

You can print two or four images onto a single sheet. Select <2 on 1> or <4 on 1>.
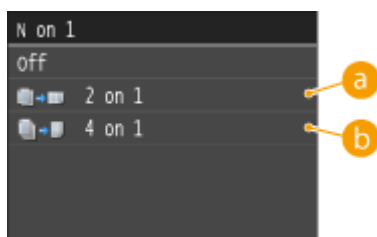
ⓐ **<2 on 1>**

Prints two images onto a single sheet.

ⓑ **<4 on 1>**

Prints four images onto a single sheet.

<2-Sided>

You can make 2-sided printouts. Select the binding position.
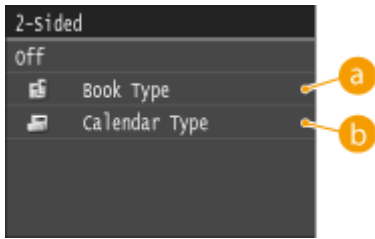
ⓐ <Book Type>

Prints images in such a way that the printed pages are opened horizontally when bound.

ⓑ <Calendar Type>

Prints images in such a way that the printed pages are opened vertically when bound.

NOTE:

- <2-Sided> may not be available with some sizes or types of paper. **Paper(P. 858)**

<Print Quality>

You can change settings related to print quality.

<Density>
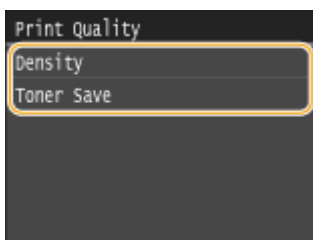
Adjust the toner density to be used for printing. Make adjustment using ◁ / ▷ , and then tap <Apply>. Note that if <Toner Save> is set to <On>, you cannot set this item.
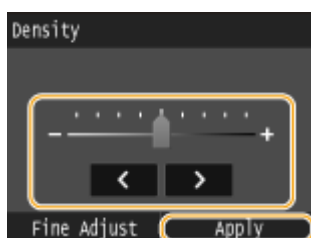
NOTE:

Making fine adjustment of toner density

● When you want to make fine adjustments of toner density on three density levels - high, medium, and low -, use the following procedure.
<Fine Adjust> ▶ Select the density level ▶ Adjust the density ▶ <Apply> ▶ <Apply>

<Toner Save>

Tapping <On> prints in toner saving mode. Select <On> when you want to check the layout or other appearance characteristics before proceeding to final printing of a large job.

```
Toner Save
Off
On
```

<Set JPEG/TIFF Details>
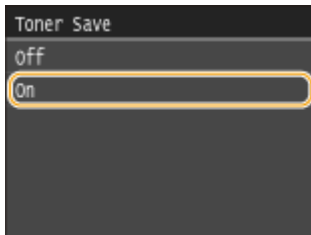
Specify the default settings of the memory media print function for JPEG and TIFF files.

```
Set JPEG/TIFF Details
Print Date: Off
Print File Name: Off
Original Type: Photo Priority
Brightness: ±0
Halftones: Error Diffusion
                    Apply
```

<Print Date>
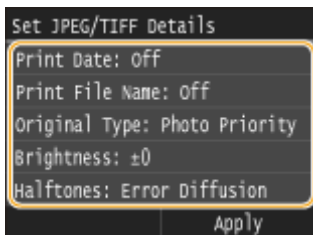
If you tap <On>, you can print the modification date of the file below each image.

```
Print Date
Off
On
```
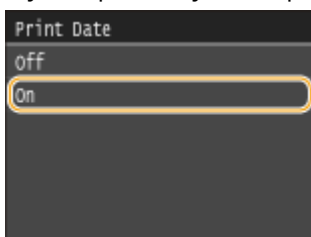
NOTE:

● Although <Print Date> is not available for Index Print, the modification date of the file is automatically printed below each image.

<Print File Name>

If you tap <On>, you can print the file name below each image.
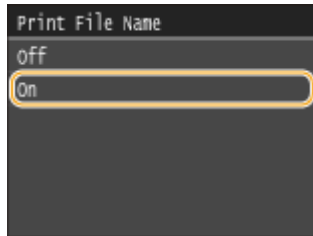
NOTE:

- Although <Print File Name> is not available for Index Print, the file name is automatically printed below each image.

<Original Type>

You can select the type of original depending on the image to print. Select <Photo Priority> or <Text Priority>.

ⓐ <Photo Priority>
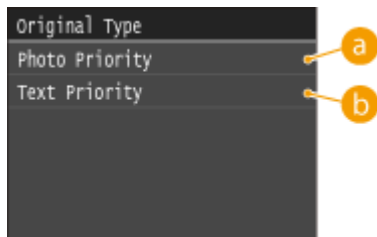
Gives priority to printing photo images smoothly.

ⓑ <Text Priority>

Gives priority to printing text clearly.

<Brightness>

You can adjust the brightness of printouts. Tap ◀ / ▶ to adjust the brightness, and tap <Apply>.

- <Brightness> is not available for printing those TIFF files that are not JPEG-compressed.

ⓐ <->
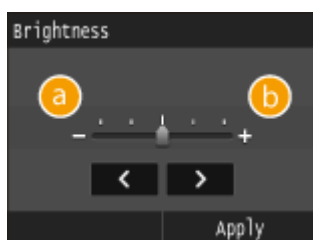
Prints images darker.

ⓑ <+>

Prints images brighter.

<Halftones>

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You can select the printing method to reproduce halftones (the intermediate range between the lighter and darker areas of an image) for optimal image quality. Tap <Gradation> or <Error Diffusion>.
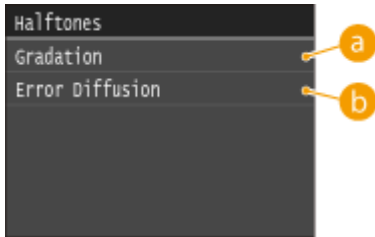
ⓐ <Gradation>

Prints images with fine gradation, such as digital camera images, with a smooth finish.

ⓑ <Error Diffusion>

Prints images with small text or fine lines with a clear finish.

<Grayscale Conversion>

You can select ways to convert color values to a grayscale value when you print color print data.

ⓐ <sRGB>

Color data is converted to monochrome with emphasis on color differences so that a smooth gradation is achieved.

ⓑ <NTSC>

Color data is converted to monochrome so that the resulting image looks like a television picture (of the NTSC system).

ⓒ <Uniform RGB>
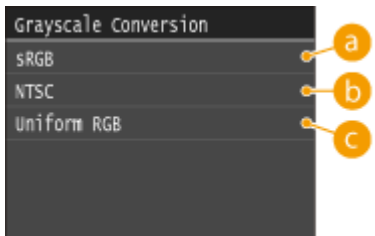
Color data is converted to monochrome so that R, G, and B are uniformly converted to the same gray level.

<Set PDF Details>

Specify the default settings of the memory media print function only for PDF files.

<Enlarge/Reduce to Fit Paper Size>
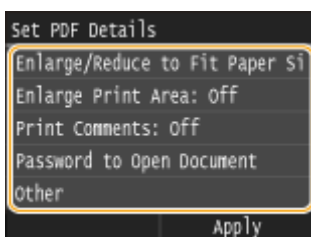
This setting enlarges or reduces the original document to match the printable area of the paper size.

<Enlarge Print Area>
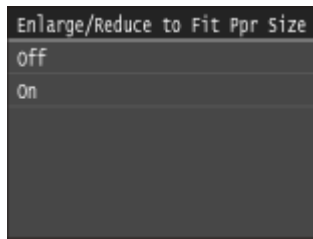
This setting specifies whether to enlarge the printable area on the paper.

ⓐ **<Off>**

The area 5 mm from the top, bottom, left and right edges of the paper is not printable.

ⓑ **<On>**

The printable area is enlarged to the top, bottom, left, and right edges of the paper.

NOTE:

- If you select <On>, images on the edge of the paper may not print properly.

<Print Comments>

This setting specifies whether to print annotations in the PDF file.

ⓐ **<Off>**
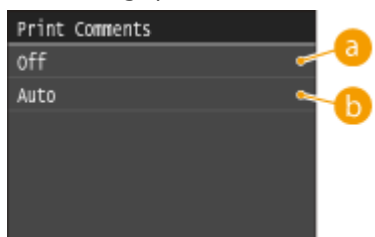
Prints no annotations.

ⓑ **<Auto>**

Prints only those annotations that are specified to be printed in the PDF file.

<Password to Open Document>

You can print password protected PDF files by entering the password required to open them.
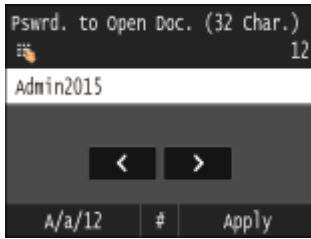
<Other>

<Halftones>

You can select the printing method to reproduce halftones (the intermediate range between the lighter and darker areas of an image) for optimal image quality. You can make this setting for each of the types of image contained in one document.
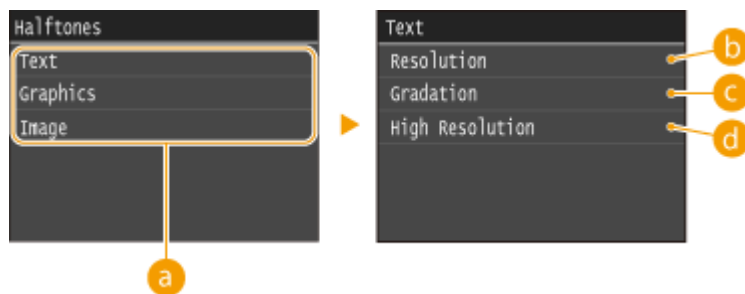
ⓐ Type of image

Select the type of image for which you want change the setting. <Text> represents letters and characters, <Graphics> represents lines and figures, and <Image> represents photos and other types of images.

ⓑ <Resolution>

Prints text with clear edges to produce a fine print. This is suitable for printing text and thin lines.

ⓒ <Gradation>

Prints gradations and outlines with a smooth finish. This is suitable for printing figures and graphs that use gradations.

ⓓ <High Resolution>

Enables you to perform even finer printing than <Resolution>, but with slightly less stable texture. This is suitable for printing text and thin lines or sharply printing the lines in CAD data.

<Grayscale Conversion>

You can select ways to convert color values to a grayscale value when you print color print data.

ⓐ <sRGB>

Color data is converted to monochrome with emphasis on color differences so that a smooth gradation is achieved.

ⓑ <NTSC>

Color data is converted to monochrome so that the resulting image looks like a television picture (of the NTSC system).

ⓒ <Uniform RGB>
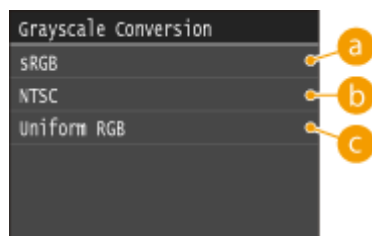
Color data is converted to monochrome so that R, G, and B are uniformly converted to the same gray level.

7 **Press .**

➠ Printing starts.

- If you want to cancel printing, tap <Cancel> ▶ <Yes>

8 **Disconnect the USB memory device from the USB port.**

1 Press .

2 Press .

3 Tap <Device Status>.

4 Tap <Remove Memory Media>.

➠ Wait until the message <The memory media can be safely removed.> is displayed.

5 Disconnect the USB memory device.

TIPS

- If you always want to print with the same settings: ❯**Changing Default Memory Media Print Settings(P. 302)**

LINKS

❯**Memory Media Print Settings(P. 674)**

Changing Default Memory Media Print Settings

0UWX-056

The default settings are the settings that are displayed whenever you turn ON the machine, or when you press ![icon]. If you change these default settings to match the operations that you perform frequently, you can eliminate the need to specify the same settings every time you make prints.

<Menu> ▶ <Memory Media Print Settings> ▶ <Change Default Settings> ▶ Select the setting ▶ Change the default value of the selected item ▶ <Apply>
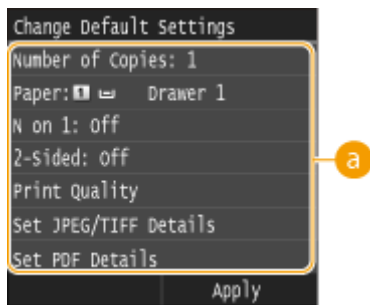
ⓐ Settings

Select the item you want to set, and change the default value.

LINKS

❍**Printing from USB Memory (Memory Media Print)(P. 289)**
❍**Memory Media Print Settings(P. 674)**

Using the Machine as a Scanner

Using the Machine as a Scanner

0UWX-057

You can scan original documents by using the operation panel of the machine or an application on a computer. Whichever way you use, the scanned documents are converted into electronic file formats such as PDFs. Use the scan function to convert large-volume paper documents into files so that you can organize them easily.

> **NOTE**
>
> - To use this machine as a scanner, you must complete preparations in advance, including installation of software to a computer. For more information, see "MF Driver Installation Guide." To connect the machine to your computer via a network, you must register the machine to the installed software. **Preparing to Use the Machine as a Scanner(P. 305)**
>
> - If you are a Mac OS user, see "Canon Scanner Driver Guide" for installing the software and for using scan functions. **For Mac OS Users(P. 900)**
>
> - Depending on the operating system and the version of the scanner driver or applications you are using, the screens in this manual may differ from your screens.

■ Scanning from the Machine

You can scan and save documents to your computer by using the operation panel of the machine. You can also save documents to a USB memory device or send them as e-mail attachments.
Scanning from the Machine(P. 306)
Convenient Scanning with a Machine-Based Operation(P. 331)
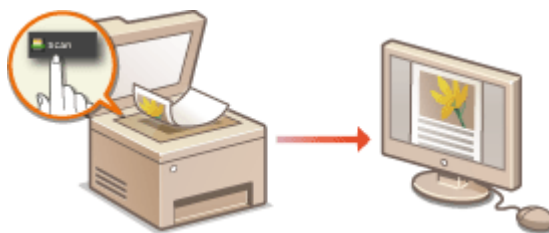
■ Scanning from a Computer

You can scan documents placed on the machine from a computer. The scanned documents are saved to the computer. You can scan using MF Scan Utility (included with the machine), or with other applications such as an image-processing or word-processing application. **Scanning from a Computer(P. 310)**
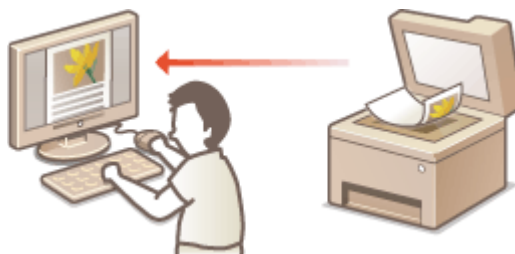
> **Scanning from Mobile Devices**
>
> - Linking mobile devices such as smartphones or tablets to this machine provides a quick and easy way to scan documents set on this machine. **Can Be Used Conveniently with a Mobile Device(P. 386)**

Preparing to Use the Machine as a Scanner

0UWX-058

To use this machine as a scanner, you must complete preparations in advance, including installation of software to a computer. For more information, see "MF Driver Installation Guide." To connect the machine to your computer via a wireless or wired LAN, you must register the machine in "MF Network Scanner Selector" by following the procedure below. This procedure is not required if the machine and your computer are connected via USB.

IMPORTANT

- The scan function is not available if the machine and your computer are connected in an IPv6 environment. Use IPv4 or a USB connection.

1 Click in the system tray.
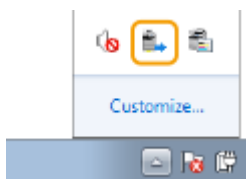
2 Select the check box for the machine, and click [OK].
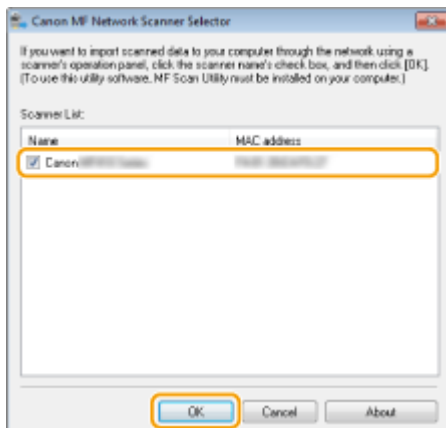
- Up to 10 scanners on a network can be registered on a computer.

Scanning from the Machine

0UWX-059

The sequence of "scanning a document and saving it to a computer" can only be done when scanning from the machine. Scan while specifying what computer documents will be saved to; whether to scan documents in color or black and white; whether to save documents as PDFs or JPEGs; and other settings.

1 **Place the document(s).** ◖**Placing Documents(P. 47)**
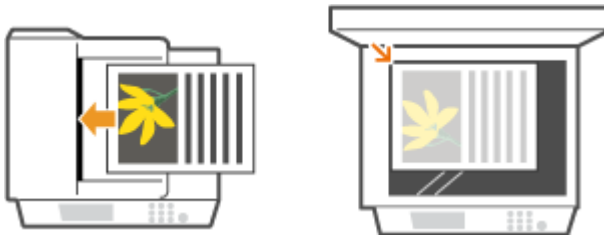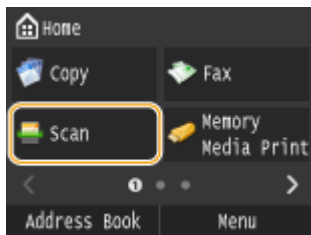
2 **Press ⌂ and tap <Scan>.**

- When the logon screen appears, use the numeric keys to enter the user name and password. Then select the authentication server and press ⎗ ID . ◖**Logging on to Authorized Send(P. 45)**

3 **Tap <Computer>.**
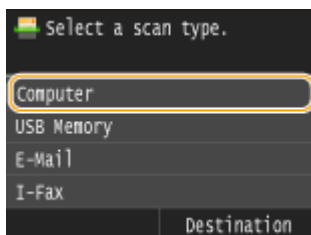
4 **Select the destination computer.**

- This screen is not displayed if only a computer is connected to the machine via USB.
- Up to 10 network-connected computers can be displayed.

306
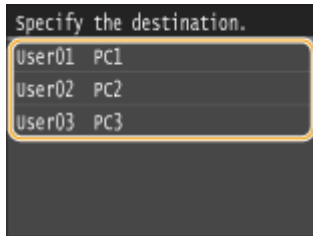
5 **Select the scan type.**
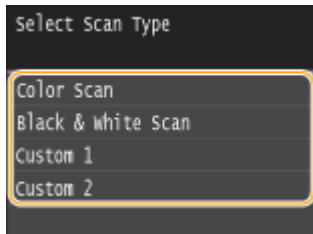
Scan type	Color	Resolution	File format
<Color Scan>	Color	300 dpi	JPEG (Exif)
<Black & White Scan>	Black and white[*1]	300 dpi	PDF (Searchable[*2], High compression)
<Custom 1>	Color	300 dpi	JPEG (Exif)
<Custom 2>	Color	300 dpi	JPEG (Exif)

[*1] Documents are scanned in black and white only, with no intermediate shades of gray.

[*2] A PDF format where characters on the document are scanned as text data and the text can be searched using a computer.

NOTE:

To change settings

- The settings in the table above are all factory default settings. You can change settings from MF Scan Utility. For more information, click [Instructions] on MF Scan Utility.

- If you are a Mac OS user, see "Canon Scanner Driver Guide." **For Mac OS Users(P. 900)**

6 **Press　.**

➠ Scanning of the document starts.

- To cancel scanning, tap <Cancel> ▶ <Yes>.

IMPORTANT:

- You cannot scan while the ScanGear MF is displayed. Close the screen before scanning.
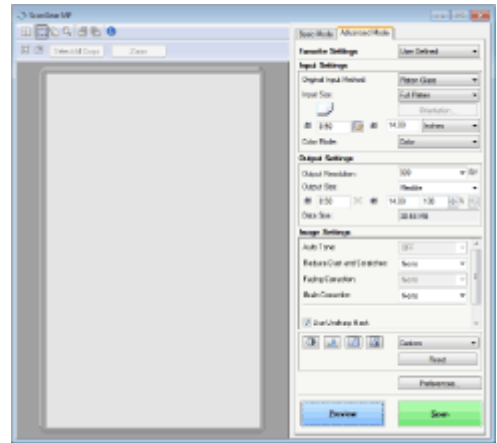
■When placing documents in the feeder in step 1

When scanning is complete, the save destination folder is displayed on the computer.

■When placing documents on the platen glass in step 1

When scanning is complete, follow the procedure below (except if you selected JPEG as a file format).

1　If there are additional pages of documents to be scanned, place the next document on the platen glass, and press 　.
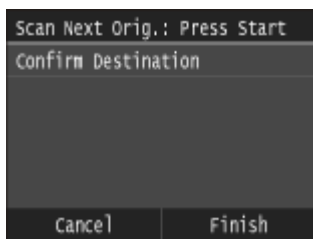
- Repeat this step until you finish scanning all of the pages.
- When there is only one page to be scanned, proceed to the next step.

2　Tap <Finish>.

▥➡ The save destination folder is displayed on the computer.

NOTE

About the save destination folder

- By default, the scanned data is saved to the My Documents folder. A subfolder named with the scanning date is created, and the data is saved to that folder.

- You can change the save destination from MF Scan Utility. For more information, click [Instructions] on MF Scan Utility.

TIPS

Scan from the machine more easily

- To always scan using the same settings: ○**Changing Default Settings(P. 376)**

- To register combinations of scan settings and display them when needed: ○**Registering Frequently Used Scan Settings (E-Mail/I-Fax/Shared Folder/FTP Server)(P. 379)**

Other useful scanning functions

- You can save scanned documents to a USB memory device or send them by e-mail or as I-Faxes. The documents can also be saved to shared folders/FTP Server. You can accomplish these functions directly from the machine.
  ▶**Scanning Documents Directly to USB Memory(P. 332)**
  ▶**Sending Documents as E-Mails Directly from the Machine(P. 335)**
  ▶**Saving Documents Directly in Shared Folder/FTP Server(P. 342)**

Scanning from a Computer

0UWX-05A

There are two ways to scan from a computer: using MF Scan Utility and using an application such as an image-processing or word-processing application.
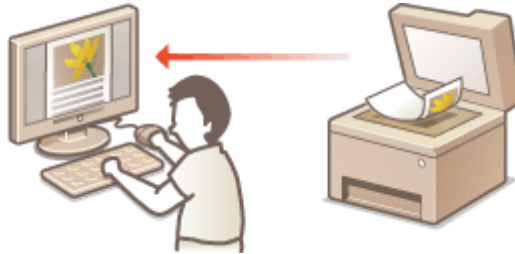
Scanning Using MF Scan Utility

MF Scan Utility is an application included with the machine that enables you to scan documents or images to a computer. You can forward the scanned data to a specified application, or attach it to an e-mail message. For more information, click [Instructions] on MF Scan Utility.

NOTE

- If you are a Mac OS user, see "Canon Scanner Driver Guide." **For Mac OS Users(P. 900)**

Scanning Using an Application

You can scan images by using an application such as a word-processing or image-processing application, and load the images directly into the application. You do not need to start another application to scan.

Scanning Using an Application

0UWX-05C

You can scan documents from applications such as image-processing or word-processing software. The scanned image is directly loaded in the application, allowing you to edit or process the image immediately. The following procedure varies depending on the application.

IMPORTANT

- The application must be compatible with TWAIN or WIA*. For more information, see the instruction manual for your application.

* TWAIN is a standard for connecting image input devices, such as scanners, with computers. WIA is a function that is an integrated standard in Windows.

1 **Place the document(s). ▸Placing Documents(P. 47)**
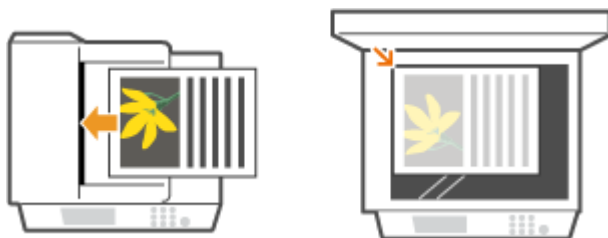
IMPORTANT:

- The second or subsequent documents may not be scanned, or an error message may be displayed depending on the application. In such a case, place and scan one document at a time.
- When <Auto Online for Remote Scan> is set to <Off>, you must tap <Scan> ▸ <Remote Scanner> in the Home screen to bring the machine online. ▸**Auto Online for Remote Scan(P. 712)**

2 **From the application, select the start scan command.**

- The procedure for selecting the start scan command varies depending on the application. For more information, see the instruction manual for your application.

3 **Select the scanner driver for the machine.**

- Select ScanGear MF or WIA. If you select ScanGear MF, you can configure advanced scan settings.

4 **Configure the scan settings as necessary.**

- For more information about ScanGear MF scan settings, see ▸**Configuring Scan Settings in Simple Mode(P. 314)** or ▸**Configuring Scan Settings in Advanced Mode(P. 317)** .

5 **Click [Scan].**

⇒ Scanning of the document starts.

311

●	When scanning is complete, the scanned image is forwarded to an application.

LINKS

○Configuring Scan Settings in ScanGear MF(P. 313)

Configuring Scan Settings in ScanGear MF

0UWX-05E

ScanGear MF is a scanner driver included with the machine. You can use ScanGear MF to configure advanced scan settings when you scan. The way of starting ScanGear MF differs depending of the way of scanning from the computer.

Starting from MF Scan Utility

When scanning from MF Scan Utility, click [ScanGear] to start ScanGear MF. For more information, click [Instructions] on MF Scan Utility.

NOTE

- If you are a Mac OS user, see "Canon Scanner Driver Guide." **For Mac OS Users(P. 900)**

Starting from an Application

To scan from applications such as image-processing or word-processing software, select ScanGear MF as scanner driver. **Scanning Using an Application(P. 311)**

TIPS

You can do the following by using ScanGear MF:

- Previewing the image before scanning
- Specifying the scanning area
- Adjusting the detailed image quality

For details, see **Configuring Scan Settings in Simple Mode(P. 314)** and **Configuring Scan Settings in Advanced Mode(P. 317)** .

Configuring Scan Settings in Simple Mode

0UWX-05F

Simple Mode is a collection of basic scan settings in ScanGear MF designed for easy operation. In other words, Simple Mode is a digest version of ScanGear MF. Configure settings in the order indicated from ① to ③ on the screen, and click [Scan]. By doing so, you can configure basic settings and scan.
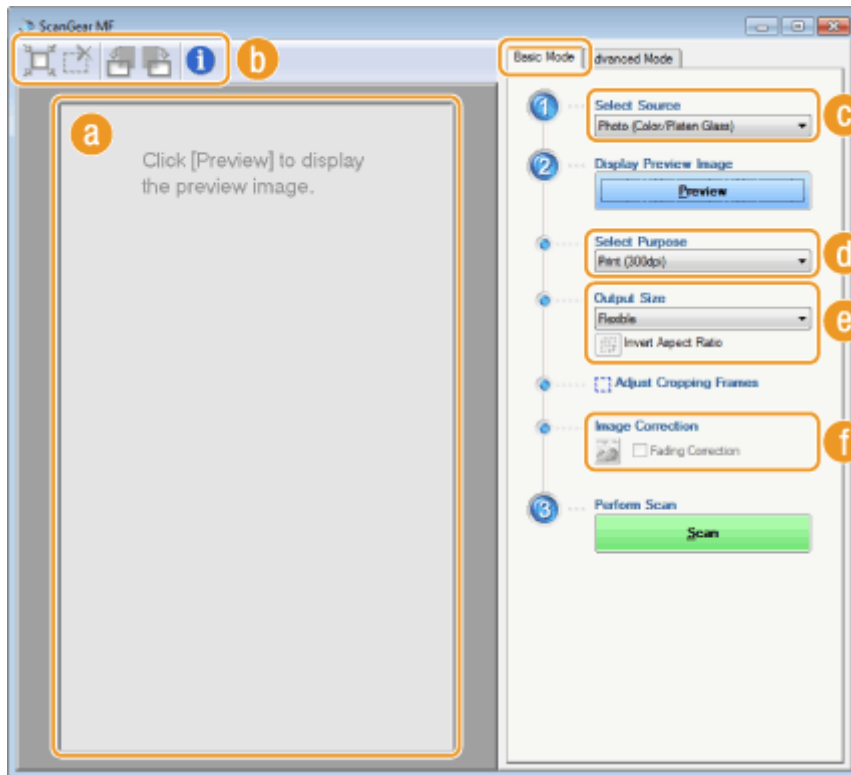
ⓐ Preview area

You can preview the document that is placed on the platen glass. If you click [Preview], a preview image is displayed in this area and the cropping frame is displayed with a dotted line.

ⓑ Toolbar

Control the image in the preview area.

⊐ (Auto Crop)

The cropping frame that fits the scanned image is automatically set. Each time you click the icon, the cropping frame is reduced. You can move the frame, or change its size with your mouse.

NOTE:

Manually setting multiple scanning areas

- You can manually add cropping frames. You can also specify cropping areas in the document so that each of them can be scanned as separate images. Drag the cropping frames to specify the areas you want to scan. You can specify up to 10 areas. Click [Scan] to scan the areas in the cropping frames as separate images.

⊠ (Clear Crop Frame)

Clears the selected cropping frame.

⊟ (Left Rotate) / ⊟ (Right Rotate)

Rotates the preview image 90 degrees to the left or right.

ⓘ (Information)

Displays the current settings of the scanned image, such as the color mode and size of the scan area.

ⓒ [Select Source]

Select the image type to scan documents. Available items vary depending on where you placed the document.

If you placed the document on the platen glass

[Photo (Color/Platen Glass)]	The photo document is scanned as a color image.
[Magazine (Color/Platen Glass)]	Print material, such as a magazine, is scanned as a color image. The color unevenness and moire that occurs when scanning print images is reduced.
[Newspaper (B&W/Platen Glass)]	The text document or line drawing is scanned as a black and white image (in black and white only, with no intermediate shades of gray).
[Document (Grayscale/Platen Glass)]	The text or photograph document is scanned as a grayscale image (in black and white with intermediate shades of gray, similar to a black and white photograph).

If you placed the document in the feeder

[Document (Color/Feeder)]	The document is scanned as a color image.
[Document (Grayscale/Feeder)]	The document is scanned as a grayscale image.

ⓓ [Select Purpose]

Select a setting based on your intended use of the scanned image.

[Print (300dpi)]	Select when printing the scanned image.
[Image Display (150dpi)]	Select when displaying the scanned image on a computer.
[OCR (300dpi)]	Select when using the scanned image with OCR (optical character recognition) software.

ⓔ [Output Size]

- Select the size of the scanned image when it is printed or displayed on a computer. For example, if you want to output an image that is appropriate for printing on A4 paper, select [A4], and [Print (300dpi)] for [Select Purpose] (ⓓ).

- Click 🔲 to switch between the portrait and landscape orientation. This button is not available when [Flexible] is selected.

- If you select [Add/Delete], you can add new output size settings and delete the added sizes.

- Select [Flexible] to change the ratio of width to height. Drag the area you want to scan on the preview image.

[Image Correction]

Select the [Fading Correction] check box to correct faded colors on an old photograph or other images into vivid colors. This setting is available when a preview image is displayed and you select [Photo (Color/Platen Glass)] or [Magazine (Color/Platen Glass)] for [Select Source] (C).

LINKS

Configuring Scan Settings in Advanced Mode(P. 317)
Scanning Using an Application(P. 311)

Configuring Scan Settings in Advanced Mode

0UWX-05H

If you click the [Advanced Mode] tab on the ScanGear MF screen, you can make more advanced adjustments in the image quality than you can in Simple Mode. You can also register adjusted settings as Favorite Settings. For more detailed information, click the ⬇ icon next to the topic.
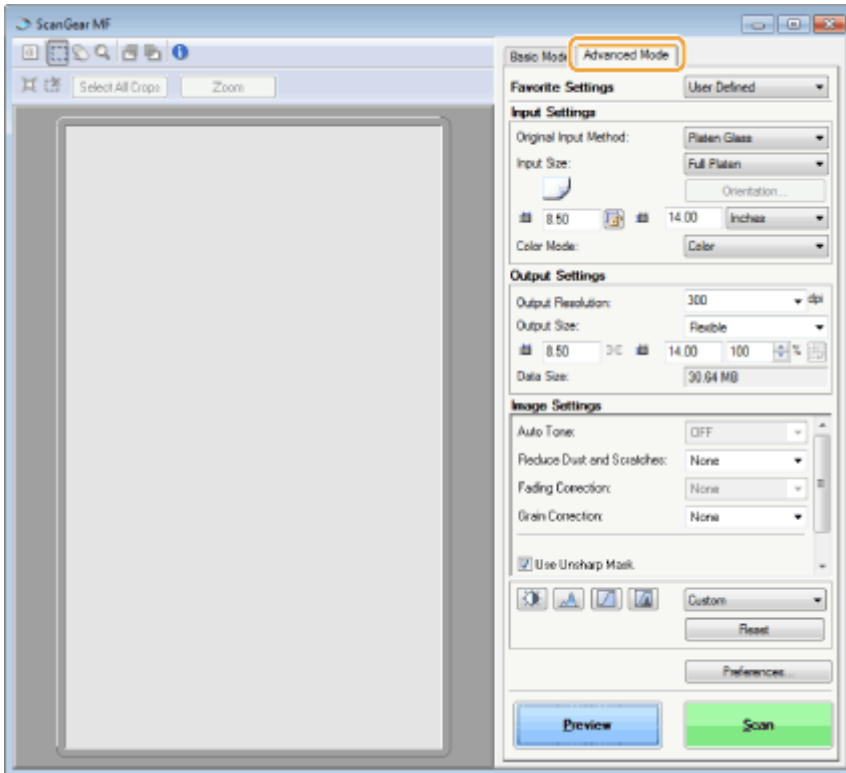
❍**Operating Preview Images(P. 317)**
❍**Specifying Settings for Documents and Color Mode(P. 318)**
❍**Specifying Resolution and Image Size(P. 320)**
❍**Adjusting Image Quality(P. 321)**
❍**Adjusting Brightness and Color(P. 322)**
❍**Specifying Other Settings(P. 325)**
❍**Registering Frequently Used Settings(P. 328)**

Operating Preview Images

If you place the document on the platen glass and click [Preview], a preview image is displayed. You can specify the area you want to scan, and check the effects of image adjustments on the preview image.
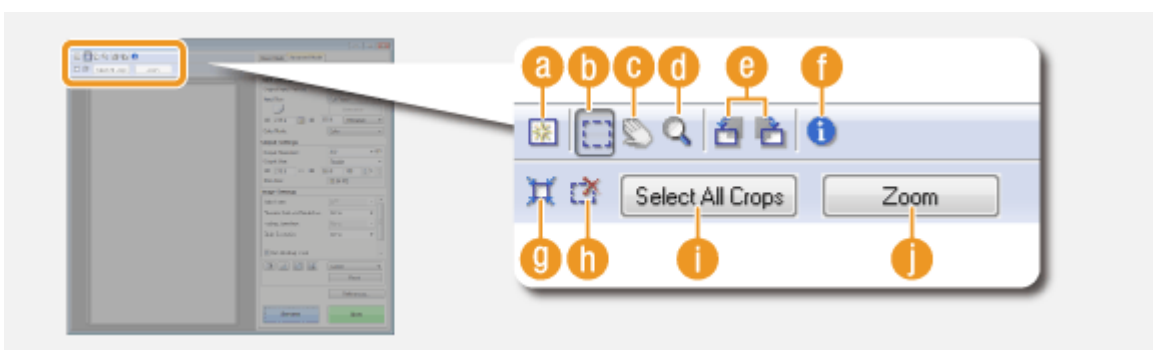
ⓐ　🖼 (Clear)

Clears the preview image.

ⓑ　⬚ (Crop)

Specifies the cropping area with the cropping frame. Click and drag the area you want to crop. The cropping area is indicated with a dotted line. You can move the cropping frame or change its size with your mouse.

NOTE:

Setting multiple scanning areas

- You can specify cropping areas in the document so that each of them can be scanned as separate images. Drag the cropping frame to specify the areas you want to scan. You can specify up to 10 areas. Click [Scan] to scan the areas in the cropping frames as separate images.

ⓒ　✎ (Move the Image)

Drags the image to move the visible part of the image when a preview image is enlarged.

ⓓ　🔍 (Zoom)

Enlarges the entire preview image. Left-click the image to zoom in. Right-click the enlarged image to zoom out. To enlarge a part of the image to check the details, use [Zoom] (ⓙ).

ⓔ　⤺ (Left Rotate) / ⤻ (Right Rotate)

Rotates the preview image 90 degrees to the left or right.

ⓕ　ⓘ (Information)

Displays the current settings of the scanned image, such as the color mode and size of the scan area.

ⓖ　⬚ (Auto Crop)

Automatically sets the cropping frame that fits the scanned document. Each time you click the icon, the cropping frame is reduced.

ⓗ　⬚ (Clear Crop Frame)

Clears the selected cropping frame.

ⓘ　[Select All Crops]

Selects all of the cropping frames on the image.

ⓙ　[Zoom]

Enlarges the image in the cropping frame. The smaller the cropping frame, the larger the image is displayed. You can check the details that are difficult to see with 🔍 (ⓓ). To return the image to its original size, click [Undo].

Specifying Settings for Documents and Color Mode

Specify the document input method (the platen glass or feeder), document size, color mode, and other settings.
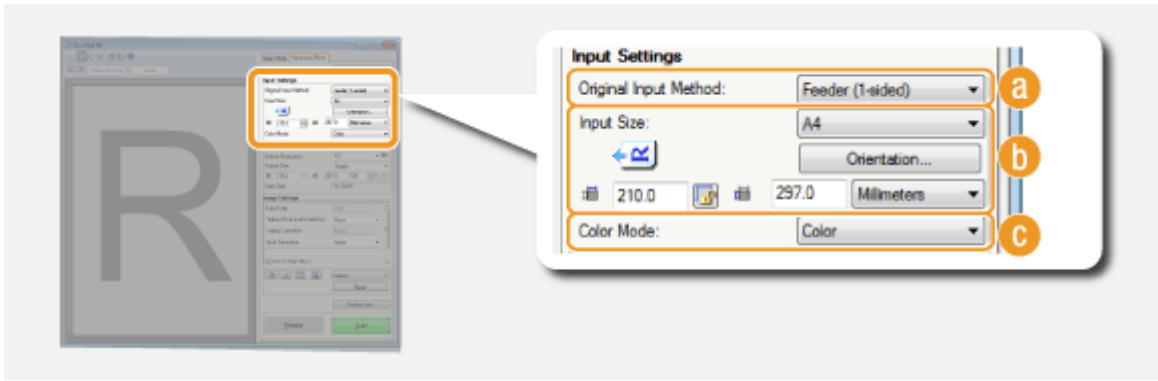
ⓐ [Original Input Method]

Select a setting based on whether you place your documents on the platen glass or in the feeder.

[Platen Glass]	Select when placing documents on the platen glass.
[Feeder (1-sided)]	Select when placing 1-sided documents in the feeder.
[Feeder (2-sided)]	Select when placing 2-sided documents in the feeder.

ⓑ [Input Size]

Specify the size of the scanning area. For normal cases, select the same size as the document. To specify the size with values, select a unit, and enter the values for width and height. To lock the width to height ratio of the image, click 🔲 .

NOTE:

- If you select [Feeder (2-sided)] for [Original Input Method] (ⓐ), you cannot specify the size by entering the values.

- The image size that can be scanned is limited on some applications.

- If documents are placed in the feeder, set the orientation of the documents in [Orientation]. You can also set [Binding Location] if 2-sided documents are placed in the feeder.
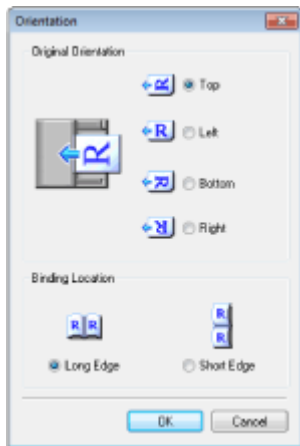
ⓒ [Color Mode]

Select the image type to scan documents.

[Black and White]	The document is scanned as a black and white image (in black and white only, with no intermediate shades of gray). You can change the threshold that separates text in the document or the image into black and white with [Threshold] (►**Adjusting Brightness and Color(P. 322)**).

[Grayscale]	The document is scanned as a grayscale image (in black and white with intermediate shades of gray, similar to a black and white photograph).
[Color]	The document is scanned as a color image.
[Text Enhanced]	The document is scanned as a black and white image optimized for processing by OCR (optical character recognition) software.

Specifying Resolution and Image Size

Specify the output resolution and output size.
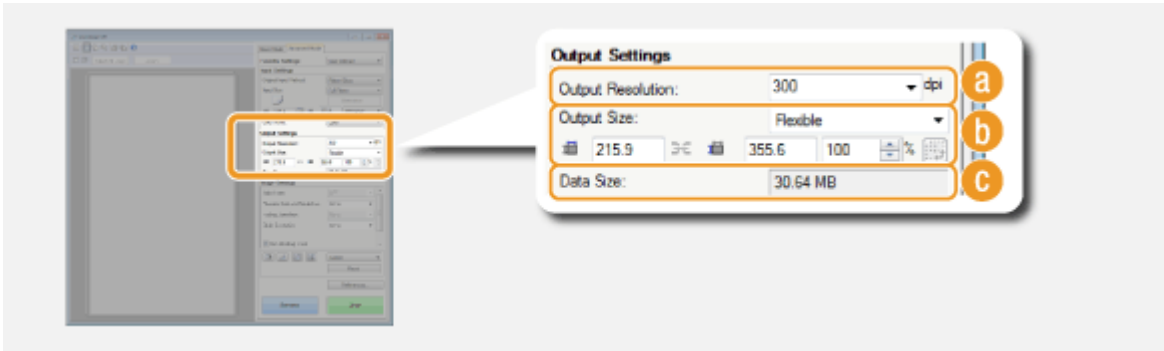
ⓐ [Output Resolution]

Select the resolution of the scanned image that suits your intended use. If documents are placed in the feeder, the maximum resolution is 300 dpi.

NOTE:

About the output resolution

- A resolution of 75 dpi is a rough guide for displaying the scanned image on a computer, and 300 dpi for printing or creating a searchable PDF.

- If you double the output resolution, the image file size increases by a factor of 4. If the file size is too large, a memory shortage or other error may occur. Set the resolution to the minimum required for your intended use.

ⓑ [Output Size]

- Select the size of the scanned image when it is printed or displayed on a computer.

- Click [ ] to switch between the portrait and landscape orientation. This button is not available when [Flexible] is selected.

- If you select [Add/Delete], you can add new output size settings and delete the added sizes.

- Select [Flexible] to change the output size and the ratio of width to height. Drag the area you want to scan on the preview image or enter values for width and height. If you specify the magnification percentage in the [%] entry field on the right side of the width and height entry fields, the document is enlarged or reduced for scanning.

ⓒ [Data Size]

Displays the data size of the image when it is scanned with the set [Output Resolution] and [Output Size].

Adjusting Image Quality

Configure settings for improving the image quality, such as correction of scratches or faded colors on a photograph. These settings are available if you select [Color] or [Grayscale] for [Color Mode] (**Specifying Settings for Documents and Color Mode(P. 318)**).
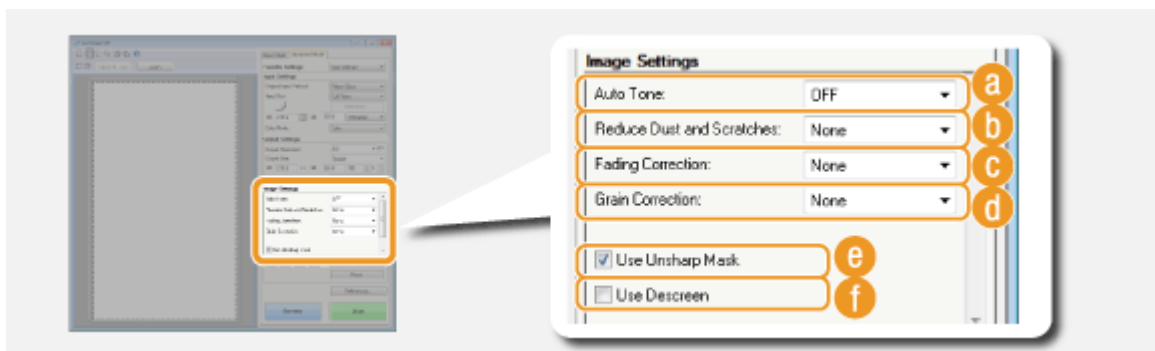
ⓐ [Auto Tone]

Automatically adjusts the color tone of the image.

ⓑ [Reduce Dust and Scratches]

Makes dust or scratches on the document less noticeable. [High] makes large scratches and dust less noticeable, but may ruin details on the image.

ⓒ [Fading Correction]

The setting is available if you select [Color] for [Color Mode]. Corrects faded colors on the document or enhances the color saturation of dull-colored documents. [High] dramatically corrects the faded colors, but may change the color tone of the entire image.

ⓓ [Grain Correction]

Reduces graininess to create a smooth color tone when scanning photographs taken with high-speed film. [High] dramatically reduces graininess, but may also reduce image sharpness or degrade image quality.

ⓔ [Use Unsharp Mask]

Emphasizes the edges and lines in the image, creating a sharper appearance.

ⓕ [Use Descreen]

Reduces the color unevenness and moire that occur when scanning printed images.

Adjusting Brightness and Color

Configure color settings such as brightness, contrast, and color tone. The displayed items vary depending on the settings selected for [Color Mode] (●**Specifying Settings for Documents and Color Mode(P. 318)**). When [Text Enhanced] is selected, you cannot configure these settings.
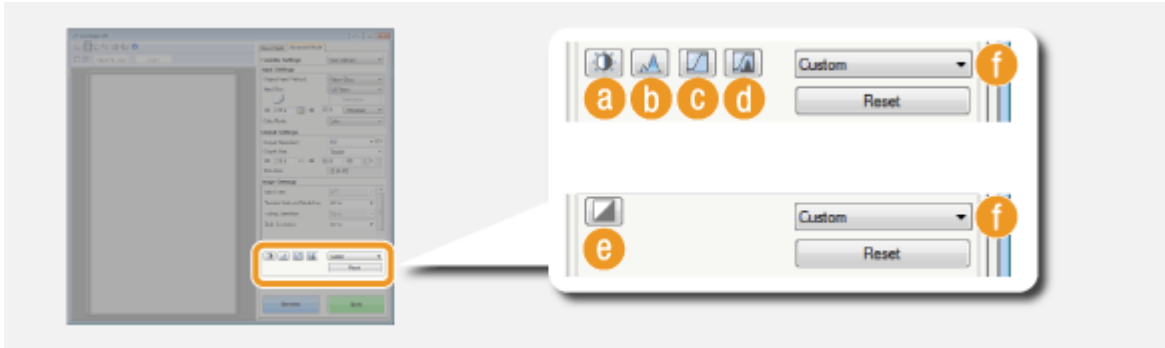
ⓐ ▣ (Brightness/Contrast)

Adjusts the brightness and contrast (the difference between the light and dark parts) of the image. To adjust while checking on a graph, click ▼ on the upper-right of the screen.
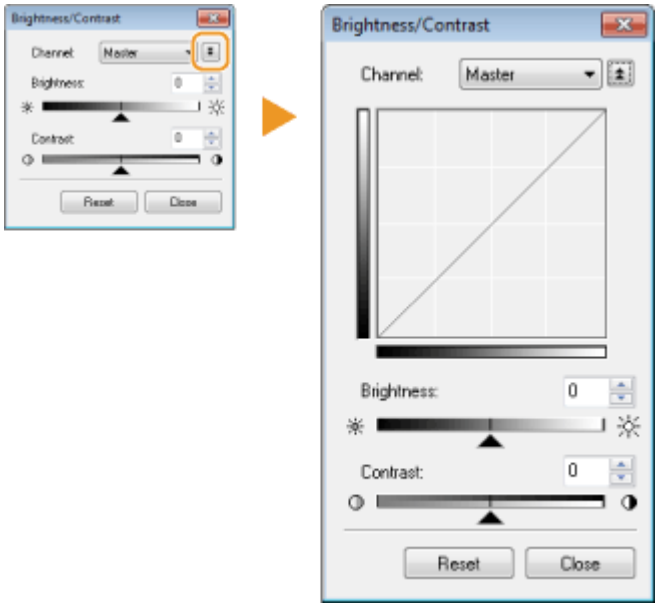
[Channel]

- If you select [Color] for [Color Mode], you can adjust the [Red], [Green] and [Blue] color channels separately. To adjust all three colors at the same time, select [Master]. You can combine the adjustments made in [Master] and those made in the individual color channels.

- If you select [Grayscale] for [Color Mode], only [Grayscale] is displayed.

[Brightness]
Slide ▲ or enter a value.

[Contrast]
Slide ▲ or enter a value. When contrast is reduced, the difference between the light and dark parts of the image is reduced to create a softer appearance. When contrast is increased, the difference between the light and dark parts is increased to create a bolder appearance.
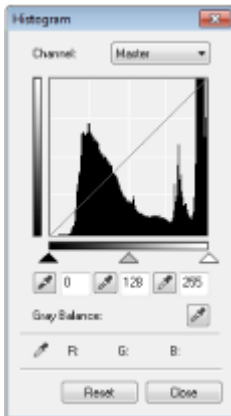
ⓑ 📊 (Histogram)

A histogram is a graph that shows the distribution of brightness in an image. You can adjust the image while checking the preview image and histogram. Specify the part of the image you want to make brightest (or darkest) in the preview image, so that the brightness balance of the original image is automatically adjusted with the specified part being the average. Likewise, you can also adjust the balance with the brightness of the medium tone being the average.

[Channel]

- If you select [Color] for [Color Mode], you can adjust the [Red], [Green] and [Blue] color channels separately. To adjust all three colors at the same time, select [Master]. You can combine the adjustments made in [Master] and those made in the individual color channels.

- If you select [Grayscale] for [Color Mode], only [Grayscale] is displayed.

📷 (Black-point Eyedropper) / 📷 (Mid-point Eyedropper) / 📷 (White-point Eyedropper)
Click the parts on the preview image (or cropping frame) you want to specify as the darkest, the medium, and the brightest. Slide ▲, △, or △. Alternatively, you can enter a value.

📷 (Gray Balance Eyedropper Tool)
Click a part on the preview image (or cropping frame) you want to render as an achromatic color, which is black, grey, or white, each of which does not have color depth. Color tone on the rest of the image is adjusted with the clicked part being the average. For example, if snow on a photograph image is bluish, click this part because you essentially want to render this part as white. When you click this part, the snow is no longer bluish, and the entire image is adjusted so that it comes closer to natural colors. Click different parts little by little while checking the preview image to produce the optimum color tone.

ⓒ 📈 (Tone Curve Settings)
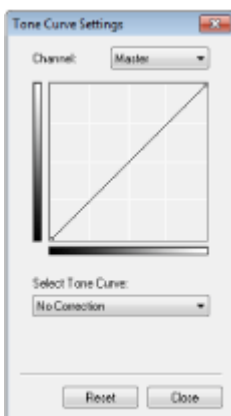
The tone curve is a curved line that indicates the brightness and contrast levels of the image before and after adjustment. Select a registered tone curve to adjust the brightness and contrast levels of the image.

[Channel]

- If you select [Color] for [Color Mode], you can adjust the [Red], [Green] and [Blue] color channels separately. To adjust all three colors at the same time, select [Master]. You can combine the adjustments made in [Master] and those made in the individual color channels.

- If you select [Grayscale] for [Color Mode], only [Grayscale] is displayed.

[Select Tone Curve]

Select from the items listed below.

[No Correction]	Performs no correction.
[Over Exposure]	Lightens the entire image.
[Under Exposure]	Darkens the entire image.
[High Contrast]	Emphasizes the difference between the light and dark parts of the image.
[Invert the Negative/Positive Image]	Inverts the light and dark parts of the image.

d (Final Review)
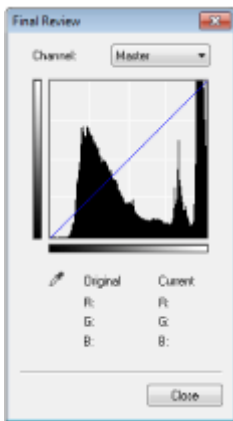
The results of all adjustments made to the brightness, contrast (a), histogram (b), and tone curve settings (c) are displayed in a tone curve and as numerical values. Perform a final check of the color settings.

e (Threshold)
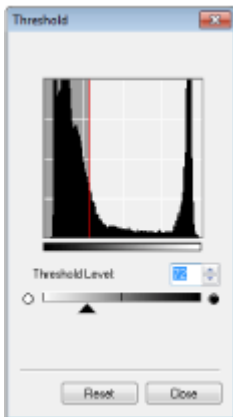
Adjust the threshold value* for black and white images. You can enhance the appearance of text or reduce the visibility of text or images printed on the reverse side of a semi-transparent document, such as a newspaper. The setting is available if you select [Black and White] for [Color Mode].

* The threshold value is the boundary that separates whether a color is rendered as black or white. Colors below a certain density level are rendered as white, and colors above a certain density level are rendered as black.

[Threshold Level]
Slide ▲ or enter a value. To render more parts as black, slide ▲ to the right or enter a larger value.

f Registering or Calling Settings
Call registered brightness or color settings for a to c and e . ▷**Registering Frequently Used Settings(P. 328)**

Specifying Other Settings

Click [Preferences] to configure various settings, including the operation when scanning.

■[Preview] Tab
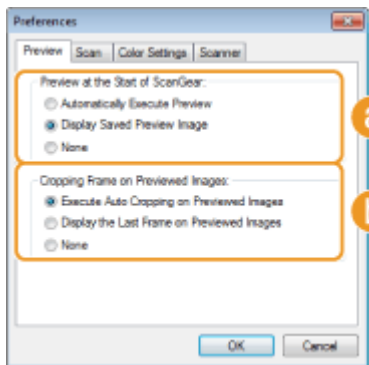
Configure the preview and auto crop operations.

ⓐ [Preview at the Start of ScanGear]

Select the preview operation when you start ScanGear MF.

[Automatically Execute Preview]
Scanning of the preview image starts automatically when you start ScanGear MF.

[Display Saved Preview Image]
Preview does not start automatically, and the most recently saved preview image is displayed.

[None]
Preview does not start automatically, and no preview image is displayed.

ⓑ [Cropping Frame on Previewed Images]

Select how the cropping frame (●**Operating Preview Images(P. 317)**) is displayed on the preview image.

[Execute Auto Cropping on Previewed Images]
Auto Crop is performed based on the scanned document.

[Display the Last Frame on Previewed Images]
Auto Crop is not performed, and the most recently set cropping frame is displayed.

[None]
Auto Crop is not performed, and no cropping frame is displayed.

■ [Scan] Tab
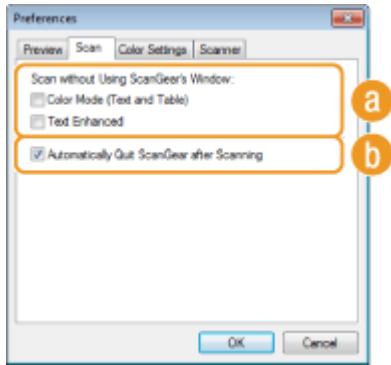
Configure the settings that are applied when you scan a document by using an application, and the settings for ScanGear MF operations.

ⓐ [Scan without Using ScanGear's Window]

When you scan the document by using an OCR software or other application, the ScanGear MF screen may not be displayed. In such a case, the document is scanned with the setting of the application applied. However, if the application does not have the following settings, enable them here so that these settings are applied for scanning.

[Color Mode (Text and Table)]
If the application settings are specified to scan documents in color, those settings are replaced and documents are scanned with the ScanGear MF color mode set to [Color Mode (Text and Table)].

[Text Enhanced]
If the application settings are specified to scan documents in black and white, those settings are replaced and documents are scanned with the ScanGear MF color mode set to [Text Enhanced].

ⓑ [Automatically Quit ScanGear after Scanning]

The [ScanGear MF] screen automatically closes after scanning is complete. The screen may automatically close with some applications regardless of this setting.

■ [Color Settings] Tab
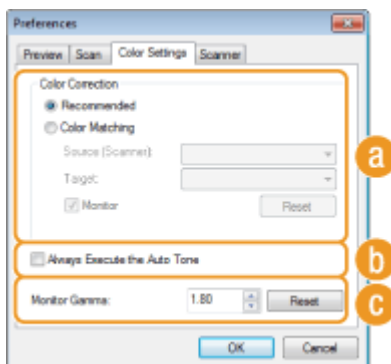
Configure advanced color and brightness settings, such as color matching and gamma correction.

ⓐ [Color Correction]

Select the color correction method.

[Recommended]
Color tone is vividly reproduced on a computer display. This setting is recommended for most color corrections.

[Color Matching]

Color is adjusted so that the color tone on the display comes closer to that on the printed result. This setting is available if you select [Color] for [Color Mode] (**⊙Specifying Settings for Documents and Color Mode(P. 318)**).

NOTE:

- If [Color Matching] is enabled, the [Fading Correction] (**⊙Adjusting Image Quality(P. 321)**) setting and the buttons for brightness and color settings (**⊙Adjusting Brightness and Color(P. 322)**) are disabled.

ⓑ [Always Execute the Auto Tone]

Color tone is automatically adjusted. The setting is available if you select [Color] or [Grayscale] for [Color Mode].

ⓒ [Monitor Gamma]

You can display the document at the proper brightness level by specifying the gamma value of the computer display that displays the scanned image. The setting is applied if you select [Color] or [Grayscale] for [Color Mode].

■[Scanner] Tab
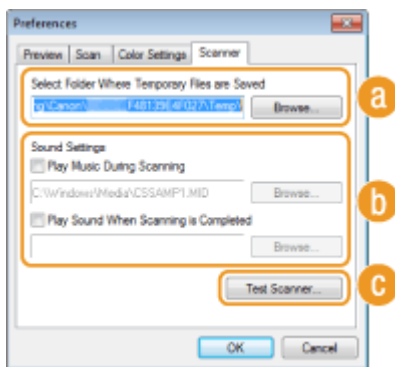
Configure the temporary save destination of files, the playing of audio files, and other settings.

ⓐ [Select Folder Where Temporary Files are Saved]

Click [Browse] to change the folder to which an image is temporarily saved.

ⓑ [Sound Settings]

You can specify the music or sounds that are played while the machine is scanning or when scanning is complete. Click [Browse] to specify a file to be played. The following file formats (extensions) are supported:

- MIDI files (.mid/.rmi/.midi)
- Audio files (.wav/.aif/.aiff)
- MP3 files (.mp3)

  [Play Music During Scanning]
  The specified sound file is played while scanning is being performed.

  [Play Sound When Scanning is Completed]
  The specified sound file is played when scanning is complete.

ⓒ [Test Scanner]

You can check whether the scan function of the machine is working properly. When the [Scanner Diagnostics] screen opens, click [Start].

Registering Frequently Used Settings

It is troublesome to configure the color mode, image quality, or other settings each time you scan. If you register frequently used settings as Favorite Settings, you can scan simply call the registered settings when scanning.

> **NOTE**
>
> The following settings cannot be registered in [Favorite Settings].
>
> - Widths and heights in [Input Settings] and [Output Settings]
>
> - On/Off of the ![icon] (to lock the ratio of width to height) in [Input Settings]
>
> - The magnification percentage (%) in [Output Settings]

1 **Place the document(s), and click [Preview].**

2 **Change the scan settings.**

- Select settings to register as necessary.
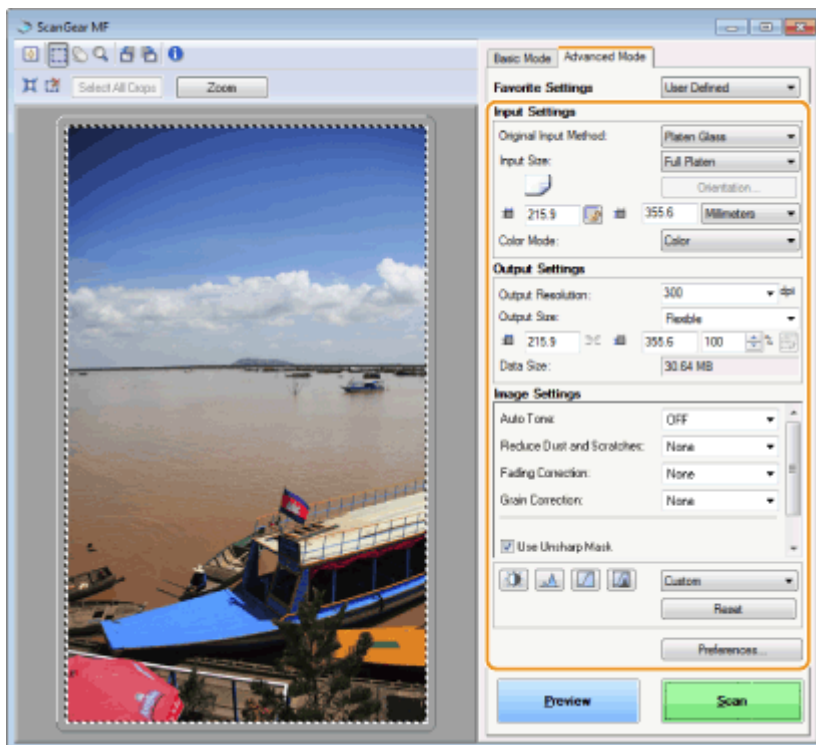
3 **Select [Add/Delete] in [Favorite Settings].**

- [Add/Delete] is available when the preview image is displayed.
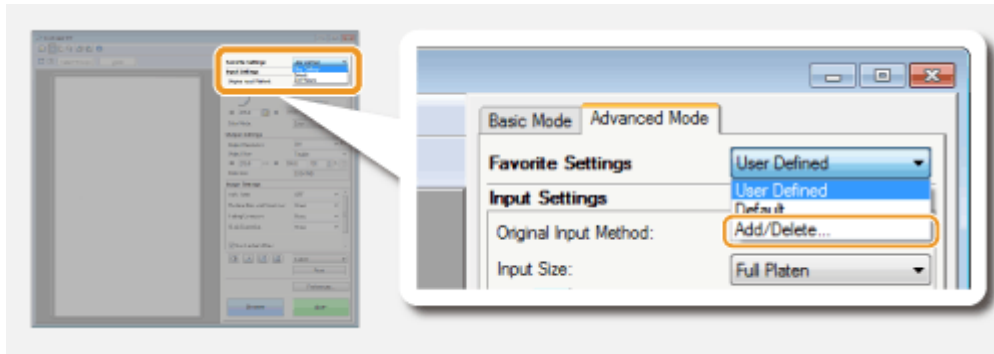
➥ The [Add/Delete Favorite Settings] screen is displayed.

4 **Enter a name into [Setting Name], and click [Add] ▶ [Save].**

- Enter a name for the settings to register. Use a name that is easy to find in the drop-down list.
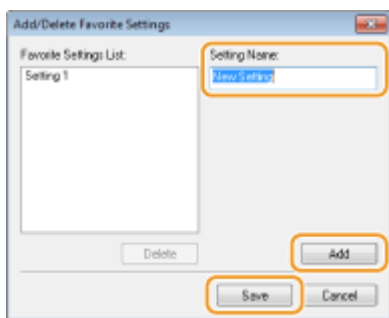
NOTE

Calling registered Favorite Settings

- Display a preview image, and select the registered setting in the drop-down list.
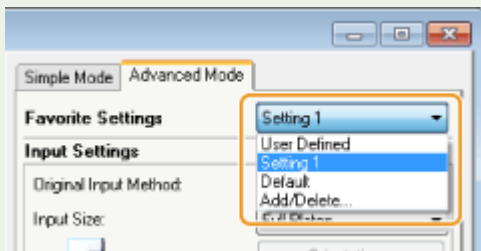
■Registering the Brightness or Color Setting

To register only the brightness, contrast, histogram, tone curve, or threshold setting, follow the procedure below.

1 **Place the document(s), and click [Preview].**

2 **Adjust the brightness or color. ◯Adjusting Brightness and Color(P. 322)**

- Select settings to register as necessary.

3 **Select [Add/Delete] in the drop-down list.**
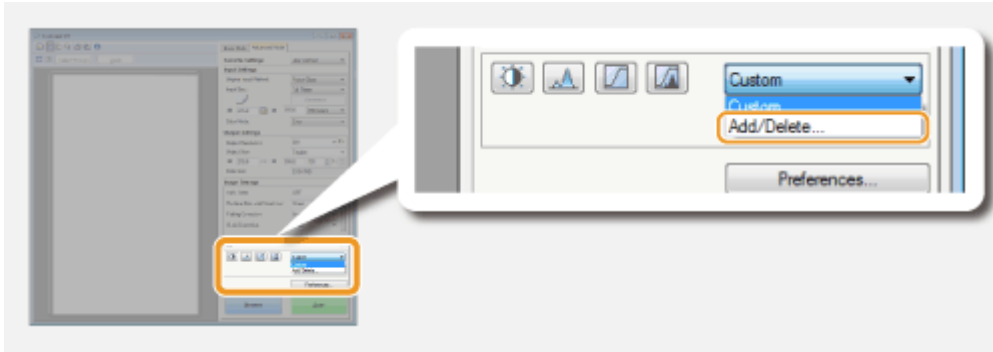
➧ The [Add/Delete Tone Curve Settings] or [Add/Delete Threshold Settings] screen is displayed.

4 Enter a name into [Setting Name], and click [Add] ▶ [Save].

- Enter a name for the settings to register. Use a name that is easy to find in the drop-down list.
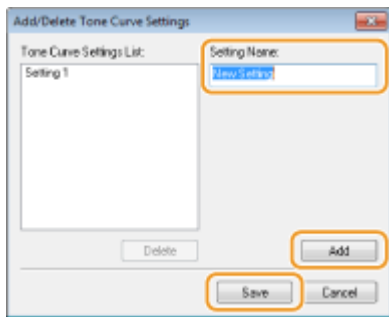
NOTE

Calling the registered setting

- Display a preview image, and select the registered setting in the drop-down list.
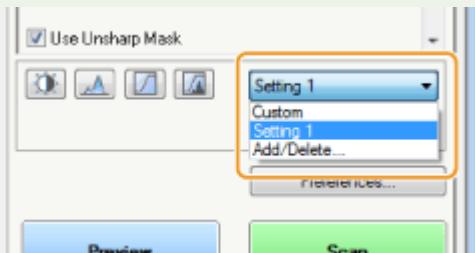
LINKS

⬤Configuring Scan Settings in Simple Mode(P. 314)
⬤Scanning Using an Application(P. 311)

Convenient Scanning with a Machine-Based Operation

0UWX-05J

The machine can convert original documents into electronic file formats such as PDF without using a computer. There are many advantages to digitizing documents. A variety of useful settings are available to suit your needs.

Scanning Documents Directly to USB Memory

One way this function can be used is by scanning documents directly onto a USB memory device and taking the USB memory device to your meeting. You can then connect the USB memory device to a computer connected to a projector and project your documents on a projector. ●**Scanning Documents Directly to USB Memory(P. 332)**

Sending Documents as E-Mails Directly from the Machine

You can save scanned documents as JPEG images, PDF files or in other digital file formats and send them directly from the machine as e-mail attachments. You can work more efficiently because this feature eliminates the need to use your computer to send scanned documents. ●**Sending Documents as E-Mails Directly from the Machine(P. 335)**

Saving Documents Directly in Shared Folder/FTP Server

You can save scanned documents as JPEG images, PDF files or in other digital file formats and store them in shared folders or FTP servers on computers. This feature is helpful when digitalizing paper documents for sharing. ●**Saving Documents Directly in Shared Folder/FTP Server(P. 342)**
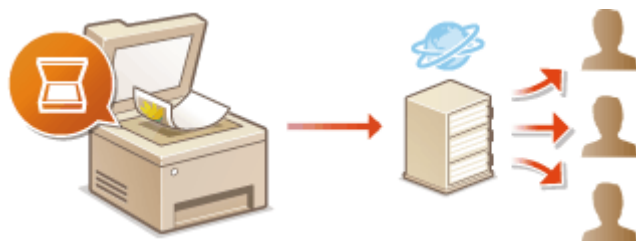
Scanning Documents Directly to USB Memory

0UWX-05K

This section describes how to scan documents to save directly in a USB memory device connected to the machine. Scanned documents are saved as JPEG images, PDF files or in other digital file formats.

Available USB Memory Devices

You can use USB memory devices with the following format styles.

- FAT16 (memory capacity: up to 2 GB)
- FAT32 (memory capacity: up to 32 GB)

> **IMPORTANT**
>
> - Do not use non-standard USB memory devices. You may not be able to save data properly in some USB memory devices.
> - USB memory devices cannot be connected via a USB hub or an extension cable.
> - Do not use USB memory devices with special functions such as built-in security functions.

> **NOTE**
>
> - The USB port on the front of the machine supports USB 2.0.
> - If a folder in a USB memory device has many files, saving scanned data will take more time. Use your computer to delete unnecessary files on your USB memory device or move them to a different folder.

1 **Connect a USB memory device to the USB port on the front of the machine.**
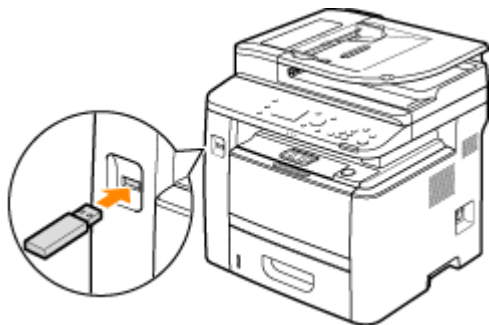
IMPORTANT:

- Do not remove the USB memory device or shock or shake the device or the machine when data is being read or written. Also, do not turn OFF the machine while the processing is in progress.

2 **Place the document(s). ○Placing Documents(P. 47)**

332
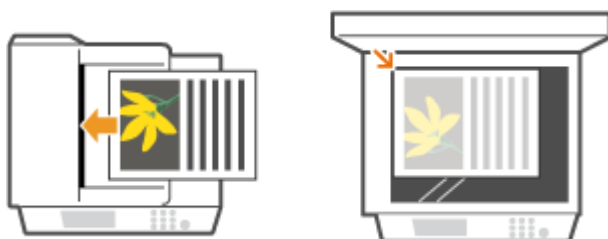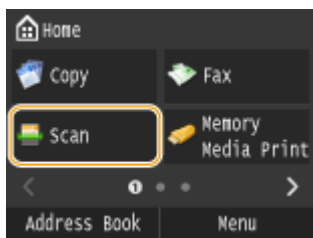
3 Press ⌂ and tap <Scan>.

- When the logon screen appears, use the numeric keys to enter the user name and password. Then select the authentication server and press ID . ❍**Logging on to Authorized Send(P. 45)** .

4 Tap <USB Memory>.
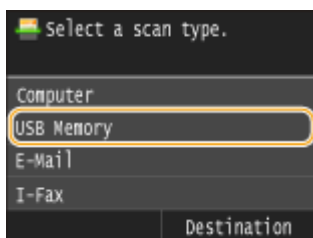
5 Specify the scan settings as necessary.

- Select the settings. ❍**Specifying Detailed Settings(P. 347)**
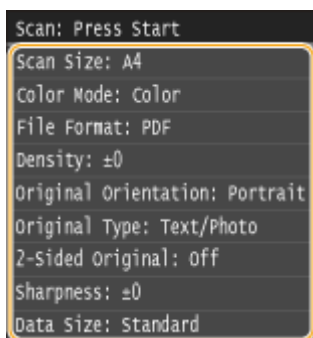
6 Press ◈ .

➡ Scanning of the document starts.

- To cancel scanning, tap <Cancel> ▶ <Yes>.

■**When placing documents in the feeder in step 2**

When scanning is complete, the scanned data is saved in the USB memory device.

■**When placing documents on the platen glass in step 2**

When scanning is complete, follow the procedures below (except if you selected JPEG as a file format in step 5).

1 If there are additional pages of documents to be scanned, place the next document on the platen glass, and press ◈ .

- Repeat this step until you finish scanning all of the pages.
- When there is only one page to be scanned, proceed to the next step.

2 Tap <Finish>.

➠ The scanned data is saved in the USB memory device.

> **NOTE:**
>
> **How the folders to save scanned data and files are named**
>
> ● When scanning is complete, a folder is automatically created in the USB memory device to save the scanned data. Folders and files are named as follows.
>
> | Folder Name | The "SCAN_00" folder is created and up to 100 files are saved in the folder. The folders "SCAN_01" to "SCAN_99" are then created when the current folder becomes full of 100 files. |
> |---|---|
> | File Name | File names from "SCAN0000.XXX" to "SCAN9999.XXX" are given to the scanned data files ("XXX" is the extension for the file format such as "JPG"). For the first two numerical digits, the same number is allotted as that of the folder number in which the files are saved. For example, The fifth JPEG file stored in the "SCAN_01" folder is named "SCAN0105.JPG". |

7 Tap <Close>.

8 Disconnect the USB memory device from the USB port.

1 Press ⟨⟩.

2 Press ⟨⟩.

3 Tap <Device Status>.

4 Tap <Remove Memory Media>.

➠ Wait until the message <The memory media can be safely removed.> is displayed.

5 Disconnect the USB memory device.

> **TIPS**
>
> ● If you always want to scan with the same settings: **Changing Default Settings(P. 131)**

Sending Documents as E-Mails Directly from the Machine

0UWX-05L

This section describes how to scan documents and send them as e-mails directly from the machine. Scanned documents are sent as e-mail attachments in JPEG, PDF, or other digital file formats. You can specify multiple destinations, including Cc/Bcc destinations, just like you can when sending normal e-mails.

> **NOTE**
>
> - To send e-mails directly from the machine, you must complete preparations in advance, including specification of mail server settings. **Configuring Scan Settings (Sending E-Mail, Sending & Receiving I-Faxes)(P. 462)**
> - When you specify multiple destinations, the second and following destinations must be ones registered in the Address Book or in an LDAP server. As for Cc and Bcc, you can only specify destinations registered in the Address Book. To use the Address Book or an LDAP server, you must complete the necessary registration procedure in advance.
>   **Registering in the Address Book(P. 78)**
>   **Registering LDAP Servers(P. 499)**

1 Place the document(s). **Placing Documents(P. 47)**
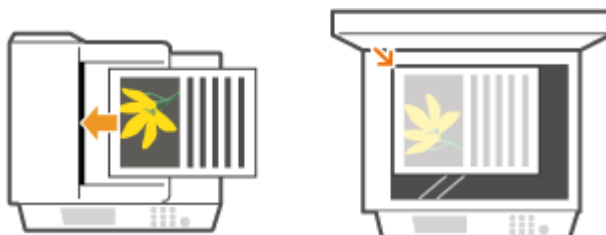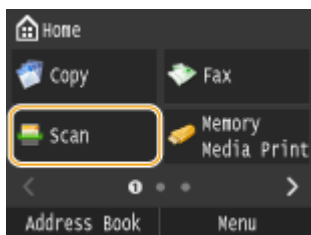
2 Press 🏠 and tap <Scan>.

- When the logon screen appears, use the numeric keys to enter the user name and password. Then select the authentication server and press **ID** . **Logging on to Authorized Send(P. 45)** .

3 Tap <E-Mail>.
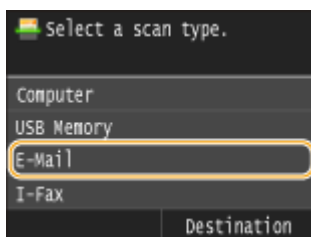
4 **Enter the destination using the numeric keys, and tap <Apply>.**

- On how to enter text, see ❍**Entering Text(P. 41)** .
- To use the Address Book to quickly specify destinations: ❍**Sending Using Registered Destinations (E-Mail/I-Fax/Shared Folder/FTP Server)(P. 361)**
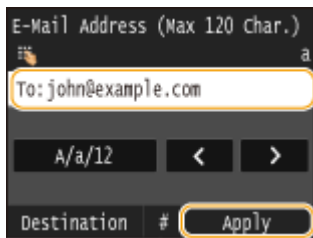
NOTE:

If the screen above is not displayed

- You can only send to your own e-mail address. To send to other destinations, you must configure the send function authentication settings so that e-mail transmission is not restricted. Contact your administrator for details. ❍**LDAP Server Authentication(P. 536)** .

5 **Specify multiple destinations, including Cc/Bcc destinations, as necessary.**

- Tap <Destination>, and select the method for specifying destinations.
- If you tap <Specify from LDAP Server> or <Specify Myself as Destination>, the destination is selected as the <To> destination.
- <Cc> and <Bcc> addresses can only be selected using <Specify from Address Book>, <Specify from Coded Dial>, or <Specify from Favorites>.

6 **Specify the scanning settings as necessary.**

- Tap the settings. ❍**Specifying Detailed Settings(P. 347)**
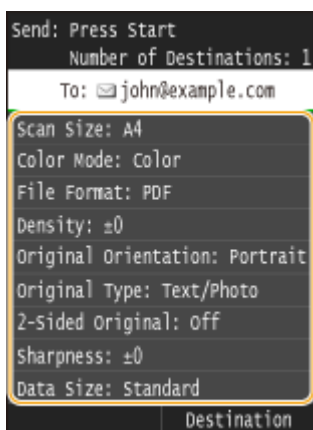
NOTE:

- The file name of a scanned document is automatically assigned based on the following format: "communication management number (four digits)_sent date and time_document number (three digits).file extension."

  Example of file names: If a one-page document is converted into a PDF file and sent on October 17, 2015 at 07:00:05 P.M.

  "0045_151017190005_001.pdf"

- You cannot specify file names yourself.

7 Specify the subject, body, reply-to address, and priority for the e-mail as necessary.

- The subject and the priority are set to "Attached Image" and "Standard" respectively by default.

- The body is not set by default. Enter it as necessary. Without the body text, only scanned documents are sent.

- The reply-to address is not set by default. If you want to display the reply-to address differently from that of the machine, specify the address from among those registered in the Address Book. If no destination is registered in the Address Book, see **Registering in the Address Book(P. 78)** .

```
Send: Press Start
      Number of Destinations: 1
   To:  john@example.com
Subject/Message: (Entered)
Reply To: (None)
Priority: Standard
               Destination
```

■To specify subject/body

1 Tap <Subject/Message>.

```
Send: Press Start
      Number of Destinations: 1
   To:  john@example.com
Subject/Message: (Entered)
Reply To: (None)
Priority: Standard
               Destination
```

2 Tap <Subject>.

```
Subject/Message
Subject: Attached Image
Message:



               Apply
```

3 Enter the subject using the numeric keys, and tap <Apply>.

```
Subject (Max 40 Characters)
                           a

XXXXXXXX


       <    >

A/a/12    #    Apply
```
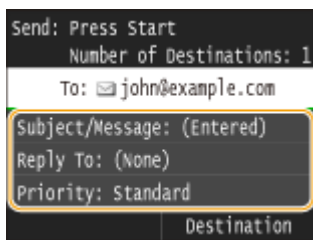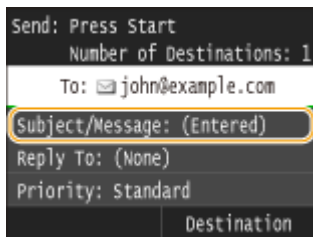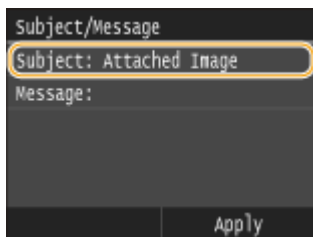
4 Tap <Message>.
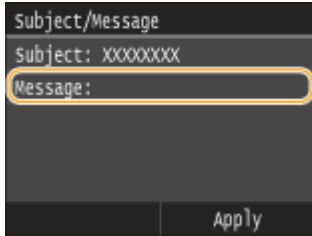
5 Enter the body using the numeric keys, and tap <Apply>.
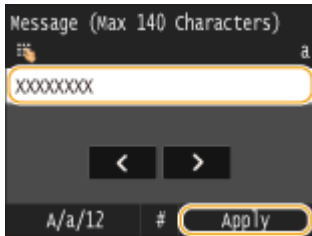
6 Tap <Apply>.
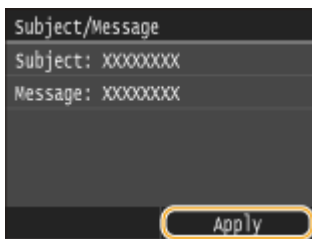
■To specify reply-to address
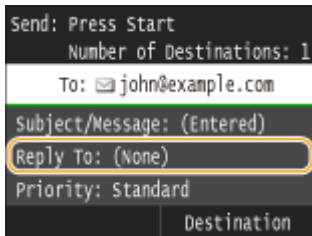
1 Tap <Reply To>.

2 Tap <Specify from Address Book>.
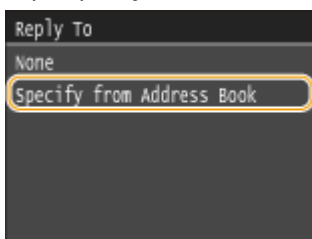
3 Select a reply-to address from the Address Book.

● For instructions on how to use the Address Book, see **○Specifying from Address Book (P. 362)** .
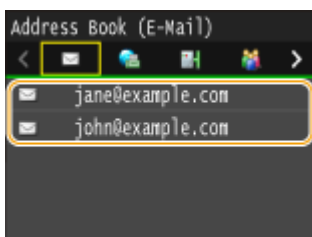
■To specify priority

1 Tap <Priority>.

```
Send: Press Start
        Number of Destinations: 1
        To: ✉ john@example.com
Subject/Message: (Entered)
Reply To: (None)
Priority: Standard
                        Destination
```
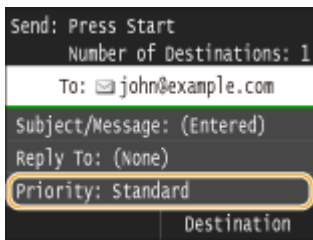
2 Select a priority level.
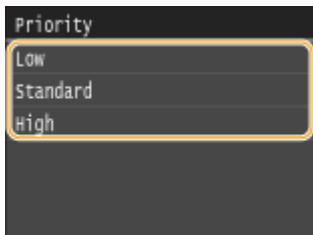
```
Priority
Low
Standard
High
```

8 Press ⬙ to start sending.

⟹ Scanning of the document starts.

- To cancel sending, tap <Cancel> ▶ <Yes>. **❍Canceling Sending Documents (E-Mail/Shared Folder/FTP Server)(P. 345)**

■When placing documents in the feeder in step 1
When scanning is complete, the e-mail is sent.

■When placing documents on the platen glass in step 1

When scanning is complete, follow the procedures below (except if you selected JPEG as a file format in step 6).

1 If there are additional pages of documents to be scanned, place the next document on the platen glass, and press ⬙.

- Repeat this step until you finish scanning all of the pages.

- When there is only one page to be scanned, proceed to the next step.

2 Tap <Start Sending>.

⟹ The e-mail is sent.

NOTE:

If the <SMTP Authentication> screen is displayed

- Enter the user name and password with the numeric keys, and tap <Apply>.

```
SMTP Authentication
User Name: Admin2015
Password: ******
Server Name: smtp.example.com

                Apply
```

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If a Send Error Occurs

Error notifications are sometimes sent to the e-mail address set to the machine. If you leave it as-is, it may result in an insufficient remaining capacity of mailbox depending on your mail server. It is recommended that you clear the mailbox periodically.

■ To clear the mailbox

IMPORTANT:

● When the mailbox is cleared, all e-mail in the server mailbox is deleted. When you specify the e-mail account that you use usually, you should first check whether any e-mail in the mailbox needs to be kept.

1 Start the Remote UI and log on in System Manager Mode. **○Starting Remote UI(P. 606)**

2 Click [Settings/Registration].

3 Click [Network Settings] ▶ [E-Mail/I-Fax Settings].

4 Click [Clear] in [Clear Mail Box].

5 Read the message that is displayed, and click [OK].

➠ E-mail is deleted from the mailbox.

TIPS

- If you always want to scan with the same settings: ❯**Changing Default Settings(P. 376)**
- If you want to register a combination of settings to use when needed: ❯**Registering Frequently Used Scan Settings (E-Mail/I-Fax/Shared Folder/FTP Server)(P. 379)**
- If you want to specify the e-mail sender name: ❯**Register Unit Name (E-Mail/I-Fax)(P. 672)**

LINKS

❯**Checking Status and Log for Sent Documents (E-Mail/Shared Folder/FTP Server)(P. 383)**

Saving Documents Directly in Shared Folder/FTP Server

0UWX-05R

This section describes how to scan documents and save them to a shared folder or FTP server directly from the machine. Scanned documents are saved as JPEG images, PDF files or in other digital file formats.

NOTE

- To save documents directly to a shared folder or FTP server, you must complete preparations in advance, including specification of the save destination.
  - ▶**Configuring the Machine for Scanning to Shared Folders(P. 474)**
  - ▶**Configuring the Machine for Scanning to FTP Server(P. 480)**

- Available destinations for shared folders/FTP servers are limited to the destinations registered in the Address Book. To specify a destination using the Address Book, it is necessary to register that destination before scanning the relevant folder/FTP server.
  - ▶**Setting a Shared Folder as a Save Location(P. 475)**
  - ▶**Registering Destinations in the Address Book from Remote UI(P. 624)**

- You can only specify one destination at a time.

1 Place the document(s). ▶**Placing Documents(P. 47)**
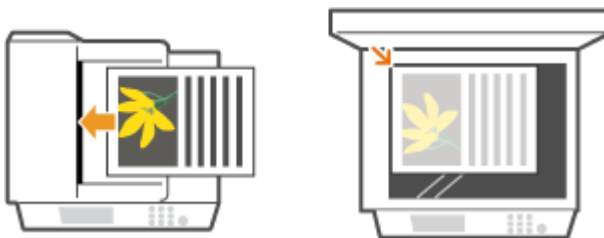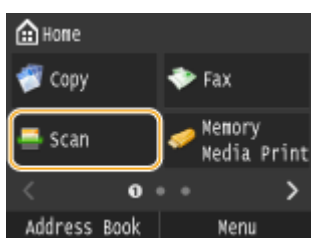
2 Press ⌂ and tap <Scan>.

- When the logon screen appears, use the numeric keys to enter the user name and password. Then select the authentication server and press 🆔 . ▶**Logging on to Authorized Send(P. 45)** .

3 Tap <File>.
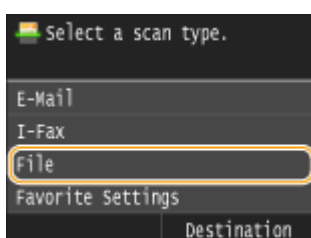
4 **Select a destination from the Address Book.**

- For instructions on how to use the Address Book, see ❍**Specifying from Address Book (P. 362)** .
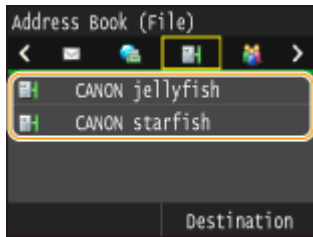
- Selecting destinations directly by entering coded dial numbers. You can also specify previously used destinations.
  ❍**Selecting Destinations Directly by Entering Coded Dial Numbers(P. 365)**
  ❍**Specifying Previously Used Destinations(P. 368)**

5 **Specify the scanning settings as necessary.**

- Tap the settings. ❍**Specifying Detailed Settings(P. 347)**
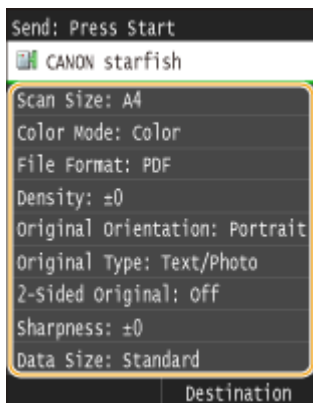
NOTE:

- The file name of a scanned document is automatically assigned based on the following format: "communication management number (four digits)_sent date and time_document number (three digits).file extension name."

  Example of file names: If a one-page document is converted into a PDF file and sent on October 17, 2015 at 07:00:05 P.M.

  "0045_151017190005_001.pdf"

- You cannot specify file names yourself.

6 **Press** ⬦ **to start scanning.**

⤷ Scanning of the document starts.

- To cancel scanning, tap <Cancel> ▶ <Yes>. ❍**Canceling Sending Documents (E-Mail/Shared Folder/FTP Server)(P. 345)**

■**When placing documents in the feeder in step 1**
When scanning is complete, the documents are scanned to the shared folder or FTP server.

■**When placing documents on the platen glass in step 1**

When scanning is complete, follow the procedures below (except if you selected JPEG as a file format in step 5).

1 If there are additional pages of documents to be scanned, place the next document on the platen glass, and press ◈ .

- ● Repeat this step until you finish scanning all of the pages.

- ● When there is only one page to be scanned, proceed to the next step.

2 Tap <Start Sending>.

➠ The documents are scanned to the shared folder or FTP server.

NOTE:

If the <File Authentication> screen is displayed

- ● Enter the user name and password with the numeric keys, and tap <Apply>.

```
File Authentication
User Name: Admin2015
Password: ******
Host Name:  abc.example.com
Folder Path: \\Canon_1\File\

          Apply
```
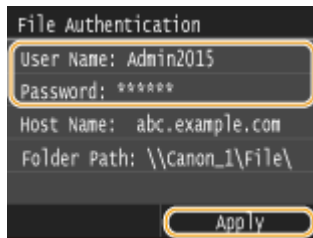
TIPS

- ● If you always want to scan with the same settings: **○Changing Default Settings(P. 376)**
- ● If you want to register a combination of settings to use when needed: **○Registering Frequently Used Scan Settings (E-Mail/I-Fax/Shared Folder/FTP Server)(P. 379)**

LINKS

○Checking Status and Log for Sent Documents (E-Mail/Shared Folder/FTP Server)(P. 383)

Canceling Sending Documents (E-Mail/Shared Folder/FTP Server)

0UWX-05S

If you want to cancel sending documents immediately after pressing ⬦, tap <Cancel> on the display or press ⊘. You can also cancel sending documents after checking the sending status.

■ Use <Cancel> to Cancel
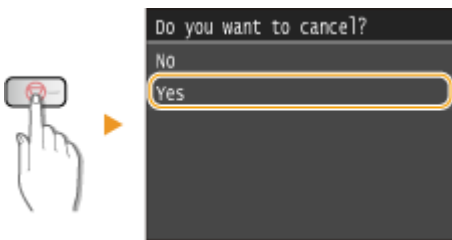
```
Sending...
Number of Destinations: 2
Number of TX Pages: 1



  Cancel
```
▶
```
Do you want to cancel?




      Yes          No
```

■ Press ⊘ to Cancel

⊘ ▶
```
Do you want to cancel?
No
Yes


```

If the Screen Displays a List of Documents When ⊘ Is Pressed

Documents have been scanned and are waiting to be processed. Select the document to cancel.

```
Job Status
📧 10:10AM Paused
📧 10:30AM Waiting to send



          Resume
```
▶
```
Do you want to cancel?
No
Yes



          Details
```

■ Check the Transmission Status before Canceling

⬥ ▶ <TX Job> ▶ <Job Status> ▶ Select the document ▶ <Cancel> ▶ <Yes>

```
TX Job Status
📠 Fax 10:32AM Sending
📧 E-Mail 10:33AM Waiting to s

```
▶
```
Details
Job Number: 0005
Status: Waiting to send
Time: 10/10 10:33AM
Department ID: -
Job Type: 📧 E-Mail
   Cancel
```
▶
```
Do you want to cancel?
No
Yes

```

LINKS

⏵**Sending Documents as E-Mails Directly from the Machine(P. 335)**
⏵**Sending I-Faxes(P. 224)**
⏵**Saving Documents Directly in Shared Folder/FTP Server(P. 342)**

Specifying Detailed Settings

0UWX-05U
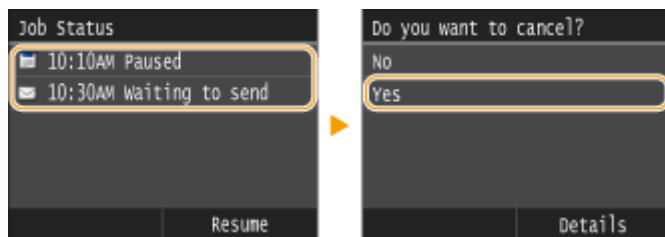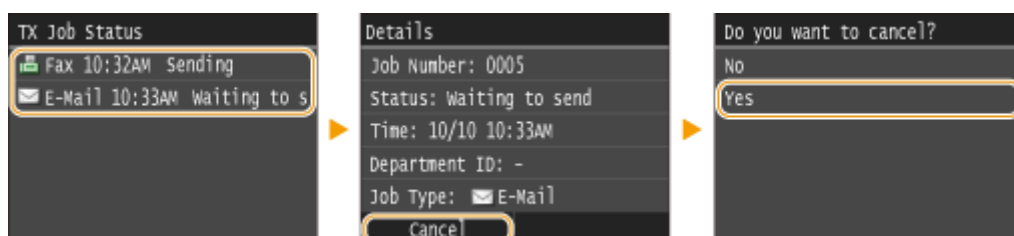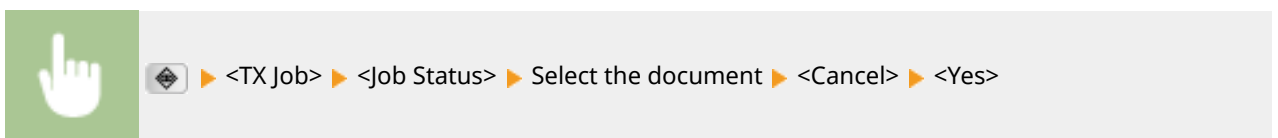
This section describes the settings available when scanning documents. These settings include specifying the file format into which documents are converted and adjusting density to improve the appearance of scanned documents as well as the basic settings such as specifying the document orientation or scanning size.

◉Specifying a Scanning Size(P. 349)

◉Setting Color Mode(P. 350)

◉Selecting a File Format(P. 351)
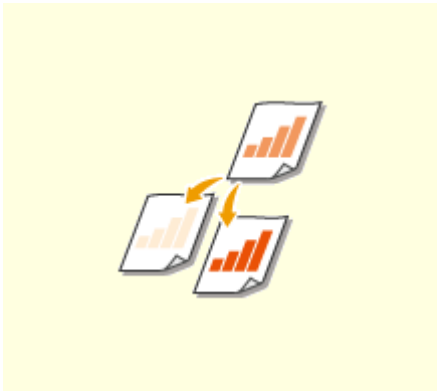
◉Adjusting Density(P. 353)

◉Specifying Orientation of Your Document(P. 354)
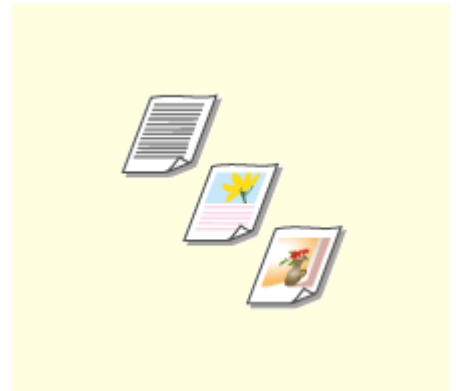
◉Selecting Document Type(P. 355)
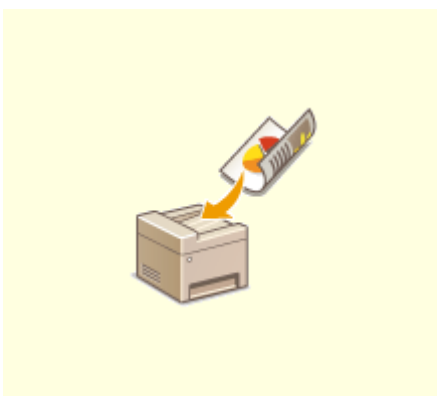
◉Scanning 2-Sided Documents(P. 356)
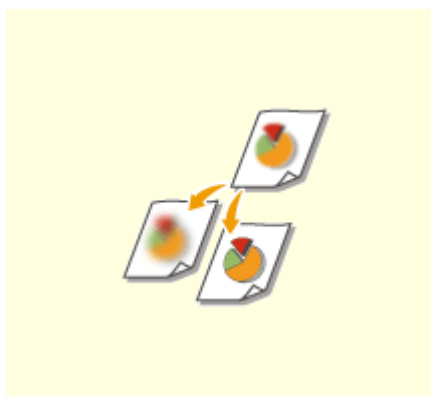
◉Adjusting Sharpness(P. 357)

◉Adjusting Balance between File Size and Image Quality(P. 359)

▶Setting Gamma Values(P. 360)

Specifying a Scanning Size

0UWX-05W

You can specify the scanning size of your documents.

<Scan> ▶ Select <USB Memory> or specify a destination with <E-Mail>/<I-Fax>/<File> ▶ <Scan Size> ▶ Select the document size
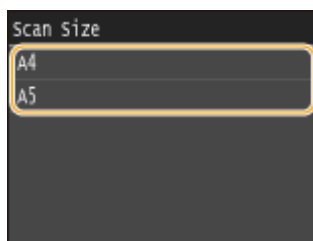
LINKS

Scanning Documents Directly to USB Memory(P. 332)
Sending Documents as E-Mails Directly from the Machine(P. 335)
Saving Documents Directly in Shared Folder/FTP Server(P. 342)
Sending I-Faxes(P. 224)

Setting Color Mode

0UWX-0H5

You can specify whether to scan documents in color or black and white.

<Scan> ▶ Select <USB Memory> or specify a destination with <E-Mail>/<File> ▶ <Color Mode> ▶ Select the color mode
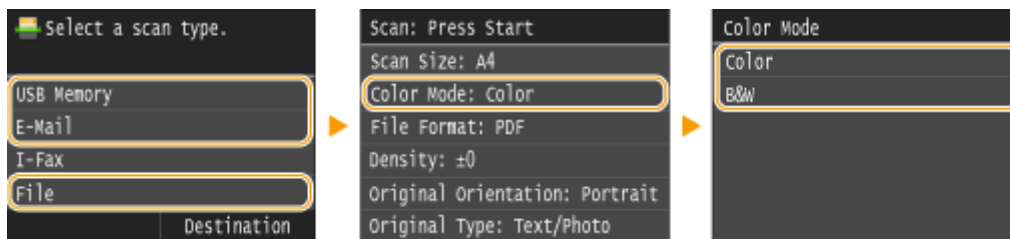
LINKS

◯Scanning Documents Directly to USB Memory(P. 332)
◯Sending Documents as E-Mails Directly from the Machine(P. 335)
◯Saving Documents Directly in Shared Folder/FTP Server(P. 342)

Selecting a File Format

0UWX-05X

You can select the file format to which documents are scanned, from PDF/JPEG/TIFF. For PDF, you can select a highly compressed PDF file with a reduced file size or a text searchable PDF file prepared by OCR (Optical Character Recognition).

<Scan> ▶ Select <USB Memory> or specify a destination with <E-Mail>/<File> ▶ <File Format> ▶ Select a file format

ⓐ <PDF>
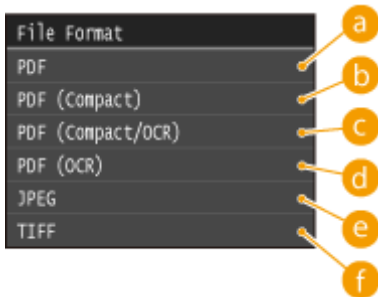
Converts a scanned document into a PDF file with no file size reduction.

ⓑ <PDF (Compact)>

Converts a scanned document into a PDF file with a reduced file size than that of <PDF>.

ⓒ <PDF (Compact/OCR)>

Converts a scanned document into a text searchable PDF file with a reduced file size than that of <PDF>. The PDF file includes text data, extracted from the characters in the scanned document with OCR, enabling you to search the text using a computer.

ⓓ <PDF (OCR)>

Converts a scanned document into a text searchable PDF file as <PDF (Compact/OCR)>, with no file size reduction.

ⓔ <JPEG>

The scanned document is converted into a JPEG file.

ⓕ <TIFF>

The scanned document is converted into a TIFF file.

NOTE

- If you select JPEG in <File Format> and try to scan a document from the platen glass, you can only scan one page. To scan a multiple-page document all at once, use the feeder. Each page of the document is saved as a separate file. If you select TIFF or PDF, you can scan multiple-page documents either from the platen glass or from the feeder and the whole of the scanned document is saved as one file.

- <PDF (Compact)> and <PDF (Compact/OCR)> compress photos and illustrations on documents more than <PDF> and <PDF (OCR)>. The file will be smaller, but the image quality of some documents or the number of documents that can be scanned at once may be lower.

- In <PDF (Compact/OCR)> and <PDF (OCR)> you can configure the settings so that the machine automatically detects the document direction during scanning based on the direction of the text read by the OCR function. ◉**OCR (Text Searchable) Settings(P. 672)**

- For the resolutions of each file format, see ◉**Specifications for Scanning to Shared Folders/FTP Server(P. 867)** .

LINKS

◉**Scanning Documents Directly to USB Memory(P. 332)**
◉**Sending Documents as E-Mails Directly from the Machine(P. 335)**
◉**Saving Documents Directly in Shared Folder/FTP Server(P. 342)**

Adjusting Density

0UWX-05Y

You can adjust the density of the scan if the text or images in a document are too light or dark.

> <Scan> ▶ Select <USB Memory> or specify a destination with <E-Mail>/<I-Fax>/<File> ▶ <Density> ▶ Adjust the density ▶ <Apply>

ⓐ <->
Decreases the density.

ⓑ <+>
Increases the density.

LINKS

Scanning Documents Directly to USB Memory(P. 332)
Sending Documents as E-Mails Directly from the Machine(P. 335)
Sending I-Faxes(P. 224)
Saving Documents Directly in Shared Folder/FTP Server(P. 342)
Adjusting Sharpness(P. 357)

Specifying Orientation of Your Document

0UWX-060

You can specify portrait or landscape orientation.

<Scan> ▶ Select <USB Memory> or specify a destination with <E-Mail>/<File> ▶ <Original Type> ▶ Select the document type

```
Original Orientation
   Portrait          a
   Landscape         b
```
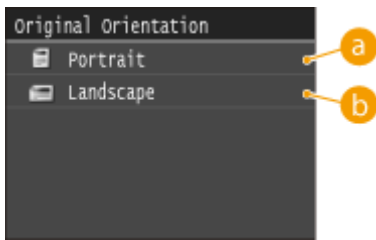
a **<Portrait>**

Select for documents with portrait orientation.

b **<Landscape>**

Select for documents with landscape orientation.

LINKS

Scanning Documents Directly to USB Memory(P. 332)
Sending Documents as E-Mails Directly from the Machine(P. 335)
Saving Documents Directly in Shared Folder/FTP Server(P. 342)

Selecting Document Type

0UWX-061

You can select the image quality for the scan depending on the document type, such as text-only documents, documents with charts and graphs, or magazine photos.

<Scan> ▶ Select <USB Memory> or specify a destination with <E-Mail>/<I-Fax>/<File> ▶ <Original Type> ▶ Select the document type

ⓐ <Text>

Suitable when scanning documents that only contain text.

ⓑ <Text/Photo>

Suitable when scanning documents that contain both text and photos.

ⓒ <Photo>
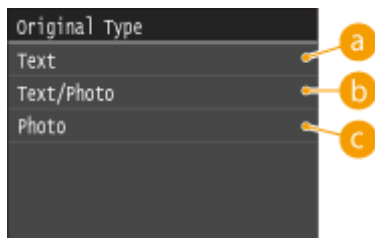
Suitable when scanning documents that contain printed photos, such as magazines or pamphlets.

LINKS

◗Scanning Documents Directly to USB Memory(P. 332)
◗Sending Documents as E-Mails Directly from the Machine(P. 335)
◗Sending I-Faxes(P. 224)
◗Saving Documents Directly in Shared Folder/FTP Server(P. 342)

Scanning 2-Sided Documents

0UWX-062

The machine can automatically scan the front and back sides of documents in the feeder.

IMPORTANT

- The machine cannot scan both sides of documents automatically when the documents are placed on the platen glass.

<Scan> ▶ Select <USB Memory> or specify a destination with <E-Mail>/<I-Fax>/<File> ▶ <2-Sided Original> ▶ Select <Book Type> or <Calendar Type>
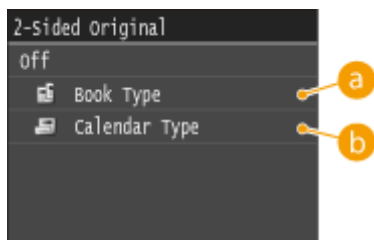
```
2-Sided Original
Off
  Book Type              ⓐ
  Calendar Type          ⓑ
```

ⓐ **<Book Type>**

Select for documents whose images on the front and back sides face the same direction.

ⓑ **<Calendar Type>**

Select for documents whose images on the front and back sides face in opposite directions.

LINKS

Scanning Documents Directly to USB Memory(P. 332)
Sending Documents as E-Mails Directly from the Machine(P. 335)
Sending I-Faxes(P. 224)
Saving Documents Directly in Shared Folder/FTP Server(P. 342)

Adjusting Sharpness

0UWX-063

You can adjust the sharpness of the image. Increase the sharpness to sharpen blurred text and lines, or decrease the sharpness to improve the appearance of magazine photos.

 <Scan> ▶ Select <USB Memory> or specify a destination with <E-Mail>/<I-Fax>/<File> ▶ <Sharpness> ▶ Adjust the sharpness ▶ <Apply>
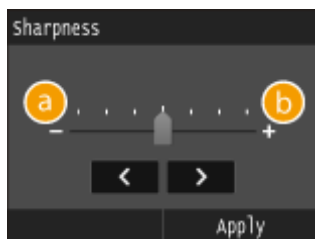
ⓐ **<->**

Decreases the sharpness, resulting in a softer image.

Example: If you want to improve the appearance of magazine photos

ⓑ **<+>**

Increases the image sharpness.

Example: If you want to sharpen text and lines written in pencil

357
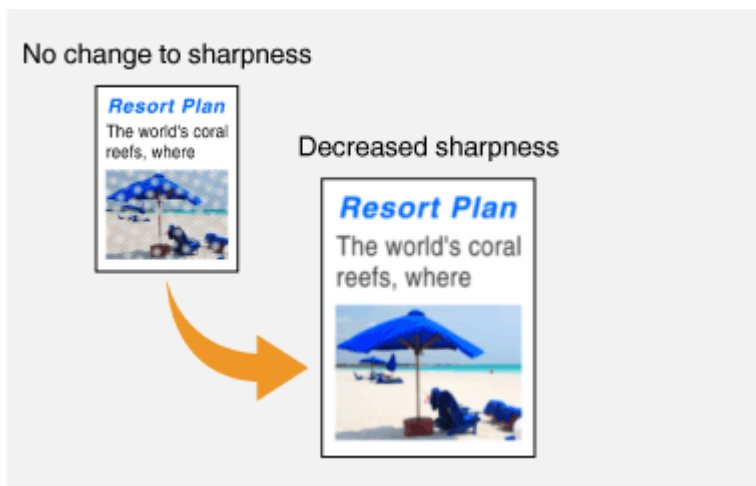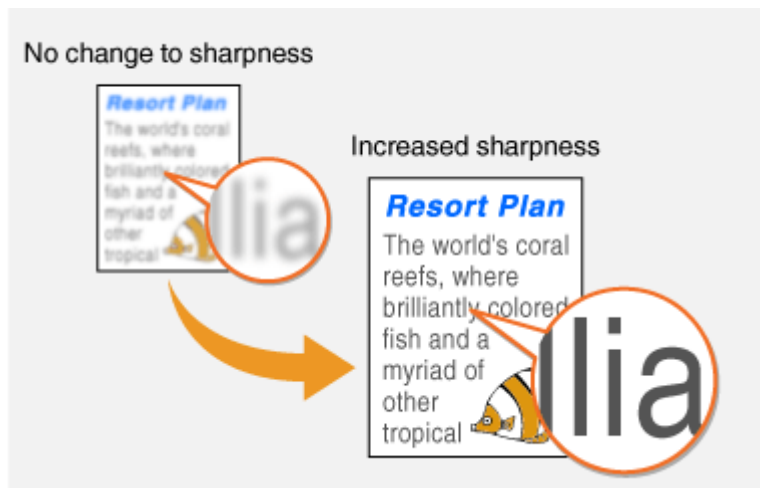
LINKS

●**Scanning Documents Directly to USB Memory(P. 332)**
●**Sending Documents as E-Mails Directly from the Machine(P. 335)**
●**Sending I-Faxes(P. 224)**
●**Saving Documents Directly in Shared Folder/FTP Server(P. 342)**
●**Adjusting Density(P. 353)**

Adjusting Balance between File Size and Image Quality

0UWX-064

You can specify the file compression ratio when converting scanned documents into the JPEG format. <Small: Memory Priority> makes the compression ratio higher than normal to create smaller files with lower image quality. On the other hand, <Large: Image Quality Priority> makes the compression ratio lower than normal larger files with higher image quality.

<Scan> ▶ Select <USB Memory> or specify a destination with <E-Mail>/<I-Fax>/<File> ▶ <Data Size> ▶ Specify the setting

ⓐ <Small: Memory Priority>
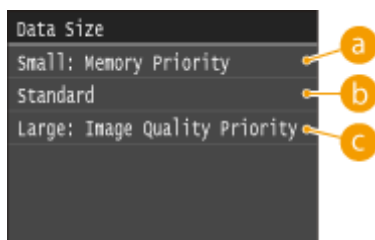
The data size is highly compressed and reduced, but the image quality becomes low.

ⓑ <Standard>

The compression ratio and the image quality are adjusted to an intermediate setting between <Small: Memory Priority> and <Large: Image Quality Priority>.

ⓒ <Large: Image Quality Priority>

The image quality improves, but the data compression ratio decreased and data size becomes large.

LINKS

Scanning Documents Directly to USB Memory(P. 332)
Sending Documents as E-Mails Directly from the Machine(P. 335)
Sending I-Faxes(P. 224)
Saving Documents Directly in Shared Folder/FTP Server(P. 342)
Selecting a File Format(P. 351)

Setting Gamma Values

0UWX-065

The scanned documents are converted into the specified file formats. At that time, you can specify the gamma values to apply to the documents. You can specify the same gamma value as that of the monitor which is to be used for viewing the converted files so the files are displayed with brightness true to the original documents.

> **NOTE**
>
> - For the gamma value of a monitor display, see the instruction manual included with the display.

<Menu> ▶ <Scan Settings> ▶ <Output File Image Settings> ▶ <YCbCr TX Gamma Value> ▶ Select the gamma value
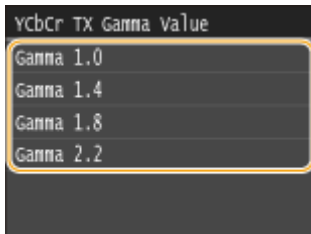
```
YCbCr TX Gamma Value
  Gamma 1.0
  Gamma 1.4
  Gamma 1.8
  Gamma 2.2
```

LINKS

Scanning Documents Directly to USB Memory(P. 332)
Sending Documents as E-Mails Directly from the Machine(P. 335)
Sending I-Faxes(P. 224)
Saving Documents Directly in Shared Folder/FTP Server(P. 342)
Selecting a File Format(P. 351)

Sending Using Registered Destinations (E-Mail/I-Fax/ Shared Folder/FTP Server)

0UWX-066

You can specify destinations by selecting from the Address Book as well as by using the numeric keys. To use the Address Book, you need to register destinations in the Address Book beforehand. You can also specify previously used destinations. If your office has an LDAP server installed, you can also specify a destination using user information in the server.

▶**Specifying from Address Book (P. 362)**

▶**Selecting Destinations Directly by Entering Coded Dial Numbers(P. 365)**

▶**Specifying Previously Used Destinations(P. 368)**

▶**Specifying Destinations in an LDAP Server (E-Mail/I-Fax)(P. 371)**

TIPS for Enhancing Security

- If you want to limit available destinations to ones from the Address Book, ones in an LDAP server, or previously specified ones: ▶**Limiting Available Destinations(P. 558)**

- If you want to disable specifying previously used destinations: ▶**Disabling Use of Previously Used Destinations(P. 560)**

LINKS

▶**Sending Documents as E-Mails Directly from the Machine(P. 335)**
▶**Sending I-Faxes(P. 224)**
▶**Saving Documents Directly in Shared Folder/FTP Server(P. 342)**
▶**Registering in the Address Book(P. 78)**
▶**Registering LDAP Servers(P. 499)**

Specifying from Address Book

0UWX-067

The Address Book enables you to specify a destination by selecting from a list of registered destinations or by searching by name for destinations with recipient names.

NOTE

- You need to register destinations in the Address Book before using this feature. **Registering in the Address Book(P. 78)**
- To register shared folders or FTP servers as destinations, you need to perform the registration procedure from the computer.
  Setting a Shared Folder as a Save Location(P. 475)
  Registering Destinations in the Address Book from Remote UI(P. 624)

1 Press 🏠 and tap <Scan>.
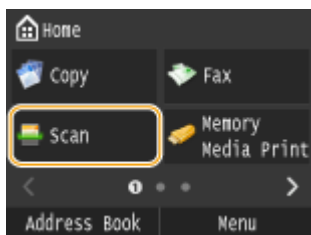
- When the logon screen appears, use the numeric keys to enter the user name and password. Then select the authentication server and press 🆔 . **Logging on to Authorized Send(P. 45)**

2 Tap <E-Mail>, <I-Fax>, or <File>.
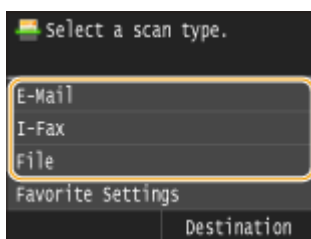
- If you select <File>, proceed to step 4.

3 Select <Destination> ▶ <Specify from Address Book>.

- If the <Type> screen appears, select <To>, <Cc>, or <Bcc> as a destination type.

4 **Select an index.** ⊙**Index(P. 78)**
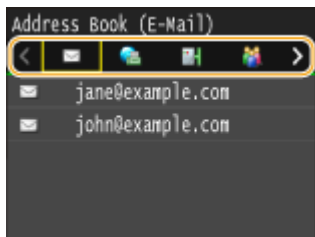
- You can change the display by tapping ◁ / ▷ .

![Address Book (E-Mail) screen showing jane@example.com and john@example.com]

5 **Select a destination.**

![Address Book (E-Mail) screen with jane@example.com and john@example.com selected]
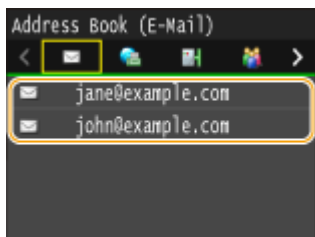
NOTE:

If you want to specify multiple destinations (e-mail/I-Fax)

- Repeat steps 3 to 5. Up to 100 destinations can be specified.

■**To delete destinations (e-mail/I-Fax)**

If you specified multiple destinations, you can delete destinations as necessary.

1 Select <Destination> ▶ <Confirm/Edit>.

![Send screen and Destination menu showing Confirm/Edit option]

2 Select a destination you want to delete.

![Confirm/Edit Destination screen showing To: jane@example.com and Cc: john@example.com]

3 Tap <Remove>.

- If you select Group Dial in step 2, <Number of Destinations: XX> is displayed. Tapping this item displays destinations registered in the group.

4 Tap <Yes>.

> **NOTE**
>
> **If you want to easily and quickly delete destinations without displaying a list of destinations**
> - Before tapping <Destination> in step 1, you can tap ◀ / ▶ to toggle the destinations you specified. Display a destination you want to delete, and press C .

LINKS

Sending Documents as E-Mails Directly from the Machine(P. 335)
Sending I-Faxes(P. 224)
Saving Documents Directly in Shared Folder/FTP Server(P. 342)

Selecting Destinations Directly by Entering Coded Dial Numbers

0UWX-068

Three-digit numbers (coded dial numbers) are assigned to addresses in the Address Book. You can specify an address simply by entering its coded dial number.

> **NOTE**
>
> - To use coded dial numbers, the destination must be registered in the Address Book beforehand. ○ **Registering Destinations in the Address Book(P. 80)**
> - To register shared folders or FTP servers as destinations, you need to perform the registration procedure from the computer.
>   ○**Setting a Shared Folder as a Save Location(P. 475)**
>   ○**Registering Destinations in the Address Book from Remote UI(P. 624)**

1 Press 🏠 and tap <Scan>.
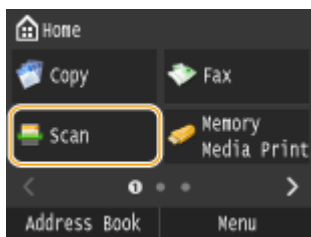
- When the logon screen appears, use the numeric keys to enter the user name and password. Then select the authentication server and press **ID**. ○**Logging on to Authorized Send(P. 45)**
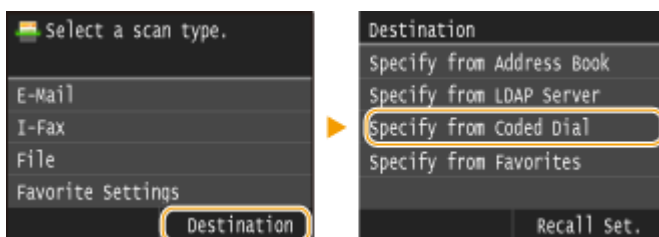
2 Select <Destination> ▶ <Specify from Coded Dial>.

- If the <Type> screen appears, select <To>, <Cc>, or <Bcc> as a destination type.

3 Use the numeric keys to enter a three-digit number (001 to 281).

- If you enter the wrong characters, press **C**. (Press to delete each character one by one; press and hold to delete all the input characters at once.)
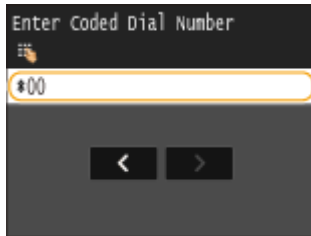
NOTE:

If a confirmation screen appears

- When <Coded Dial TX Confirmation> is set to <On>, a screen is displayed that shows the destination and the name for the number. (For Group Dial, the destination name and the number of destinations are shown.) Check the contents and if everything is correct, tap <OK>. To specify a different destination, tap <Cancel> and then re-enter the three-digit coded dial number. **Displaying Destinations in Address Book(P. 561)**

If you want to specify multiple destinations (e-mail/I-Fax)

- Repeat steps 2 and 3. Up to 100 destinations can be specified.

To delete destinations (e-mail/I-Fax)

If you specified multiple destinations, you can delete destinations as necessary.

1 Select <Destination> ▶ <Confirm/Edit>.

2 Select a destination you want to delete.

3 Tap <Remove>.

- If you select Group Dial in step 2, <Number of Destinations: XX> is displayed. Tapping this item displays destinations registered in the group.

4 Tap <Yes>.

NOTE

366

> **If you want to easily and quickly delete destinations without displaying a list of destinations**
>
> - Before tapping <Destination> in step 1, you can tap [◀] / [▶] to toggle the destinations you specified. Display a destination you want to delete, and press [C] .

LINKS

◎Sending Documents as E-Mails Directly from the Machine(P. 335)
◎Sending I-Faxes(P. 224)
◎Saving Documents Directly in Shared Folder/FTP Server(P. 342)

Specifying Previously Used Destinations

0UWX-069

You can select a destination from among the past three destinations. When you specify a previously used destination, the machine also sets the same scan settings such as density you used the last time you sent documents to that destination.

IMPORTANT

- When <Restrict Resending from Log> is set to <On>, you cannot use this feature. **⊙Disabling Use of Previously Used Destinations(P. 560)**
- Turning OFF the machine or setting <Restrict New Destinations> to <On> deletes the past destinations, and disables this feature. **⊙Limiting Available Destinations(P. 558)**

NOTE

- When you specify a destination using this feature, any destinations that you have already specified are deleted.

1 Press 🏠 and tap <Scan>.

- When the logon screen appears, use the numeric keys to enter the user name and password. Then select the authentication server and press **ID** . **⊙Logging on to Authorized Send(P. 45)**

2 Select <Destination> ▶ <Recall Set.>.

3 Select a destination.

- When you transmit to multiple destinations, only the address specified for the first transmission is displayed in the log, but all the destinations are specified.

Recall Settings
✉ jane@example.com
✉ john@example.com
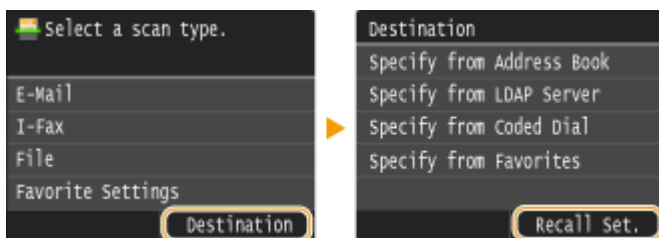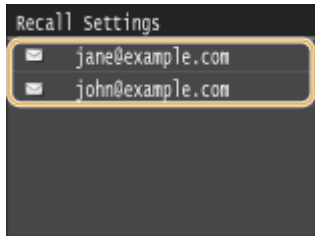
➠ The selected destination and its scan settings are specified. You can also change the settings before sending.

■To delete destinations (e-mail/I-Fax)
When you transmitted to multiple destinations, you can delete destinations as necessary.

1 Select <Destination> ▶ <Confirm/Edit>.

Send: Press Start
Number of Destinations: 2
< Cc: ✉ john@example.com >
Scan Size: A4
Color Mode: Color
File Format: PDF
Destination

Destination
Specify from Address Book
Specify from LDAP Server
Specify from Coded Dial
Specify from Favorites
Specify Myself as Destination
Confirm/Edit   Recall Set.

2 Select a destination you want to delete.

Confirm/Edit Destination
To: ✉ jane@example.com
Cc: ✉ john@example.com

3 Tap <Remove>.
- If you select Group Dial in step 2, <Number of Destinations: XX> is displayed. Tapping this item displays destinations registered in the group.

E-Mail
Type: To
E-Mail Address: jane@example.c
Remove

4 Tap <Yes>.

NOTE

If you want to easily and quickly delete destinations without displaying a list of destinations
- Before tapping <Destination> in step 1, you can tap ❮ / ❯ to toggle the destinations you specified. Display a destination you want to delete, and press C .

LINKS

❍Sending Documents as E-Mails Directly from the Machine(P. 335)
❍Sending I-Faxes(P. 224)
❍Saving Documents Directly in Shared Folder/FTP Server(P. 342)

Specifying Destinations in an LDAP Server (E-Mail/I-Fax)

0UWX-06A

If your office has an LDAP server installed, you can specify a destination using user information in the server. Access the LDAP server via the machine to search for the appropriate user information and specify it as destination.

> **NOTE**
>
> - You need to specify the settings for connecting to an LDAP server beforehand. ●**Registering LDAP Servers(P. 499)**

1 Press ⌂ and tap <Scan>.
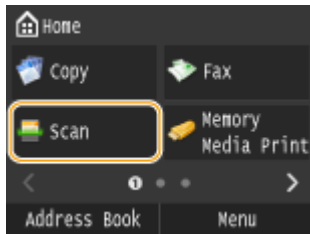
- When the logon screen appears, use the numeric keys to enter the user name and password. Then select the authentication server and press 🆔. ●**Logging on to Authorized Send(P. 45)**
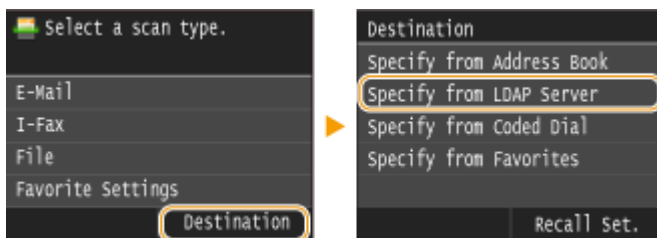
2 Select <Destination> ▶ <Specify from LDAP Server>.

3 Select the LDAP server you are using.
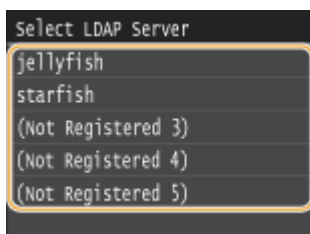
4 Select the search criteria.

- Personal names, fax numbers, e-mail addresses, organization names, and Organization Unit names are available criteria for searching destinations.
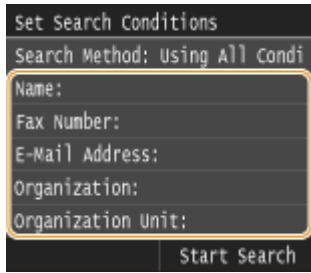
```
Set Search Conditions
Search Method: Using All Condi
Name:
Fax Number:
E-Mail Address:
Organization:
Organization Unit:
                    Start Search
```

5 **Enter the search target character string using the numeric keys, and tap <Apply>.**

- On how to enter text, see **⊙Entering Text(P. 41)** .

```
Name (Max 30 Characters)
                              a
john

        <      >

A/a/12    #    Apply
```

- To specify multiple search criteria, repeat steps 4 and 5.

6 **Tap <Search Method>.**

```
Set Search Conditions
Search Method: Using All Condi
Name: john
Fax Number:
E-Mail Address:
Organization:
                    Start Search
```
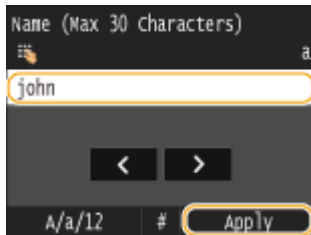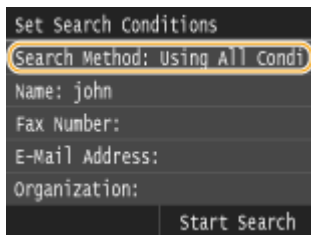
7 **Specify the search method.**

```
Search Method
Using All Conditions Below     ⓐ
Using Some Conditions Below    ⓑ
```

ⓐ **<Using All Conditions Below>**

Searches and displays the users that meet all the search criteria specified in steps 4 and 5.

ⓑ **<Using Some Conditions Below>**

If users that meet even one of the criteria specified in steps 4 and 5 are found, displays all those users.

8 **Tap <Start Search>.**

➠ The users meeting your search criteria are displayed.

NOTE:

- If the authentication screen appears when you tap <Start Search>, enter the user name of the machine and the password registered in the LDAP server, and tap <Apply>. **Registering LDAP Servers(P. 499)**

9 **Select the check box for the user that you want to specify as destination.**

- Up to 10 destinations can be specified from an LDAP server.

- To cancel selection, tap a selected ( ) user.

■To send I-Faxes

1 Tap <Specify I-Fax>.
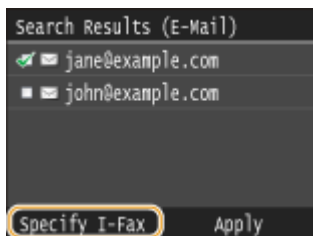
2 Tap <On>.
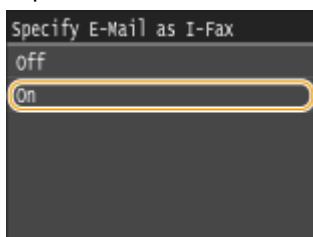
NOTE:

- If you have already specified a destination using the numeric keys, up to nine destinations can be specified using an LDAP server.

- You cannot specify the selected destinations as Cc or Bcc addresses.

10 **Tap <Apply>.**

- When searching for destinations using a different set of search conditions, repeat steps 2 to 10.

■To delete destinations

If you specified multiple destinations, you can delete destinations as necessary.

1 Select <Destination> ▶ <Confirm/Edit>.

2 Select a destination you want to delete.

3 Tap <Remove>.

4 Tap <Yes>.

> **NOTE**
>
> **If you want to easily and quickly delete destinations without displaying a list of destinations**
>
> - Before tapping <Destination> in step 1, you can tap ◁ / ▷ to toggle the destinations you specified. Display a destination you want to delete, and press C .

LINKS
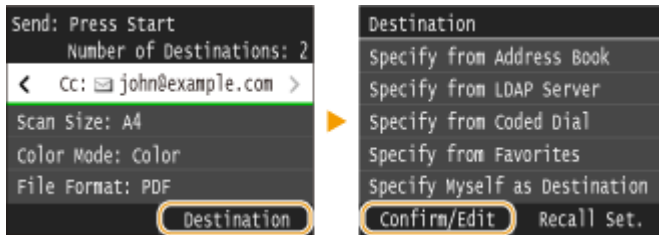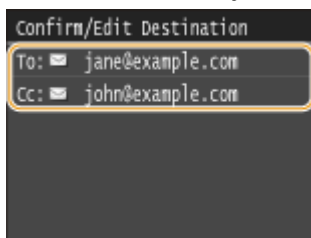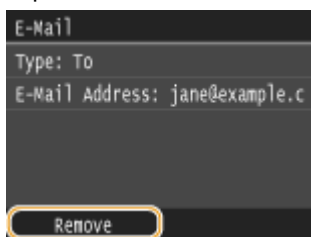
Sending Documents as E-Mails Directly from the Machine(P. 335)
Sending I-Faxes(P. 224)

Configuring Scan Settings to Your Needs

0UWX-06C

The default settings are the settings that are displayed whenever you turn ON the machine, or when you press　▱ . If you register your frequently used scan settings as default settings, you can eliminate the need to configure the same settings every time you make a scan. In addition, you can also register combinations of destinations and scan settings and use them whenever you need them (e-mail/I-Fax/shared folders/FTP server).

NOTE

- The machine comes pre-configured with factory default settings (▶**Setting Menu List(P. 629)**). You can change and register the default settings according to your needs.

I always scan paper documents to convert them into PDF files with reduced data size.

Set <File Format> to <PDF (Compact/OCR)>, and register it as the default setting. From now on, you will not have to change the file format when scanning. ▶**Changing Default Settings(P. 376)**

My client wants me to send scans in color JPEG format.

Specify the e-mail address of your client with <File Format> set to <JPEG> for scan settings, and register the address and setting as a combination in <Favorite Settings>. You can then easily use this setting combination whenever you need it. ▶**Registering Frequently Used Scan Settings (E-Mail/I-Fax/Shared Folder/FTP Server)(P. 379)**

Changing Default Settings

0UWX-06E

The default settings are the settings that are displayed whenever you turn ON the machine, or when you press ![icon]. If you change these default settings to match the operations that you perform frequently, you can eliminate the need to configure the same settings every time you scan.

■ USB Memory

<Menu> ▶ <Scan Settings> ▶ <USB Memory Settings> ▶ <Change Default Settings> ▶ Select the setting ▶ Change the default value of the selected item ▶ <Apply> ▶ ![home icon]

```
Change Default Settings
Scan Size: A4
Color Mode: Color
File Format: PDF
Density: ±0
Original Orientation: Portrait
Original Type: Text/Photo
2-Sided Original: Off
Sharpness: ±0
Data Size: Standard
                    Apply
```
ⓐ
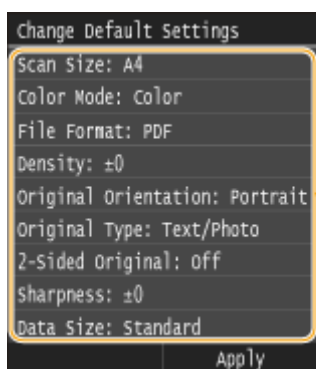
ⓐ Settings
Select the item you want to set, and change the default value.

■ E-Mail

<Menu> ▶ <Scan Settings> ▶ <E-Mail Settings> ▶ <Change Default Settings> ▶ Select the setting ▶ Change the default value of the selected item ▶ <Apply> ▶ ![home icon]

```
Change Default Settings
Scan Size: A4
Color Mode: Color
File Format: PDF
Density: ±0
Original Orientation: Portrait
Original Type: Text/Photo
2-Sided Original: Off
Sharpness: ±0
Data Size: Standard
Subject/Message: (Entered)
Reply To: (None)
Priority: Standard
                    Apply
```
ⓐ
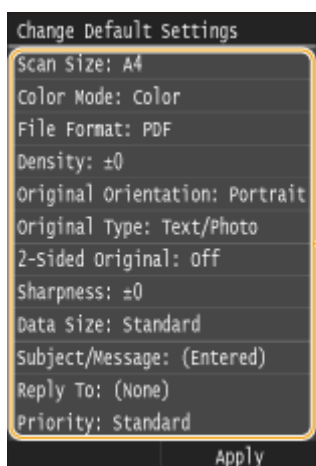
ⓐ Settings

Select the item you want to set, and change the default value.

■ I-Fax

<Menu> ▶ <Scan Settings> ▶ <I-Fax Settings> ▶ <TX Function Settings> ▶ <Change Default Settings> ▶ Select the setting ▶ Change the default value of the selected item ▶ <Apply> ▶ 🏠

Change Default Settings
Scan Size: A4
Density: ±0
Original Type: Text
2-Sided Original: Off — ⓐ
Sharpness: ±0
Subject/Message: (Entered)
Reply To: (None)
Apply
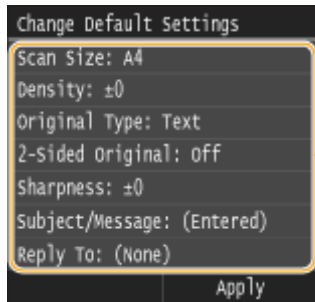
ⓐ Settings

Select the item you want to set, and change the default value.

■ Shared Folder/FTP Server

<Menu> ▶ <Scan Settings> ▶ <File Settings> ▶ <Change Default Settings> ▶ Select the setting ▶ Change the default value of the selected item ▶ <Apply> ▶ 🏠

Change Default Settings
Scan Size: A4
Color Mode: Color
File Format: PDF
Density: ±0
Original Orientation: Portrait — ⓐ
Original Type: Text/Photo
2-Sided Original: Off
Sharpness: ±0
Data Size: Standard
Apply
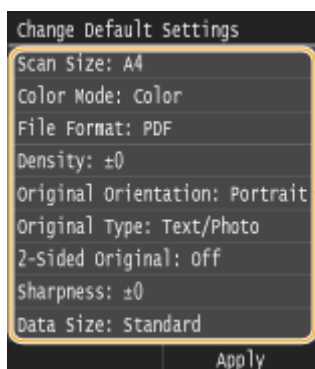
ⓐ Settings

Select the item you want to set, and change the default value.

LINKS

ⓞScanning Documents Directly to USB Memory(P. 332)
ⓞSending Documents as E-Mails Directly from the Machine(P. 335)
ⓞSending I-Faxes(P. 224)

◯Saving Documents Directly in Shared Folder/FTP Server(P. 342)
◯Specifying Detailed Settings(P. 347)
◯Scan Settings(P. 666)

Registering Frequently Used Scan Settings (E-Mail/I-Fax/Shared Folder/FTP Server)

0UWX-06F

Because registered settings can be displayed as needed, there is no need for complicated procedures (e.g. setting the document type, specifying compact PDF as the file format and sending the file to all internal staff) every time. You can also assign registered setting combinations to a shortcut button displayed on the Home screen.

⊙**Registering Favorite Settings(P. 379)**
⊙**Recalling Favorite Settings(P. 381)**

## Registering Favorite Settings
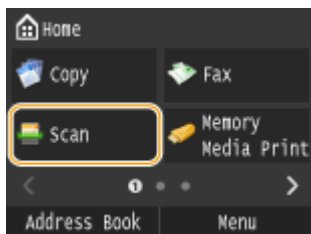
1 **Press** 🏠 **and tap <Scan>.**

- When the logon screen appears, use the numeric keys to enter the user name and password. Then select the authentication server and press 🆔 . ⊙**Logging on to Authorized Send(P. 45)**

2 **Tap <E-Mail>, <I-Fax>, or <File>.**

3 **Change the values for the settings you want to register.** ⊙**Specifying Detailed Settings(P. 347)**

- To also include the destination in a favorite scan setting, enter the destination to be registered. ⊙**Sending Using Registered Destinations (E-Mail/I-Fax/Shared Folder/FTP Server)(P. 361)**
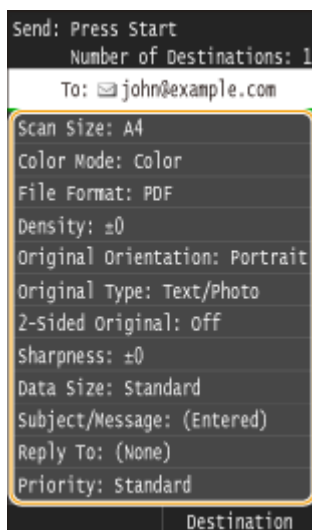
4 **Select <Favorite Settings> ▶ <Register>.**

```
Send: Press Start
     Number of Destinations: 1
     To: ✉ john@example.com
Reply To: (None)
Priority: Standard
Favorite Settings: Off
                Destination
```
▶
```
Favorite Settings
Settings 1
Settings 2
Settings 3
Settings 4
Settings 5
   Edit/Delete    Register
```

5 **Check the message and tap <OK>.**

```
The destinations and
settings specified in the
e-mail basic screen will be
registered. Settings can be
edited but destinations
cannot be changed.
   OK         Cancel
```

6 **Select where to register the settings.**

```
Select Registration Dest.
Settings 1
Settings 2
Settings 3
Settings 16
Settings 17
Settings 18
```

7 **Check the details of the settings to be registered, and tap <Apply>.**

- To change the value of a setting to be registered, tap the setting. ◖**Specifying Detailed Settings(P. 347)**
- To rename the registration destination, tap <Change Name>. On how to enter text, see ◖**Entering Text(P. 41)** .

```
Settings 1
     Number of Destinations: 1
Scan Size: A4
Color Mode: Color
File Format: PDF
Density: ±0
Original Orientation: Portrait
Original Type: Text/Photo
2-Sided Original: Off
Sharpness: ±0
Data Size: Standard
Subject/Message: (None)
Reply To: (None)
Priority: Standard
Change Name    Apply
```

8 **Select whether to register the settings as a shortcut button.**

- If you select <Yes>, a message appears. Check the message and then tap <OK>. The registered setting combination is added to the Home screen as a shortcut button.

NOTE:

- If the Home screen is full and the button cannot be added, use <Home Screen Settings> to delete registered buttons or blanks. **Customizing the Home Screen(P. 34)**

NOTE

- Registered settings are retained even when the machine is turned OFF.

- To edit or delete registered settings, go to <Scan> ▶ <E-Mail>/<I-Fax>/<File> ▶ <Favorite Settings> ▶ <Edit/Delete> ▶ <Edit> or <Delete> and then follow the steps below.

  To edit a setting:
  Select the setting to be edited ▶ change the setting ▶ tap <Apply> ▶ <Yes>.

  To delete a setting:
  Select the setting to be deleted ▶ tap <Yes>.

- Destinations cannot be changed once the settings have been registered. To change a destination, delete the settings and then register them again.

- If you registered a destination that was specified from the Address Book and then delete the destination entry in the Address Book, the destination is also deleted from the favorite scan settings.

Recalling Favorite Settings

Simply select the setting combination that suits your purpose from the favorite settings.

 <Scan> ▶ <E-Mail>/<I-Fax>/<File> ▶ <Favorite Settings> ▶ Select the setting combination to be recalled
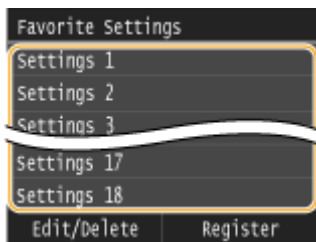
NOTE

- Once you have recalled the settings, the setting combination, you can also change the scan settings as needed.

LINKS

Sending Documents as E-Mails Directly from the Machine(P. 335)
Sending I-Faxes(P. 224)
Saving Documents Directly in Shared Folder/FTP Server(P. 342)

Checking Status and Log for Sent Documents (E-Mail/ Shared Folder/FTP Server)

0UWX-06H

You can check the status and log for scanned documents sent directly from the machine.

> **IMPORTANT**
>
> - When <Display Job Log> is set to <Off>, you cannot check the logs for sent documents. **◌Display Job Log(P. 713)**

1 Press ◈ .

2 Tap <TX Job>.

```
Status Monitor
Error Information/Notification
Device Status
Copy/Print Job
TX Job
RX Job
Fax Forwarding Errors
```
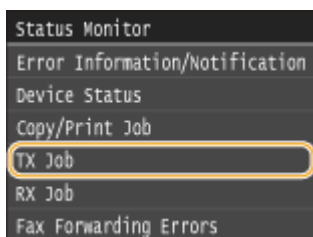
3 Check the statuses and logs for sent documents.

■To check the statuses for sent documents
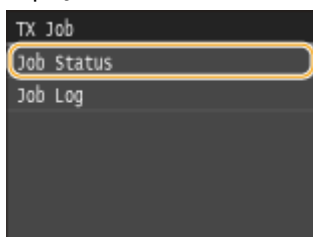
1 Tap <Job Status>.

```
TX Job
Job Status
Job Log
```

2 Select the document whose status you want to check.

```
TX Job Status                    Details
 Fax 10:32AM Sending             Job Number: 0005
 E-Mail 10:33AM Waiting to s     Status: Waiting to scan
                                 Time: 10/10 10:33AM
                                 Department ID: -
                                 Job Type:  E-Mail
                                 Cancel
        ⓐ                              ⓑ
```

ⓐ **<TX Job Status>**
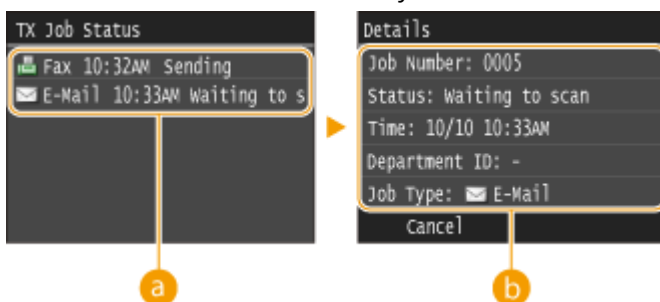
Displays a list of the documents that are being sent or are waiting to be processed.

ⓑ <Details>

Displays detailed information about the document selected from the list. If you specified multiple destinations, the number of specified destinations is displayed on the screen. To check the details of specified multiple destinations, tap <Destination>.

■To check the logs for sent documents
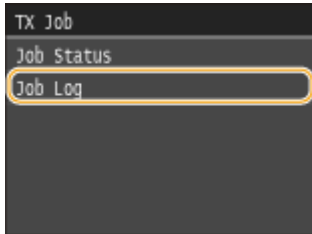
1 Tap <Job Log>.

```
TX Job
  Job Status
 [Job Log]
```

2 Select the document whose log you want to check.

```
TX Job Log                    Details
  ✉ E-Mail  10:10AM OK         Job Number: 0005
  ✉ E-Mail  10:30AM OK         Result: OK
                           ▶   Started: 10/10 10:30AM
                               Department ID: -
                               Job Type: ✉ E-Mail
                               Destination: john@example.com
```

ⓐ <TX Job Log>
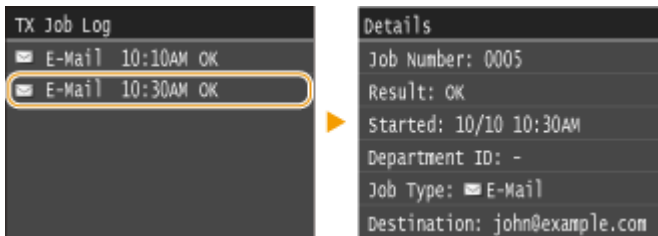
Displays a list of the documents that were sent. <OK> is displayed when a document was sent successfully, and <Error> is displayed when a document failed to be sent because it was canceled or there was some error.

ⓑ <Details>

Displays detailed information about the document selected from the list.

NOTE:

When a three-digit number is shown in the case of <Error>

- This number represents an error code. **When an Error Code Appears(P. 747)**

LINKS

Sending Documents as E-Mails Directly from the Machine(P. 335)
Saving Documents Directly in Shared Folder/FTP Server(P. 342)
Canceling Sending Documents (E-Mail/Shared Folder/FTP Server)(P. 345)
TX Result Report(P. 809)
Communication Management Report(P. 812)

Can Be Used Conveniently with a Mobile Device

Can Be Used Conveniently with a Mobile Device

0UWX-06J

Combining the machine with a mobile device such as a smartphone or tablet enables you to use an appropriate application to perform printing, scan, or other operation with ease. You can also use a mobile device to operate the machine remotely, check the printing status, and change machine's settings.

◯**Connecting to a Mobile Device(P. 387)**
◯**Making the Best Use of the Machine by Utilizing Applications(P. 391)**
◯**Managing the Machine Remotely(P. 410)**

Connecting to a Mobile Device

0UWX-0H6

When connecting the machine to a mobile device, you can select whether to connect by wireless LAN, Direct Connection, or a touch on the machine (NFC)[*]. Select the connection method that best suits your environment and devices.

[*] MF416dw Only

■ Connecting to a Wireless LAN

Like when connecting a computer and the machine, connect a mobile device and the machine via a wireless LAN router. **Connecting to a Wireless LAN (P. 419)**

■ Making Direct Connection

Connect the mobile device and the machine directly without using a wireless LAN router. Even where no wireless LAN environment is available, you can quickly connect the machine and a mobile device. **Make Direct Connection (Access Point Mode)(P. 388)**

IMPORTANT:

- When Direct Connection has been established, you can use neither a wired LAN nor a wireless LAN via router.

■ Connecting by a Touch on the Machine (NFC) MF416dw

If your mobile device has NFC capability, you can make a connection by simply touching the device on the machine. **Scanning from the Machine(P. 306)**

Make Direct Connection (Access Point Mode)

0UWX-0H7

Even in an environment without wireless LAN router, you can connect your mobile device and the machine without going through difficult settings when you use "Access Point Mode," which allows you to wirelessly and directly connect your mobile device to the machine.

Using the Machine in Direct Connection (in Access Point Mode)

Follow these steps to establish a connection using Access Point Mode.

1

Put the machine into Access Point Mode.

- Set <Enable Direct Connection> to <On>.

Enable Direct Connection(P. 632)

▼

2

Put the machine into a connection waiting state.

- In the Home screen, tap <Direct Connection>. The machine enters the state in which you can connect your mobile device to the machine.

▼
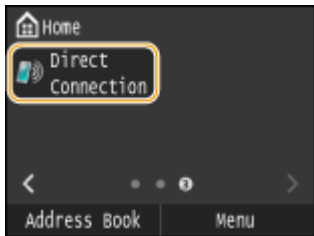
3

Connecting from a mobile device

- Based on the SSID and network key displayed in the display, make wireless LAN connection settings for connecting to the machine.

NOTE:

- The screen below appears in the display during the connection process.

388

ⓐ <Connect. Info.>
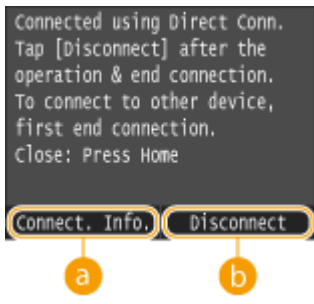
You can view the information on the Direct Connection being proceeding.

ⓑ <Disconnect>

Stops the Direct Connection procedure. When printing, scanning, or other desired operation is complete, tap this button to terminate the connection.

IMPORTANT

- When the machine is in Direct Connection mode, it is possible that you cannot connect to the Internet depending on your mobile device.

- Direct Connection is only possible as a one-to-one connection between the machine and a single mobile device. You cannot connect 2 or more mobile devices to the machine at a time.

- If wireless connection from the mobile device is not performed within 5 minutes while the SSID and network key are displayed, the connection waiting state terminates.

- If while in communication by Direct Connection, a duration when there is no data transmission between the machine and the mobile device lasts for some time, the communication may terminate.

- The machine's SSID and network key are changed each time the Direct Connection procedure is started.

- While in Direct Connection, sleep mode is not as effective at saving power.

- When both <Enable Direct Connection> and <Enable NFC> are set to <On>, sleep mode is not as effective at saving power even if not in Direct Connection.
  Enable Direct Connection(P. 632)
  Enable NFC(P. 708)

- If you use the Direct Connection, do not set the IP address manually on the mobile device. Doing so may prevent proper communication after using the Direct Connection.

TIPS

Using NFC together with Access Point Mode (MF416dw)

- You can use NFC and Access Point Mode in combination. By simply touching your mobile device to the NFC mark on the operation panel of the machine, you can read out the machine's SSID and network key automatically. **Connecting by a Touch on the Machine (NFC) (MF416dw)(P. 390)**

Connecting by a Touch on the Machine (NFC) MF416dw

0UWX-0H8

This machine supports the NFC (Near Field Communication) standards. By simply touching an NFC compatible mobile device to the NFC mark (▶**Operation Panel(P. 26)**) on the operation panel of the machine, you can connect the device to the machine. For the NFC compatibility of your mobile device, see the instruction manual for the device or contact your manufacturer.

Setting the Mobile Device

- Set the device so that its NFC function is enabled. For more information, see the instruction manuals for your mobile devices or contact your manufacturer.

- Install Canon Mobile Application on your mobile device. For more information, see the Canon website at: **http://www.canon.com/** .

- Launch Canon Mobile Application.

Required Machine Setting

To print from NFC compatible devices, specify the following settings.

- Set <Enable NFC> to <On>. ▶**Enable NFC(P. 708)**
- Set the IP address in IPv4 format. ▶**Setting IPv4 Address(P. 437)**

IMPORTANT

- You can download the application software for free, but you will be charged the Internet connection fee.

- If connection cannot be established, change the position where you touch the mobile device to the machine.

- It may take some time before the connection is complete.

- Proper operation may not be possible depending on the mobile device.

Making the Best Use of the Machine by Utilizing Applications

0UWX-0H9

You can use an appropriate application that enables you to perform printing, scanning, or other operation by operating the machine from your mobile device. The machine supports a dedicated application from Canon and various other applications. You can select the most appropriate application to your mobile device, the purpose, the situation, and so on.

■ Printing/Scanning through Canon Mobile Application or a Plug-In

You can perform printing from a mobile device, or scan documents set in the machine and send the scanned data to a mobile device. For compatible operating systems, the detailed setting procedure and operating procedure, please see the Canon website at: **http://www.canon.com/** .

■ Using Google Cloud Print

You can print from an application or service that supports Google Cloud Print. You can print by remotely operating the machine at any time and from anywhere, for example even while you are on the go. **Using Google Cloud Print(P. 406)**

■ Printing with Mopria™

This machine also supports Mopria™. Using Mopria™ allows you to print with printers of different models from different manufacturers by using common operations and common settings. For example, assume that Mopria™ compatible printers of different models from different manufacturers are installed in your office, at your place, or at places you are visiting. You can then print with any of those printers by using Mopria™ without the need to install the respective dedicated applications on them. For details about the models supporting Mopria™ and the system requirements, see **http://www.mopria.org** .

Viewing Mopria™ Settings

Log on to the Remote UI in System Manager Mode (**Starting Remote UI(P. 606)**) ▶ [Settings/Registration] ▶ [Network Settings] ▶ [Mopria Settings] ▶ [Edit] ▶ Check that the [Use Mopria] check box is selected ▶ [OK]
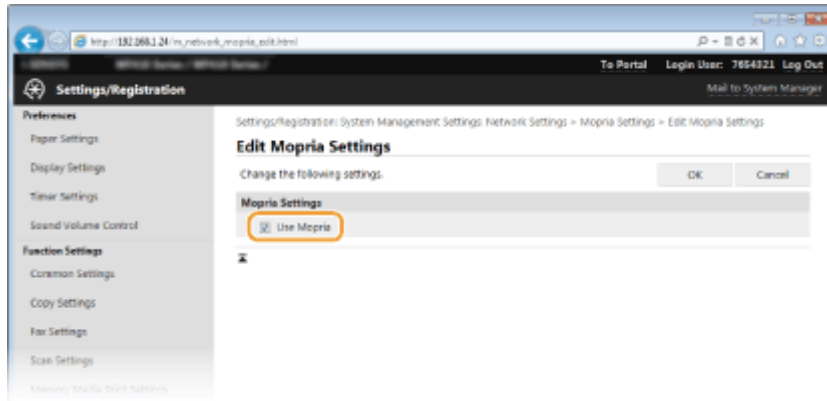
Using AirPrint

0UWX-0HH

You can print, scan, or fax without using drivers by sending print data from Apple devices.

AirPrint settings

❍**Configuring AirPrint Settings(P. 393)**
❍**Displaying the Screen for AirPrint(P. 396)**

Functions of the AirPrint

❍**Printing with AirPrint(P. 398)**
❍**Scanning with AirPrint(P. 401)**
❍**Faxing with AirPrint(P. 403)**

Troubleshooting

❍**If AirPrint Cannot Be Used(P. 405)**

Configuring AirPrint Settings

You can register information, including the name of the machine and installation location, that is used for identifying the machine. You can also disable the AirPrint function of the machine. Use the Remote UI to change these settings.

1 **Start the Remote UI and log on in System Manager Mode. ❍Starting Remote UI(P. 606)**

2 **Click [Settings/Registration].**

- If you are using a mobile device, such as iPad, iPhone, or iPod touch, read "click" as "tap" in this section.
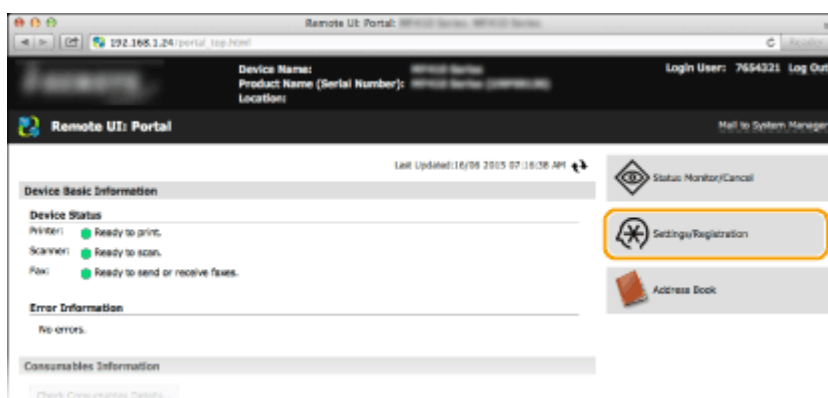
3 **Click [Network Settings] ▶ [AirPrint Settings].**
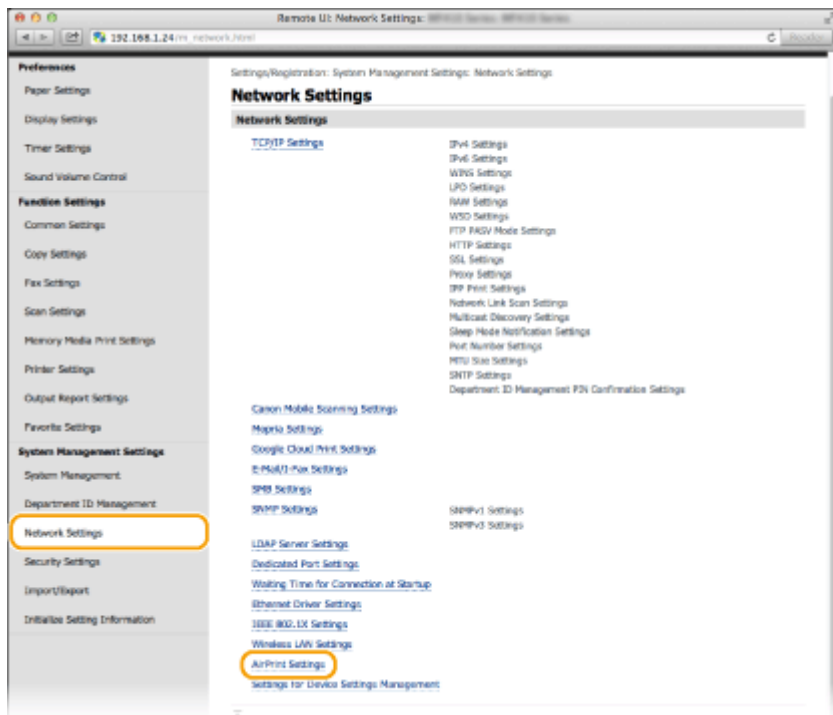
4 **Click [Edit].**
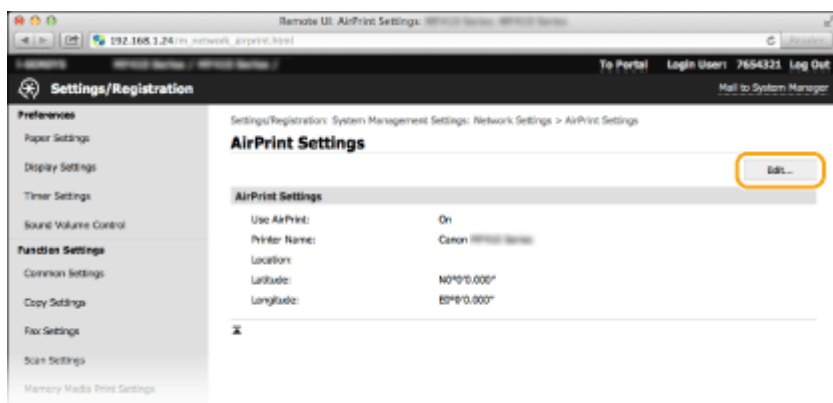
5 **Specify the required settings, and click [OK].**
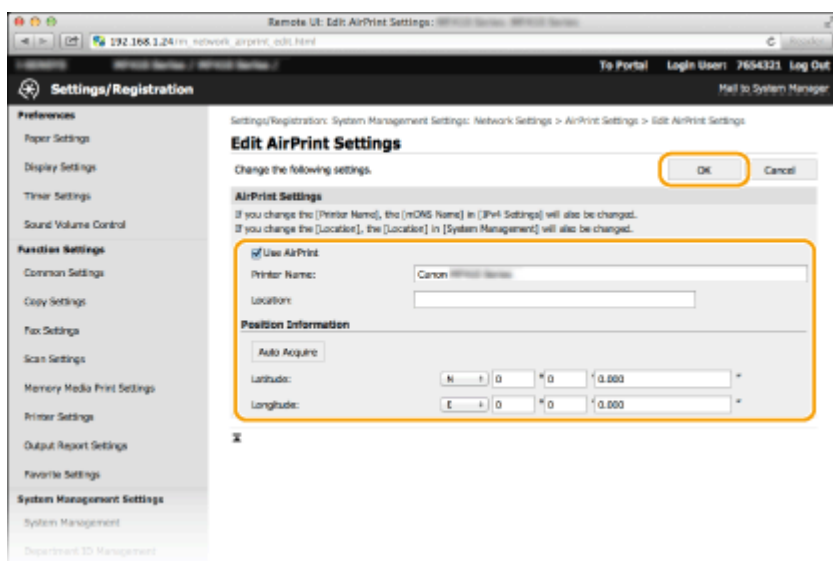
[Use AirPrint]

Select the check box to enable AirPrint. To disable AirPrint, clear the check box.

[Printer Name]/[Location]/[Latitude]/[Longitude]
Enter the name and the installation location information to help you identify this machine when operating your Apple device. This information is useful if you have more than one AirPrint printer.

NOTE:

If you select the [Use AirPrint] check box

The following items are also set to <On> automatically.

- <mDNS Settings> for IPv4 and IPv6 ○**Configuring DNS(P. 488)**

- <Use HTTP> ○**Disabling HTTP Communication(P. 567)**

- <Use IPP Printing> under <IPP Print Settings> ○**Changing the Setting of Functions Available with AirPrint(P. 395)**

- <Use Network Link Scan> ○**Changing the Setting of Functions Available with AirPrint(P. 395)**

If you change [Printer Name]

- If you change [Printer Name] that you have once specified, you may be unable to print any more from the Mac that has been able to be used for printing so far. This phenomenon occurs because <mDNS Name> (○**Configuring DNS(P. 488)**) of IPv4 is also changed automatically. In this case, add the machine to the Mac again.

6 Restart the machine.

- Turn OFF the machine, wait for at least 10 seconds, and turn it back ON.

■Changing the Setting of Functions Available with AirPrint

If you want to disable functions that you are not going to use with AirPrint or encrypt communications, configure the necessary setting using the operation panel.

Changing Print and Fax Settings

To perform printing or fax sending with AirPrint, IPP protocol is used.

Turning the function On/Off

You can specify whether to perform printing and fax sending with AirPrint. The factory default setting is <On>.

<Menu> ▶ <Network Settings> ▶ <TCP/IP Settings> ▶ <IPP Print Settings> ▶ <Use IPP Printing> ▶ Select <Off> or <On> ▶ 🏠
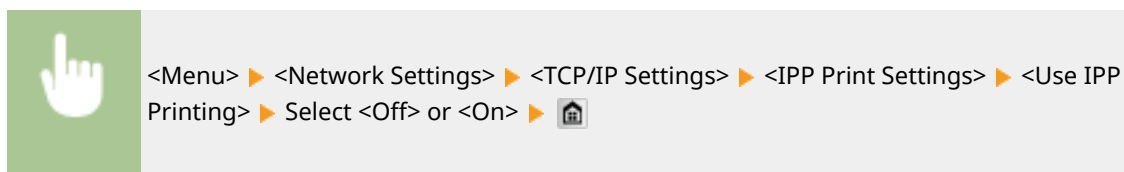
Changing the TLS setting

You can specify whether to encrypt communications using TLS when performing printing or sending faxes with AirPrint. The factory default setting is <Off>.

NOTE:

- When the machine is connected to a Mac via USB, set <Use TLS> to <Off>.

<Menu> ▶ <Network Settings> ▶ <TCP/IP Settings> ▶ <IPP Print Settings> ▶ <Use TLS> ▶ Select <Off> or <On> ▶ ⌂
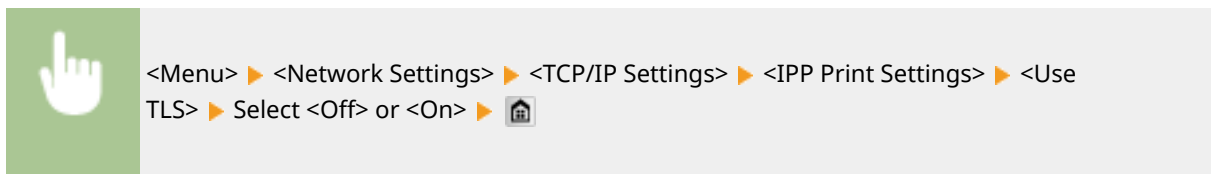
Changing the Scan Setting

You can turn on/off the scan function available with AirPrint. The factory default setting is <On>.

<Menu> ▶ <Network Settings> ▶ <TCP/IP Settings> ▶ <Use Network Link Scan> ▶ Select <Off> or <On> ▶ ⌂
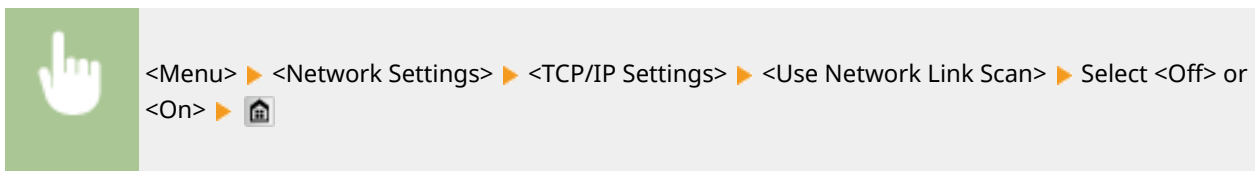
Displaying the Screen for AirPrint

You can display the screen for AirPrint, on which you can not only access the AirPrint Settings but also view information about consumables, such as paper and toner cartridge. Further, you can configure security function settings (⊙**Enabling TLS Encrypted Communication for the Remote UI(P. 570)**).

1 **Click [System Preferences] in the Dock on the desktop ▶ [Printers & Scanners].**

2 **Select this machine and click [Options & Supplies].**

3 **Click [Show Printer Webpage].**

4 **Log on to the Remote UI.**

- To change AirPrint settings, log on in System Manager Mode.

➠ The screen for AirPrint is displayed.
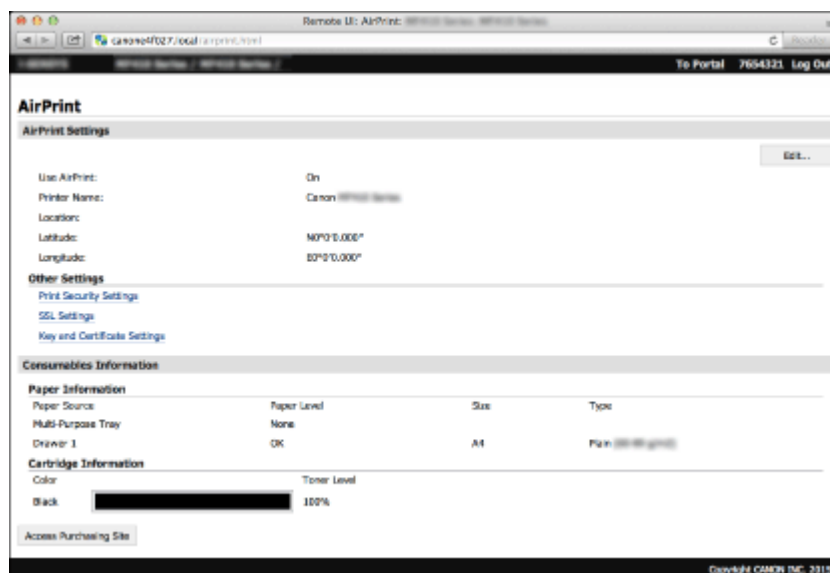
Trademarks

Apple, Bonjour, iPad, iPhone, iPod touch, Safari, Mac, Mac OS, Mac OS X, AirPrint and the AirPrint logo are trademarks of Apple Inc.

Printing with AirPrint

0UWX-0HJ

You do not necessarily need to use a computer for printing e-mails, photos, Web pages, and other documents. AirPrint enables you to print directly from Apple devices such as iPad, iPhone, and iPod touch.

Printing from iPad, iPhone, or iPod touch(P. 398)
Printing from Mac(P. 399)
Specifying the Halftones Setting for Image Files(P. 400)

System Requirements

To print with AirPrint, you need one of the following Apple devices.

- iPad (all models)
- iPhone (3GS or later)
- iPod touch (3rd generation or later)
- Mac (Mac OS X 10.7 or later)*

* Mac OS X 10.9 or later when you use USB connection.

Network Environment

You need one of the following environments.

- The Apple device and the machine are connected to the same LAN.
- The Apple device and the machine are in Direct Connection.
- The Mac and the machine are connected via USB.

IMPORTANT

- For printing, it is required to set <Use IPP Printing> to <On>. **Changing the Setting of Functions Available with AirPrint(P. 395)**

Printing from iPad, iPhone, or iPod touch

1 **Make sure that the machine is turned ON and that it is connected to your Apple device.**

- For how to make sure of this, see "Getting Started." **Manuals Included with the Machine(P. 873)**
- For how to make sure whether the Apple device and the machine are in Direct Connection, see **Make Direct Connection (Access Point Mode)(P. 388)** .

2 **From the application on your Apple device, tap** ![icon] **to display the menu options.**

3 **From the drop-down list, tap [Print].**

4 **Select this machine from [Printer] in [Printer Options].**

- The printers connected to the network are displayed. Select this machine in this step.

  IMPORTANT:
  - [Printer Options] is not displayed on applications that do not support AirPrint. You cannot print by using those applications.

5 **Specify the print settings as necessary.**

  NOTE:
  - The available settings and paper sizes differ depending on the application you are using.
  - You can specify the halftones setting for image files using the operation panel. **Specifying the Halftones Setting for Image Files(P. 400)**

6 **Tap [Print].**

➡ Printing starts.

  NOTE:

  Checking the print status
  - During printing, press the Home button of the Apple device twice ▶ tap [Print].

Printing from Mac

1 **Make sure that the machine is turned ON and that it is connected to your Mac.**

- For how to make sure of this, see "Getting Started." **Manuals Included with the Machine(P. 873)**

2 **Add the machine to the Mac from [System Preferences] ▶ [Printers & Scanners].**

- This operation is not necessary if the registration has already been performed for scanning or faxing.

3 **Open a document in an application and display the print dialog box.**

- How to display the print dialog box differs for each application. For more information, see the instruction manual for the application you are using.

4 **Select this machine in the print dialog box.**

- The printers connected to the Mac are displayed. Select this machine in this step.

5 **Specify the print settings as necessary.**

NOTE:

- The available settings and paper sizes differ depending on the application you are using.
- You can specify the halftones setting for image files using the operation panel. **◯Specifying the Halftones Setting for Image Files(P. 400)**

6 **Click [Print].**

➠ Printing starts.

Specifying the Halftones Setting for Image Files

When printing JPEG and TIFF image files by AirPrint, you can change a print setting to select the printing method to reproduce halftones (the intermediate range between the lighter and darker areas of an image) for optimal image quality. The factory default setting is <Gradation>.

<Menu> ▶ <Printer Settings> ▶ <Imaging> ▶ <Halftones> ▶ Select the halftone reproduction method ▶ ⌂

ⓐ <Gradation>

Prints images with fine gradation, such as digital camera images, with a smooth finish.

ⓑ <Error Diffusion>

Prints images with small text or fine lines with a clear finish.

Scanning with AirPrint

0UWX-0HK

You can use AirPrint to transfer the data scanned by the machine directly to a Mac.

System Requirements

To scan with AirPrint, you need a Mac with Mac OS X 10.9 or later installed.

Network Environment

You need one of the following environments.

- The Mac and the machine are connected to the same LAN.
- The Mac and the machine are connected via USB.

IMPORTANT

- For scanning, it is required to set <Use Network Link Scan> to <On>. ●**Changing the Setting of Functions Available with AirPrint(P. 395)**
- Before scanning, it is required to put the machine into online state. When the auto online function (●**Auto Online for Remote Scan(P. 712)**) is set to <Off>, first put the machine into online state by tapping <Scan> ▶ <Remote Scanner>, then start the procedure for scanning.
- You cannot scan while settings for printing, copying, or faxing are being made, or while the machine is performing an operation whatsoever.

Scanning from the Mac

1 **Make sure that the machine is turned ON and that it is connected to the Mac.**

- For how to make sure of this, see "Getting Started." ●**Manuals Included with the Machine(P. 873)**

2 **Add the machine to your Mac from [System Preferences] ▶ [Printers & Scanners].**

- This operation is not necessary if the registration has already been performed for printing or faxing.

3 **Select this machine from the list of printers in [Printers & Scanners].**

4 **Click [Scan].**

5 **Click [Open Scanner].**

➠ The [Scanner] screen is displayed.

6 **Configure the scan settings as necessary.**

7 **Click [Scan].**

➠ Scanning starts, and scanned data is displayed.

Faxing with AirPrint

0UWX-0HL

AirPrint enables you to send faxes from a Mac in almost the same way as when you print from a Mac.

System Requirements

To send faxes with AirPrint, you need a Mac with Mac OS X 10.9 or later installed.

Network Environment

You need one of the following environments.

- The Mac and the machine are connected to the same LAN.
- The Mac and the machine are connected via USB.

IMPORTANT

- For faxing, it is required to set <Use IPP Printing> to <On>. **Changing the Setting of Functions Available with AirPrint(P. 395)**

Faxing from Mac

1 **Make sure that the machine is turned ON and that it is connected to the Mac.**

- For how to make sure of this, see "Getting Started." **Manuals Included with the Machine(P. 873)**

2 **Add the machine to your Mac from [System Preferences] ▶ [Printers & Scanners].**

- This operation is not necessary if the registration has already been performed for printing or scanning.

3 **Open a document in an application and display the print dialog box.**

- How to display the print dialog box differs for each application. For more information, see the instruction manual for the application you are using.

4 **Select this machine in the print dialog box.**

➠ The printers connected to the Mac are displayed. Select the fax driver of this machine in this step.

5 **Specify the destination.**

6 **Click [Fax].**

➠ Fax sending starts.

If AirPrint Cannot Be Used

0UWX-0HR

If AirPrint cannot be used, try taking the following solutions.

- Make sure that the machine is turned ON. If the machine is turned ON, first turn it OFF, then wait for at least 10 seconds and then turn it back ON to check if the problem is solved.
- Make sure that no error messages are displayed on the machine.
- Make sure that Apple devices and the machine are connected to the same LAN. If the machine is turned ON, it may take several minutes before the machine is ready for communication.
- Make sure that Bonjour on your Apple device is enabled.
- Make sure that the machine is configured to enable printing/scanning/faxing from a computer even when no department ID and password are entered. **Setting the Department ID Management for Printing or Faxing from the Computer(P. 530)**
- For printing, make sure that the paper is loaded in the machine and the machine has sufficient toner cartridge remaining. **Displaying the Screen for AirPrint(P. 396)**
- For scanning, make sure that the machine's setting for Network Link Scan is <On>. **Changing the Setting of Functions Available with AirPrint(P. 395)**

Using Google Cloud Print

0UWX-0HS

Google Cloud Print is a service that enables a user who has a Google account to print from applications such as Google Docs™ or Gmail™ via a smartphone, tablet, or computer connected to the Internet. Unlike conventional printing from a computer, Google Cloud Print enables you to print without using a printer driver. For example, if you want to print an e-mail or files that are attached to an e-mail, you can print just by using Gmail for mobile. You will find your printouts when you go to the machine.

❍**Checking the Machine Settings(P. 406)**
❍**Changing Google Cloud Print Settings(P. 406)**
❍**Registering the Machine with Google Cloud Print(P. 407)**

IMPORTANT

- When registering the machine or when using Google Cloud Print to print documents, you must be able to connect the machine to the Internet. You are also responsible for paying all Internet connection fees.

- You may not be able to use this function in some countries or regions.

NOTE

- To use Google Cloud Print, a Google account is required. If you do not have one, access Google website to create your account.

Checking the Machine Settings

Before setting up Google Cloud Print, check the following:

- Make sure that the machine is assigned an IPv4 address and connected to a computer over a network.
  ❍**Connecting to a Wireless LAN (P. 419)**
  ❍**Connecting to a Wired LAN(P. 418)**

- Make sure that the date and time and the time zone settings are correct. ❍**Date/Time Settings(P. 645)**

- If the Department ID Management is enabled, make sure that the machine is configured to enable printing from a computer even when no Department ID and PIN are entered. ❍**Setting the Department ID Management for Printing or Faxing from the Computer(P. 530)**

Changing Google Cloud Print Settings

Enable the Google Cloud Print function of the machine. You can also disable the Google Cloud Print function of the machine.

1 **Tap <Menu> in the Home screen.**

2 **Tap <System Management Settings>.**

- If the logon screen appears, enter the correct ID and PIN using the numeric keys, and then press ID . ◐
Logging on to the Machine(P. 44)

3 **Select <Google Cloud Print Settings>** ▶ **<Enable Google Cloud Print>.**

4 **Tap <On> or <Off>.**

Enable Google Cloud Print
Off
On
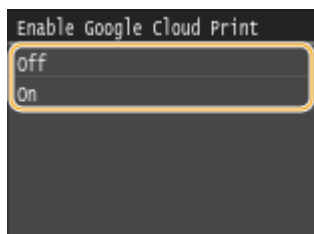
Registering the Machine with Google Cloud Print

Registering the machine with Google Cloud Print allows you to print from anywhere.

1 **Start the Remote UI and log on in System Manager Mode. ◐Starting Remote UI(P. 606)**

2 **Click [Settings/Registration].**
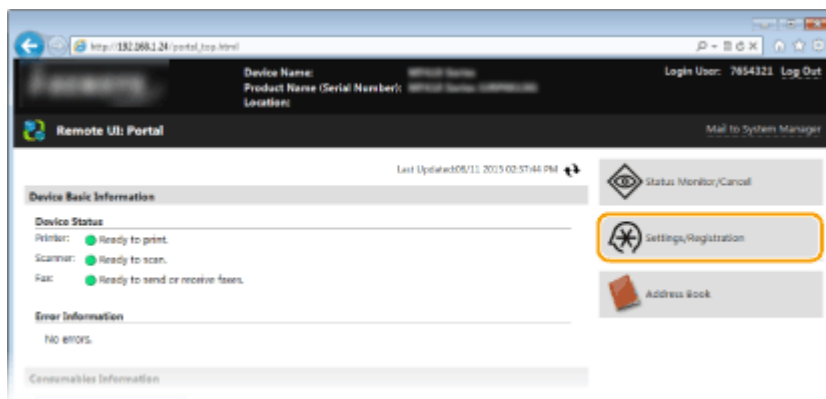
3 **Click [Network Settings]** ▶ **[Google Cloud Print Settings].**
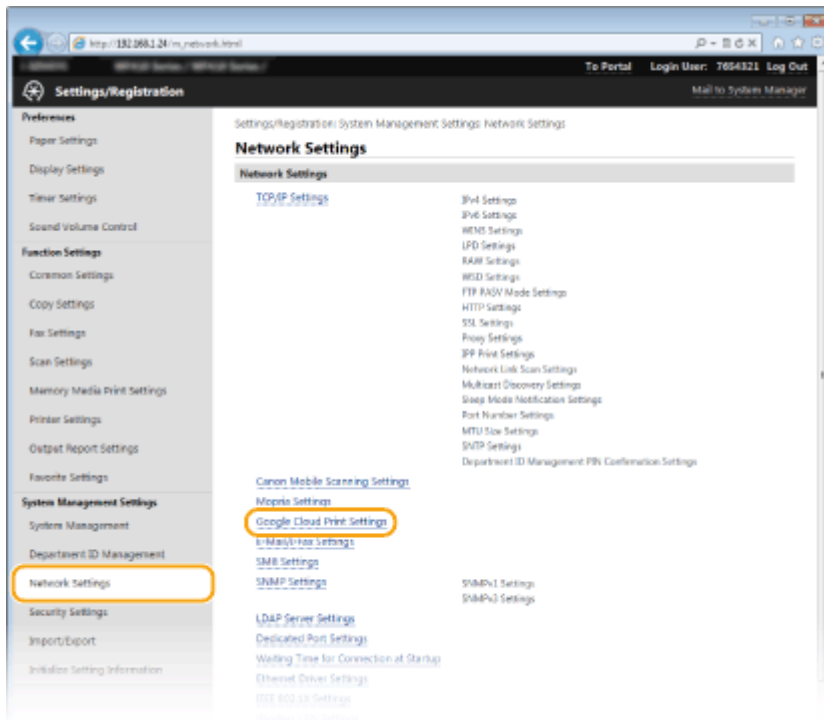
4 Click [Register] in [Registration Status].
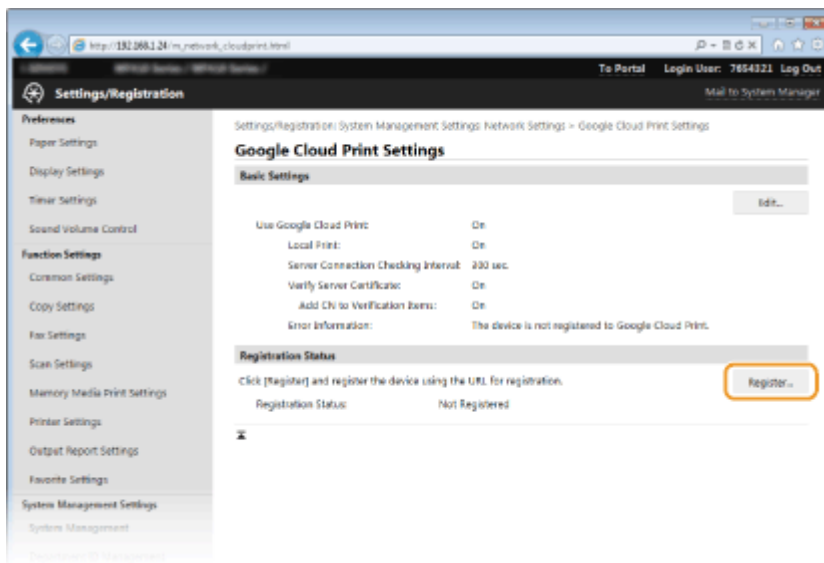
NOTE:

If [Register] is unavailable

- You need to enable Google Cloud Print. Click [Edit], select the [Use Google Cloud Print] check box, and then click [OK].

To reregister the machine

- To reregister the machine if the owner of the machine has changed or for other reasons, unregister the machine and register it again.

5 Click the link of the URL displayed for [URL for Registration].
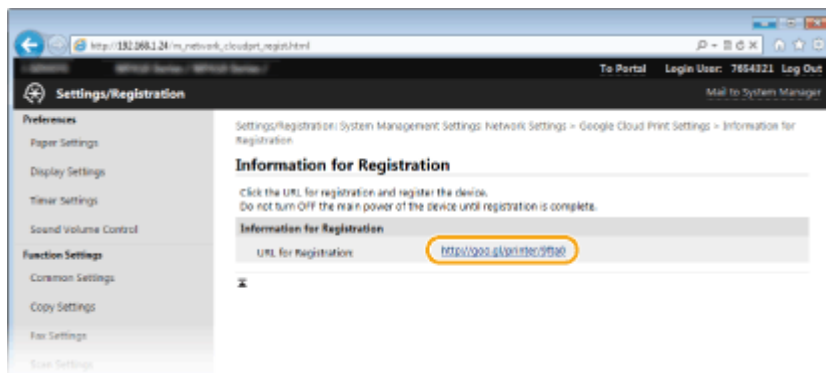
6 **Follow the on-screen instructions to register the machine.**

➠ You can print from a Google Cloud Print compatible application such as Google Chrome™, Gmail, or Google Docs.

NOTE:

● Access the Google Cloud Print website for information about the latest applications that support Google Cloud Print.

NOTE

Registering from a mobile device or Google Chrome

● You can also register the machine from a mobile device or Google Chrome*. The machine's display shows the following confirmation screen before completion of the registration. Press <Yes> to complete the registration.
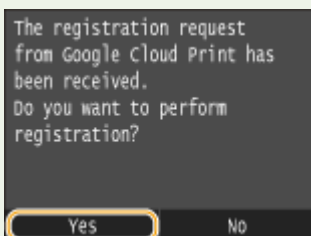
* For the registration procedure, see the instruction manual for your mobile device or the Google Cloud Print website.

Managing the Machine Remotely

0UWX-0HA

You can use the Remote UI from a Web browser installed on your mobile device. This allows you to check the machine's status and specify machine's settings from your mobile device.

Supported Browsers

The browsers compatible with the Remote UI for mobile devices are the following.

For Android OS

- Chrome

For iOS

- Safari

Starting Remote UI with a Mobile Device

Enter the IP address of the machine into the Web browser and start the Remote UI. Check the IP address set to the machine in advance (**Viewing Network Settings(P. 445)**). If you have any questions, ask your Network Administrator.

1 **Start the Web browser on your mobile device.**

2 **Enter "http://<the IP address of the machine>/" in the address field.**

- If you want to use an IPv6 address, enclose the IPv6 address with brackets (example: http://[fe80::2e9e:fcff:fe4e:dbce]/).

  NOTE:

  - Some items of the Remote UI are not displayed in its "Smartphone Version." If you want to check all items, see the "PC Version."

LINKS

Using Remote UI(P. 605)

Network

Network

0UWX-073

The machine has been designed for flexibility of use across a variety of environments, and it includes advanced technologies in addition to basic network features. Do not worry if you are not a network expert, because the machine has also been designed for convenience and ease of use. Relax and proceed with the network setup one step at a time.

■ Connecting to a Computer/Viewing the Machine's Network Settings
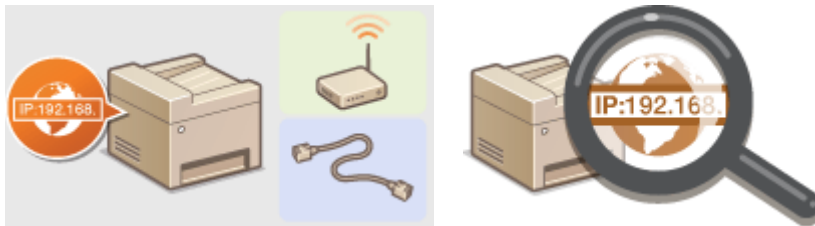
❯**Connecting to a Network(P. 415)** ❯**Viewing Network Settings(P. 445)**

■ Configuring or Preparing for Print/PC Fax/Scan Functions

❯**Configuring the Machine for Printing or Faxing from a Computer(P. 448)** ❯**Configuring Scan Settings (E-Mail/I-Faxes/Shared Folders/FTP Server)(P. 461)**

■ Customizing the Machine for More Convenient Network Experience
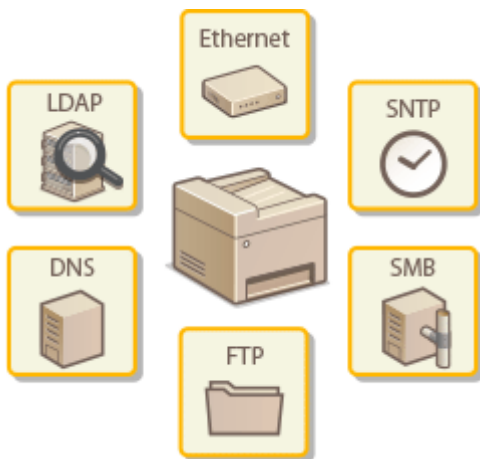
❯**Configuring the Machine for Your Network Environment(P. 483)**

Direct Connection to a mobile device

- You can directly communicate with the machine from your mobile device without the need to configure difficult network settings. ▶**Make Direct Connection (Access Point Mode)(P. 388)**

Connecting to a Network

0UWX-074

When connecting the machine to a wired or wireless local area network (LAN), you need to set an IP address unique to the selected network. Select "wired" or "wireless" depending on your communication environment and networking devices. For specific IP address settings, contact your Internet service provider or Network Administrator.
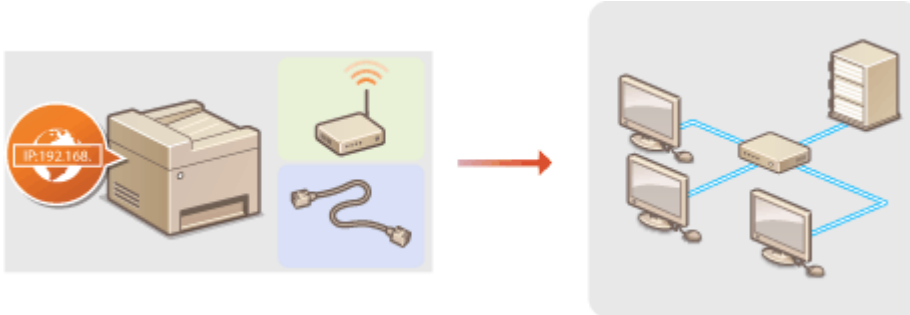
IMPORTANT

- If the machine is connected to an unsecured network, your personal information might be leaked to a third party.

NOTE

- The machine cannot connect to both wired and wireless LANs at the same time.

- The machine does not come with a LAN cable or router. Have them ready as necessary.

- For more information about your networking devices, see the instruction manuals for the devices or contact your manufacturer.

■ Before You Start

Follow these steps to connect the machine to a network.

1

Check your computer settings.

- Make sure that the computer is correctly connected to the network. For more information, see the instruction manuals for the devices you are using, or contact the device manufacturers.

- Make sure that the network settings have been completed on the computer. If the network has not been set up properly, you will not be able to use the machine on the network, even if you perform the rest of the procedure below.

NOTE:

- Depending on the network, you may need to change settings for the communication method (half-duplex/full-duplex) or the Ethernet type (10BASE-T/100BASE-TX/1000BASE-T) (**Configuring Ethernet Settings(P. 484)**). For more information, contact your Internet service provider or Network Administrator.

- To check the MAC address of the machine.
  Viewing the MAC Address for Wired LAN(P. 446)
  Viewing the MAC Address and Information for Wireless LAN (P. 446)

● To connect to an IEEE 802.1X network, see ▶**Configuring IEEE 802.1X Authentication(P. 583)** .

▼

2 **Select wired or wireless LAN.**
▶**Selecting Wired LAN or Wireless LAN (P. 417)**

▼

3 **Connect to a wired or wireless LAN.**

● Proceed to the section that corresponds to the setting you selected in step 2.

▶**Connecting to a Wired LAN(P. 418)**
▶**Connecting to a Wireless LAN (P. 419)**

▼

4 **Set the IP address as necessary.**

● At the time of purchase, the machine is set to automatically acquire an IP address. Change this setting if you want to use a specific IP address.

▶**Setting IP Addresses(P. 436)**

Selecting Wired LAN or Wireless LAN

0UWX-075

After you decide on wired or wireless LAN to connect the machine to the computer, select wired LAN or wireless LAN using the operation panel. Note that if you change the setting from <Wired LAN> to <Wireless LAN> or vice versa, you will need to uninstall MF Drivers installed on your computer and then reinstall them. For more information, see "MF Driver Installation Guide."

1 **Tap <Menu> in the Home screen.**

2 **Tap <Network Settings>.**

- If the logon screen appears, enter the correct ID and PIN using the numeric keys, and then press ID.
  Logging on to the Machine(P. 44)

3 **Tap <Select Wired/Wireless LAN>.**

4 **Tap <Wired LAN> or <Wireless LAN>.**

LINKS

Connecting to a Network(P. 415)
Connecting to a Wired LAN(P. 418)
Connecting to a Wireless LAN (P. 419)

Connecting to a Wired LAN

0UWX-076

Connect the machine to a computer via a router. Use a LAN cable to connect the machine to the router.
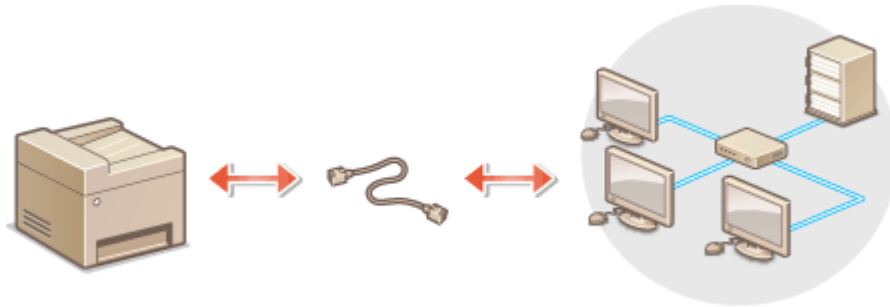
1 **Connect a LAN cable.**

- Connect the machine to a router by using a LAN cable.
- Push the connector in until it clicks into place.
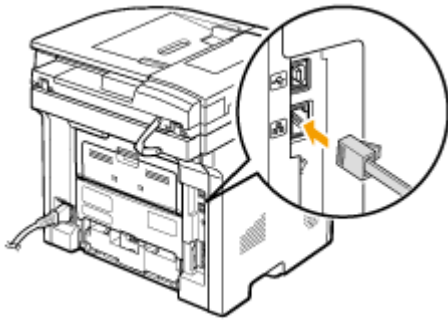
2 **Wait approximately 2 minutes.**

- While you wait, the IP address is set automatically.

    NOTE:
    - You can set the IP address manually. ○**Setting IP Addresses(P. 436)**

LINKS

○**Connecting to a Network(P. 415)**

Connecting to a Wireless LAN

0UWX-077

Wireless routers (or access points) connect the machine to a computer via radio waves. If your wireless router is equipped with Wi-Fi Protected Setup (WPS), configuring your network is automatic and easy. If your networking devices do not support automatic configuration, or if you want to specify authentication and encryption settings in detail, you need to manually set up the connection. Make sure that your computer is correctly connected to the network.
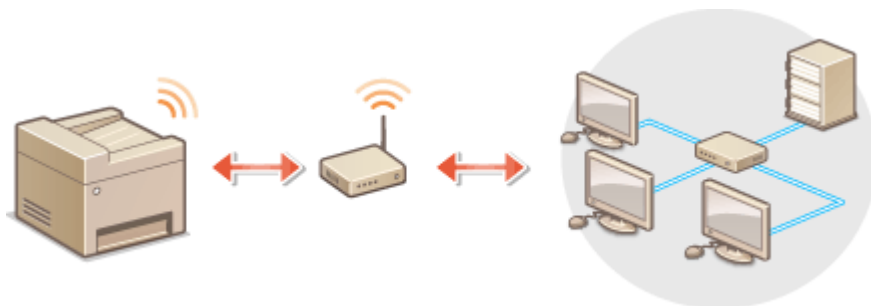
○**Setting Up Connection Using WPS(P. 419)**
○**Manually Setting Up Connection(P. 420)**

IMPORTANT

Risk of information leak

● Use wireless LAN connection at your own discretion and at your own risk. If the machine is connected to an unsecured network, your personal information might be leaked to a third party because radio waves used in wireless communication can go anywhere nearby, even beyond walls.

Wireless LAN security

● The wireless LAN function of this machine supports WEP, WPA-PSK, and WPA2-PSK. For the wireless security compatibility of your wireless router, see the instruction manuals for your networking devices or contact your manufacturer.

NOTE

Required devices for wireless LAN connection

● The machine does not come with a wireless router. Have the router ready as necessary.

● The wireless router must conform to IEEE 802.11b/g/n and be able to communicate in 2.4 GHz frequency band. For more information, see the instruction manuals for your networking devices or contact your manufacturer.

Setting Up Connection Using WPS

When using WPS, two modes are available: push button mode and PIN code mode.

■ Push Button Mode

Find the WPS mark shown below on the package of your wireless router. Also make sure that there is a WPS button on your networking device. ○**Setting Up Connection Using WPS Push Button Mode(P. 421)**

■ PIN Code Mode

Some WPS routers do not support the push button mode. If WPS PIN code mode is mentioned on the package or in the instruction manuals of your networking device, set up the connection by entering the PIN code. **Setting Up Connection Using WPS PIN Code Mode(P. 423)**

> **NOTE**
>
> ● If the wireless router is set to use WEP authentication, you may not be able to set up connection using WPS.

Manually Setting Up Connection

When manually setting up a wireless connection, you can either select a wireless router or manually enter the required information. Regardless of the method, make sure that you have the required setup information, including the SSID and network key (**Checking the SSID and Network Key(P. 433)**).

■ Selecting a Wireless Router

Select this setup option if you need to manually set up the connection but want to complete the setup as easily as possible. **Setting Up Connection by Selecting a Wireless Router(P. 426)**

■ Manually Entering the Setup Information

If you want to specify security settings in detail, such as authentication and encryption settings, manually enter the SSID and network key to set up the connection. **Setting Up Connection by Specifying Detailed Settings(P. 429)**

LINKS

Connecting to a Network(P. 415)
Selecting Wired LAN or Wireless LAN (P. 417)

Setting Up Connection Using WPS Push Button Mode

0UWX-078

If your wireless router supports WPS push button mode, you can easily set up a connection with a WPS button.

> **IMPORTANT**
>
> - How to operate the wireless router may vary on each device. See the instruction manuals for your networking device for help.

1 **Tap <Menu> in the Home screen.**

2 **Tap <Network Settings>.**

- If the logon screen appears, enter the correct ID and PIN using the numeric keys, and then press **ID** . **Logging on to the Machine(P. 44)**

3 **Tap <Wireless LAN Settings>.**

- If the <Do you want to enable the wireless LAN?> message is displayed, tap <Yes>.

4 **Read the message that is displayed, and tap <OK>.**

5 **Tap <WPS Push Button Mode>.**
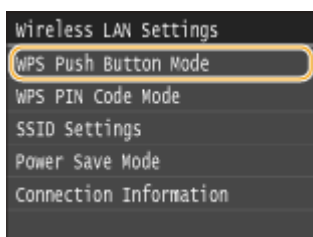
6 **Tap <Yes>.**

7 **Press and hold the WPS button on the wireless router.**

- The button must be pressed within 2 minutes after tapping <Yes> in step 6.
- Depending on the networking device, you may need to press and hold the button for 2 seconds or longer. See the instruction manuals for your networking device for help.
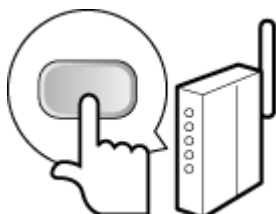
NOTE:

If an error message is displayed during setup

● Tap <Close> and return to step 5.

8 Check that the Wi-Fi indicator is blinking on the operation panel.

● The Wi-Fi indicator blinks when a wireless router is detected.

⇒ When the setup is completed, the screen below is displayed, and approximately 2 seconds later, the Wi-Fi indicator lights up. Wait approximately 2 minutes (until the automatic settings of IP address and other items are complete).

```
Connected.
```

IMPORTANT:

Signal strength

● When more than one wireless router is available for connection, the machine connects to the device with the strongest signal. Signal strength is measured using RSSI (Received Signal Strength Indication).

NOTE:

● You can set the IP address manually. **Setting IP Addresses(P. 436)**

NOTE

Reducing power consumption

● You can set the machine to enter <Power Save Mode> based on signals emitted from the wireless router. **Power Save Mode(P. 631)**

If the IP address of the machine has changed

● In a DHCP environment, the IP address of the machine may be changed automatically. If this happens, the connection is maintained as long as the machine and the computer belong to the same subnet.

LINKS

Connecting to a Wireless LAN (P. 419)

Setting Up Connection Using WPS PIN Code Mode

0UWX-079

If your wireless router supports WPS PIN code mode, generate a PIN code with the machine and register the code to the networking device.

IMPORTANT

- How to operate the wireless router may vary on each device. See the instruction manuals for your networking device for help.

From a Computer

1 **Access your wireless router from a computer and display the screen for entering a WPS PIN code.**

- For more information, see the instruction manuals for your networking device.

From the Operation Panel

2 **Tap <Menu> in the Home screen.**

3 **Tap <Network Settings>.**

- If the logon screen appears, enter the correct ID and PIN using the numeric keys, and then press ID . **Logging on to the Machine(P. 44)**

4 **Tap <Wireless LAN Settings>.**

- If the <Do you want to enable the wireless LAN?> message is displayed, tap <Yes>.

5 **Read the message that is displayed, and tap <OK>.**

6 **Tap <WPS PIN Code Mode>.**

```
Wireless LAN Settings
WPS Push Button Mode
WPS PIN Code Mode
SSID Settings
Power Save Mode
Connection Information
```
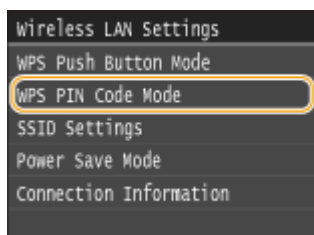
7 **Tap <Yes>.**

⇒ A PIN code is generated.

```
Searching...
Enter the access point PIN
code.
PIN Code: 12345678
Cancel: Press Stop
```
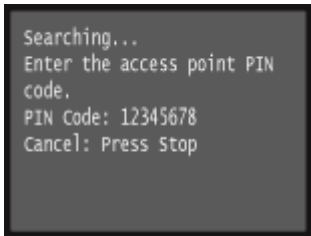
From a Computer

8 **Register the generated PIN code to the wireless router.**

- Register the PIN code on the setup screen displayed in step 1.
- The PIN code must be registered within 10 minutes after tapping <Yes> in step 7.

NOTE:

If an error message is displayed during setup

- Tap <Close> and return to step 6.

From the Operation Panel

9 **Check that the Wi-Fi indicator is blinking on the operation panel.**

- The Wi-Fi indicator blinks when a wireless router is detected.

➠ When the setup is completed, the screen below is displayed, and approximately 2 seconds later, the Wi-Fi indicator lights up. Wait approximately 2 minutes (until the automatic settings of IP address and other items are complete).

```
Connected.
```

IMPORTANT:

Signal strength

- When more than one wireless router is available for connection, the machine connects to the device with the strongest signal. Signal strength is measured using RSSI (Received Signal Strength Indication).

NOTE:

- You can set the IP address manually. **Setting IP Addresses(P. 436)**

NOTE

Reducing power consumption

- You can set the machine to enter <Power Save Mode> based on signals emitted from the wireless router. **Power Save Mode(P. 631)**

If the IP address of the machine has changed

- In a DHCP environment, the IP address of the machine may be changed automatically. If this happens, the connection is maintained as long as the machine and the computer belong to the same subnet.

LINKS

Connecting to a Wireless LAN (P. 419)

Setting Up Connection by Selecting a Wireless Router

0UWX-07A

You can search the wireless routers (or access points) available for connection and select one from the display of the machine. For the network key, enter a WEP key or PSK. Before selecting a wireless router, check and write down the required setup information, including the SSID and network key (**○Checking the SSID and Network Key(P. 433)**).

> **NOTE**
>
> **Security settings**
>
> - If the wireless connection is set up by selecting a wireless router, the WEP authentication method is set to <Open System> or the WPA/WPA2 encryption method is set to <Auto> (AES-CCMP or TKIP). If you want to select <Shared Key> for WEP authentication or <AES-CCMP> for WPA/WPA2 encryption, you need to set up the connection using the manual entry method (**○Setting Up Connection by Specifying Detailed Settings(P. 429)**).

1 Tap <Menu> in the Home screen.

2 Tap <Network Settings>.

- If the logon screen appears, enter the correct ID and PIN using the numeric keys, and then press ⓘⅅ. ○ **Logging on to the Machine(P. 44)**

3 Tap <Wireless LAN Settings>.

- If the <Do you want to enable the wireless LAN?> message is displayed, tap <Yes>.

4 Read the message that is displayed, and tap <OK>.

5 Tap <SSID Settings>.

```
Wireless LAN Settings
WPS Push Button Mode
WPS PIN Code Mode
SSID Settings
Power Save Mode
Connection Information
```

6 Tap <Select Access Point>.

```
SSID Settings
Select Access Point
Enter Manually
```
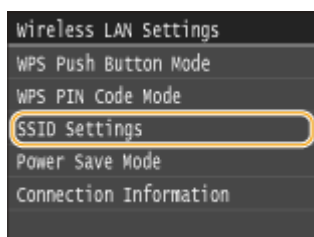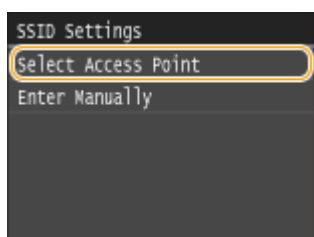
➠ The machine starts searching for available wireless routers.

```
Searching...


        🕐
```
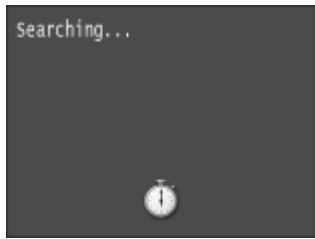
NOTE:

- If <Cannot find the access point.> is displayed, see ❍**When an Error Message Appears(P. 734)** .

7 Select a wireless LAN router.

- Tap the router whose SSID matches the one that you have written down.

```
Select Access Point
📶 SSID_01
📶 SSID_02
📶 SSID_03
📶 SSID_04
📶 SSID_05
   Details
```
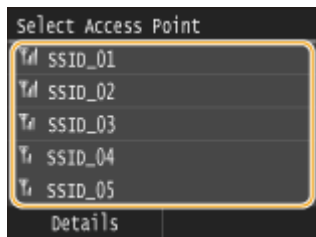
NOTE:

To view details of security settings

- Tap <Details> and select the wireless LAN router. To return to the original screen, tap <Close> twice, and then press ↰ .

```
Details
📶 SSID_01
📶 SSID_02
📶 SSID_03
📶 SSID_04
📶 SSID_05
📶 SSID_06
```
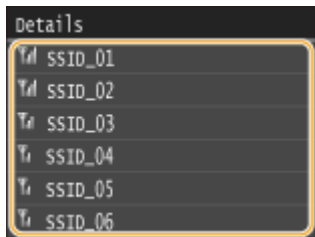
If your wireless router is not found

- Check whether the machine is properly installed and ready to connect to the network. ❍**Installation/ Settings Problems(P. 758)**

8 Enter the network key that you have written down.

- Enter the network key using the numeric keys, and tap <Apply>.
- On how to enter text, see ❍**Entering Text(P. 41)** .

WEP

```
WEP Key (5-26 Characters)
                          A
XXXXXXXXXXXX

        < >

A/a/12    #    Apply
```

WPA-PSK or WPA2-PSK

```
PSK (8-64 Characters)
                          A
XXXXXXXXXXX

        < >

A/a/12    #    Apply
```
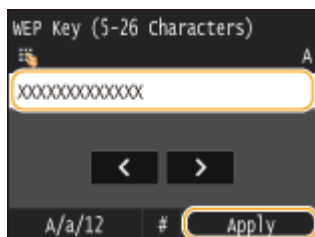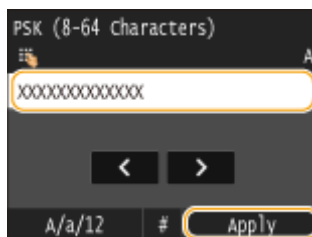
9 **Tap <Yes>.**

NOTE:

If an error message is displayed during setup

● Tap <Close>, check whether the network key is correct, and return to step 5.

10 **Check that the Wi-Fi indicator is blinking on the operation panel.**

● The Wi-Fi indicator blinks when a wireless router is detected.

➠ When the setup is completed, the screen below is displayed, and approximately 2 seconds later, the Wi-Fi indicator lights up. Wait approximately 2 minutes (until the automatic settings of IP address and other items are complete).

IMPORTANT:

Signal strength

● When more than one wireless router is available for connection, the machine connects to the device with the strongest signal. Signal strength is measured using RSSI (Received Signal Strength Indication).

NOTE:

● You can set the IP address manually. **○Setting IP Addresses(P. 436)**

NOTE

Reducing power consumption

● You can set the machine to enter <Power Save Mode> based on signals emitted from the wireless router. ○ **Power Save Mode(P. 631)**

If the IP address of the machine has changed

● In a DHCP environment, the IP address of the machine may be changed automatically. If this happens, the connection is maintained as long as the machine and the computer belong to the same subnet.

LINKS

○Connecting to a Wireless LAN (P. 419)

Setting Up Connection by Specifying Detailed Settings

0UWX-07C

If you want to specify the security settings in detail or cannot establish the wireless connection using the other procedures, manually enter all the required information for the wireless LAN connection. Before specifying detailed settings, check and write down the required information, including the SSID, network key, and wireless security protocols (**Checking the SSID and Network Key(P. 433)**).

1 Tap <Menu> in the Home screen.

2 Tap <Network Settings>.

- If the logon screen appears, enter the correct ID and PIN using the numeric keys, and then press ID . **Logging on to the Machine(P. 44)**

3 Tap <Wireless LAN Settings>.

- If the <Do you want to enable the wireless LAN?> message is displayed, tap <Yes>.

4 Read the message that is displayed, and tap <OK>.

5 Select <SSID Settings> ▶ <Enter Manually>.

6 Enter the SSID that you have written down.

- Enter the SSID using the numeric keys, and tap <Apply>.
- On how to enter text, see **Entering Text(P. 41)** .
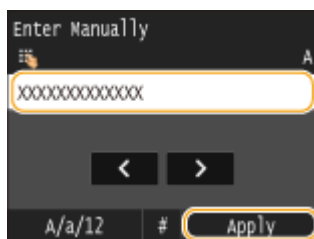
7 Specify the security settings based on the information that you have written down.

- If you do not need to specify the security settings, tap <None>.
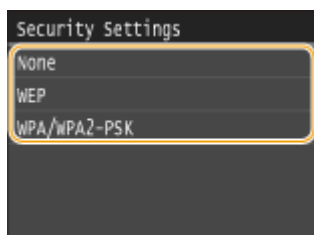
■Using WEP

1 Tap <WEP>.

2 Select an authentication method.

```
802.11 Authentication
Open System          ⓐ
Shared Key           ⓑ
```

ⓐ <Open System>
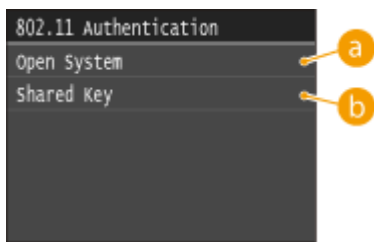
Sets open system authentication, which is also called "open authentication."

ⓑ <Shared Key>

Uses the WEP key as a password.

NOTE:

When <Open System> is selected

- When connecting to a wireless LAN, the machine experiences an authentication error if the shared key authentication is set on the wireless router. If this happens, the machine automatically changes the setting to <Shared Key> and retries the connection.

3 Tap <Edit WEP Key>.

```
WEP
Select WEP Key: 1
Edit WEP Key
```
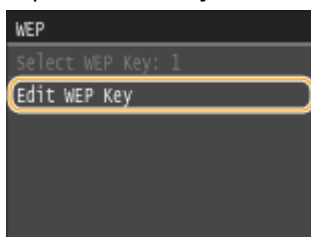
4 Select the WEP key(1 to 4) you want to edit.

- Up to four WEP keys can be registered.
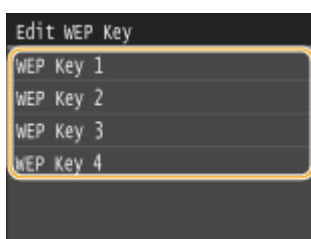
```
Edit WEP Key
WEP Key 1
WEP Key 2
WEP Key 3
WEP Key 4
```

5 Enter the network key that you have written down.

- Enter the network key using the numeric keys, and tap <Apply>.

```
WEP Key 1 (5-26 Characters)
                          A
XXXXXXX

       <   >

A/a/12    #    Apply
```
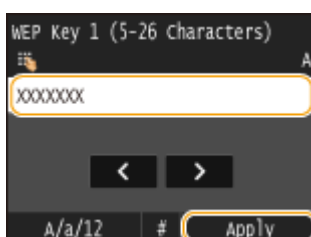
6 Tap <Select WEP Key>.

7 Tap the WEP key you have edited.

Using WPA-PSK or WPA2-PSK

1 Tap <WPA/WPA2-PSK>.

2 Select an encryption method.

```
WPA/WPA2 Encryption Method
Auto                        ─── a
AES-CCMP                    ─── b
```
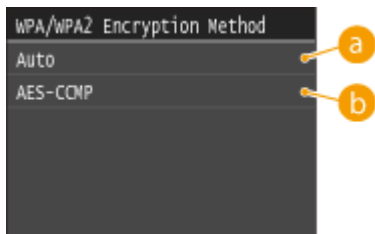
a <Auto>

Sets the machine to automatically select AES-CCMP or TKIP to match the setting of the wireless router.

b <AES-CCMP>

Sets AES-CCMP as the encryption method.

3 Enter the network key that you have written down.

- Enter the network key using the numeric keys, and tap <Apply>.

```
PSK (8-64 Characters)             A
XXXXXXXXXX

     <    >

A/a/12    #     Apply
```
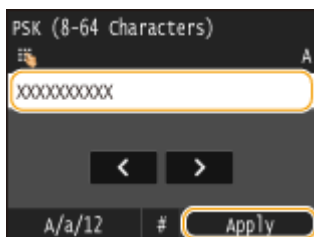
8 Tap <Yes>.

NOTE:

If an error message is displayed during setup

- Tap <Close>, check whether the specified settings are correct, and return to step 5.

9 Check that the Wi-Fi indicator is blinking on the operation panel.

- The Wi-Fi indicator blinks when a wireless router is detected.

➠ When the setup is completed, the screen below is displayed, and approximately 2 seconds later, the Wi-Fi indicator lights up. Wait approximately 2 minutes (until the automatic settings of IP address and other items are complete).

IMPORTANT:

Signal strength

- When more than one wireless router is available for connection, the machine connects to the device with the strongest signal. Signal strength is measured using RSSI (Received Signal Strength Indication).

NOTE:

- You can set the IP address manually. **◯Setting IP Addresses(P. 436)**

NOTE

Reducing power consumption

- You can set the machine to enter <Power Save Mode> based on signals emitted from the wireless router. **◯ Power Save Mode(P. 631)**

If the IP address of the machine has changed

- In a DHCP environment, the IP address of the machine may be changed automatically. If this happens, the connection is maintained as long as the machine and the computer belong to the same subnet.

LINKS

◯Connecting to a Wireless LAN (P. 419)

Checking the SSID and Network Key

0UWX-07E

When manually setting up a wireless connection, you need to specify the SSID and network key of your wireless router. The SSID and network key may be indicated on these networking devices. Check your devices and write down the necessary information before setting up the connection. For more information, see the instruction manuals for your networking devices or contact your manufacturer.

SSID	A name given for identifying a specific wireless LAN. Some other terms used for SSID include "access point name" and "network name."
Network Key	A keyword or password used for encrypting data or authenticating a network. Some other terms used for network key include "encryption key," "WEP key," "WPA/WPA2 passphrase," and "preshared key (PSK)."
Wireless Security Protocols (Authentication/ Encryption)	When manually setting up a wireless connection by specifying detailed settings, you need to specify security settings. Check the following information: ● Security types (WEP/WPA-PSK/WPA2-PSK) ● Authentication method (Open System/Shared Key) ● Encryption method (TKIP/AES-CCMP)

■ Checking the SSID and Network Key from a Computer

The SSID or the network key may have been changed. If you do not know the SSID or the network key, you can check them by using the Canon MF/LBP Wireless Setup Assistant included with the provided DVD-ROM. The Canon MF/LBP Wireless Setup Assistant can be used on a computer connected to a wireless LAN.

> **NOTE**
>
> **If you are a Mac OS user**
>
> ● The provided DVD-ROM that comes with the machine does not contain the Canon MF/LBP Wireless Setup Assistant for Macintosh. It is available from the following Canon website: **http://www.canon.com/**

1 **Insert the provided DVD-ROM into the drive on the computer.**

● Select a language and click [OK] if you are prompted to do so.

2 **Click [Start Software Programs].**
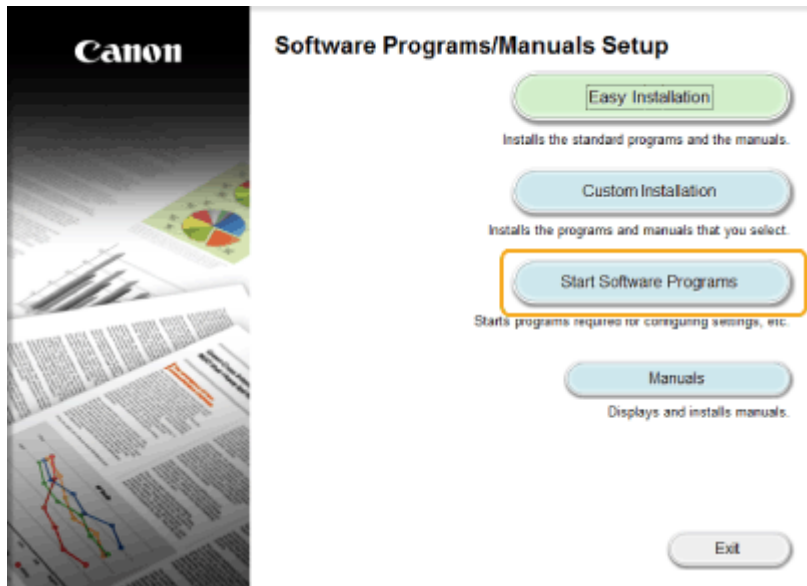
NOTE:

- If the above screen is not displayed, see **○Displaying the [Software Programs/Manuals Setup] Screen(P. 893)** .

- If [AutoPlay] is displayed, click [Run MInst.exe].

3 **Click [Start] for [Canon MF/LBP Wireless Setup Assistant].**

4 **Read the License Agreement and click [Yes] to agree.**

5 **Check the information displayed for the wireless router.**

● Write down the necessary information. If you do not know what information is necessary, write down all the information that is displayed.

NOTE:

If wireless routers are not found

● Click [Refresh]. If nothing happens, check that the settings are correctly configured on the computer and the wireless router.

LINKS

Connecting to a Wireless LAN (P. 419)
Setting Up Connection by Selecting a Wireless Router(P. 426)
Setting Up Connection by Specifying Detailed Settings(P. 429)

Setting IP Addresses

0UWX-07F

Connecting the machine to a network requires a unique network IP address. Two versions of IP addresses are available: IPv4 and IPv6. Configure these settings depending on the network environment. To use IPv6 addresses, you need to properly configure the IPv4 address settings.
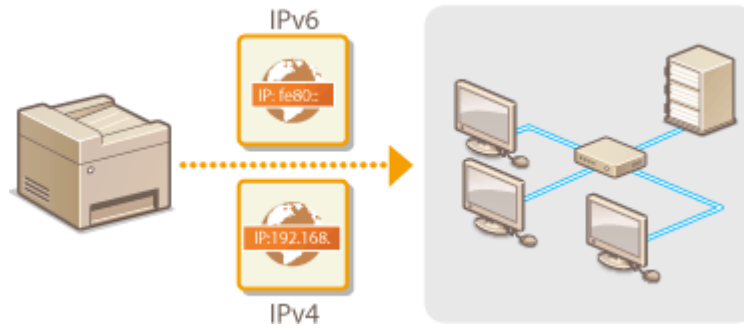
Setting IPv4 Address

0UWX-07H

The machine's IPv4 address can be either assigned automatically by a dynamic IP addressing protocol, such as DHCP, or entered manually. When connecting the machine to a wired LAN, make sure that the connectors of the LAN cable are firmly inserted into the ports (**Connecting to a Wired LAN(P. 418)**). You can test the network connection if necessary.

Setting IPv4 Address(P. 437)
Testing the Network Connection(P. 439)

Setting IPv4 Address

1 Tap <Menu> in the Home screen.

2 Tap <Network Settings>.

- If the logon screen appears, enter the correct ID and PIN using the numeric keys, and then press 〔 **ID** 〕. **Logging on to the Machine(P. 44)**

3 Select <TCP/IP Settings> ▶ <IPv4 Settings> ▶ <IP Address Settings>.

4 Configure IP address settings.

```
IP Address Settings
Auto Acquire: On      ⓐ
Manually Acquire       ⓑ
Check Settings         ⓒ
```

ⓐ **<Auto Acquire>**
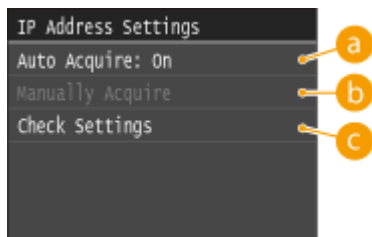
Select to automatically assign an IP address via DHCP protocol. When <Auto Acquire: On> is displayed, automatic addressing is enabled.

ⓑ **<Manually Acquire>**

Select to configure the IP address settings by manually entering an IP address. In order to select this option, <Auto Acquire> must be set to <Off>.

ⓒ **<Check Settings>**

Select when you want to view the current IP address settings.

■**Automatically assigning an IP address**

1 Select <Auto Acquire> ▶ <Select Protocol>.

```
IP Address Settings          Auto Acquire
Auto Acquire: Off            Select Protocol: Off
Manually Acquire             Auto IP: Off
Check Settings
                      ▶                          Apply
```

2 Tap <DHCP>.

```
Select Protocol
Off
DHCP
```
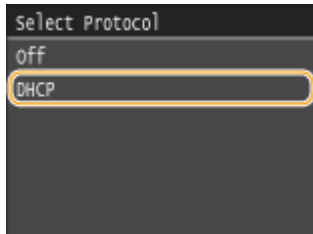
> **NOTE:**
>
> **If you do not want to use DHCP to assign an IP address**
>
> - Tap <Off>. If you select <DHCP> when this service is unavailable, the machine will waste time and communications resources searching the network for this service.

3 Check that <Auto IP> is set to <On>.

- If <Off> is selected, change the setting to <On>.

4 Tap <Apply>.

> **NOTE:**
>
> - IP addresses assigned via DHCP override the address obtained via Auto IP.

■Manually entering an IP address

1 Check that <Auto Acquire> is set to <Off>.

```
IP Address Settings
Auto Acquire: Off
Manually Acquire
Check Settings
```
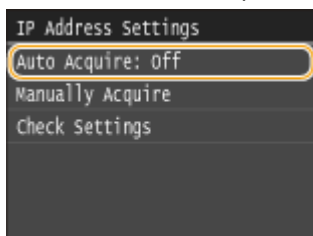
- If <On> is displayed, tap <Auto Acquire>, and set both <Select Protocol> and <Auto IP> to <Off>.

2 Tap <Manually Acquire>.

3 Specify the IP address, subnet mask, and gateway address (or default gateway).

- Specify the settings in the following order: <IP Address> ▶ <Subnet Mask> ▶ <Gateway Address>.
- Enter each setting using the numeric keys, and tap <Apply>.
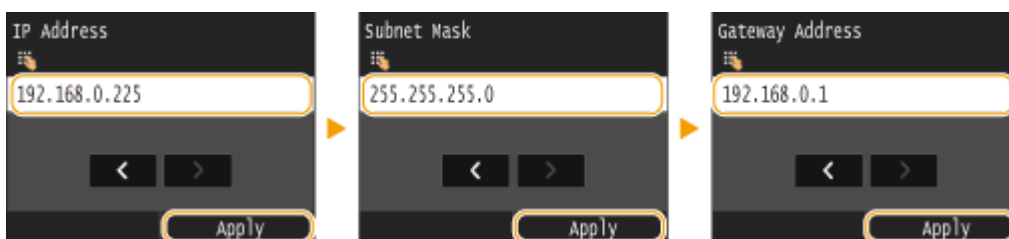
```
IP Address            Subnet Mask           Gateway Address
192.168.0.225         255.255.255.0         192.168.0.1
        <   >    ▶            <   >    ▶            <   >
          Apply                 Apply                 Apply
```

5 Restart the machine.

- Turn OFF the machine, wait for at least 10 seconds, and turn it back ON.

NOTE

Checking whether the settings are correct

- Make sure that the Remote UI screen can be displayed with your computer (**○Starting Remote UI(P. 606)**). If a computer is not available, you can check the connection by using the operation panel (**○Testing the Network Connection(P. 439)**).

If you changed the IP address after installing the printer driver

- If you are using an MFNP port, and the machine and the computer are on the same subnet, then the connection will be maintained. You do not need to add a new port. If you are using a standard TCP/IP port, then you need to add a new port. **○Configuring Printer Ports(P. 453)**

* If you are not sure which type of port you are using, see **○Checking the Printer Port(P. 897)** .

Testing the Network Connection

1 Tap <Menu> in the Home screen.

2 Tap <Network Settings>.

- If the logon screen appears, enter the correct ID and PIN using the numeric keys, and then press ID . ○ **Logging on to the Machine(P. 44)**

3 Select <TCP/IP Settings> ▶ <IPv4 Settings> ▶ <PING Command>.

4 Enter the IPv4 address of another device on the network, and tap <Apply>.

PING Command
192.168.0.238
< >
Apply
▶
PING Command
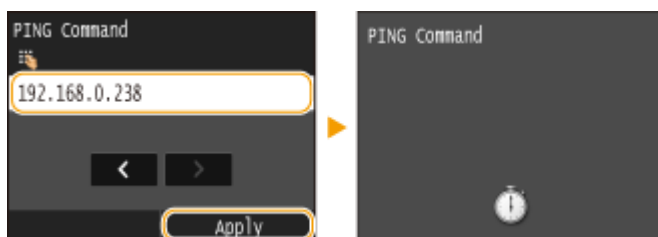
➡ If a proper connection has been established, the following screen is displayed.

Received response from host.
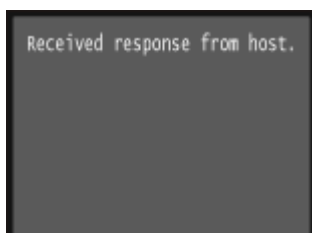
LINKS

⊙Setting IPv6 Addresses(P. 441)
⊙Viewing Network Settings(P. 445)
⊙Configuring WINS(P. 496)

Setting IPv6 Addresses

0UWX-07J

The IPv6 addresses of the machine can be configured via the Remote UI. Before setting IPv6 addresses, check the IPv4 address settings (**Viewing IPv4 Settings(P. 445)**). You need to set the correct IPv4 settings to use IPv6 addresses. Note that the scan function that uses the scanner driver or MF Scan Utility is not available in an IPv6 environment. The machine can use up to nine of the following IPv6 addresses:

Type	Maximum number available	Description
Link-local address	1	An address that is only valid within a subnet or link and cannot be used to communicate with devices beyond a router. A link-local address is automatically set when the IPv6 function of the machine is enabled.
Manual address	1	An address that is entered manually. When using this address, specify the prefix length and default router address.
Stateless address	6	An address that is generated automatically using the MAC address of the machine and the network prefix that is advertised by the router. Stateless addresses are discarded when the machine is restarted (or turned ON).
Stateful address	1	An address obtained from a DHCP server using DHCPv6.

1 **Start the Remote UI and log on in System Manager Mode. Starting Remote UI(P. 606)**

2 **Click [Settings/Registration].**
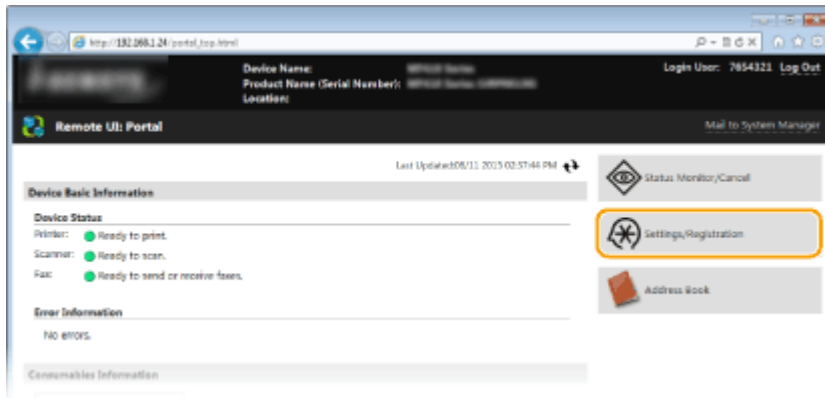
3 **Click [Network Settings] ▶ [TCP/IP Settings].**
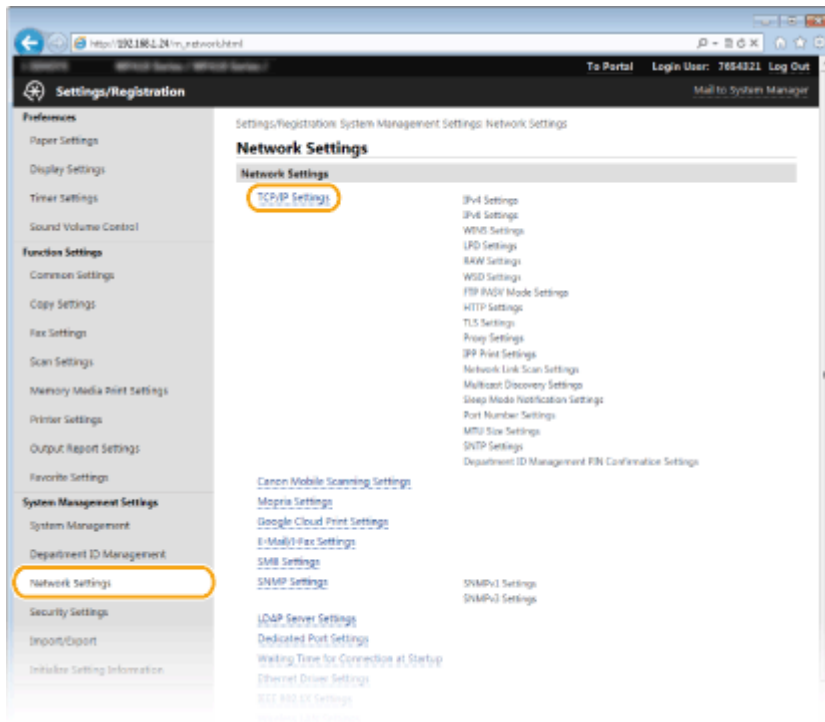
4 Click [Edit] in [IPv6 Settings].
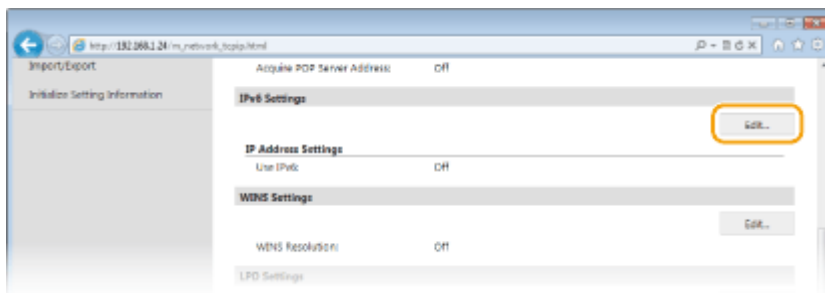
5 Select the [Use IPv6] check box and configure the required settings.
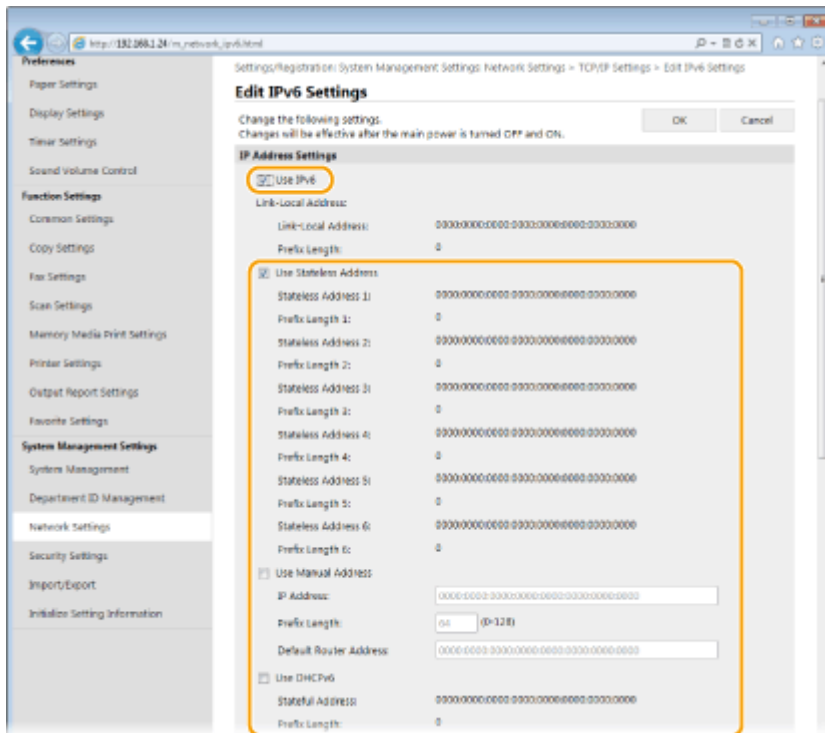
[Use IPv6]
Select the check box to enable IPv6 on the machine. When not using IPv6, clear the check box.

[Use Stateless Address]
Select the check box when using a stateless address. When not using a stateless address, clear the check box.

[Use Manual Address]
When you want to manually enter an IPv6 address, select the check box and enter the IP address, prefix length, and default router address in the corresponding text boxes.

[IP Address]
Enter an IPv6 address. Addresses that start with "ff" (or multicast address) cannot be entered.

[Prefix Length]
Enter a number that indicates how many bits are available for the network address.

[Default Router Address]
Specify the IPv6 address of the default router as necessary. Addresses that start with "ff" (or multicast address) cannot be entered.

[Use DHCPv6]
Select the check box when using a stateful address. When not using DHCPv6, clear the check box.

6 Click [OK].
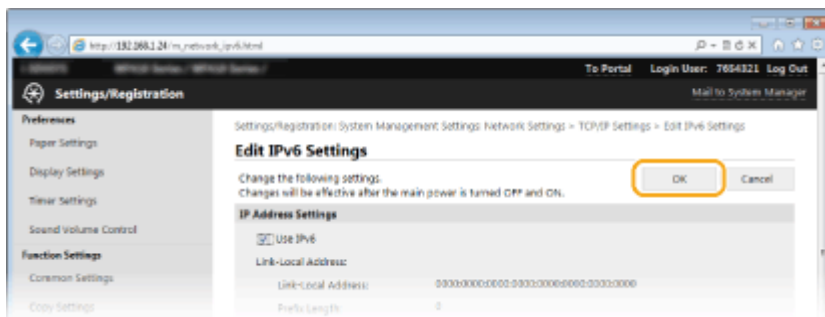
7 Restart the machine.

● Turn OFF the machine, wait for at least 10 seconds, and turn it back ON.

NOTE

Checking whether the settings are correct

- Make sure that the Remote UI screen can be displayed with your computer by using the IPv6 address of the machine. **Starting Remote UI(P. 606)**

Using the operation panel

- IPv6 settings can also be accessed from <Menu> in the Home screen. **IPv6 Settings(P. 634)**

When you have changed the IP address after installing the printer driver

- You need to add a new port. **Configuring Printer Ports(P. 453)**

LINKS

Setting IPv4 Address(P. 437)
Viewing Network Settings(P. 445)

Viewing Network Settings

○**Viewing IPv4 Settings(P. 445)**
○**Viewing IPv6 Settings(P. 445)**
○**Viewing the MAC Address for Wired LAN(P. 446)**
○**Viewing the MAC Address and Information for Wireless LAN (P. 446)**

> **NOTE**
>
> - The IP address is not correctly configured if it is displayed as "0.0.0.0".
>
> - Connecting the machine to a switching hub or bridge may result in a connection failure even when the IP address is correctly configured. This problem can be solved by setting a certain interval before the machine starts communicating. ○**Setting a Wait Time for Connecting to a Network(P. 487)**
>
> - You can print a list of the current network settings. ○**User Data List/System Manager Data List(P. 818)**

Viewing IPv4 Settings

◉ ▶ <Network Information> ▶ <IPv4> ▶ Select the setting to view ▶ Check the settings ▶ 🏠

```
IPv4
 IP Address
 Subnet Mask
 Gateway Address          ▶      IP Address
 Host Name                       192.168.0.225
 Domain Name

                                                        Close
```

Viewing IPv6 Settings

◉ ▶ <Network Information> ▶ <IPv6> ▶ Select the setting to view ▶ Check the settings ▶ 🏠

```
IPv6
 Link-Local Address
 Stateless Address 1        Link-Local Address
 Stateless Address 2         IP Address          IP Address
 Stateless Address 3    ▶    Prefix Length    ▶  fe80:0000:0000:0000:
 Stateless Address 4                              0123:4567:89ab:cdef
 Stateless Address 5
 Stateless Address 6
 Stateful Address
 Default Router Address
 Host Name                                                       Close
 Domain Name
```

Viewing the MAC Address for Wired LAN

1 Tap <Menu> in the Home screen.

2 Tap <Network Settings>.

- If the logon screen appears, enter the correct ID and PIN using the numeric keys, and then press ID . ⊙
  Logging on to the Machine(P. 44)

**3** Tap <Ethernet Driver Settings>.

```
Network Settings                     Ethernet Driver Settings
Dedicated Port Settings              MAC Address
Waiting Time for Connection at       XX-XX-XX-XX-XX-XX
Ethernet Driver Settings      ▶
IEEE 802.1X Settings
Device Settings Management On/
Initialize Network Settings                        Auto Detect
```
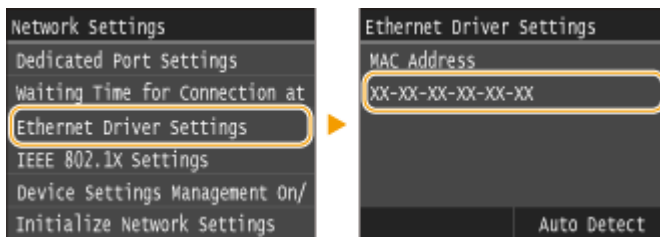
Viewing the MAC Address and Information for Wireless LAN

1 Tap <Menu> in the Home screen.

2 Tap <Network Settings>.

- If the logon screen appears, enter the correct ID and PIN using the numeric keys, and then press ID . ⊙
  Logging on to the Machine(P. 44)

3 Tap <Wireless LAN Settings>.

- If the <Do you want to enable the wireless LAN?> message is displayed, tap <Yes>.

4 Read the message that is displayed, and tap <OK>.

5 Tap <Connection Information>.

6 Select the setting to view.
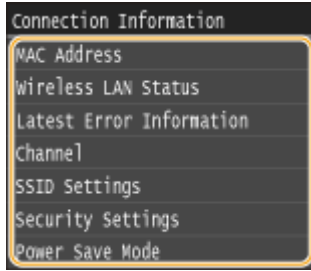
Viewing WEP and WPA/WPA2-PSK information

1 Tap <Security Settings>.

2 Confirm and tap the current security setting.

- If the security settings are not configured, <None> is displayed.

3 Select the setting to view.

WEP   **WPA/WPA2-PSK**
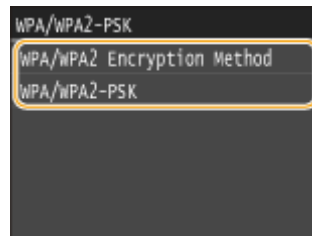
NOTE:

- <Wireless LAN Status> and <Latest Error Information> can be viewed from ◈ . Press ◈ ▶ <Network Information> ▶ <Network Connection Method> ▶ <Connect. Info.> and select the setting to view.

LINKS

Connecting to a Wireless LAN (P. 419)
Setting IPv4 Address(P. 437)
Setting IPv6 Addresses(P. 441)
Configuring DNS(P. 488)

Configuring the Machine for Printing or Faxing from a Computer

0UWX-07R

When using the machine as a network printer or a PC-to-fax machine, you can configure the protocols and ports used for printing and create a print server for the machine. Before configuring the machine for printing or faxing from a computer, perform the basic setup procedures. For more information, see "MF Driver Installation Guide."

NOTE

- Printing protocols are rules for delivering document data created on a computer to the machine, and can be selected according to the printing purpose or the network environment.

- Ports are gateways for passing document data from a computer to the printer. Incorrect port settings are often the cause when documents cannot be printed from a network computer.

Configuring Printing Protocols and WSD Functions

0UWX-07S

Configure the protocols that are used for printing documents from a networked computer. The protocols supported by the machine include LPD, RAW, and WSD (Web Services on Devices).

> **NOTE**
>
> ● To change protocols' port numbers, see ⬤**Changing Port Numbers(P. 549)** .

1 **Start the Remote UI and log on in System Manager Mode.** ⬤**Starting Remote UI(P. 606)**

2 **Click [Settings/Registration].**
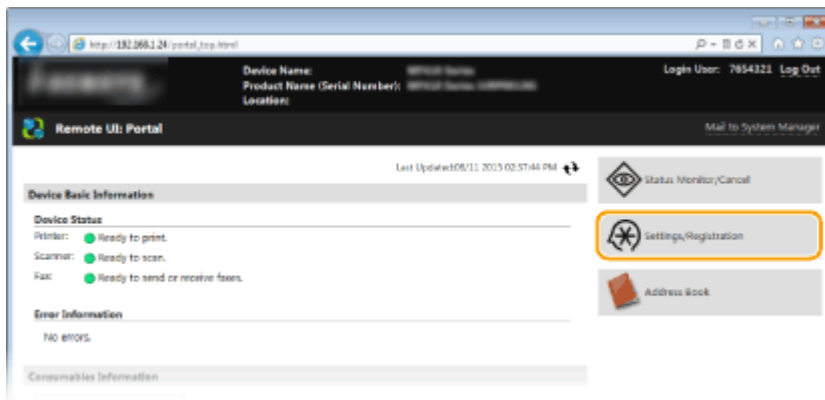
3 **Click [Network Settings]** ▶ **[TCP/IP Settings].**
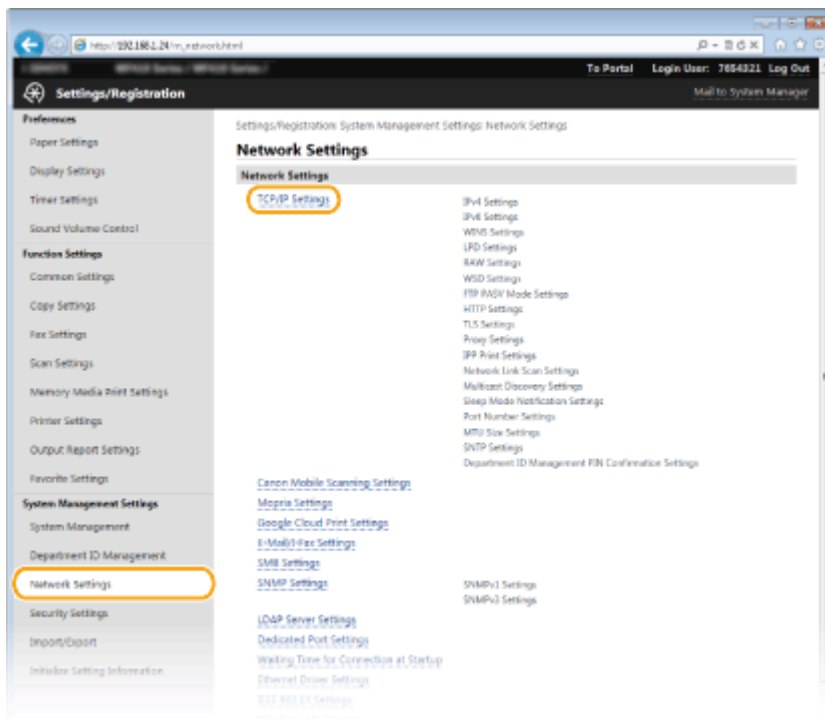
4 **Configure printing protocols.**

■Configuring LPD or RAW

1 Click [Edit] in [LPD Settings] or [RAW Settings].
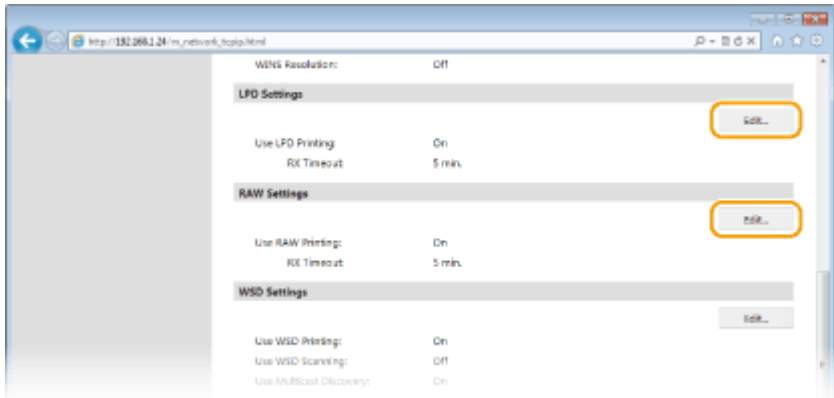
2 Configure the settings as necessary.
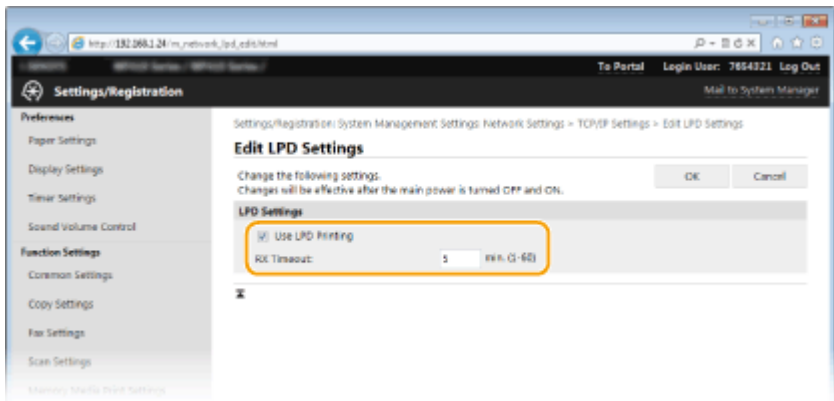
[Use LPD Printing]
Select the check box to print via LPD. When not using LPD printing, clear the check box.

[Use RAW Printing]
Select the check box to print via RAW. When not using RAW printing, clear the check box.

[RX Timeout]
Set a value between 1 and 60 (minutes) as the restart wait time for data reception. If data reception does not resume within the set time, printing is canceled.

3 Click [OK].

■Configuring WSD

1 Click [Edit] in [WSD Settings].
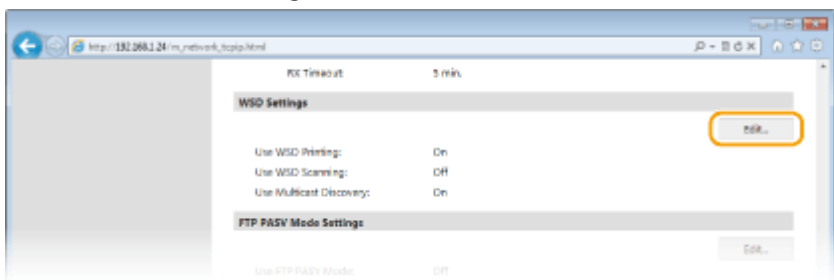
2 Configure the settings as necessary.
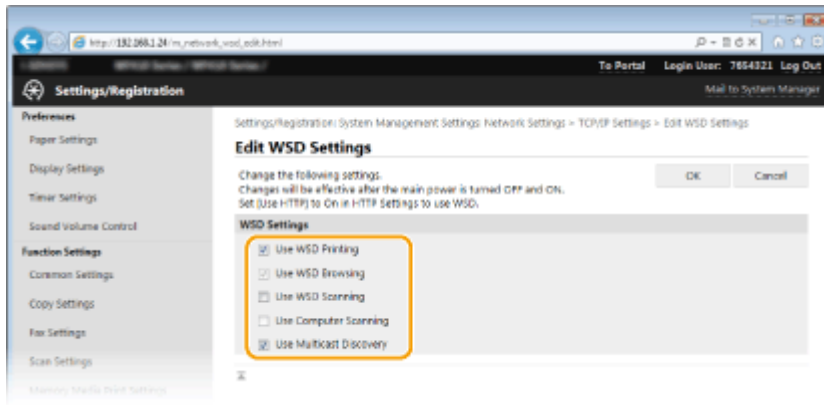
[Use WSD Printing]
Select the check box to print via WSD. When not using WSD printing, clear the check box.

[Use WSD Browsing]
Select the check box to obtain information about the machine from a computer via WSD. This check box is automatically selected when the [Use WSD Printing] check box is selected.

[Use WSD Scanning]
Available for Windows Vista/7/8, WSD scanning enables you to scan documents to a computer without installing the scanner driver. Select the check box to scan documents via WSD. When not using WSD scanning, clear the check box.

[Use Computer Scanning]
Select the check box to use WSD scanning by operating the machine with the operation panel. This check box can only be selected when the [Use WSD Scanning] check box is selected. To perform scanning, tap <Scan> and specify a WSD-connected computer as a scan destination. (❍**Scanning from the Machine(P. 306)**).

[Use Multicast Discovery]
Select the check box to set the machine to reply to multicast discovery messages. If the check box is cleared, the machine stays in sleep mode even when multicast discovery messages are flowing on the network.

3 Click [OK].

5 **Restart the machine.**

● Turn OFF the machine, wait for at least 10 seconds, and turn it back ON.

NOTE

Using the operation panel

● LPD, RAW, and WSD settings can also be accessed from <Menu> in the Home screen.
❍**LPD Settings(P. 636)**
❍**RAW Settings(P. 636)**
❍**WSD Settings(P. 636)**

Setting up WSD network devices on Windows Vista/7/8

● The WSD printer and scanner can be added from the printer folder. Open the printer folder (❍**Displaying the Printer Folder(P. 892)**) ▶ click [Add a device] or [Add a printer] and follow the on-screen instructions. For more information about how to install MF Drivers for the WSD network printer, see "MF Driver Installation Guide."

LINKS

Configuring Printer Ports(P. 453)

Configuring Printer Ports

0UWX-07U

Printing errors can occur when the IP address of the machine has been changed, or when a printer has been added via the Windows printer folder. These errors are typically caused by incorrect printer port settings. For example, an incorrect port number or port type may have been specified. In such situations, your attempt to print fails because the document data cannot reach the machine. To fix this type of problem, configure the printer port settings on the computer.

IMPORTANT

- To perform the following procedure, log on to your computer with an administrator account.

1 Open the printer folder. ●Displaying the Printer Folder(P. 892)

2 Right-click the printer driver icon or fax driver icon for this machine, and click [Printer properties] or [Properties].
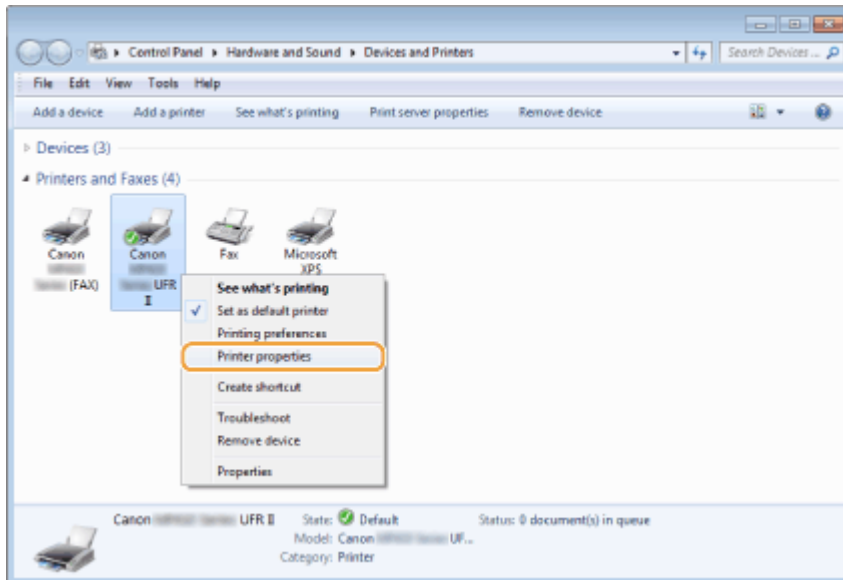
3 Click the [Ports] tab and configure the required settings.
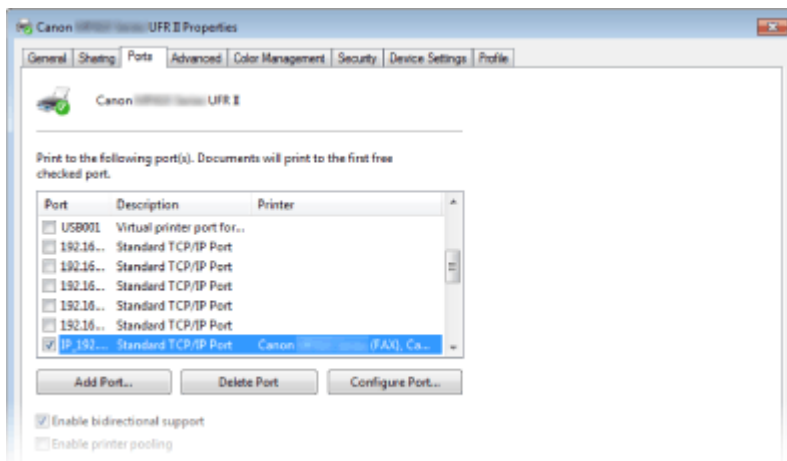
■ Adding a port

When an incorrect port was selected while installing a printer driver or a fax driver from the Windows printer folder, add a new port. There are two types of port: "MFNP Port" and "Standard TCP/IP Port." Select the port type according to your environment.

MFNP Port (only for IPv4 environment)	This is a port that allows the IP address of the machine to be detected automatically. Even if the IP address of the machine is changed, the connection is maintained, provided that the machine and the computer are in the same subnet. You do not need to add a new port every time the IP address is changed. If you are using the machine in an IPv4 environment, you should normally select this type of port. **IMPORTANT:** ● You can add an MFNP port only when you installed the printer driver or the fax driver from the provided DVD-ROM, or when you downloaded and installed the printer driver or the fax driver from the Canon website.
Standard TCP/IP Port	This is a standard Windows port. When you use this type of port, you need to add a new port every time that the IP address of the machine is changed. Select this type of port when you are using the machine in an IPv6 environment and when you cannot add an MFNP port.

Adding an MFNP port

1 Click [Add Port].

2 Select [Canon MFNP Port] in [Available port types] and click [New Port].
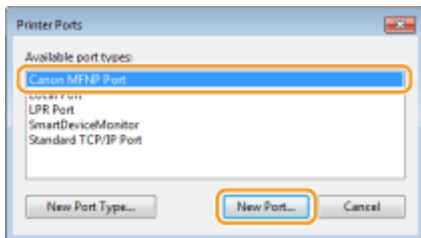
3 Select [Auto Detect] and select the machine when it is detected, and then click [Next].
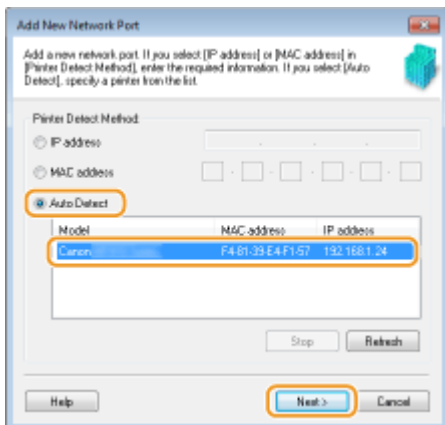
NOTE:

If the machine is not detected

● Click [Refresh]. If the problem persists, select [IP address] or [MAC address], enter the IP address or MAC address of the machine (**◉Viewing Network Settings(P. 445)**) and then click [Next].
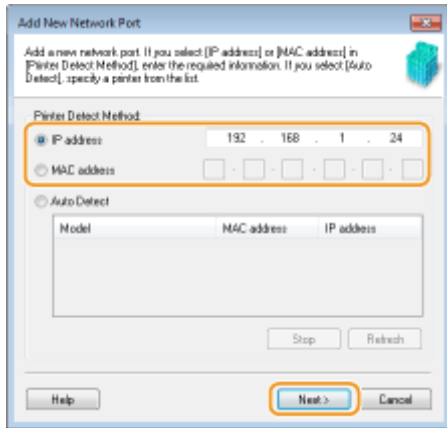
4 Click [Add] ▶ [Finish].

5 Click [Close].

Adding a standard TCP/IP port

1 Click [Add Port].

2 Select [Standard TCP/IP Port] in [Available port types] and click [New Port].
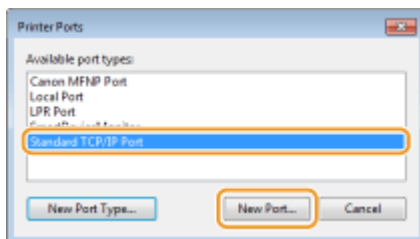
3 Click [Next].

4 Enter the IP address or the DNS name of the machine, and click [Next].
- The [Port Name] is entered automatically. If necessary, you can change it.
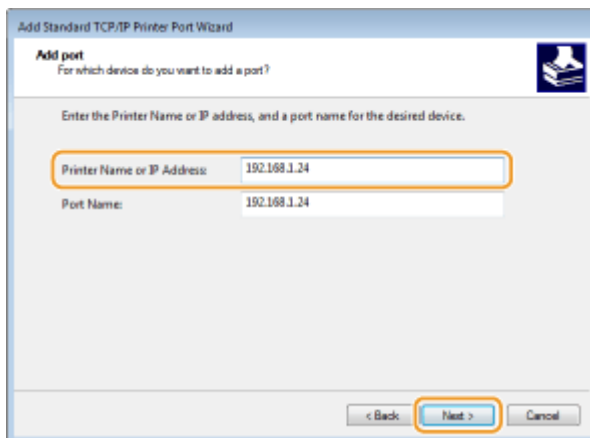
NOTE:
- When the next screen is displayed, follow the instructions on the screen.
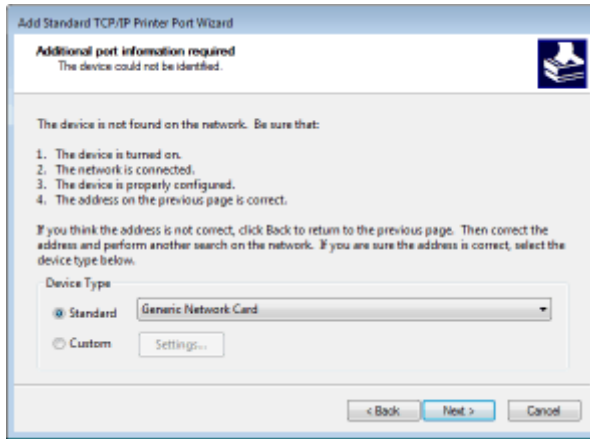
* When you select the [Device Type], select [Canon Network Printing Device with P9100] under [Standard].

5 Click [Finish].

6 Click [Close].

■Changing the port type or number

If the printing protocol (LPD or RAW) has been changed on the machine side (**Configuring Printing Protocols and WSD Functions(P. 449)**) or the port number has been changed (**Changing Port Numbers(P. 549)**), the corresponding settings on the computer must also be configured. This operation is not needed for WSD ports.

MFNP port

1 Click [Configure Port].

2 Under [Protocol Type], select [RAW] or [LPR], and change the [Port Number].
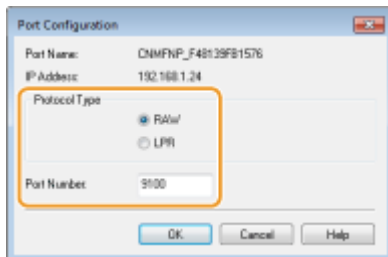
3 Click [OK].

Standard TCP/IP port

1 Click [Configure Port].

2 Under [Protocol], select [Raw] or [LPR].

- If you selected [Raw], change the [Port Number].
- If you selected [LPR], enter "lp" in [Queue Name].
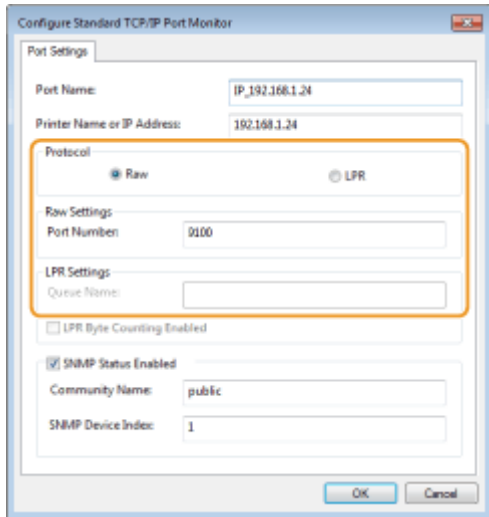
3 Click [OK].

4 Click [Close].

LINKS

◻**Setting Up Print Server(P. 458)**

Setting Up Print Server

0UWX-07W

With a print server, you can reduce the load on the computer that you print from. The print server also enables each computer to install MF Drivers over the network, which saves you the trouble of installing the drivers on each computer by using the provided DVD-ROM. To set up a computer on the network as a print server, configure the settings for sharing the printer.

IMPORTANT

- To perform the following procedure, log on to your computer with an administrator account.

- You may be unable to install drivers over the network depending on the operating system and the bit architecture (32-bit or 64-bit) of the print server and client computers.

- When implementing a print server in a domain environment, consult your Network Administrator.

NOTE

To carry out Department ID Management when using a print server

- "Canon Driver Information Assist Service" must be added during the printer driver installation. Refer to the "MF Driver Installation Guide" for details.

1 **Open the printer folder.** ○**Displaying the Printer Folder(P. 892)**

2 **Right-click the printer driver icon for this machine and click [Printer properties] or [Properties].**
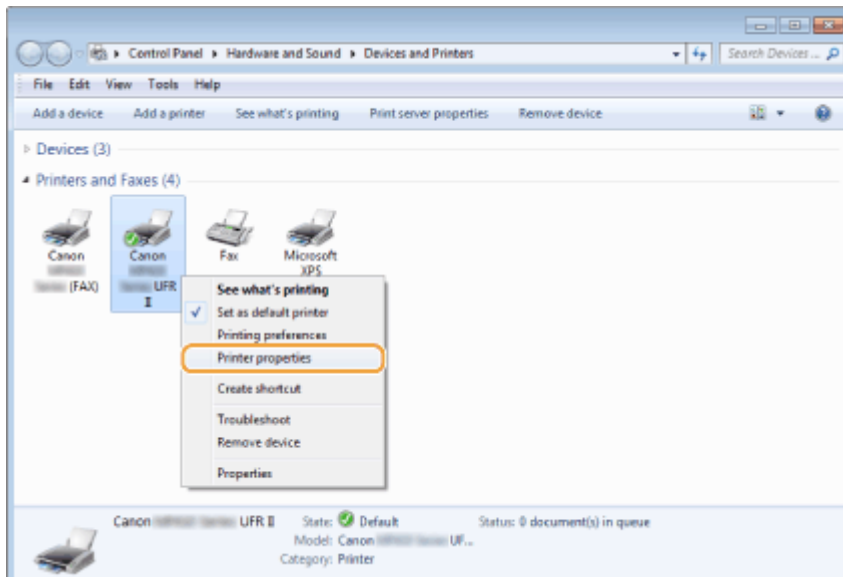
3 **Click the [Sharing] tab, select [Share this printer], and enter the share name of the machine.**
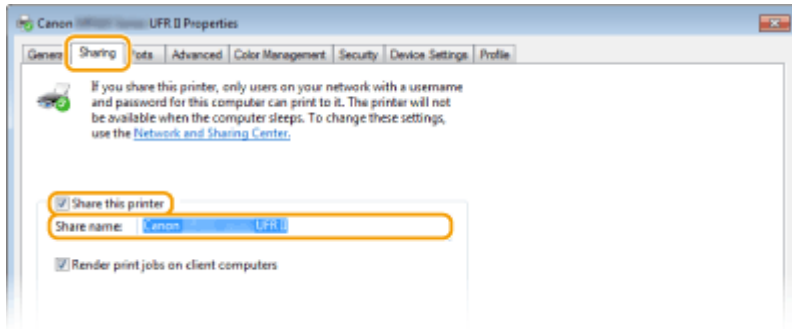
NOTE:

When [Change Sharing Options] is displayed

- Click [Change Sharing Options].
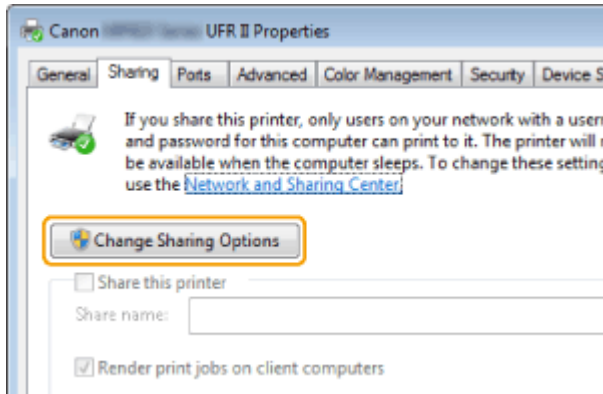
4 **Install additional drivers as necessary.**

- This operation is required if you want to install MF Drivers in other computers running a different bit architecture via the print server.

1 Click [Additional Drivers].

2 Select the check box for the bit architecture that other computers are running, and click [OK].
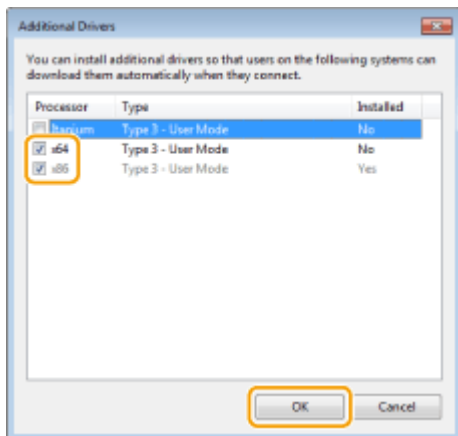
- Select additional drivers from the following, according to the operating system of the print server.

Print server	Select the check box for
32-bit operating systems	[x64]
64-bit operating systems	• **Windows Server 2003** [Windows 2000, Windows XP and Windows Server 2003] under [Version] • **Windows Vista/7/8/Server 2008/Server 2012**

	[x86] under [Processor]

NOTE:

- If you do not know whether your Windows Vista/7/8/Server 2008/Server 2012 is a 32-bit or 64-bit operating system, see ◉**Checking the Bit Architecture(P. 895)** .

3 Insert the provided DVD-ROM into the drive on the computer, click [Browse] to specify the folder that contains MF Drivers, and then click [OK].

- If the print server runs a 32-bit operating system, select [DRIVERS] ▶ [x64] ▶ [Driver] folders on the provided DVD-ROM.

- If the print server runs a 64-bit operating system, select [DRIVERS] ▶ [32bit] ▶ [Driver] folders on the provided DVD-ROM.

4 Follow the on-screen instructions to install additional drivers.

5 Click [OK].

■Installing MF Drivers on a Computer via the Print Server

1 Locate the shared printer in the print server. ◉Displaying Shared Printers in the Print Server(P. 893)

2 Double-click the shared printer.

3 Follow the on-screen instructions to install MF Drivers.

LINKS

◉**Printing from a Computer(P. 235)**

Configuring Scan Settings (E-Mail/I-Faxes/Shared Folders/FTP Server)

0UWX-07X

To send scanned originals directly by e-mail or I-Fax or save them to shared folders or FTP server, you need to configure the network. The Send Function Setting Tool, an application that is included with the machine, will assist you with the required setup. Set the necessary configuration depending on your purpose and network environment.

Scanning to E-Mail or I-Fax

▶**Configuring Scan Settings (Sending E-Mail, Sending & Receiving I-Faxes)(P. 462)**

Scanning to Shared Folders
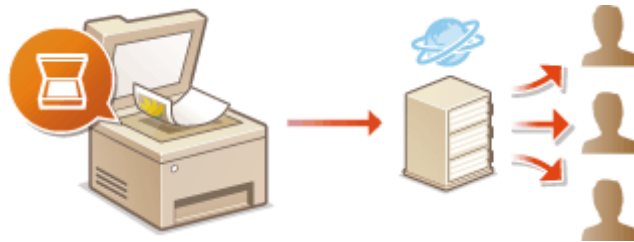
▶**Configuring the Machine for Scanning to Shared Folders(P. 474)**

Saving to FTP Server

▶**Configuring the Machine for Scanning to FTP Server(P. 480)**

LINKS

▶**Specifications for E-Mail Sending/I-Faxes Sending and Receiving(P. 866)**
▶**Specifications for Scanning to Shared Folders/FTP Server(P. 867)**

Configuring Scan Settings (Sending E-Mail, Sending & Receiving I-Faxes)

0UWX-07Y

Before configuring the machine for scanning to e-mail, check the setup flow shown below.

1   **Make sure that the machine and the computer are correctly connected.**
     ○**Connecting to a Wireless LAN (P. 419)**
     ○**Connecting to a Wired LAN(P. 418)**

▼

2   **Make sure that you have the following information:**

- The IP address of the machine. ○**Viewing Network Settings(P. 445)**
- An e-mail address to be registered as a destination.
- Information about the e-mail server, including the SMTP server name, port numbers, whether authentication is required, and the user name and password for authentication.

NOTE:

- For more information about the e-mail server settings, contact your Internet service provider or Network Administrator.

▼

3   **Make sure that the computer meets the following system requirements for the Send Setting Tool(sending e-mail):**

- **Operating system**
  Windows Vista/7/8/Server 2003/Server 2008/Server 2012
- **Web browser**
  Microsoft Internet Explorer 7.0 or later
- **Display**
  SVGA monitor (with at least 800 x 600 pixel screen resolution) that supports at least 256 colors

NOTE:

- Also make sure that <Use HTTP> and <Use Remote UI> are set to <On>.
  ○**Disabling HTTP Communication(P. 567)**
  ○**Disabling Remote UI(P. 568)**

▼

4   **Set the machine configuration.**

- Configuring Basic E-Mail Settings ○**Configuring Basic E-Mail Settings(P. 464)**
- Configuring I-Fax Receiving Settings ○**Configuring E-Mail/I-Fax Communication Settings(P. 469)**

- Configuring Detailed E-Mail/I-Fax Communication Settings (Authentication, Encryption, etc.) ●**Configuring E-Mail/I-Fax Communication Settings(P. 469)**

Configuring Basic E-Mail Settings

0UWX-080

This section describes how to configure the e-mail settings by using the Send Function Setting Tool. With the Send Function Setting Tool, you can also register e-mail addresses to the Address Book.

NOTE

- The Send Function Setting Tool helps you configure the basic settings for sending e-mails. Instead of the Send Function Setting Tool, you can use the Remote UI to configure more detailed settings such as the settings for POP authentication before sending or for encrypted communication. **○Configuring E-Mail/I-Fax Communication Settings(P. 469)**

1 **Start the Send Function Setting Tool.**

■Using a Web browser

Enter "http://<the IP address of the machine>/sendsupport_login.html" in the address field of a Web browser, and press the [ENTER] key.

■Using the DVD-ROM

1 Insert the provided DVD-ROM into the drive on the computer.

- Select a language and click [OK] if you are prompted to do so.

2 Click [Start Software Programs].

NOTE:

- If the above screen is not displayed, see **○Displaying the [Software Programs/Manuals Setup] Screen(P. 893)** .
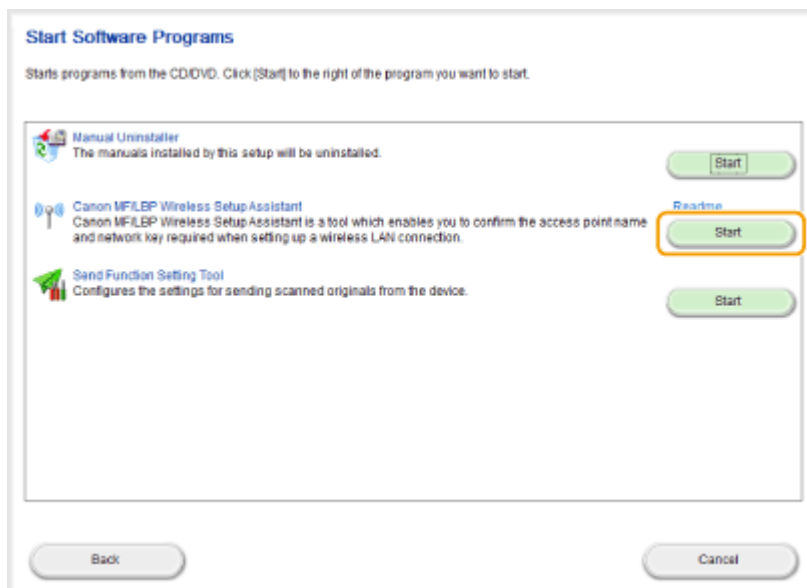
- If [AutoPlay] is displayed, click [Run MInst.exe].

3 Click [Start] for [Send Function Setting Tool].

4 Click [Next].

- If you want to view "Send Setting Guide," click [How to Set].

NOTE:

If the screen below appears

- Click [Yes].

5 Select the machine from [Device List] and click [Next].

NOTE:

If the machine is not displayed in [Device List]

- Click [Search Again]. If the problem persists, click [Search by IP Address], enter the IP address of the machine, and then click [OK].

6 Confirm the settings and click [OK].

2 Click [Start].

- If the logon screen is displayed, enter the appropriate ID and PIN in the corresponding text boxes, and then click [Logon].

3 Click [Send to E-mail Settings].
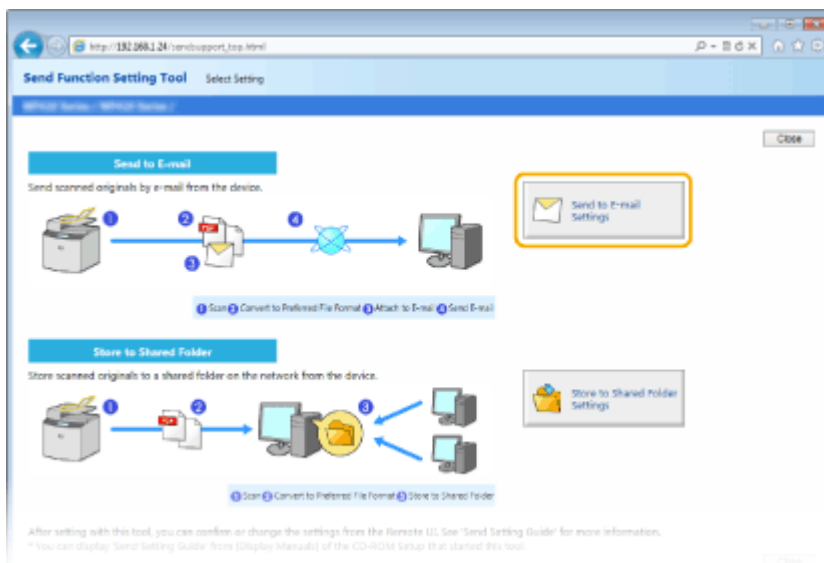
- If the screen prompting you to enter the Address Book PIN is displayed, enter the PIN for the Address Book, and click [OK]. ◉**Setting a PIN for Address Book(P. 556)**

4 Specify the required settings.
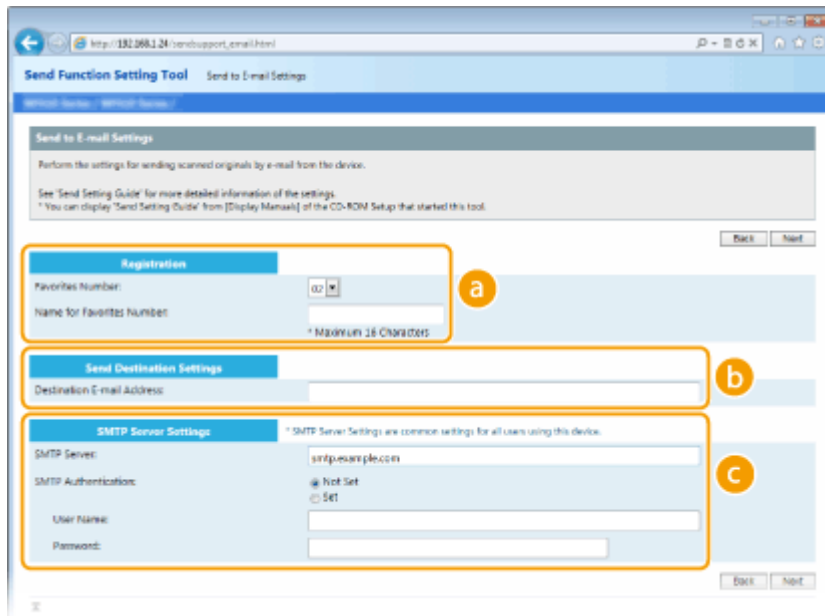
ⓐ [Registration]

> **[Favorites Number]**
> With the Send Function Setting Tool, you can register an e-mail address into <Favorites> in the Address Book. Select a number from the drop-down list.
>
> **[Name for Favorites Number]**
> Enter the name for identifying the destination to be registered. Set a name that will be easy for you to find later in the Address Book.

ⓑ [Send Destination Settings]

> **[Destination E-mail Address]**
> Enter the e-mail address that you want to send your scanned documents to.

ⓒ [SMTP Server Settings]

> **[SMTP Server]**
> Enter the SMTP server name.
>
> **[SMTP Authentication]**
> Click the [Not Set] or [Set] radio button to match the authentication settings of the SMTP server. When [Set] is selected, enter the user name in the [User Name] text box and password in the [Password] text box.

NOTE:

Authentication methods for sending e-mails

- To prevent e-mail transmissions by unauthorized users, the machine supports SMTP authentication (SMTP AUTH) and POP before SMTP. For more information about the required authentication method, contact your Internet service provider or Network Administrator.

- POP before SMTP authentication can only be configured by using the Remote UI. **Configuring E-Mail/I-Fax Communication Settings(P. 469)**

5 **Click [Next].**

6 **Confirm the settings and click [Register].**

7 **Restart the machine.**

- Turn OFF the machine, wait for at least 10 seconds, and turn it back ON.

IMPORTANT

Additional settings may be required depending on the network you are using. For more information, contact your Internet service provider or Network Administrator.

- To enable TLS for e-mailing, see **Configuring E-Mail/I-Fax Communication Settings(P. 469)** .

- To change port numbers, see **Changing Port Numbers(P. 549)** .

LINKS

Configuring Scan Settings (Sending E-Mail, Sending & Receiving I-Faxes)(P. 462)
Sending Documents as E-Mails Directly from the Machine(P. 335)
Registering in the Address Book(P. 78)

Configuring E-Mail/I-Fax Communication Settings

0UWX-081

Use the Remote UI to configure the detailed send and receive settings, such as the settings for using the machine to send and receive I-Faxes and the settings for POP authentication and encryption of communication before you send e-mail or I-Faxes. Contact your provider or network administrator for the required settings.

1 **Start the Remote UI and log on in System Manager Mode.** ▶**Starting Remote UI(P. 606)**

2 **Click [Settings/Registration].**
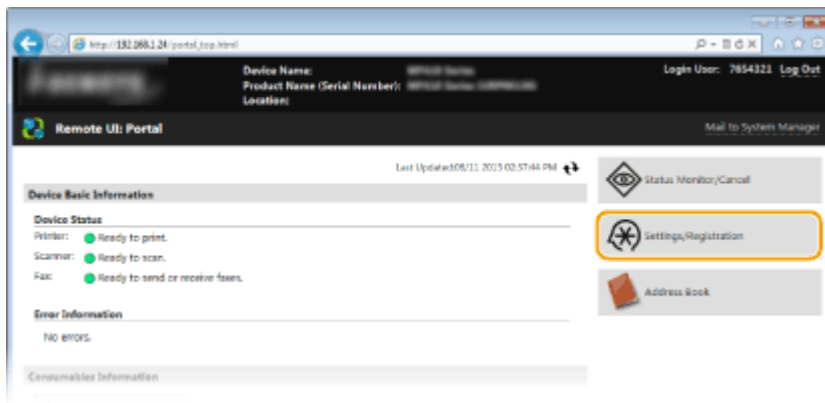
3 **Click [Network Settings]** ▶ **[E-Mail/I-Fax Settings].**
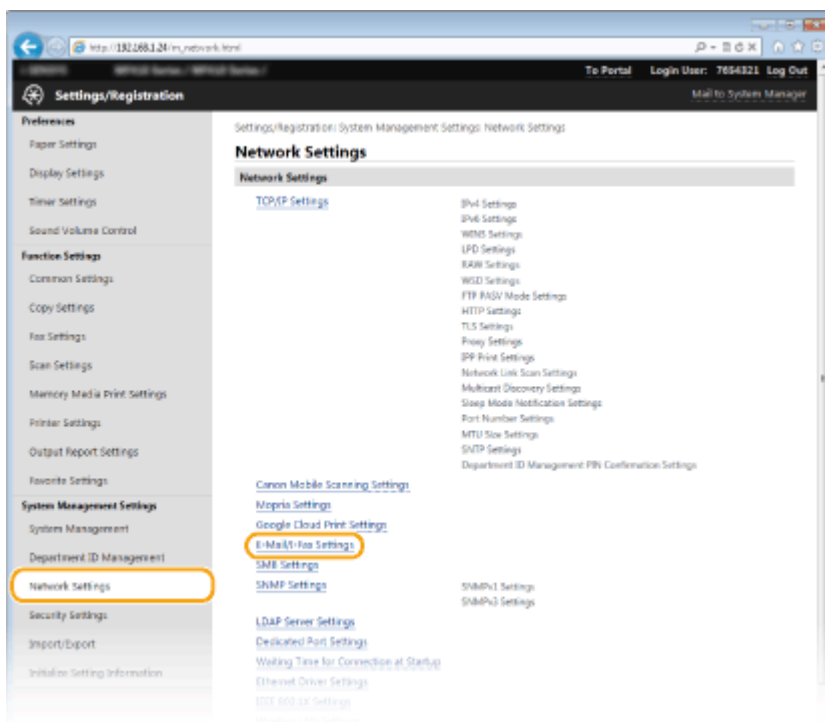
4 **Click [Edit].**
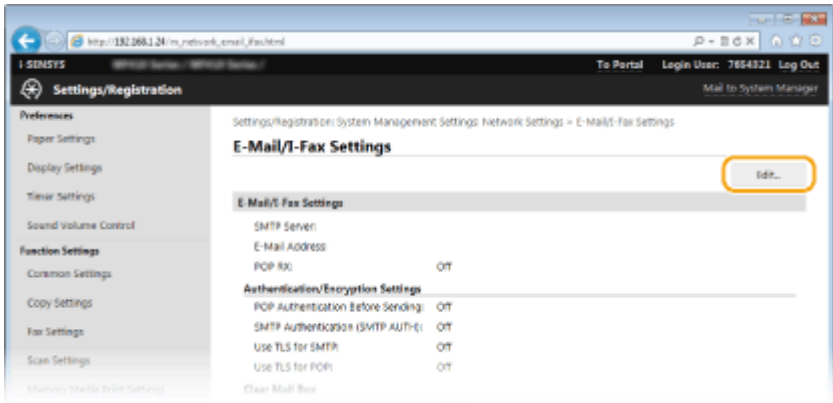
5 **Specify the required settings.**
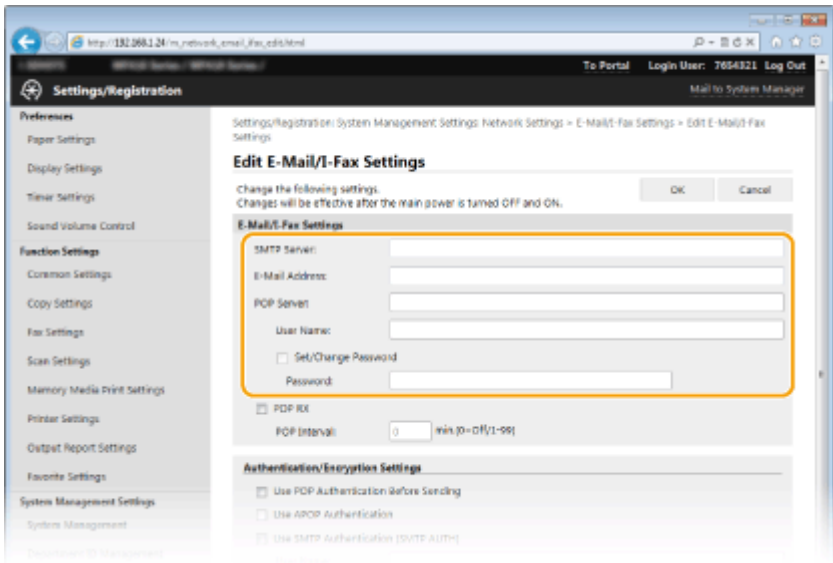
[SMTP Server]
Enter up to 48 alphanumeric characters as the SMTP server name (or IP address) for sending e-mail and I-Faxes.

[E-Mail Address]
Enter up to 120 characters for the e-mail address that you want to use for the machine.

[POP Server]
Enter up to 48 alphanumeric characters as the SMTP server name or IP address for sending e-mail and I-Faxes.

[User Name]
Enter up to 64 alphanumeric characters as the user name for the specified e-mail account when a POP3 server is used.

[Set/Change Password]
To set or change the password when a POP3 server is used, select this check box and enter up to 32 alphanumeric characters in [Password].

■Specify the settings required for I-Fax reception
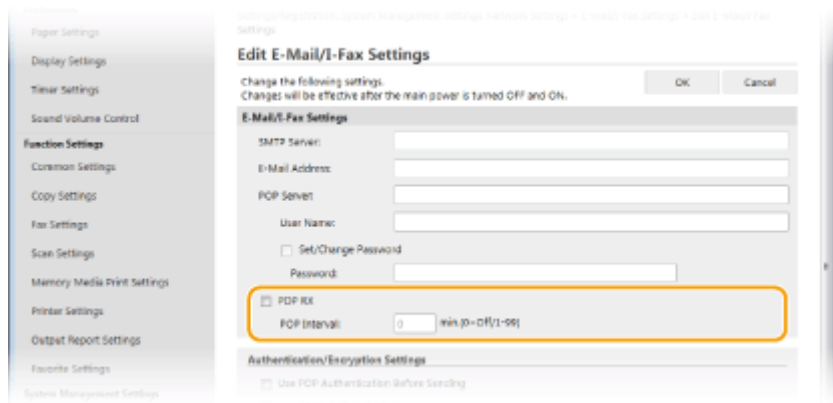
[POP RX]
Select the check box to receive I-Faxes.

[POP Interval]
This sets the interval (in minutes) used for automatically connecting to the POP3 server. If there are any I-Fax documents on the server, they are automatically received and printed.

NOTE:

To disable automatic reception

- Set [POP Interval] to [0]. When [0] is set, you receive I-Faxes manually. ❯**Receiving I-Faxes Manually(P. 231)**

■Configuring Pop Authentication before Sending

POP before SMTP authentication prevents unauthorized users from using e-mail and I-Faxes by performing user authentication on the POP3 server.
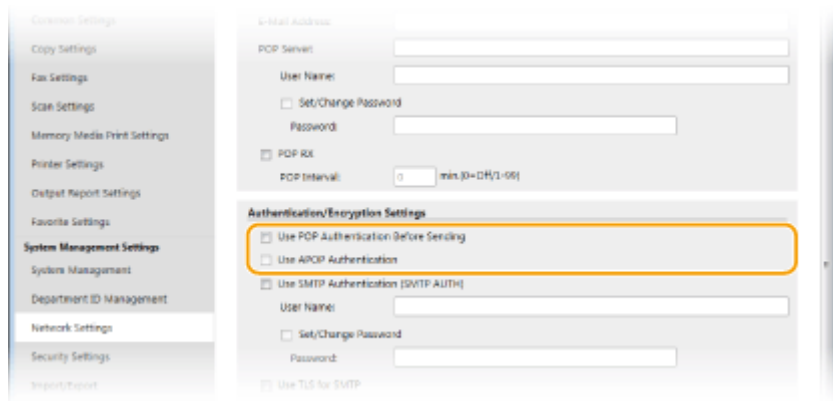
[Use POP Authentication Before Sending]
To use the POP3 server for authentication before you send e-mail or I-Faxes, select the check box.

[Use APOP Authentication]
Select the check box to use APOP to encrypt the password during the authentication process.

■Configuring SMTP authentication

If you configure SMTP authentication (SMTP AUTH), user identification by user name and password is performed at the time of sending e-mail or I-Fax.

471
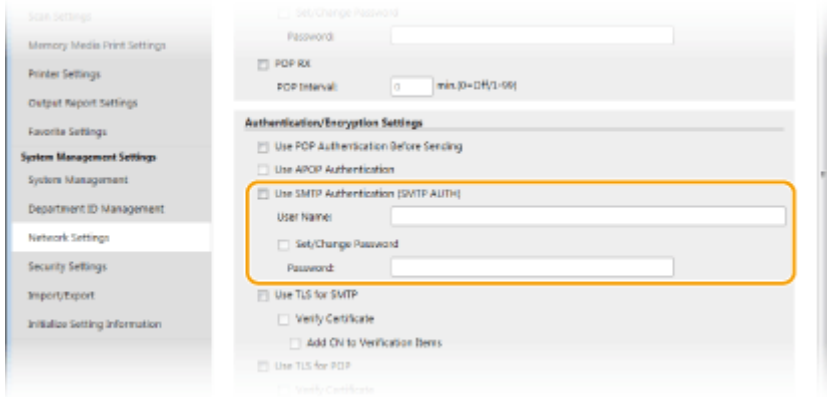
[Use SMTP Authentication (SMTP AUTH)]
To enable authentication on the SMTP server, select the check box and enter up to 64 characters in the [User Name] text box.

[Set/Change Password]
To specify or change the password, enter up to 32 characters in the [Password] text box.

■Configuring encrypted communication
You can configure encryption of communication with an SMTP or POP3 server.
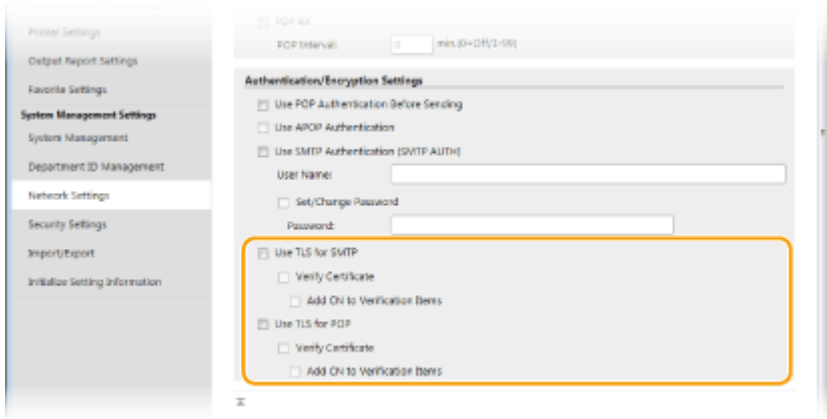
[Use TLS for SMTP]
Select the check box to use TLS for encrypting communication with the SMTP server. Select the check box for [Verify Certificate] or [Add CN to Verification Items] depending on your needs.

[Use TLS for POP]
Select the check box to encrypt communication with the POP3 server using TLS. Select the [Verify Certificate] and [Add CN to Verification Items] check boxes as required.

6 Click [OK].

7　Restart the machine.

- Turn OFF the machine, wait for at least 10 seconds, and turn it back ON.

IMPORTANT

473

- Depending on the network you are using, you may need to change the SMTP or POP3 port setting (▶ **Changing Port Numbers(P. 549)**). For more information, contact your Internet service provider or Network Administrator.

LINKS

▶**Configuring Scan Settings (Sending E-Mail, Sending & Receiving I-Faxes)(P. 462)**
▶**Configuring Basic E-Mail Settings(P. 464)**
▶**Sending Documents as E-Mails Directly from the Machine(P. 335)**
▶**Using Internet Fax (I-Fax)(P. 223)**

Configuring the Machine for Scanning to Shared Folders

0UWX-082

Before configuring the machine for scanning to shared folders, check the setup flow shown below.

1. **Make sure that the machine and the computer are correctly connected.**
   �ése**Connecting to a Wireless LAN (P. 419)**
   �ése**Connecting to a Wired LAN(P. 418)**

2. **Make sure that you have the following information:**
   - The IP address of the machine. �ése**Viewing Network Settings(P. 445)**
   - The name of the computer where the shared folder is located. �ése**Checking the Computer Name(P. 895)**
   - Path to and the name of the shared folder (If access restrictions are set to the folder, the user name and password information is also needed).

   NOTE:
   - For instructions on how to create a new shared folder, see "Send Setting Guide."

3. **Make sure that the computer meets the following system requirements for the Send Function Setting Tool:**
   - **Operating system**
     Windows Vista/7/8/Server 2003/Server 2008/Server 2012
   - **Web browser**
     Microsoft Internet Explorer 7.0 or later
   - **Display**
     SVGA monitor (with at least 800 x 600 pixel screen resolution) that supports at least 256 colors

   NOTE:
   - Also make sure that <Use HTTP> and <Use Remote UI> are set to <On>.
     �ése**Disabling HTTP Communication(P. 567)**
     �ése**Disabling Remote UI(P. 568)**

4. **Set the machine configuration.** �ése**Setting a Shared Folder as a Save Location(P. 475)**

Setting a Shared Folder as a Save Location

0UWX-083

The feature of scanning to shared folders is also called "Scan to SMB" because the feature uses Server Message Block (SMB), a Windows-specific technology. SMB is a protocol for sharing resources, such as files and printers, with more than one device in a network (**○Configuring SMB(P. 493)**). To configure the machine for saving your scanned documents into a shared folder in the network via SMB, specify the location of the shared folder from a computer in advance. This section describes how to specify the save location by using the Send Function Setting Tool.

> **NOTE**
>
> - You can also use the Remote UI to specify the location of the shared folder as save destination by registering the folder to the Address Book. **○Registering Destinations in the Address Book from Remote UI(P. 624)**

1 Start the Send Function Setting Tool.

■Using a Web browser

Enter "http://<the IP address of the machine>/sendsupport_login.html" in the address field of a Web browser, and press the [ENTER] key.

■Using the DVD-ROM

1 Insert the provided DVD-ROM into the drive on the computer.
   - Select a language and click [OK] if you are prompted to do so.

2 Click [Start Software Programs].

NOTE:
   - If the above screen is not displayed, see **○Displaying the [Software Programs/Manuals Setup] Screen(P. 893)** .

● If [AutoPlay] is displayed, click [Run MInst.exe].

3 Click [Start] for [Send Function Setting Tool].

4 Click [Next].

● If you want to view "Send Setting Guide," click [How to Set].

NOTE:

If the screen below appears

● Click [Yes].

5 Select the machine from [Device List] and click [Next].

NOTE:

If the machine is not displayed in [Device List]

● Click [Search Again]. If the problem persists, click [Search by IP Address], enter the IP address of the machine, and then click [OK].

6 Confirm the settings and click [OK].

2 **Click [Start].**

- If the logon screen is displayed, enter the appropriate ID and PIN in the corresponding text boxes, and then click [Logon].

3 Click [Store to Shared Folder Settings].
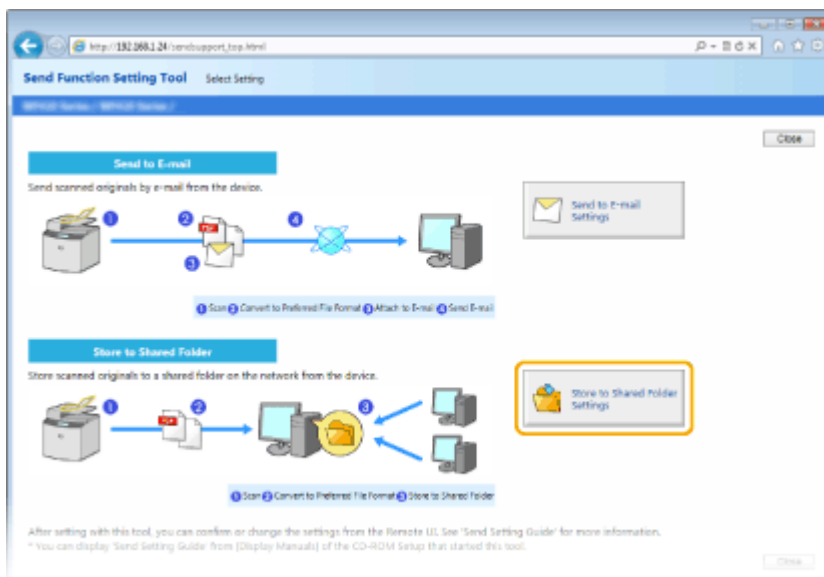
- If the screen prompting you to enter the Address Book PIN is displayed, enter the PIN for the Address Book, and click [OK]. ●**Setting a PIN for Address Book(P. 556)**

4 Specify the required settings.
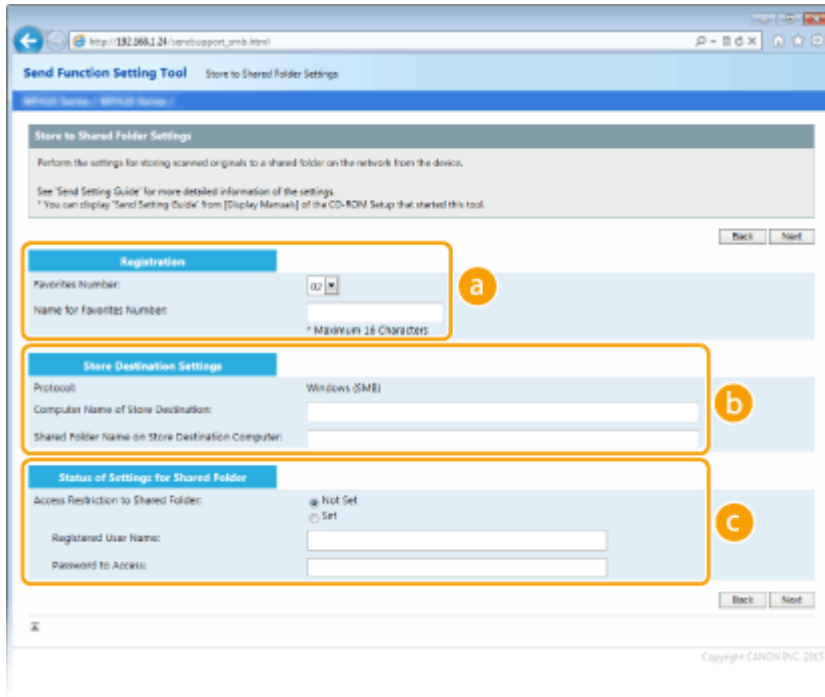
a **[Registration]**

[Favorites Number]
With the Send Function Setting Tool, you can register a shared folder for saving scanned documents into <Favorites> in the Address Book. Select a number from the drop-down list.

[Name for Favorites Number]
Enter the name for identifying the destination to be registered. Set a name that will be easy for you to find later in the Address Book.

b **[Store Destination Settings]**

[Protocol]
The protocol that is used for sending scanned documents to a shared folder is displayed.

[Computer Name of Store Destination]
Enter the name or the IP address of the computer where the shared folder is located.

[Shared Folder Name on Store Destination Computer]
Enter the name of (or path to) the shared folder. For example, if the shared folder is a subfolder named "share" and is contained in the [Public] folder in drive C (path: C:\users\public\share), enter "users\public\share."
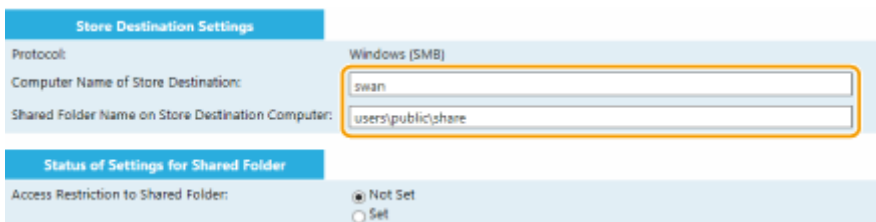
c **[Status of Settings for Shared Folder]**

[Access Restriction to Shared Folder]
Click the [Not Set] or [Set] radio button to match the access restrictions set to the shared folder. When [Set] is selected, enter the user name in the [Registered User Name] text box and password in the [Password to Access] text box.

5 Click [Next].

6 **Confirm the settings and click [Register].**

7 **Restart the machine.**

- Turn OFF the machine, wait for at least 10 seconds, and turn it back ON.

LINKS

Configuring the Machine for Scanning to Shared Folders(P. 474)
Saving Documents Directly in Shared Folder/FTP Server(P. 342)

Configuring the Machine for Scanning to FTP Server

0UWX-084

Before configuring the machine for scanning to FTP Server, check the setup flow shown below.

1

Make sure that the machine and the computer are correctly connected.
❍**Connecting to a Wireless LAN (P. 419)**
❍**Connecting to a Wired LAN(P. 418)**

▼

2

Make sure that you have the following information:

● The IP address of the machine. ❍**Viewing Network Settings(P. 445)**

● FTP server name.

● Path to the FTP server and folder name.

● User name, password (only if set).

NOTE:

● If the path, folder name, user name, password, etc. for the FTP server are unknown,contact you Network Administrator.

● To change the FTP port number ❍**Changing Port Numbers(P. 549)**

▼

3

Check whether you need to use PASV mode.

● If a firewall is installed between the machine and the FTP server, you must set PASV mode. ❍**Configuring FTP PASV mode(P. 481)**

NOTE:

● Also make sure that <Use HTTP> and <Use Remote UI> are set to <On>.
❍**Disabling HTTP Communication(P. 567)**
❍**Disabling Remote UI(P. 568)**

▼

4

Register the FTP server address. ❍**Registering Destinations in the Address Book from Remote UI(P. 624)**

480

Configuring FTP PASV mode

0UWX-086
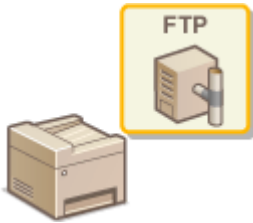
PASV is an FTP communication mode used for file transfer. To connect to an FTP server through a firewall, you must use PASV mode. First check that the PASV mode is set on the FTP server.
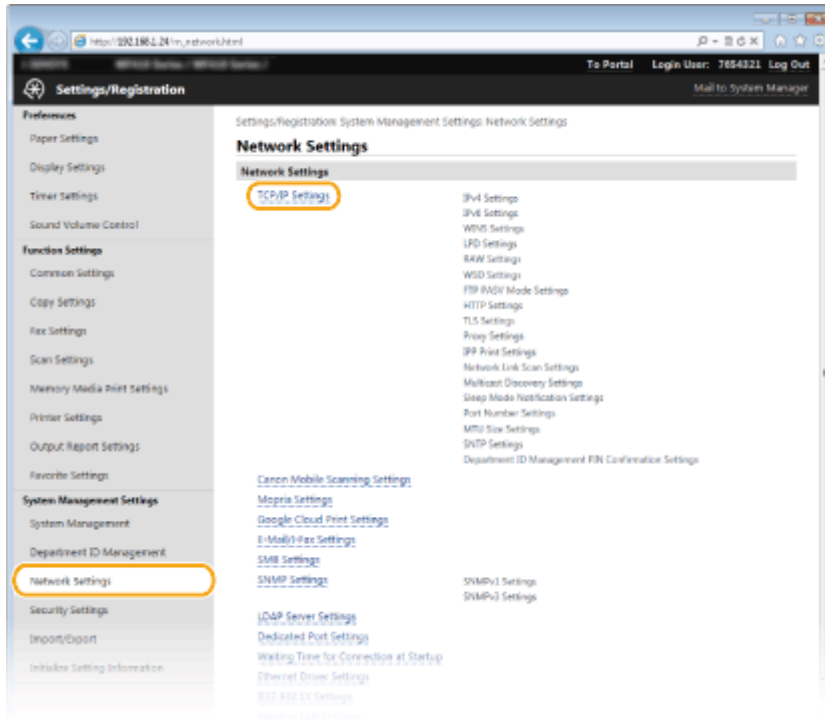
IMPORTANT

- Whether PASV mode is used for FTP depends on your network environment and the settings on the FTP server to which data is being sent. For more information, contact your Network Administrator.

1 Start the Remote UI and log on in System Manager Mode. ○**Starting Remote UI(P. 606)**

2 Click [Settings/Registration].
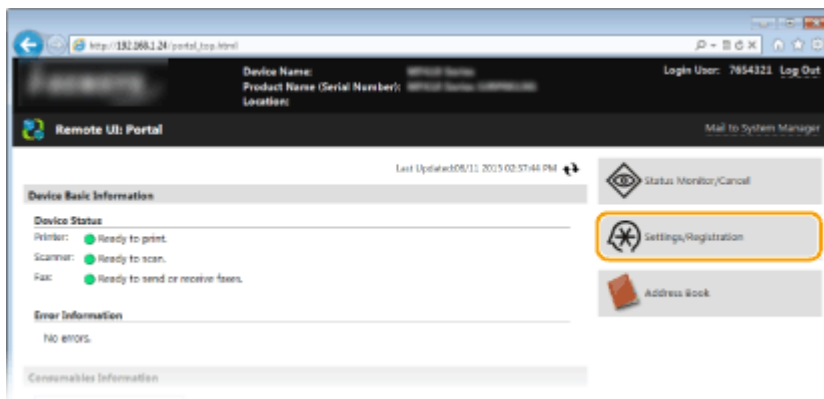
3 Click [Network Settings] ▶ [TCP/IP Settings].

4 Click [Edit] in [FTP PASV Mode Settings].
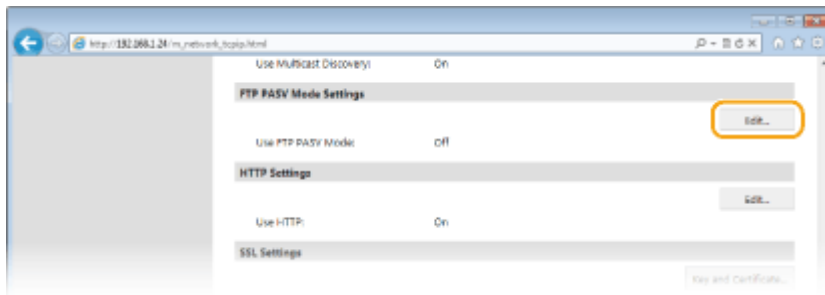
5 Select the [Use FTP PASV Mode] check box and click [OK].
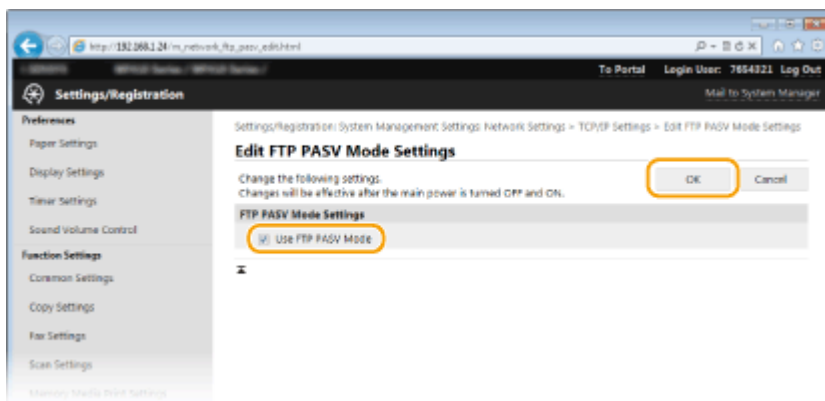
[Use FTP PASV Mode]
Select the check box to use PASV mode. If you are not using PASV mode, leave the check box clear.

6 Restart the machine.

- Turn OFF the machine, wait for at least 10 seconds, and turn it back ON.

Configuring the Machine for Your Network Environment

The configuration of a network varies depending on the purpose of the network. The machine has been designed to be compatible with as many network configurations as possible, and it is equipped with a variety of technologies. Consult your Network Administrator and set a configuration to suit your network environment.
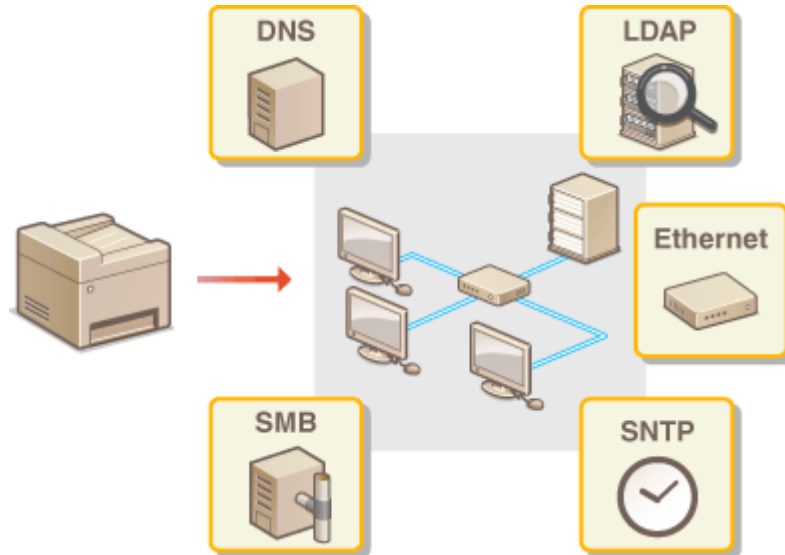
Configuring Ethernet Settings

0UWX-087
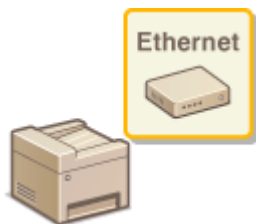
Ethernet is a standard for communicating data in a local area network (LAN). You can set the communication mode (half-duplex/full-duplex) and the Ethernet type (10BASE-T/100BASE-TX/1000BASE-T). In general, the machine can be used without changing the defaults (**Ethernet Driver Settings(P. 639)**), but you can change these settings to suit your network environment.

1 Tap <Menu> in the Home screen.

2 Tap <Network Settings>.

● If the logon screen appears, enter the correct ID and PIN using the numeric keys, and then press ID . **Logging on to the Machine(P. 44)**

3 Select <Ethernet Driver Settings> ▶ <Auto Detect>.

4 Select whether to configure Ethernet settings automatically or manually.

```
Auto Detect
Off
On
```
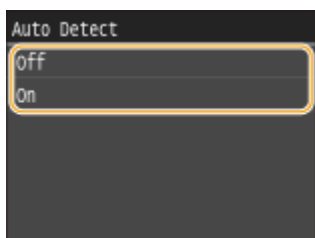
■ **Configuring Ethernet settings automatically**

Tap <On>. The machine detects and automatically sets the communication mode and the Ethernet type that can be used.

■ **Configuring Ethernet settings manually**

1 Tap <Off>.

2 Select the communication mode.

● Tap <Communication Mode> ▶ tap <Half Duplex> or <Full Duplex>.

```
Auto Detect                    Communication Mode
Communication Mode: Half Dupl        Half Duplex        ⓐ
Ethernet Type: 10BASE-T              Full Duplex        ⓑ

                     ▶

              Apply
```

ⓐ **<Half Duplex>**

Alternately sends and receives communication data. Select when the machine is connected to a networking device using half duplex.

ⓑ <Full Duplex>

Simultaneously sends and receives communication data. Use this setting for most environments.

3 Select the Ethernet type.

- Tap <Ethernet Type> ▶ select the Ethernet type.

```
Auto Detect                          Ethernet Type
Communication Mode: Half Duple       10BASE-T
Ethernet Type: 10BASE-T              100BASE-TX
                                     1000BASE-T
                              ▶


              Apply
```
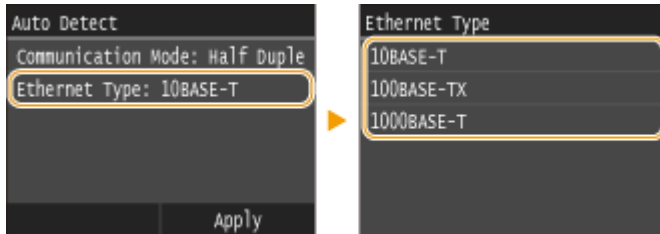
NOTE:

- When <Communication Mode> is set to <Half Duplex>, you cannot select <1000BASE-T>.

4 Tap <Apply>.

5 Restart the machine.

- Turn OFF the machine, wait for at least 10 seconds, and turn it back ON.

LINKS

Changing the Maximum Transmission Unit(P. 486)
Setting a Wait Time for Connecting to a Network(P. 487)

Changing the Maximum Transmission Unit

0UWX-088

In most Ethernet networks, the maximum size of a packet that can be sent is 1500 bytes. A packet refers to a chunk of data into which the original data is divided before being sent. The maximum transmission unit (MTU) may vary on each network. Change the settings of the machine as necessary. For more information, contact your Network Administrator.

1 **Tap <Menu> in the Home screen.**

2 **Tap <Network Settings>.**

- If the logon screen appears, enter the correct ID and PIN using the numeric keys, and then press ID . ◉
  Logging on to the Machine(P. 44)

3 **Select <TCP/IP Settings> ▶ <MTU Size>.**

4 **Select the MTU.**
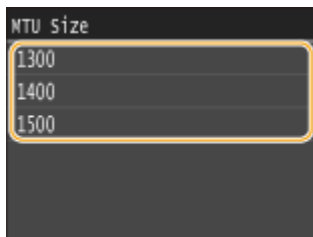
MTU Size
1300
1400
1500

5 **Restart the machine.**

- Turn OFF the machine, wait for at least 10 seconds, and turn it back ON.

LINKS

◉**Configuring Ethernet Settings(P. 484)**
◉**Setting a Wait Time for Connecting to a Network(P. 487)**

Setting a Wait Time for Connecting to a Network

When a network is designed to enjoy redundant connectivity with multiple switching hubs or bridges, it must have a mechanism to prevent packets from looping. One effective solution is to define the role of each switch port. However, communication may still be disrupted for several tens of seconds immediately after you change the way that network devices are connected, or if you add a new device. If this type of problem occurs, set a wait time for connecting to the network.

1 **Tap <Menu> in the Home screen.**

2 **Tap <Network Settings>.**

- If the logon screen appears, enter the correct ID and PIN using the numeric keys, and then press **ID** .
  Logging on to the Machine(P. 44)

3 **Tap <Waiting Time for Connection at Startup>.**

4 **Enter the wait time in seconds, and tap <Apply>.**

- Use ⋀ / ⋁ or the numeric keys to enter the time.

LINKS

Configuring Ethernet Settings(P. 484)
Changing the Maximum Transmission Unit(P. 486)

Configuring DNS

0UWX-08A

DNS (Domain Name System) provides a service for name resolution that associates a host (or domain) name with an IP address. Configure the DNS, mDNS, or DHCP option settings as necessary. Note that the procedures for configuring DNS are different for IPv4 and IPv6.
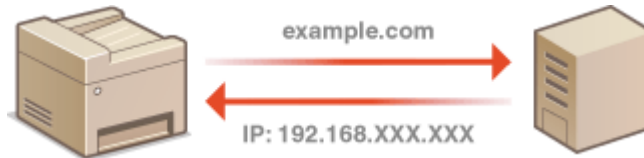
1 Start the Remote UI and log on in System Manager Mode. ○Starting Remote UI(P. 606)

2 Click [Settings/Registration].
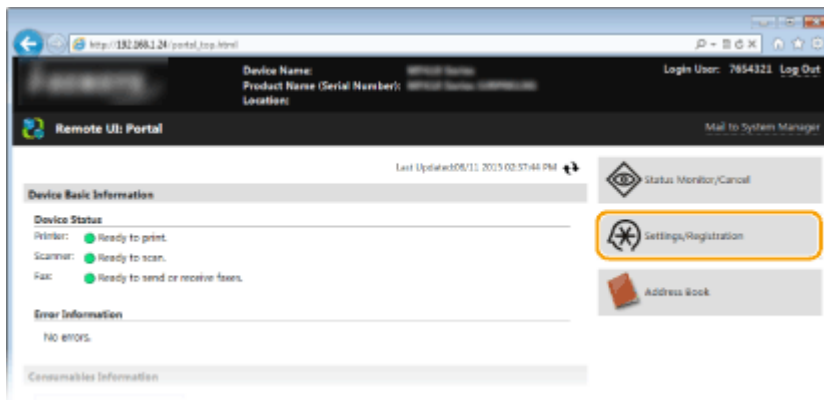
3 Click [Network Settings] ▶ [TCP/IP Settings].
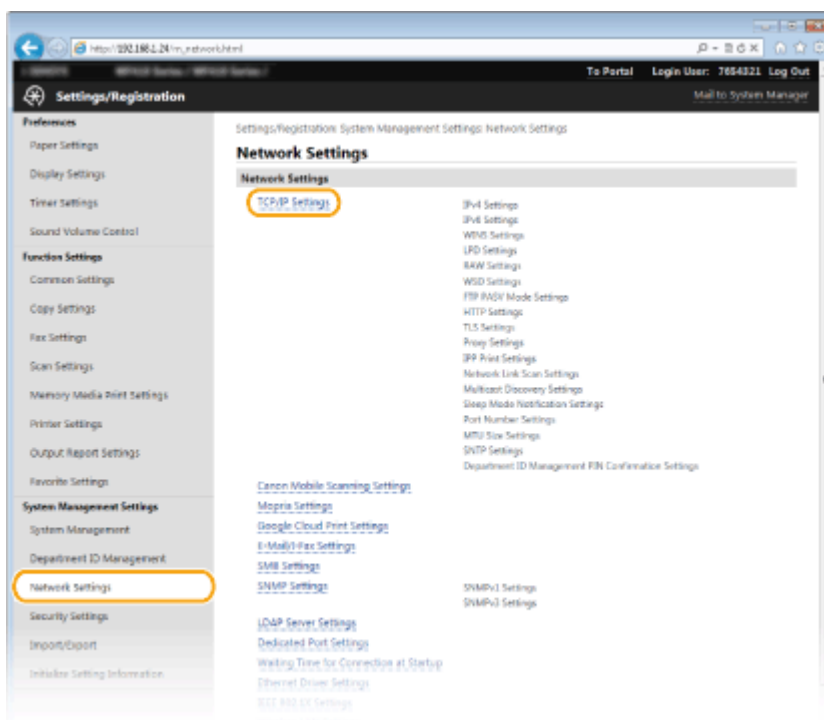
4 **Configure DNS settings.**

■**Configuring IPv4 DNS**

1 Click [Edit] in [IPv4 Settings].
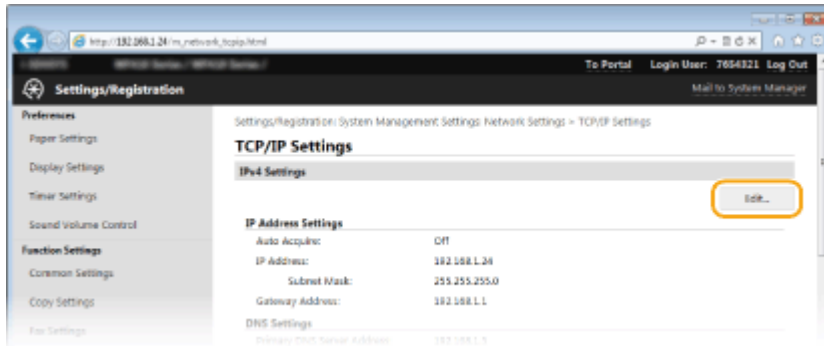
2 Configure IPv4 DNS settings.
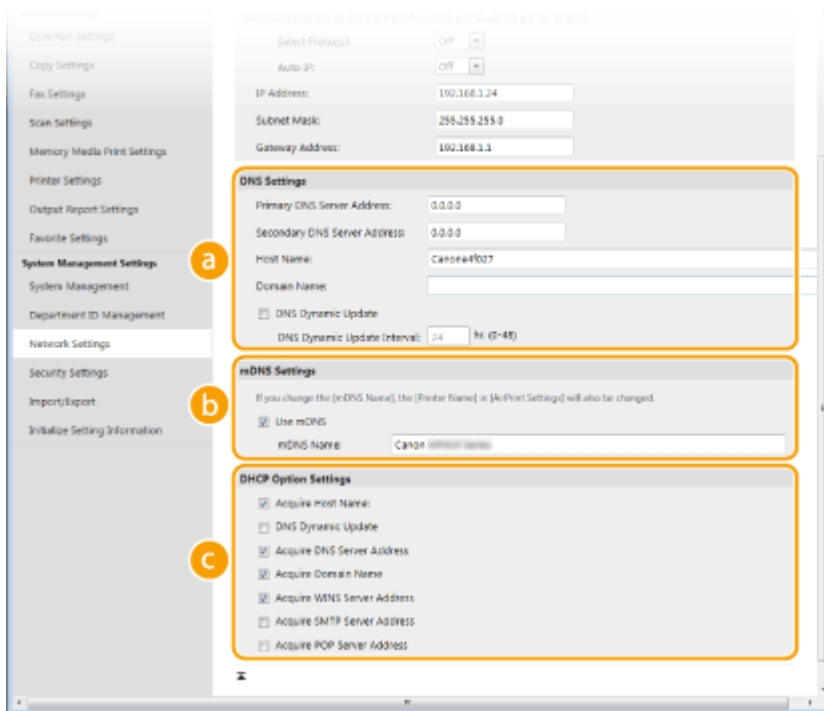
ⓐ **[DNS Settings]**

　　[Primary DNS Server Address]
　　Enter the IP address of a DNS server.

　　[Secondary DNS Server Address]
　　Enter the IP address of a secondary DNS server, if any.

　　[Host Name]
　　Enter up to 47 alphanumeric characters for the host name of the machine that is to be registered to
　　the DNS server.

　　[Domain Name]
　　Enter up to 47 alphanumeric characters for the name of the domain the machine belongs to, such
　　as "example.com."

　　[DNS Dynamic Update]

Select the check box to dynamically update the DNS records whenever the machine's IP address is changed. When specifying the interval between updates, enter the time in hours in the [DNS Dynamic Update Interval] text box.

ⓑ [mDNS Settings]

[Use mDNS]
Adopted by Bonjour, mDNS (multicast DNS) is a protocol for associating a host name with an IP address without using DNS. Select the check box to enable mDNS and enter the mDNS name in the [mDNS Name] text box.

ⓒ [DHCP Option Settings]

[Acquire Host Name]
Select the check box to enable Option 12 to obtain the host name from the DHCP server.

[DNS Dynamic Update]
Select the check box to enable Option 81 to dynamically update the DNS records through the DHCP server.

[Acquire DNS Server Address]
Select the check box to enable Option 6 to obtain a DNS server address from the DHCP server.

[Acquire Domain Name]
Select the check box to enable Option 15 to obtain a domain name from the DHCP server.

[Acquire WINS Server Address]
Select the check box to enable Option 44 to obtain a WINS server address from the DHCP server.

[Acquire SMTP Server Address]
Select the check box to enable Option 69 to obtain an SMTP server address from the DHCP server.

[Acquire POP Server Address]
Select the check box to enable Option 70 to obtain a POP3 server address from the DHCP server.

3 Click [OK].
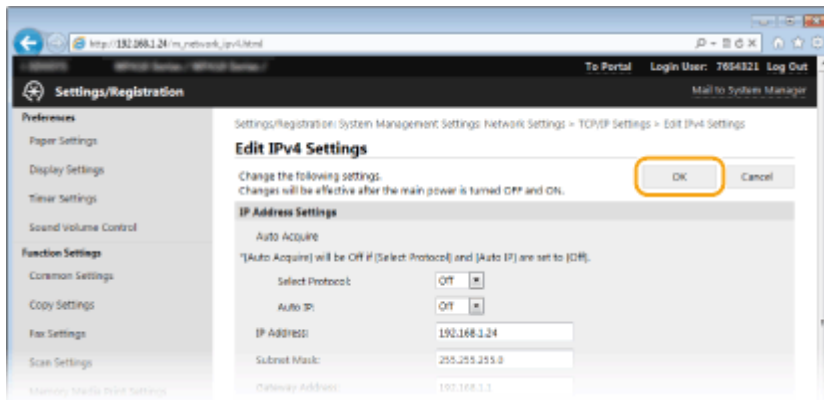
■**Configuring IPv6 DNS**

1 Click [Edit] in [IPv6 Settings].
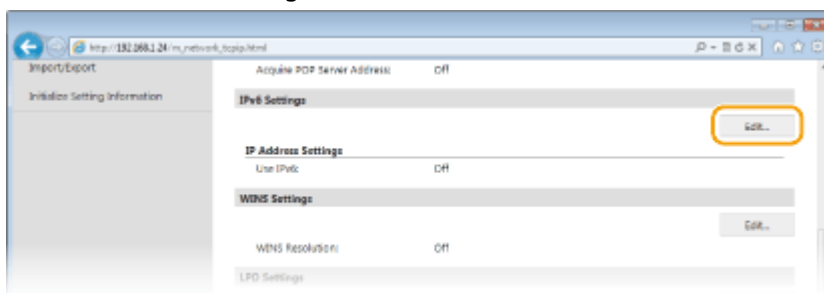
2 Configure IPv6 DNS settings.

● The [Use IPv6] check box must be selected to configure the settings. ●**Setting IPv6 Addresses(P. 441)**

ⓐ [DNS Settings]

[Primary DNS Server Address]
Enter the IP address of a DNS server. Addresses that start with "ff" (or multicast address) cannot be entered.

[Secondary DNS Server Address]
Enter the IP address of a secondary DNS server, if any. Addresses that start with "ff" (or multicast address) cannot be entered.

[Use Same Host Name/Domain Name as IPv4]
Select the check box to use the same host and domain names as in IPv4.

[Host Name]
Enter up to 47 alphanumeric characters for the host name of the machine that is to be registered to the DNS server.

[Domain Name]
Enter up to 47 alphanumeric characters for the name of the domain the machine belongs to, such as "example.com."

[DNS Dynamic Update]
Select the check box to dynamically update the DNS records whenever the machine's IP address is changed. To specify the type(s) of addresses you want to register to the DNS server, select the check box for [Register Manual Address], [Register Stateful Address], or [Register Stateless Address]. To specify the interval between updates, enter the time in hours in the [DNS Dynamic Update Interval] text box.

ⓑ [mDNS Settings]

[Use mDNS]
Adopted by Bonjour, mDNS (multicast DNS) is a protocol for associating a host name with an IP address without using DNS. Select the check box to enable mDNS.

[Use Same mDNS Name as IPv4]
Select the check box to use the same mDNS name as in IPv4. To set a different name, clear the check box and enter the mDNS name in the [mDNS Name] text box.

ⓒ [DHCP Option Settings]

[Acquire DNS Server Address]
Select the check box to enable Option 23 to obtain a DNS server address from the DHCP server.

[Acquire Domain Name]
Select the check box to enable Option 24 to obtain a domain name from the DHCP server.
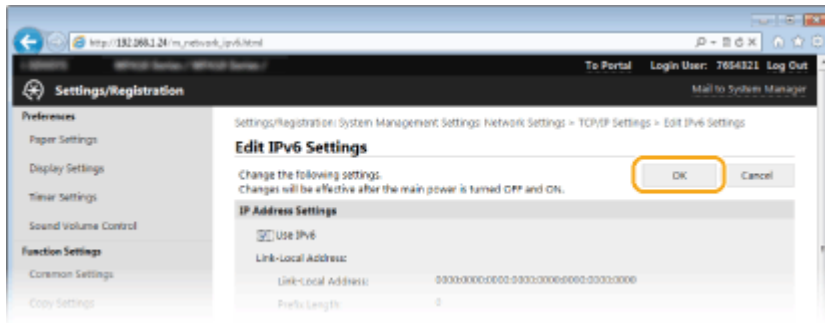
3 Click [OK].

5 **Restart the machine.**

- Turn OFF the machine, wait for at least 10 seconds, and turn it back ON.

NOTE

Using the operation panel

- DNS settings can also be accessed from <Menu> in the Home screen.
  ▶**IPv4 Settings(P. 632)**
  ▶**IPv6 Settings(P. 634)**

LINKS

▶**Setting IPv4 Address(P. 437)**
▶**Setting IPv6 Addresses(P. 441)**
▶**Viewing Network Settings(P. 445)**

Configuring SMB

0UWX-08C

Server Message Block (SMB) is a protocol for sharing resources, such as files and printers, with more than one device in a network. The machine uses SMB to store scanned documents into a shared folder. Depending on your network, you may have to set the NetBIOS name and workgroup name.

NetBIOS Name

In a Windows network that uses NetBIOS, NetBIOS names are used for identifying network-connected computers as well as for file sharing and other network services. Most computers use the computer name as the NetBIOS name.

Workgroup Name

Workgroup name is a name for grouping multiple computers so that basic network functions, such as file sharing, become available in a Windows network. Specify the workgroup name to identify the group that the machine belongs to.

1 **Start the Remote UI and log on in System Manager Mode. ○Starting Remote UI(P. 606)**

2 **Click [Settings/Registration].**
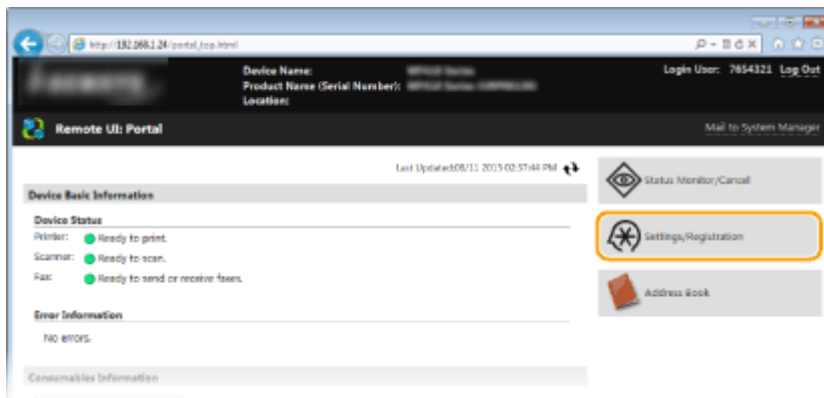
3 **Click [Network Settings] ▶ [SMB Settings].**
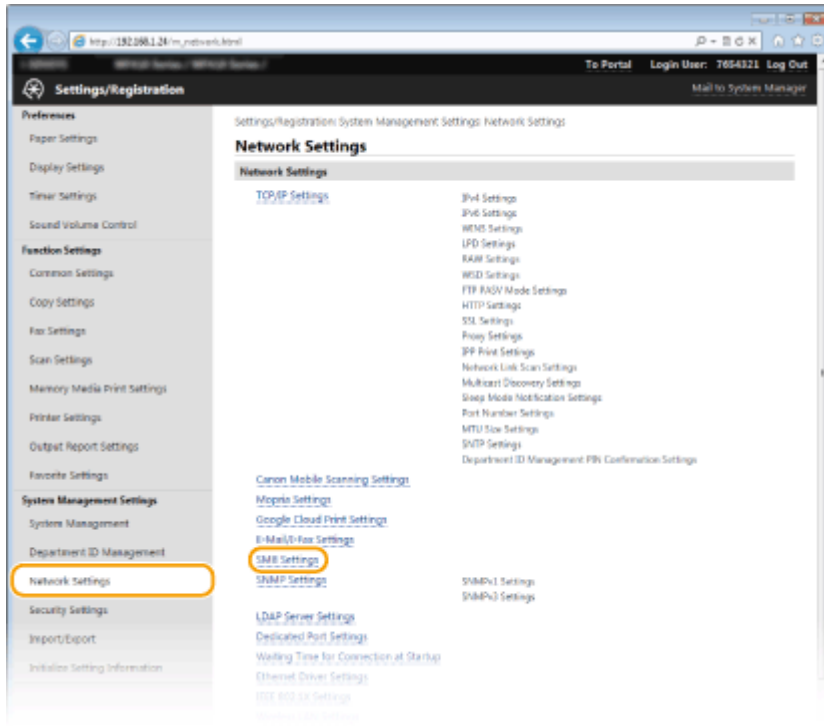
4 Click [Edit].
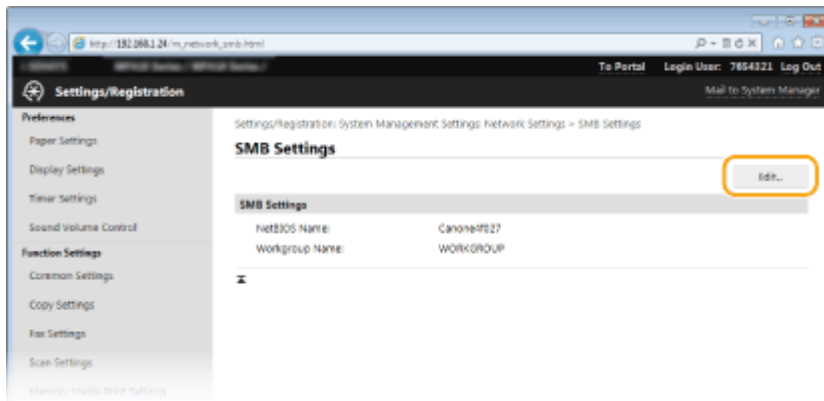
5 Specify the required settings and click [OK].
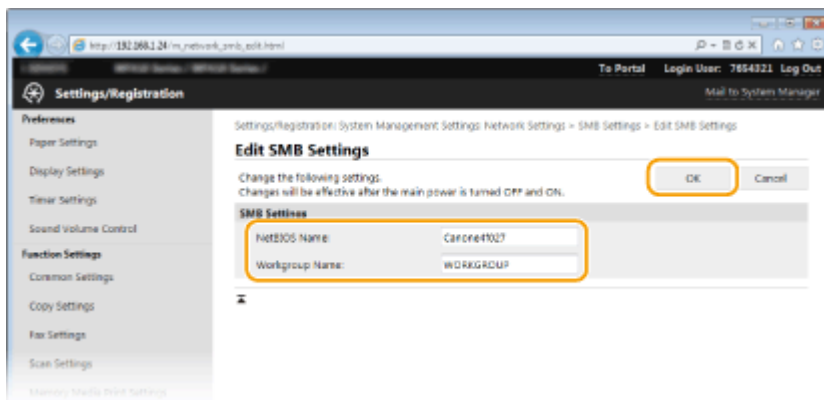
[NetBIOS Name]
Enter up to 15 alphanumeric characters for the NetBIOS name of the machine.

[Workgroup Name]
Enter up to 15 alphanumeric characters for the name of the workgroup that the machine belongs to.

494

IMPORTANT:

- NetBIOS names or workgroup names that start with an asterisk (*) cannot be registered to a WINS server.

6 **Restart the machine.**

- Turn OFF the machine, wait for at least 10 seconds, and turn it back ON.

LINKS

Configuring WINS(P. 496)

Configuring WINS

0UWX-08E

Windows Internet Name Service (WINS) is a name resolution service that associates a NetBIOS name (a computer or printer name in an SMB network) with an IP address. To enable WINS, the WINS server must be specified.

IMPORTANT

- In order to specify WINS server settings, NetBIOS name and workgroup name are required to be set. ○ **Configuring SMB(P. 493)**
- The function is not available in an IPv6 network.

1 **Start the Remote UI and log on in System Manager Mode.** ○**Starting Remote UI(P. 606)**

2 **Click [Settings/Registration].**
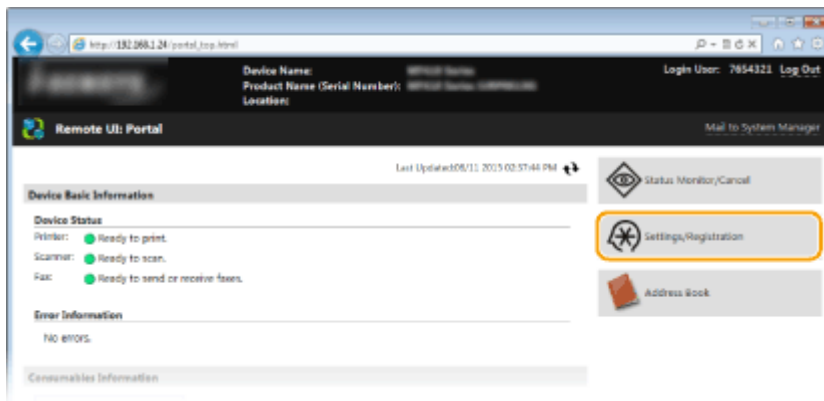
3 **Click [Network Settings]** ▶ **[TCP/IP Settings].**
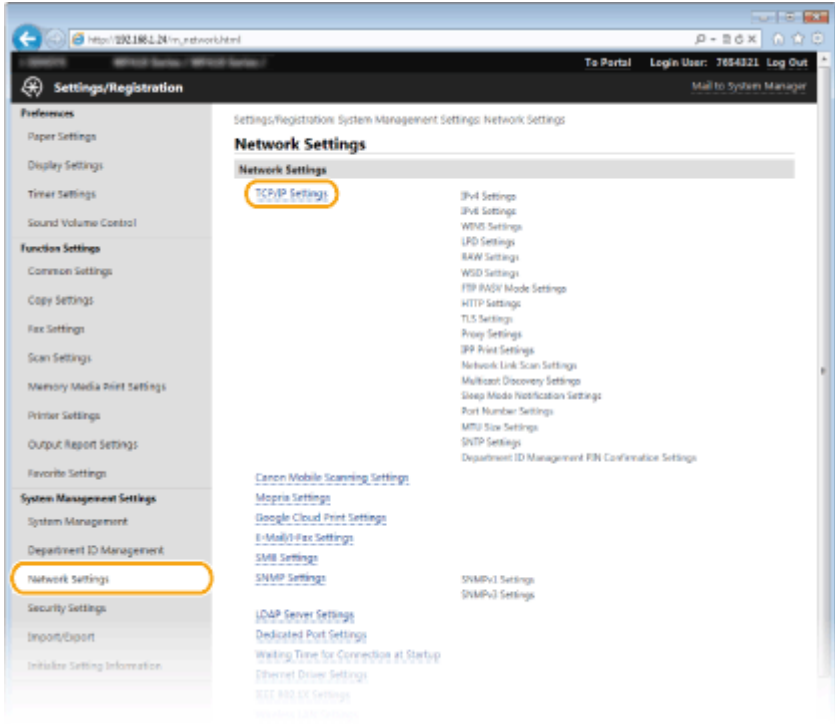
4 **Click [Edit] in [WINS Settings].**
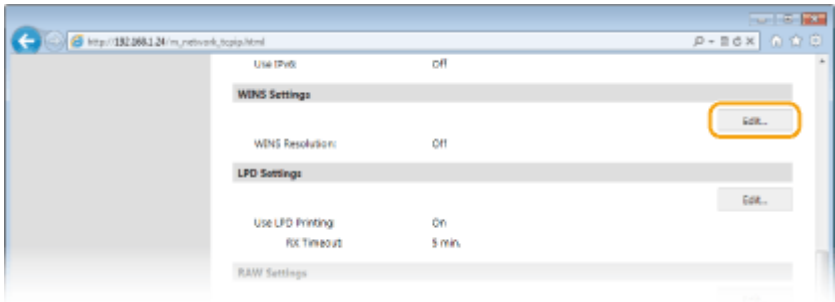
5 **Select the [WINS Resolution] check box, specify the required settings, and click [OK].**
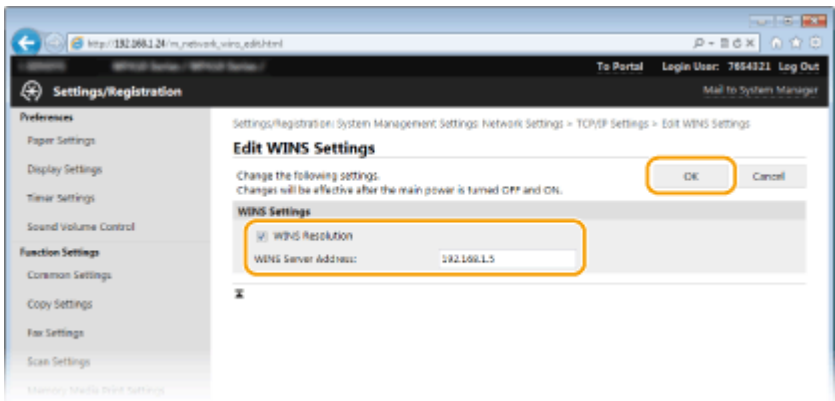
[WINS Resolution]
Select the check box to use WINS for name resolution. When not using WINS, clear the check box.

[WINS Server Address]
Enter the IP address of the WINS server.

IMPORTANT:

● If the IP address of the WINS server is obtained from a DHCP server, the obtained IP address overrides the IP address entered in the [WINS Server Address] text box.

6 **Restart the machine.**

● Turn OFF the machine, wait for at least 10 seconds, and turn it back ON.

NOTE

Using the operation panel

● WINS settings can also be accessed from <Menu> in the Home screen. ❯**WINS Settings(P. 636)**

LINKS

❯**Setting IPv4 Address(P. 437)**

Registering LDAP Servers

0UWX-08F

If an LDAP server is implemented in the network, you can search the server for fax numbers or e-mail addresses, and then specify them as destinations or register them in the Address Book. Note also that if send function authentication (◉**LDAP Server Authentication(P. 536)**) is enabled, you must register the server used for authentication. You can register a maximum of five LDAP servers each for searching and for authentication to the machine. Register LDAP servers via the Remote UI.

> **NOTE**
>
> - LDAP servers that are supported by the machine are Windows Server 2003/Server 2008/Server 2012 Active Directory.
> - The machine communicates with LDAP servers using LDAPv3.
> - UTF-8 is the supported character encoding used when the text data is transmitted between the machine and an LDAP server.

1 Start the Remote UI and log on in System Manager Mode. ◉**Starting Remote UI(P. 606)**

2 Click [Settings/Registration].
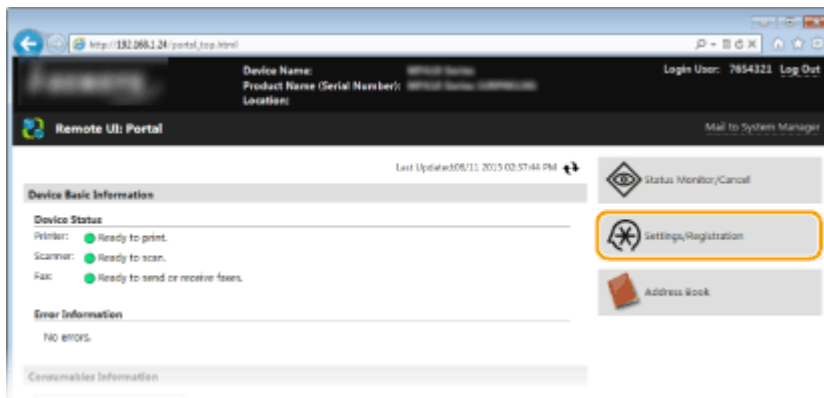
3 Click [Network Settings] ▶ [LDAP Server Settings].
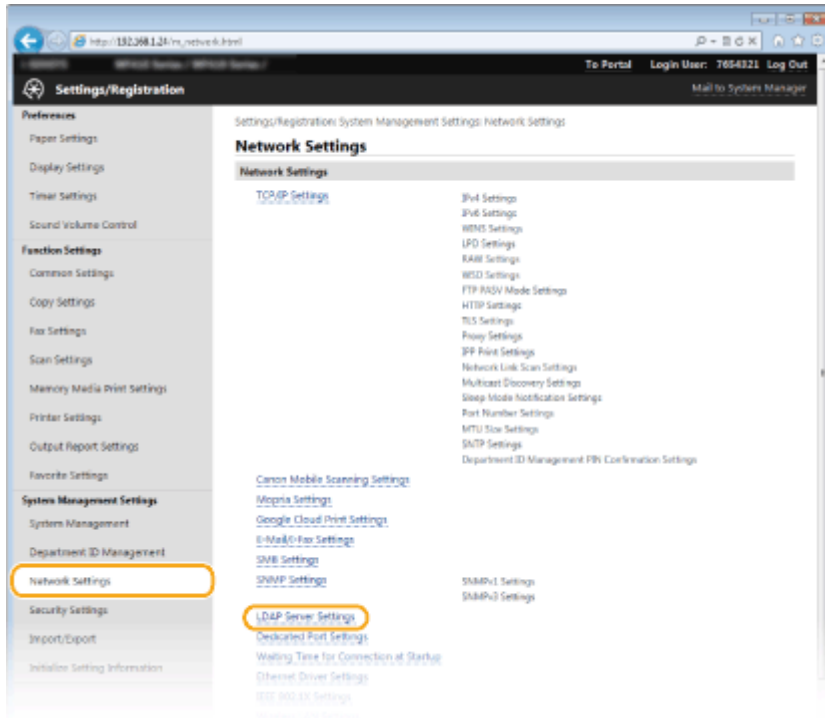
4 **Click [Register New Server] for [LDAP Server (For Search)] or [LDAP Server (For Authentication)].**

- LDAP server registration is separated, with registration either for searching or for authentication. To use an LDAP server for searching for fax and e-mail destinations, register if for searching, and to use it for authenticating sending of e-mail or faxes, register it for authenticating.
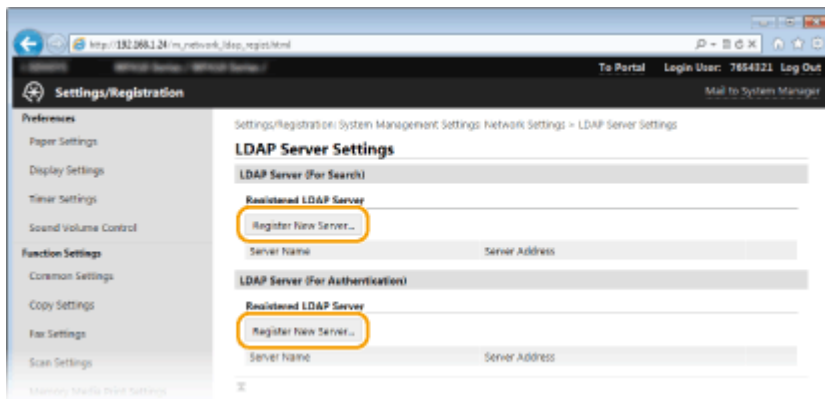
NOTE:

To edit registered server information

- Click a text link under [Server Name] for the edit screen.

To delete registered server information

- Click [Delete] on the right of the server name you want to delete ▶ click [OK].

5 **Register the LDAP server.**

■**Register the server used for searches**
Register the server for searching for fax, e-mail destinations.
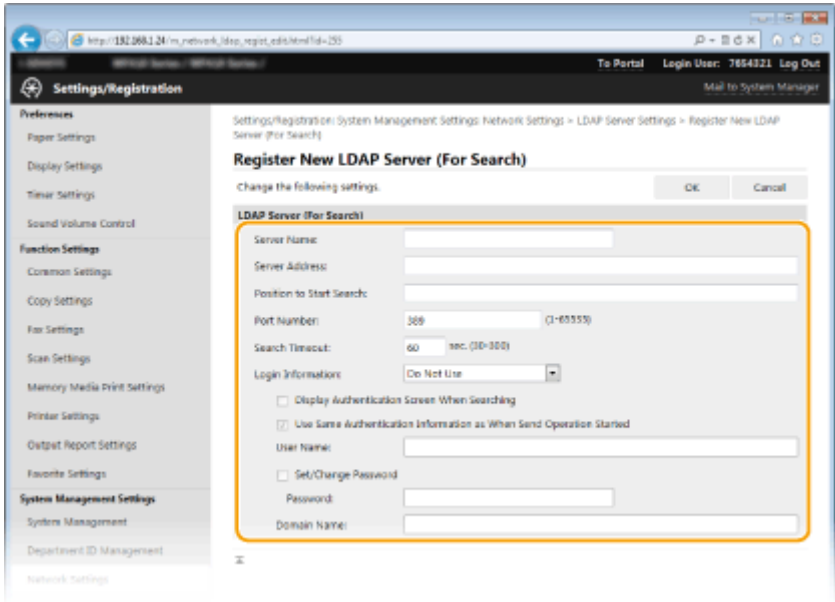
[Server Name]
Enter up to 24 alphanumeric characters for identifying the LDAP server.

[Server Address]
Enter the IP address of the LDAP server or enter up to 47 alphanumeric characters for the host name of the server (example: ldap.example.com).

IMPORTANT:

[Server Address] and DNS

To prevent errors from occurring when searching for destinations, make sure to check the following:

- If the host name is entered for [Server Address], make sure that a DNS server is available in the network.

- If the IP address is entered for [Server Address], check whether the DNS server supports only forward lookup. If the server supports only forward lookup, select [Do Not Use] or [Use] for [Login Information]. If you select [Use (Security Authentication)], make sure that the DNS server supports reverse lookup.

[Position to Start Search]
Specify the node in the directory information tree (DIT) that you want to start search from. Leaving the text box blank sets the machine to start search from an arbitrary node selected automatically.

- Depending on the type of characters used, up to 120 characters can be entered.

- When specifying the node, enter "DC=", followed by a host name (a dot-delimited character string in the Active Directory domain name), and separate each of the entries with a comma. If the domain name is "john.example.com", for example, enter "DC=john,DC=example,DC=com."

[Port Number]
Enter the port number used for communicating with the LDAP server.

[Search Timeout]
Specify how long the machine searches. Enter between 30 and 300 seconds.

[Login Information]

Select [Do Not Use], [Use], or [Use (Security Authentication)] depending on the type of authentication implemented by the LDAP server. When [Use] or [Use (Security Authentication)] is selected, the user name and password must be specified.

[Do Not Use]	Select not to authenticate the machine using the login information.
[Use]	Select to authenticate the machine using the login information.
[Use (Security Authentication)]	Select to use data obtained by Kerberos, a network authentication protocol, for the authentication password. If this setting is selected, the clock of the machine needs to be synchronized with that of the LDAP server.

[Display Authentication Screen When Searching]
Select the check box to require the user to enter the user name and password when a search is requested. If the [Use Same Authentication Information as When Send Operation Started] check box is selected, the user name and password used for authentication when sending scans are also used here.

[Use Same Authentication Information as When Send Operation Started]
This check box is normally displayed selected; however, it is only valid when the [Display Authentication Screen When Searching] check box is selected.

[User Name]
Enter the user name of the machine that was registered to the LDAP server. Depending on the type of characters used, up to 120 characters can be entered.

- When [Use] is selected for [Login Information], enter the user name in the form "(domain name)\(user name)" (example: domain1\user1).

- When [Use (Security Authentication)] is selected, enter the user name only (example: user1).

[Set/Change Password]
To specify or change the password, select the check box and enter up to 24 characters in the [Password] text box.

[Domain Name]
When [Use (Security Authentication)] is selected for [Login Information], enter up to 120 alphanumeric characters for the directory tree name in Active Directory (example: example.com).

■**Registering the authentication server**
If the use of the fax and scan functions is restricted, register the server used for authentication.
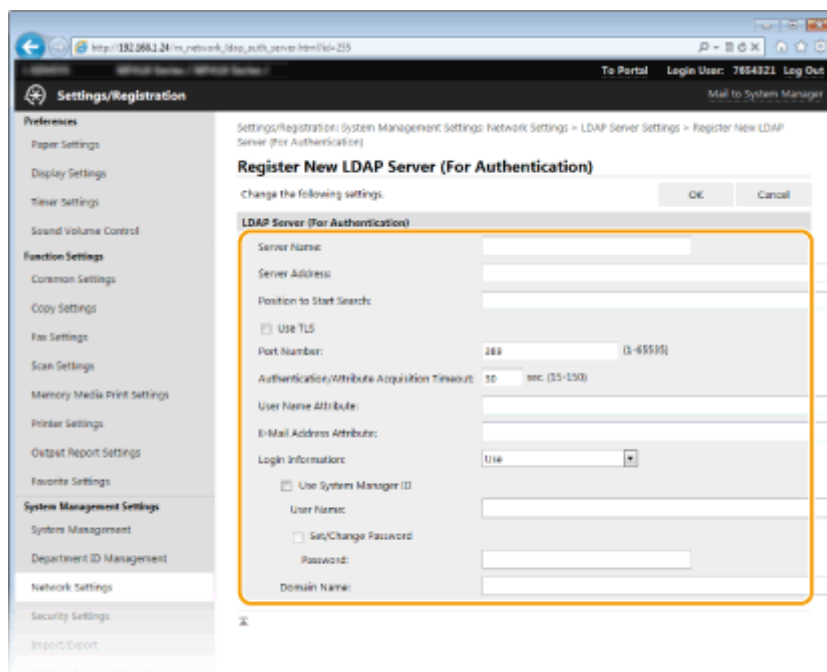
502

[Server Name]
Enter up to 24 alphanumeric characters for identifying the LDAP server.

[Server Address]
Enter the IP address of the LDAP server or enter up to 47 alphanumeric characters for the host name of the server (example: ldap.example.com).

IMPORTANT:

[Server Address] and DNS

To prevent errors from occurring when searching for destinations, make sure to check the following:

- If the host name is entered for [Server Address], make sure that a DNS server is available in the network.

- If the IP address is entered for [Server Address], check whether the DNS server supports only forward lookup. If the server supports only forward lookup, select [Use] for [Login Information]. If you select [Use (Security Authentication)], make sure that the DNS server supports reverse lookup.

[Position to Start Search]
Specify the node in the directory information tree (DIT) that you want to start search from. Leaving the text box blank sets the machine to start search from an arbitrary node selected automatically.

- Depending on the type of characters used, up to 120 characters can be entered.

- When specifying the node, enter "DC=", followed by a host name (a dot-delimited character string in the Active Directory domain name), and separate each of the entries with a comma. If the domain name is "john.example.com", for example, enter "DC=john,DC=example,DC=com."

Server Address:	192.168.222.10
Position to Start Search:	DC=john,DC=example,DC=com.
☐ Use TLS	

[Use TLS]
Select the check box to encrypt communication with the LDAP server using TLS.

NOTE:

- This is enabled only when [Use] is selected in [Login Information].

[Port Number]
Enter the port number used for communicating with the LDAP server.

[Authentication/Attribute Acquisition Timeout]
Specify how long authentication and attribute acquisition can continue in a range from 15 to 150 seconds.

[User Name Attribute]
Enter the attribute name, to be compared with a user name entered during authentication, of up to 64 alphanumeric characters (Example: "sAMAccountName").

NOTE:

- No entry is required when [Use (Security Authentication)] is selected in [Login Information].

[E-Mail Address Attribute]
Enter the attribute name, to be used for obtaining an e-mail address from the authentication server, of up to 64 alphanumeric characters (Example: "mail").

[Login Information]
Select [Use] or [Use (Security Authentication)] depending on the type of authentication implemented by the LDAP server.

[Use]	Select to authenticate the machine using the System Manager ID.
[Use (Security Authentication)]	Select to use data obtained by Kerberos, a network authentication protocol, for the authentication password. If this setting is selected, the clock of the machine needs to be synchronized with that of the LDAP server.

[Use System Manager ID]
If [Use] is selected in [Login Information], this specifies whether authentication using the system manager ID is used. To use the system manager ID, select the check box and specify the user name and password for used for authentication. If you deselect this check box, login is anonymous (no user name).

[User Name]
Enter the user name of the machine that was registered to the LDAP server in the form "(domain name)\(user name)" (example: domain1\user1). Depending on the type of characters used, up to 120 characters can be entered.

[Set/Change Password]
To specify or change the password, select the check box and enter up to 24 characters in the [Password] text box.

[Domain Name]
When [Use (Security Authentication)] is selected for [Login Information], enter up to 120 alphanumeric characters for the directory tree name in Active Directory (example: example.com).

6 Click [OK].

LINKS

Specifying Destinations in an LDAP Server(P. 162)
Specifying Destinations in an LDAP Server (E-Mail/I-Fax)(P. 371)
Configuring SNTP(P. 505)
LDAP Server Authentication(P. 536)

Configuring SNTP

0UWX-08H

Simple Network Time Protocol (SNTP) enables you to adjust the system clock by using the time server on the network. The protocol is typically used for synchronizing the machine and a server, such as when the machine needs to access an LDAP server with the security authentication that was enabled. The time is adjusted based on Coordinated Universal Time (UTC), so specify the time zone setting before configuring SNTP (**Date/Time Settings(P. 645)**). SNTP settings can be specified via the Remote UI.

NOTE

- The SNTP of the machine supports both NTP (version 3) and SNTP (versions 3 and 4) servers.

1 **Start the Remote UI and log on in System Manager Mode. Starting Remote UI(P. 606)**

2 **Click [Settings/Registration].**
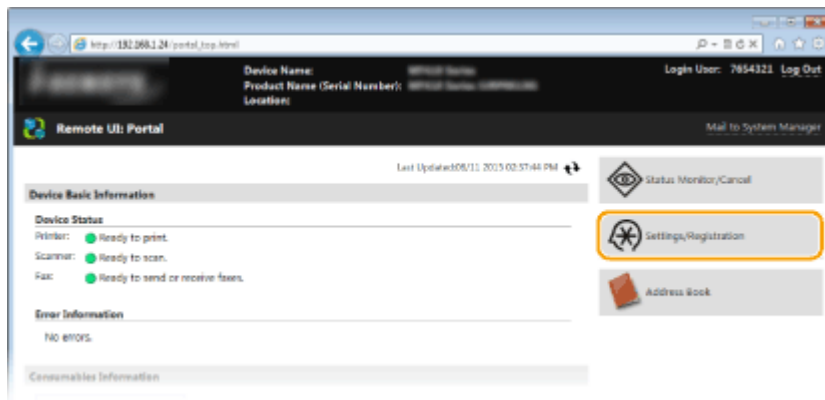
3 **Click [Network Settings]** ▶ **[TCP/IP Settings].**

4 **Click [Edit] in [SNTP Settings].**
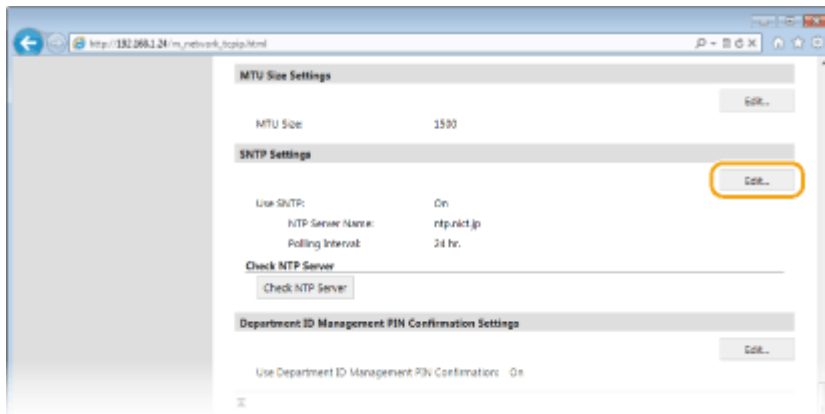
5 **Select the [Use SNTP] check box and specify the required settings.**
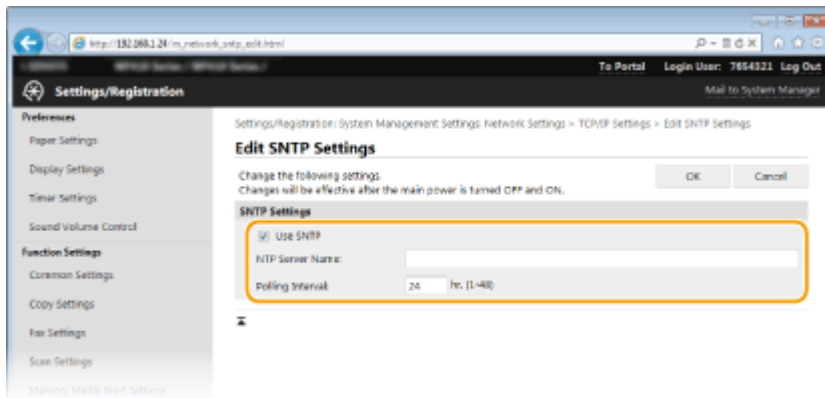
[Use SNTP]
Select the check box to use SNTP for synchronization. If you do not want to use SNTP, clear the check box.

[NTP Server Name]

506

Enter the IP address of the NTP or the SNTP server. If DNS is available on the network, you can enter a host name (or FQDN) of up to 255 alphanumeric characters instead (example: ntp.example.com).

[Polling Interval]
Specify the interval between one synchronization and the next. Specify an interval from 1 to 48 hours.

6 **Click [OK].**

7 **Restart the machine.**

- Turn OFF the machine, wait for at least 10 seconds, and turn it back ON.

NOTE

Testing communication with the NTP/SNTP server

- You can view communication status with the registered server by clicking [Settings/Registration] ▶ [Network Settings] ▶ [TCP/IP Settings] and then clicking [Check NTP Server] in [SNTP Settings] that appears. If a proper connection has been established, the result is displayed as shown below. Note that this operation does not adjust the system clock.

SNTP Settings

	Edit...
Use SNTP:	On
NTP Server Name:	ntp.nict.jp
Polling Interval:	24 hr.

Check NTP Server

Check NTP Server	
NTP Server Check Result:	OK

Department ID Management PIN Confirmation Settings

	Edit...
Use Department ID Management PIN Confirmation:	On
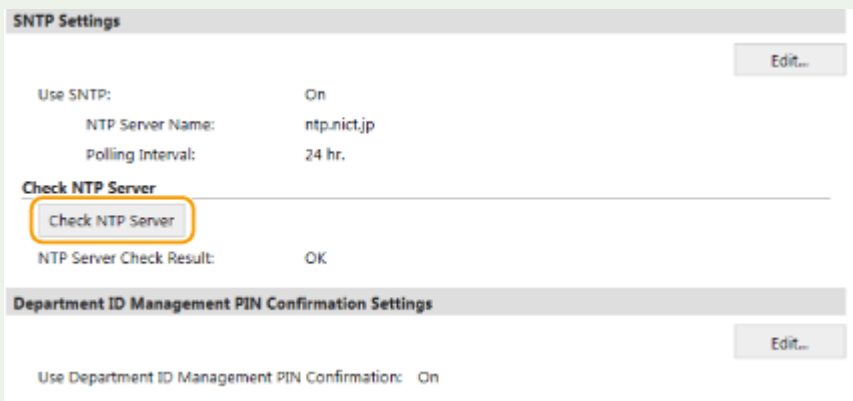
LINKS

Registering LDAP Servers(P. 499)

Monitoring and Controlling the Machine with SNMP

0UWX-08J

Simple Network Management Protocol (SNMP) is a protocol for monitoring and controlling communication devices in a network by using Management Information Base (MIB). The machine supports SNMPv1 and security-enhanced SNMPv3. You can check the status of the machine from a computer when you print documents or use the Remote UI. You can enable either SNMPv1 or SNMPv3, or both at the same time. Specify the settings for each version to suit your network environment and the purpose of use.
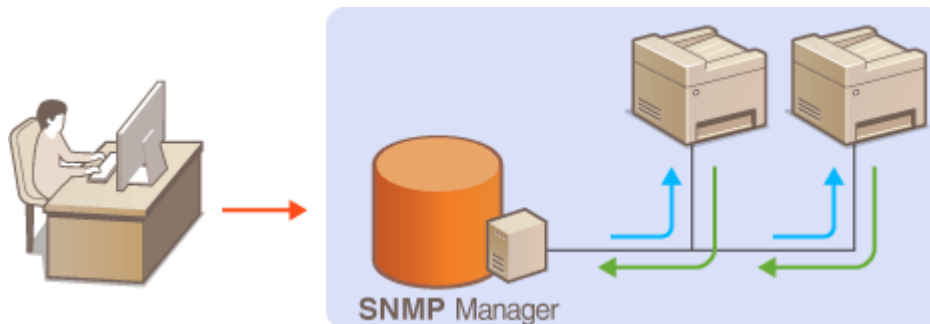
SNMPv1

SNMPv1 uses information called "community" to define the scope of SNMP communication. Because this information is exposed to the network in plain text, your network will be vulnerable to attacks. If you want to ensure network security, disable SNMPv1 and use SNMPv3.

SNMPv3

With SNMPv3, you can implement network device management that is protected by robust security features. Note that TLS must be enabled for the Remote UI before configuring SNMPv3 (**Enabling TLS Encrypted Communication for the Remote UI(P. 570)**).

> **NOTE**
>
> - The machine does not support the trap notification feature of SNMP.
>
> - To change the port number of SNMP, see **Changing Port Numbers(P. 549)** .
>
> - SNMP management software, when installed on a computer on the network, enables you to configure, monitor, and control the machine remotely from the computer. For more information, see the instruction manuals for your management software.

1 Start the Remote UI and log on in System Manager mode. **Starting Remote UI(P. 606)**

2 Click [Settings/Registration].
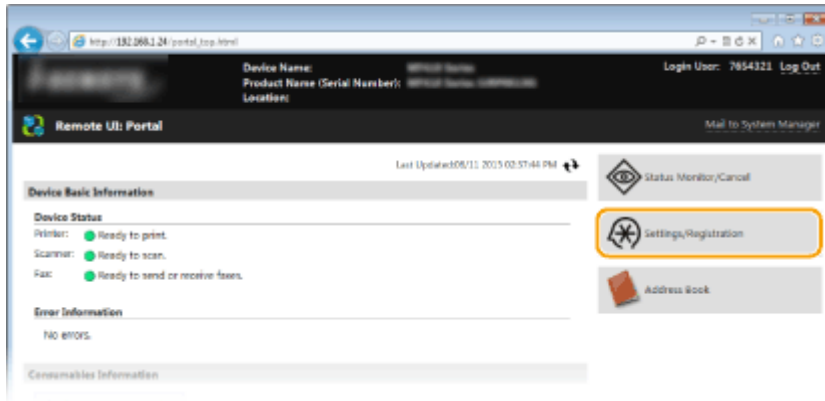
3 **Click [Network Settings] ▶ [SNMP Settings].**
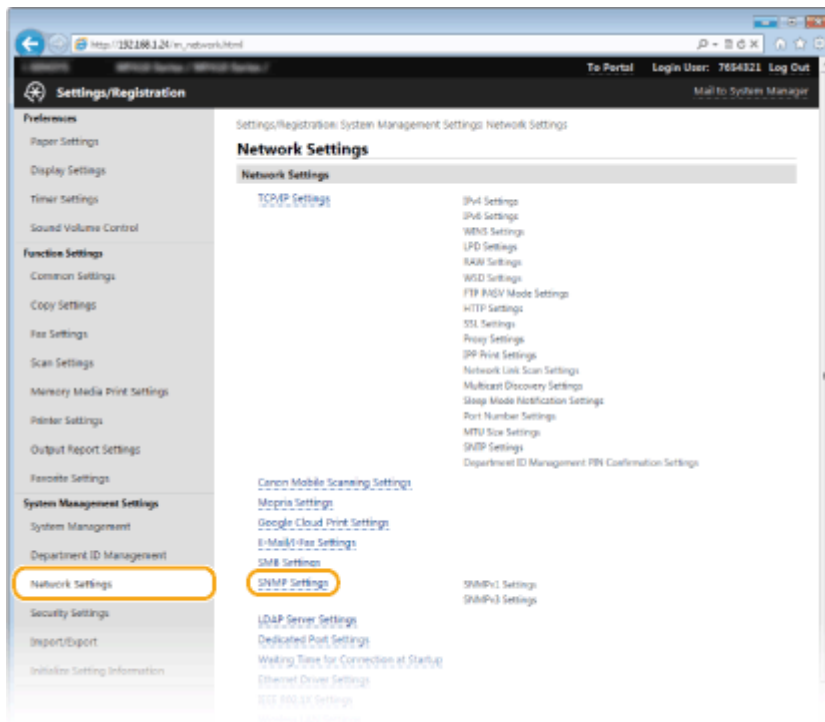
4 **Click [Edit].**
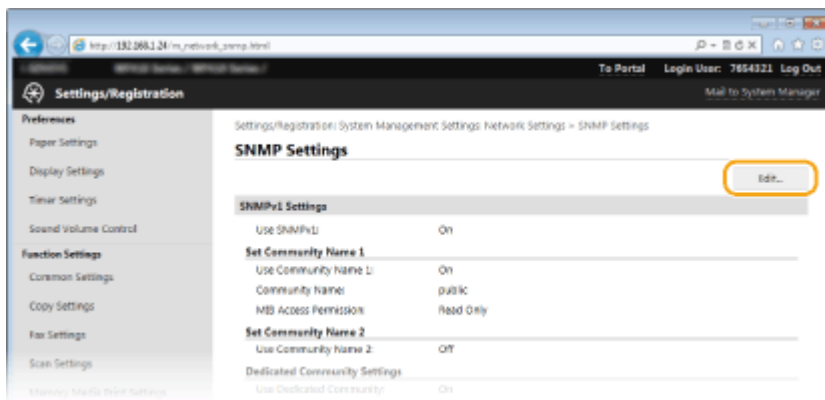
5 **Specify SNMPv1 settings.**

- If you do not need to change SNMPv1 settings, proceed to the next step.
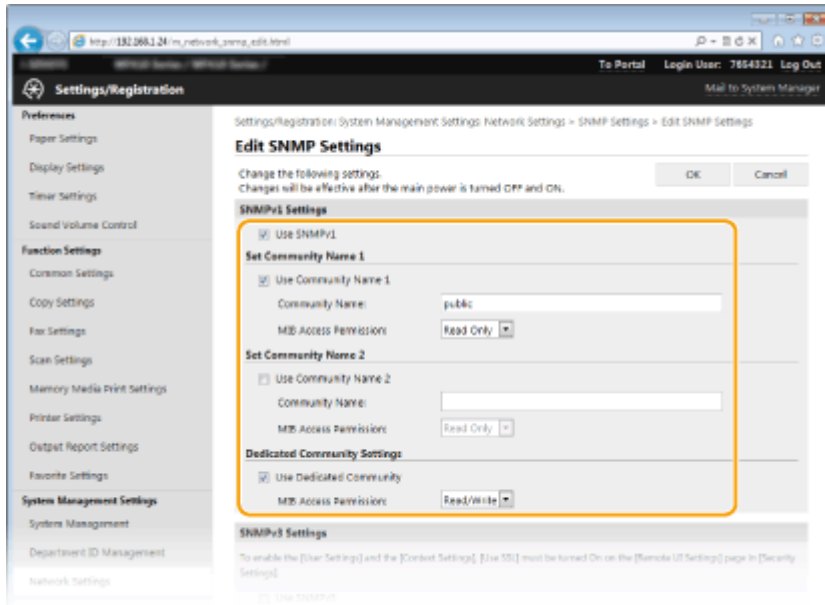
[Use SNMPv1]
Select the check box to enable SNMPv1. You can specify the rest of SNMPv1 settings only when this check box is selected.

[Use Community Name 1]/[Use Community Name 2]
Select the check box to specify a community name. If you do not need to specify a community name, clear the check box.

[Community Name]
Enter up to 32 alphanumeric characters for the name of the community.

[MIB Access Permission]
For each community, select [Read/Write] or [Read Only] for the access privileges to MIB objects.

[Read/Write]	Permits both viewing and changing the values of MIB objects.
[Read Only]	Permits only viewing the values of MIB objects.

[Use Dedicated Community]
Dedicated Community is a preset community, intended exclusively for Administrators using Canon software, such as iW Management Console. Select the check box and specify [MIB Access Permission] to use Dedicated Community. If you do not need to use Dedicated Community, clear the check box.

6 Specify SNMPv3 settings.

- If you do not need to change SNMPv3 settings, proceed to the next step.
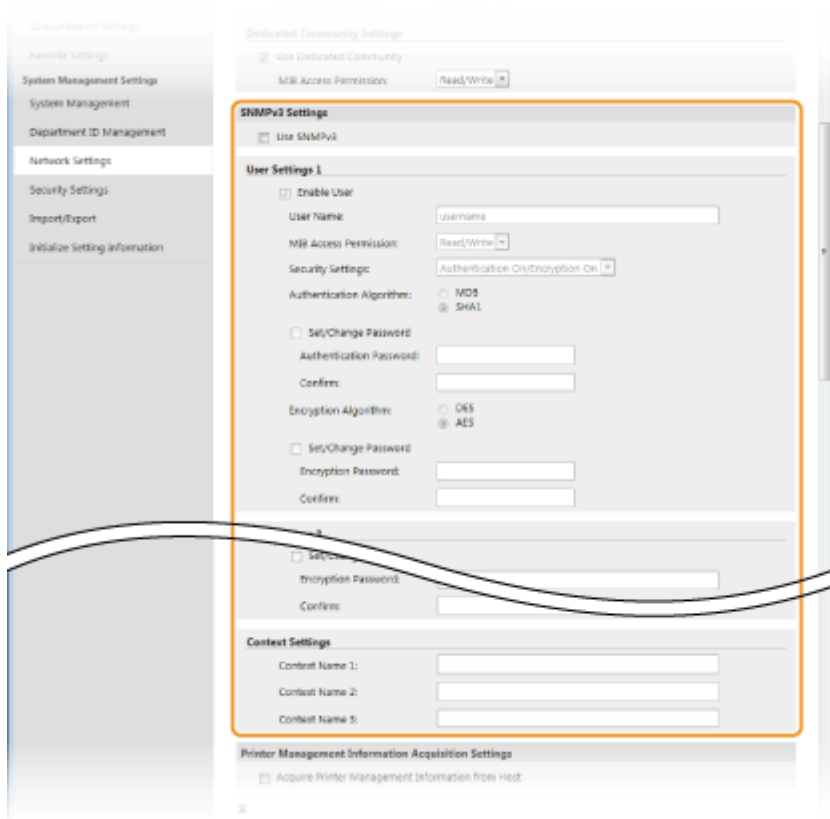
[Use SNMPv3]
Select the check box to enable SNMPv3. You can specify the rest of SNMPv3 settings only when this check box is selected.

[Enable User]
Select the check box to enable [User Settings 1]/[User Settings 2]/[User Settings 3]. To disable user settings, clear the corresponding check box.

[User Name]
Enter up to 32 alphanumeric characters for the user name.

[MIB Access Permission]
Select [Read/Write] or [Read Only] for the access privileges to MIB objects.

[Read/Write]	Permits both viewing and changing the values of MIB objects.
[Read Only]	Permits only viewing the values of MIB objects.

[Security Settings]
Select [Authentication On/Encryption On], [Authentication On/Encryption Off], or [Authentication On/Encryption Off] for the desired combination of authentication and encryption settings.

[Authentication Algorithm]
Click the [Authentication On/Encryption On] or [Authentication On/Encryption Off] for [Security Settings] for the algorithm that corresponds to your environment.

[Encryption Algorithm]
Click the [Authentication On/Encryption On] for [Security Settings] for the algorithm that corresponds to your environment.

[Set/Change Password]
To set or change the password, select the check box and enter between 8 and 16 alphanumeric characters for the password in the [Authentication Password] or [Encryption Password] text box. For confirmation, enter the same password in the [Confirm] text box. Passwords can be set independently for authentication and encryption algorithms.

[Context Name 1]/[Context Name 2]/[Context Name 3]
Enter up to 32 alphanumeric characters for the context name. Up to three context names can be registered.

7 **Specify Printer Management Information Acquisition Settings.**

- With SNMP, the printer management information, such as printing protocols and printer ports, can be monitored and obtained regularly from a computer on the network.
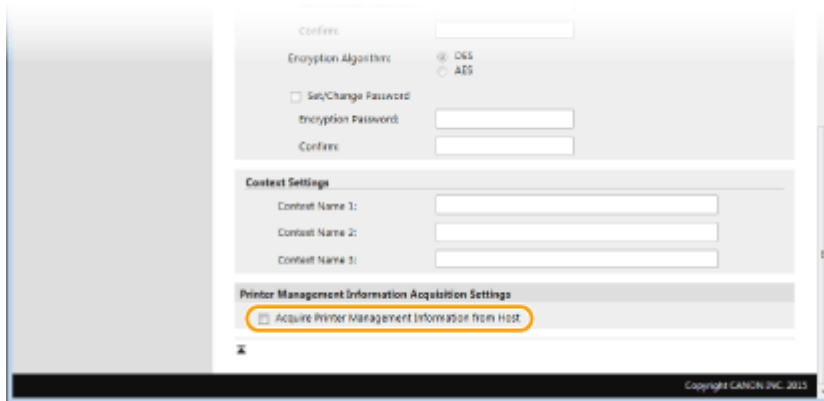
[Acquire Printer Management Information from Host]
Select the check box to enable monitoring of the printer management information of the machine via SNMP. To disable monitoring of the printer management information, clear the check box.

8 **Click [OK].**

9 **Restart the machine.**

- Turn OFF the machine, wait for at least 10 seconds, and turn it back ON.

NOTE

Disabling both SNMPv1 and SNMPv3

- If both versions of SNMP are disabled, some of the functions of the machine become unavailable, such as obtaining machine information via the printer driver.

Using the operation panel

- You can enable or disable the SNMP settings from <Menu>. **SNMP Settings(P. 638)**

Enabling Both SNMPv1 and SNMPv3

- If both versions of SNMP are enabled, it is recommended that MIB access permission in SNMPv1 be set to [Read Only]. MIB access permission can be set independently in SNMPv1 and SNMPv3 (and for each user in SNMPv3). Selecting [Read/Write] (full access permission) in SNMPv1 negates the robust security features that characterize SNMPv3 because most of the machine settings can then be controlled with SNMPv1.

LINKS

Enabling TLS Encrypted Communication for the Remote UI(P. 570)

Configuring Settings for Device Management Software

0UWX-08K

You can facilitate the collection and management of various information about networked devices by implementing device management software, such as iW Management Console[*], into the network. Information such as device settings, Address Books, and error logs is retrieved and distributed via the server computer. If the machine is connected to such a network, iW Management Console searches the network for the machine by using protocols such as Service Location Protocol (SLP) to gather information from the machine, such as power supply status information. SLP settings can be specified via the Remote UI. This section also describes the procedure to configure settings for communication between the machine and plug-ins for iW Management Console.

[*] For more information about iW Management Console, contact your local authorized Canon dealer.

◘**Configuring SLP Communication with Device Management Software(P. 513)**
◘**Configuring Settings for Communication between the Machine and Plug-ins(P. 516)**

NOTE

To use iW Management Console plug-ins

- You need to enable the settings of the dedicated port and the SNMP settings. As for the SNMP settings, set [MIB Access Permission] to [Read/Write] for both SNMPv1 and SNMPv3.
  ◘**Dedicated Port Settings(P. 639)**
  ◘**Monitoring and Controlling the Machine with SNMP(P. 508)**

Configuring SLP Communication with Device Management Software

1 Start the Remote UI and log on in System Manager Mode. ◘**Starting Remote UI(P. 606)**

2 Click [Settings/Registration].
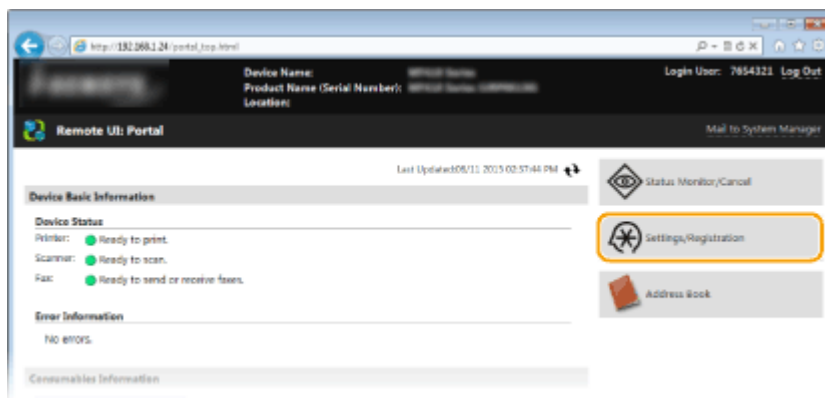
**3** Click [Network Settings] ▶ [TCP/IP Settings].
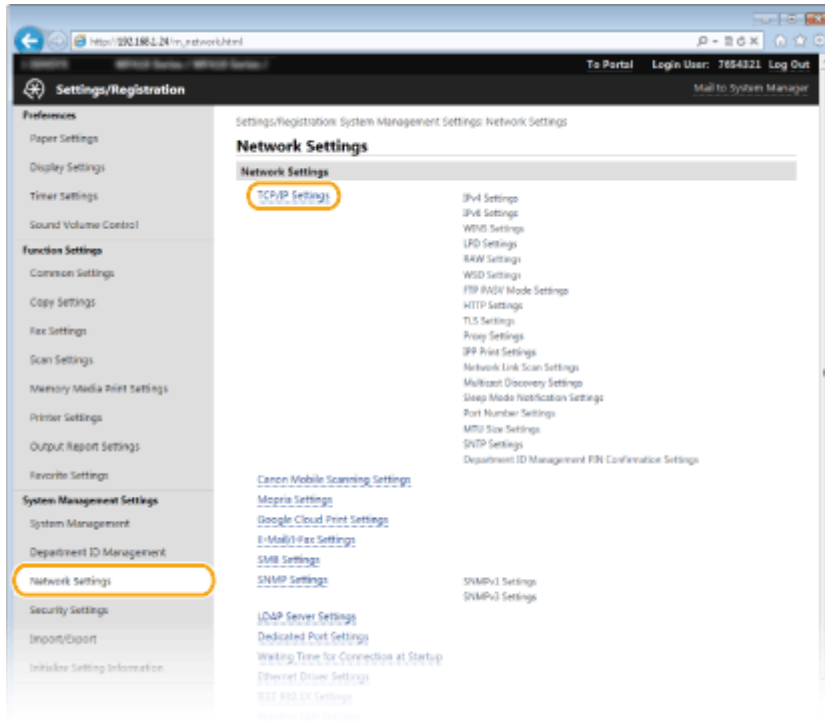
4 **Specify SLP settings.**

Specifying multicast device discovery

1 Click [Edit] in [Multicast Discovery Settings].
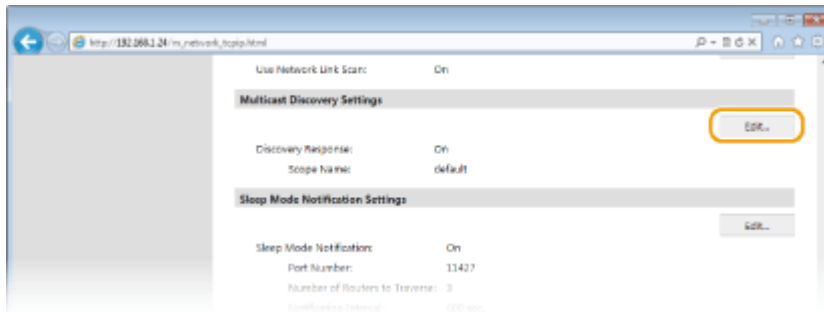
2 Select the [Respond to Discovery] check box and specify the required settings.
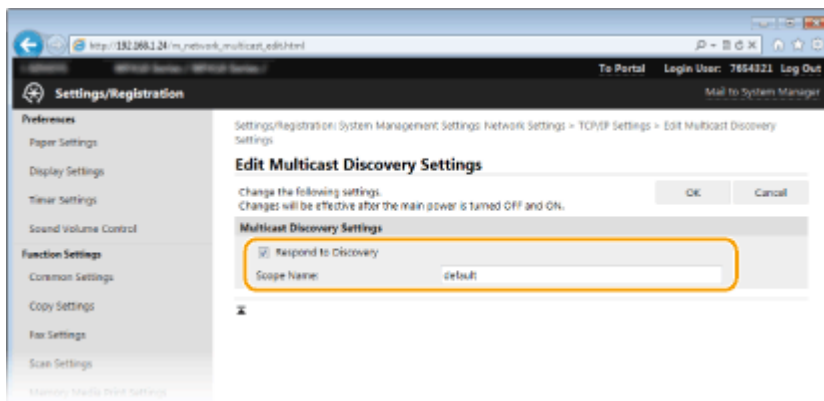
[Respond to Discovery]
Select the check box to set the machine to respond to device management software multicast discovery packets and enable monitoring by device management software.

[Scope Name]

To include the machine into a specific scope, enter up to 32 characters for the scope name.

3 Click [OK].

NOTE:

- To change the port number for multicast discovery, see ●**Changing Port Numbers(P. 549)** .

■**Notifying a device management software of the power status of the machine**

1 Click [Edit] in [Sleep Mode Notification Settings].
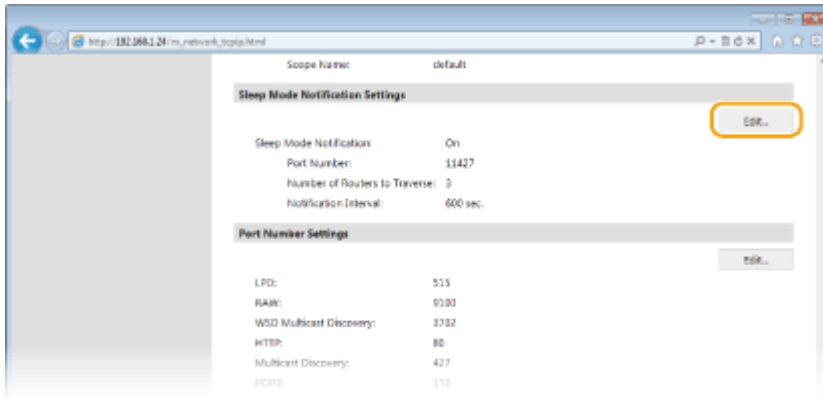
2 Select the [Notify] check box and specify the required settings.
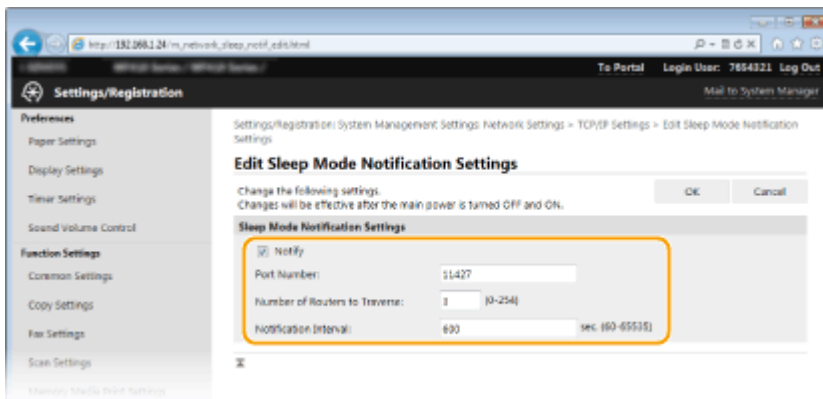
[Notify]
Select the check box to notify a device management software of the power status of the machine. When [Notify] is selected, you can expect the machine to avoid unnecessary communication during sleep mode and reduce the total power consumption.

[Port Number]
Change the port number for this function according to the network environment.

[Number of Routers to Traverse]
Specify how many routers the notification packets can pass. Enter a number from 0 to 254.

[Notification Interval]
Specify how often the machine notifies a device management software of its power status. Enter a number in seconds from 60 to 65535.

3 Click [OK].

5 **Restart the machine.**

- Turn OFF the machine, wait for at least 10 seconds, and turn it back ON.

Configuring Settings for Communication between the Machine and Plug-ins

You can specify the settings to enable communication between the machine and iW Management Console plug-ins. Use of plug-ins allows you to manage the machine's settings from iW Management Console.

1 **Start the Remote UI and log on in System Manager Mode. ❍Starting Remote UI(P. 606)**

2 **Click [Settings/Registration].**
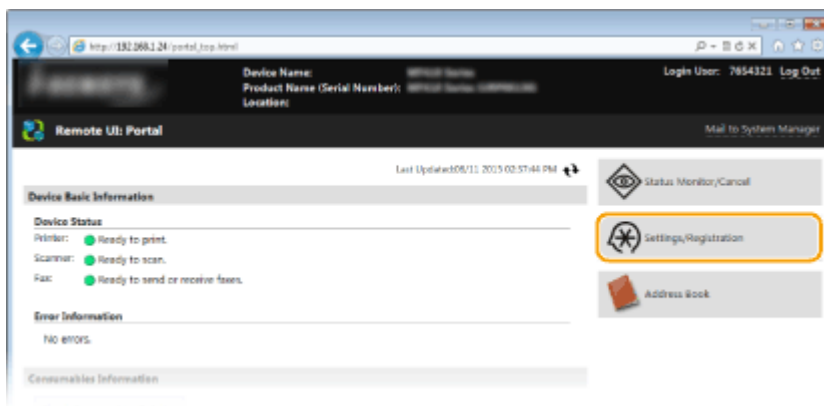
3 **Click [Network Settings] ▶ [Settings for Device Settings Management].**
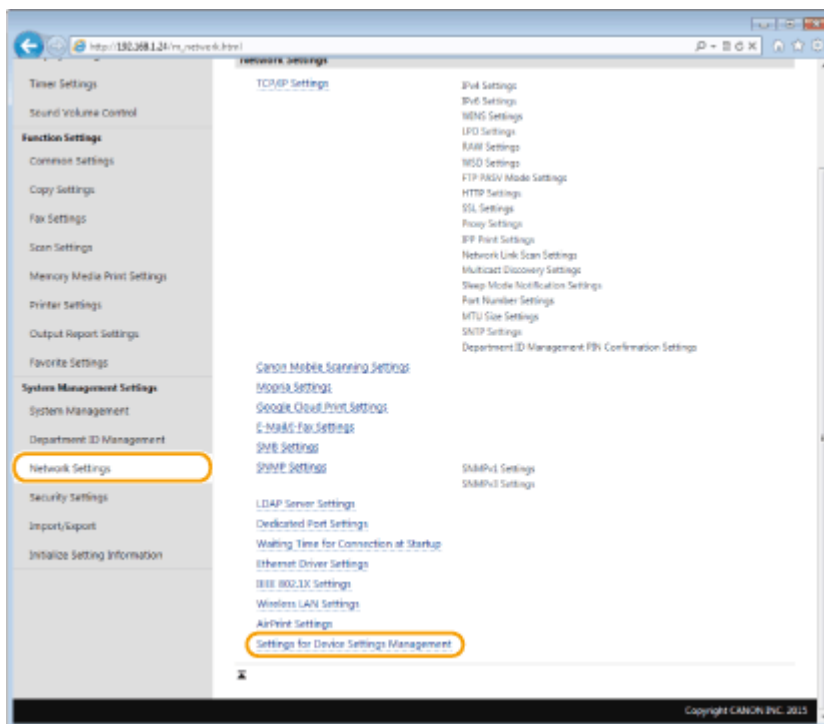
4 **Click [Edit]**
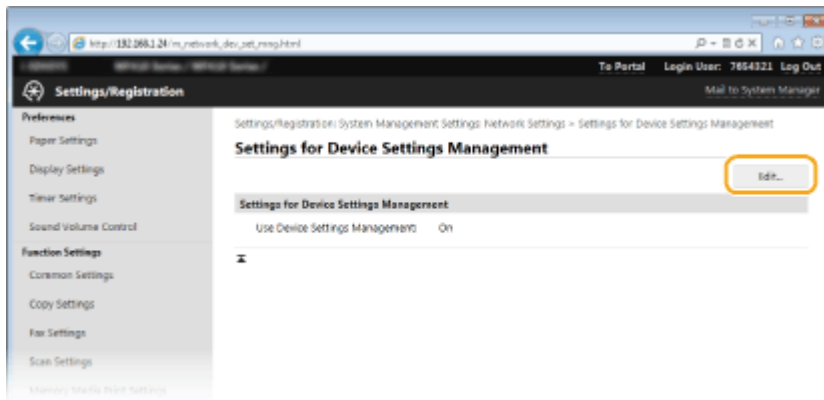
5 **Select [Use Device Settings Management] ▶ [OK].**
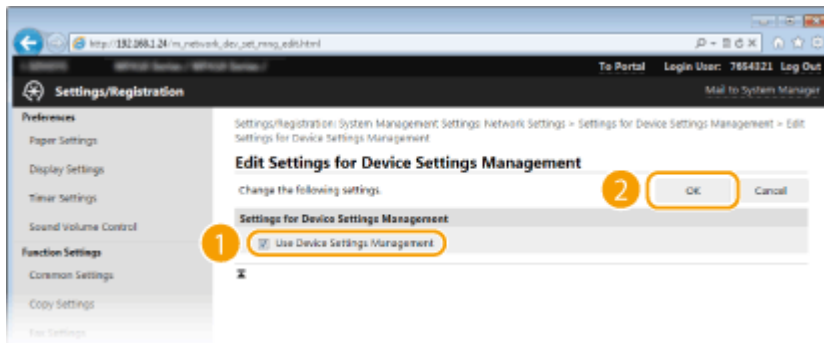
[Use Device Settings Management]
To communicate with iW Management Console plug-ins, select the check box. When the check box is cleared, the machine will not be recognized as a device to be managed from plug-ins.

> **NOTE**
>
> **Using the operation panel**
> ● You can also configure the settings for communication with plug-ins from <Menu> in the Home screen. ◉
>   **Device Settings Management On/Off(P. 640)**

LINKS

◉**Entering Sleep Mode(P. 101)**

Security

Security

0UWX-08L

Confidential information is handled by information devices everywhere, including computers and printers, and any of these devices may become a target for malicious third parties at anytime. Attackers may directly gain unauthorized access to your devices, or indirectly take advantage of negligence or improper use. Either way, you may incur unanticipated losses when your confidential information is leaked. To counter these risks, the machine is equipped with a variety of security functions. Set the necessary configuration depending on your network environment.

> **NOTE**
>
> - You can configure the best security system by building an environment that inhibits access to printers on your in-house network via the Internet and using such environment together with the machine's security features. ❍**Preventing Unauthorized Access(P. 521)**

■Establishing the Basics of Information Security
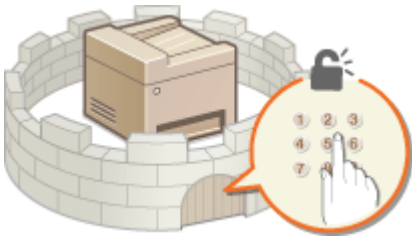
❍**Protecting the Machine from Unauthorized Access(P. 520)**

■Preparing for Risks from Negligence or Misuse
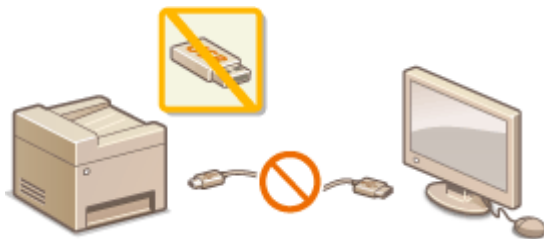
❍**Restricting the Machine's Functions(P. 554)**

❍**Printing a Document Secured by a PIN (Secure Print) (P. 276)**

■Implementing Robust Security Features

❍**Implementing Robust Security Features(P. 569)**

Protecting the Machine from Unauthorized Access

0UWX-08R

Prevent unauthorized third parties from accessing and using the machine. You can implement multiple security measures, such as managing user access privileges, using firewalls, and changing port numbers.
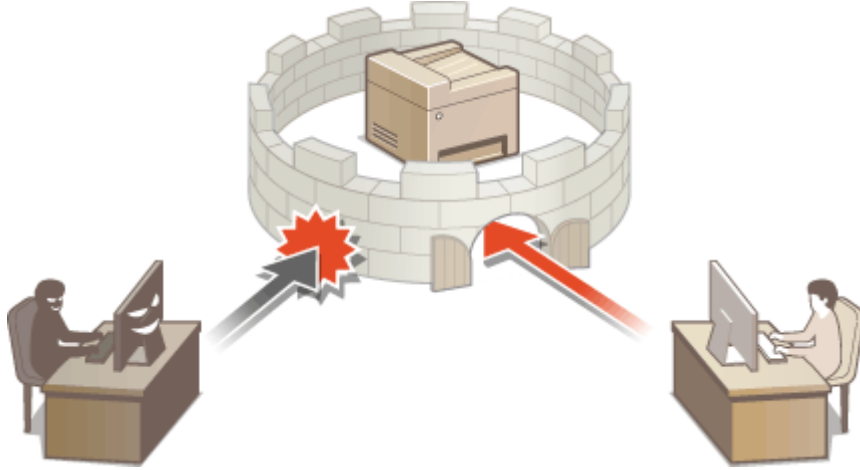
Preventing Unauthorized Access

This section describes the security measures on how to prevent unauthorized access from the external network. This is a must-read for all users and administrators before using this machine, other printers, and multifunction machines connected to the network. In recent years, a printer/multifunction machine connected to the network can offer you a variety of useful functions, such as printing from a computer, operating from a computer using the remote function, and sending scanned documents via the Internet. On the other hand, it is essential to take security measures to reduce the security risk for information leakage, as a printer/multifunction machine has become more exposed to threats, such as unauthorized access and theft, when it is connected to the network. This section explains necessary settings you need to specify to prevent unauthorized access before using a printer/multifunction machine connected to the network.

Security Measures to Prevent Unauthorized Access from the External Network

◉**Assigning a Private IP Address(P. 521)**

◉**Using Firewall to Restrict Transmission(P. 522)**

◉**Specifying the TLS Encrypted Communication (P. 522)**

◉**Setting PIN to Manage Information Stored in the Multifunction Machine(P. 522)**

Assigning a Private IP Address

An IP address is a numerical label assigned to each device participating in a computer network. A "global IP address" is used for the communication connecting to the Internet, and a "private IP address" is used for the communication within a local area network, such as a LAN in the company. If a global IP address is assigned, your printer/multifunction machine is open to the public and can be accessed via the Internet. Thus, the risk of information leakage due to unauthorized access from external network increases. On the other hand, if a private IP address is assigned, your printer/multifunction machine is closed to a local area network and can be accessed by only users on your local area network, such as a LAN in the company.
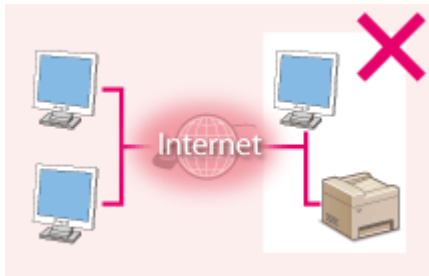
Global IP Address

Can be accessed from the users within a local area network
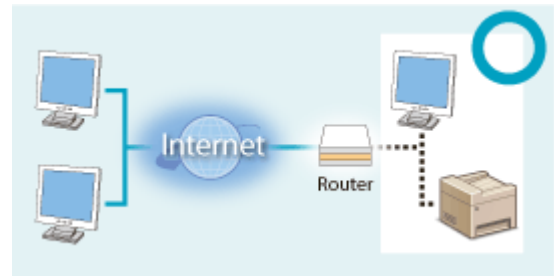
Private IP Address

Can be accessed from the users within a local area network

Basically, assign a private IP address to your printer/multifunction machine. Make sure to confirm the IP address, assigned to the printer/multifunction machine you are using, is a private IP address or not. A private IP address is found 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 information on how to confirm the IP address, see ◉**Setting IPv4 Address(P. 437)** .

> **NOTE**
>
> - If a global IP address is assigned to a printer/multifunction machine, you can create a network environment to reduce the risk of unauthorized access by installing security software, such as a firewall that prevents

access from the external networks. If you want to assign a global IP address to and use a printer/ multifunction machine, contact your network administrator.

Using Firewall to Restrict Transmission

A firewall is a system that prevents unauthorized access from the external networks and protects against attacks/ intrusions to a local area network. You can use a firewall on your network environment to block access from the external network that appears to be dangerous, by restricting communication from specified IP address of the external network. The function installed to a Canon printer/multifunction machine enables you to set up the IP address filter. For information on how to set up an IP address filter, see **Specifying IP Addresses for Firewall Rules(P. 542)** .

Specifying the TLS Encrypted Communication

For information on the TLS Encrypted Communication, see **Implementing Robust Security Features(P. 569)** , and on the procedures to specify, see **Enabling TLS Encrypted Communication for the Remote UI(P. 570)** .

Setting PIN to Manage Information Stored in the Multifunction Machine

If a malicious third party attempts to gain unauthorized access to a printer/multifunction machine, setting PIN to information stored in the machine will reduce the risk of information leakage. Canon printer/multifunction machine enables you to protect various type of information by setting PIN.

■Setting PIN to Each Function

- Setting PIN for Using Remote UI
  For more information, see **Setting a Remote UI PIN(P. 534)** .

- Setting PIN for the System Manager Settings
  For more information, see **Setting the System Manager ID(P. 524)** .

- Address Book PIN
  For more information on setting a PIN, see **Setting a PIN for Address Book(P. 556)** .

Listed above are some examples of security measures for preventing unauthorized access. For more information on the other security measures, see **Security(P. 519)** and take necessary security measures for preventing unauthorized access to suit your environment.

Setting Access Privileges

0UWX-08U

Protect the machine from unauthorized access by only allowing users with access privileges to use the machine. Access privileges are set separately for system administrators, general users, and the Remote UI. When privileges are set, the user must enter an ID and PIN to print or change settings.

Department ID accounts are divided into two types: System Manager ID, which is intended exclusively for Administrators, and Department ID for general users. System Manager ID is an account with full access privileges. The use of functions can be restricted for user Department IDs, such as by restricting copying for one Department ID and faxing for another, allowing several different user Department IDs, which makes it possible to flexibly manage the machine's security. And by setting a Remote UI Access PIN, you can restrict use of the Remote UI.

System Manager ID

System Manager ID is an account with full access privileges. If you specify a System Manager ID, you need to log on to the machine using the System Manager ID information in order to access <Network Settings> or <System Management Settings>. Set the System Manager ID when you need different access privilege levels for Administrators and general users. Only one System Manager ID can be registered. **Setting the System Manager ID(P. 524)**

Department ID (Department ID Management)

You can specify access privileges for a user (or group of users) by registering a Department ID. You can register multiple Department IDs. If a user tries to operate the machine when Department IDs are enabled, a logon screen is displayed, and the user must enter their own Department ID and PIN to use the machine. Information for each Department ID can be viewed, such as how many pages have been copied, printed, or scanned. **Setting the Department ID Management(P. 526)**

Remote UI PIN (Remote UI Access PIN)

This is a PIN for using the Remote UI. Only users who know the PIN can access the Remote UI. **Setting a Remote UI PIN(P. 534)**

Setting the System Manager ID

0UWX-08W

This is a PIN for using the Remote UI. Only users who know the PIN can access the Remote UI. You can also set a PIN for the System Manager ID. If this ID is enabled, you can access <Network Settings> and <System Management Settings> only when the System Manager ID and PIN have been entered correctly. The System Manager ID settings information is critical to the security of the machine, so make sure that only Administrators know the System Manager ID and PIN.

> **NOTE**
>
> ● On the MF419x / MF418x, by default, the System Manager ID and PIN are "7654321". It is recommended that you change this setting for higher security.

1 **Tap <Menu> in the Home screen.**

2 **Tap <System Management Settings>.**

> **NOTE:**
>
> **If the System Manager ID has already been set**
>
> ● If the logon screen appears, enter the correct ID and PIN using the numeric keys, and then press **ID** . ○
>
> **Logging on to the Machine(P. 44)**

3 **Select <System Manager Information Settings> ▶ <System Manager ID and PIN>.**

4 **Specify the System Manager ID and PIN.**

- ● Specify the <System Manager ID>, and then specify the <System Manager PIN>.
- ● Enter a number of up to seven digits using the numeric keys, and tap <Apply>.
- ● When <PIN (Confirm)> is displayed, enter the PIN once again to confirm.

System Manager ID		System Manager PIN		PIN (Confirm)
7654321	▶	*******	▶	*******
(Blank: No Settings)				
Apply		Apply		Apply
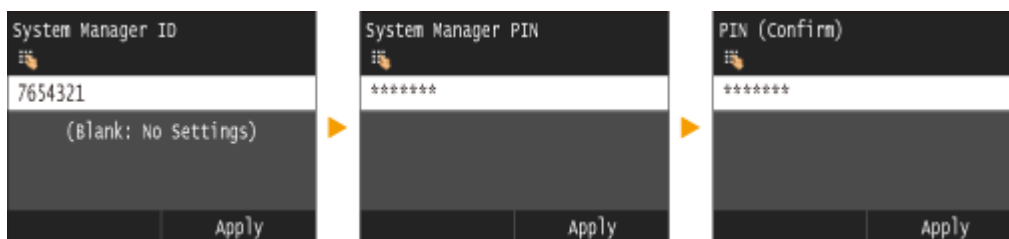
> **NOTE:**
>
> ● You cannot register an ID or PIN that consists only of zeros, such as "00" or "0000000".
>
> ● To cancel the System Manager ID and PIN settings, clear the information you entered in **C** and tap <Apply> with the fields blank.

■Setting the System Manager Name

1 Tap <System Manager Name>.
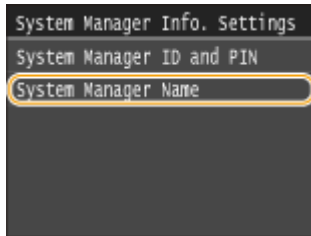
2 Enter up to 32 characters for the System Manager Name, and tap <Apply>.

- On how to enter text, see ○**Entering Text(P. 41)** .
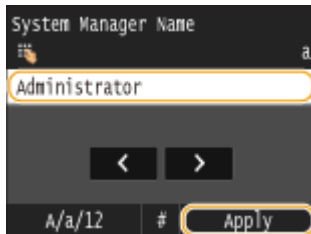
IMPORTANT

- Do not forget your PIN. If you forget your PIN, contact your local authorized Canon dealer or the Canon help line.

NOTE

Configuring settings via the Remote UI

- Start the Remote UI and log on in System Manager Mode. Click [Settings/Registration] ▶ [System Management] ▶ [Edit] and specify the necessary settings on the displayed screen.

- By using the Remote UI, you can register a variety of information, including contact information, Administrator comments, the installation location of the machine, as well as to the settings that you can register by using the operation panel. The registered information can be viewed on the [Device Information] page of the Remote UI. ○**Checking System Manager Information(P. 615)**

Logging on to the machine

- If you try to access <Network Settings> or <System Management Settings> when only the System Manager ID is enabled, the following logon screen is displayed:

- You must also enter the System Manager ID and PIN to log on using the Remote UI in System Manager Mode. ○**Starting Remote UI(P. 606)**
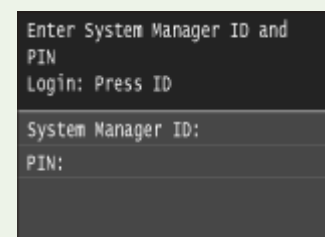
LINKS

○**Setting Access Privileges(P. 523)**
○**Setting the Department ID Management(P. 526)**

Setting the Department ID Management

0UWX-08X

You can control access to the machine by using multiple IDs for multiple users or groups. If a user tries to operate the machine when Department ID Management is enabled, a logon screen is displayed, and the user must enter their own Department ID and PIN to use the machine. When Department ID Management is enabled, usage of functions, such as copying and scanning, is recorded for each Department ID. To configure Department ID Management, register department IDs as necessary and then enable Department ID Management function. Additional settings are required if you want to enable Department ID Management for operations from a computer, such as printing and PC faxing.
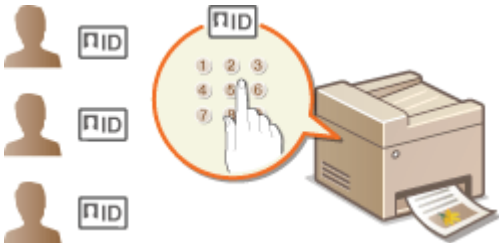
❍**Registering/Editing Department ID and PIN(P. 526)**
❍**Enabling the Department ID Management(P. 528)**
❍**Setting the Department ID Management for Printing or Faxing from the Computer(P. 530)**
❍**Blocking Jobs When Department ID Is Unknown(P. 532)**

Registering/Editing Department ID and PIN

Register a Department ID and set a PIN for it. You can also disable functions, such as copying and printing, for each Department ID. Up to 300 Department IDs can be registered.

1 **Start the Remote UI and log on in System Manager Mode.** ❍**Starting Remote UI(P. 606)**

2 **Click [Settings/Registration].**
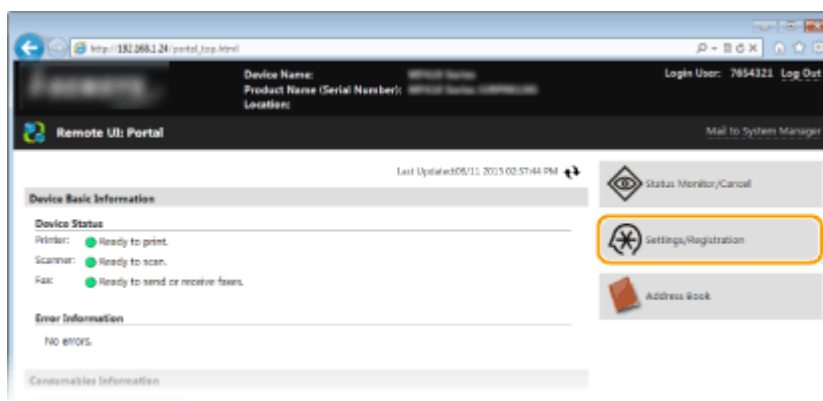
3 **Click [Department ID Management] and register or edit Department IDs.**
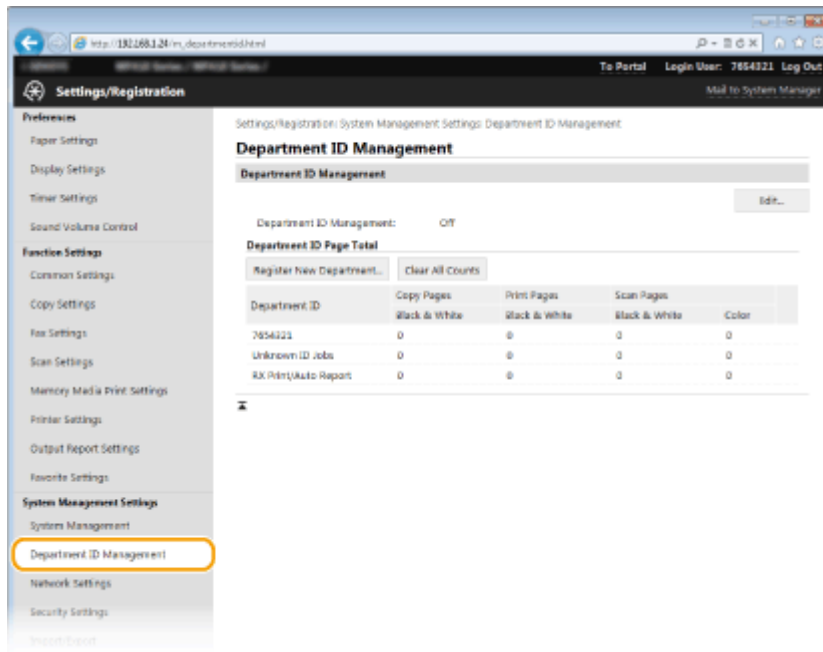
■Registering a Department ID

1 Click [Register New Department].

2 Specify the required settings and click [OK].
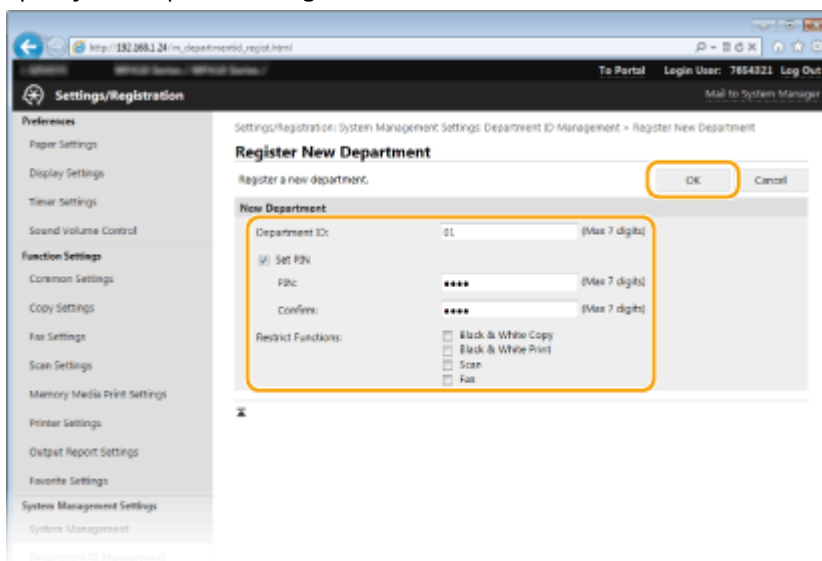
[Department ID]
Enter a number of up to seven digits for the Department ID.

[Set PIN]
To set a PIN, select the check box and enter a number of up to seven digits both in the [PIN] and [Confirm] text boxes.

[Restrict Functions]
Select the check box for the function that you want to disable for the Department ID.

NOTE:

- If the [Scan] check box is selected, the Save to USB Memory Device, Send E-Mail, and Save to Shared Folder or FTP Server functions are all restricted. You can also restrict other methods that scan documents by importing them to a computer, but in that case you cannot block access for each Department ID (▶**Blocking Jobs When Department ID Is Unknown(P. 532)**).

■Editing the settings of the registered Department ID

1 Click the corresponding text link under [Department ID] to edit.

2 Change the settings as necessary and click [OK].

> **NOTE:**
>
> **Deleting a Department ID**
> - Click [Delete] on the right of the Department ID you want to delete ▶ click [OK].

NOTE

[Department ID Page Total]
- You can check the total numbers of pages copied, printed, scanned, or faxed for each Department ID.
- If you want to return the counts to zero, click the corresponding text link under [Department ID] and click [Clear Count] ▶ [OK]. If you want to return the counts of all Department IDs to zero, click [Clear All Counts] ▶ [OK].

Using control cards
- When the optional Copy Card Reader-F1 is attached to the machine, 300 sequential numbers are registered automatically.
- Do not edit or delete the department IDs. The control cards that correspond to the edited or deleted department IDs will be unavailable.

Enabling the Department ID Management

After you register as many Department IDs as necessary, enable Department ID Management.

1 Start the Remote UI and log on in System Manager Mode. ◗Starting Remote UI(P. 606)

2 Click [Settings/Registration].
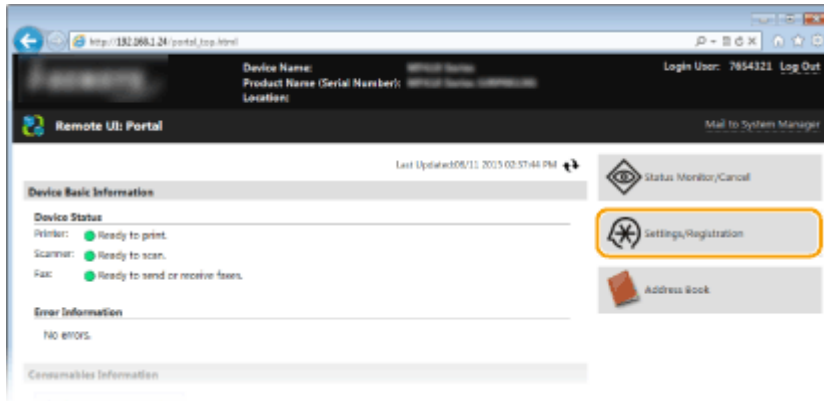
3 **Click [Department ID Management] ▶ [Edit].**
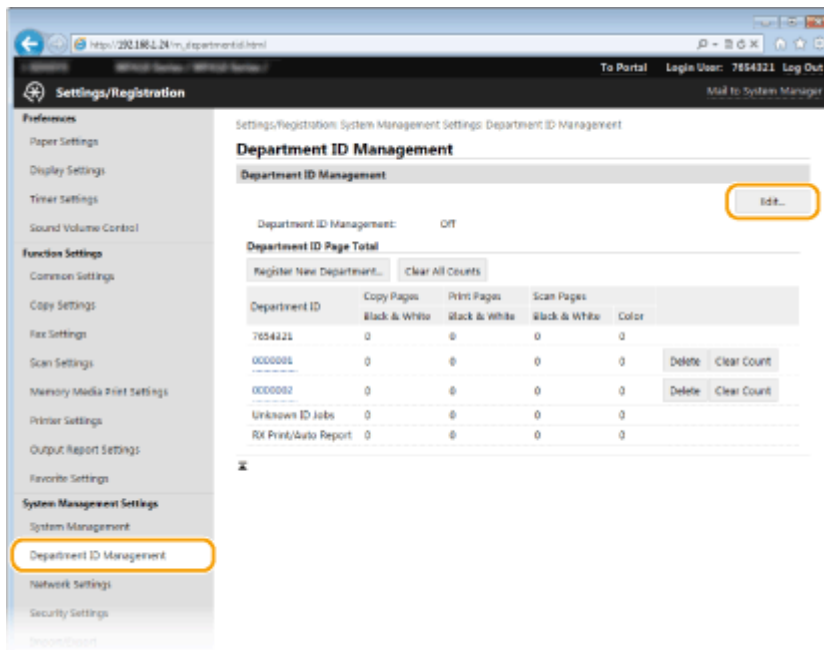
4 **Select the [Department ID Management] check box and click [OK].**
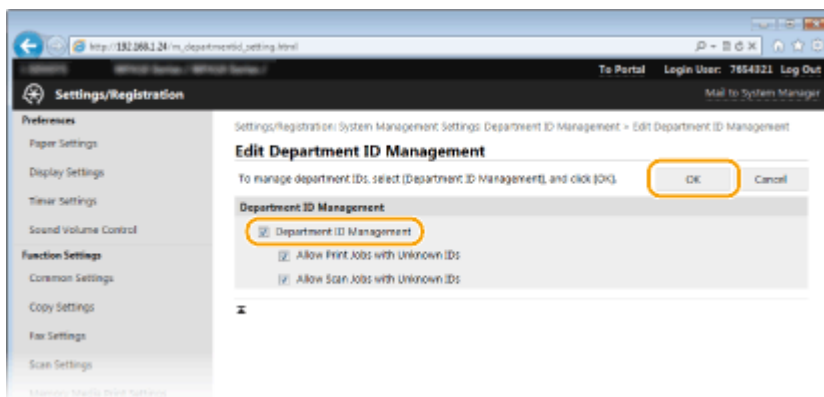
[Department ID Management]
Select the check box to enable Department ID Management. If you do not want to use Department ID Management, clear the check box.

NOTE:

- For information on the [Allow Print Jobs with Unknown IDs]/[Allow Scan Jobs with Unknown IDs] check boxes, see ⊙**Blocking Jobs When Department ID Is Unknown(P. 532)** .

> **NOTE**
>
> **Using the operation panel**
>
> - You can also switch Department ID Management On/Off from <Menu> in the Home screen. **◐Department ID Management On/Off(P. 709)**
>
> **Logging on to the machine**
>
> - When you try to operate the machine when Department ID Management is enabled, the following logon screen is displayed:
>
> Enter Department ID and PIN
> Login: Press ID
> Logout: Press ID
>
> Department ID:
> PIN:
> Scan
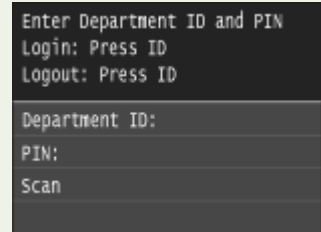
Setting the Department ID Management for Printing or Faxing from the Computer

If you want to enable Department ID Management for printing and faxing from a computer, you need to specify settings by using the drivers you already installed on the computer. Specify the Department ID and PIN as necessary.

> **IMPORTANT**
>
> - To perform the following procedure, log on to your computer with an administrator account.

1 Open the printer folder. **◐Displaying the Printer Folder(P. 892)**

2 Right-click the printer driver icon or fax driver icon for this machine, and click [Printer properties] or [Properties].
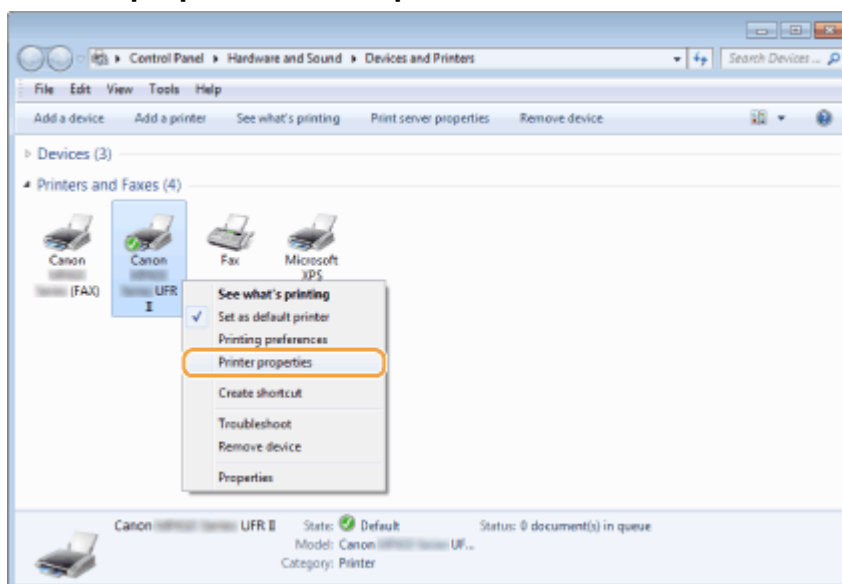
3 Click the [Device Settings] tab and specify the required settings.
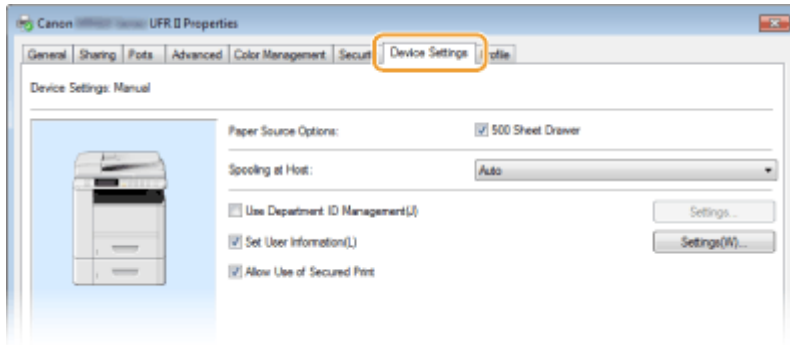
1 Enable the Department ID Management function.

Printer driver
Select the [Use Department ID Management] check box.

Fax driver
Select [Department ID Management] under [User Management].

2 Click [Settings] found to the right.

3 Specify the settings as necessary and click [OK].
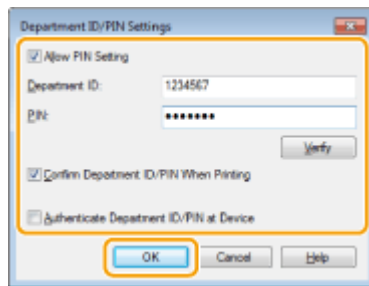
[Allow PIN Settings]
Select the check box to enable the PIN setting.

[Department ID]
Enter a number of up to seven digits for the Department ID.

[PIN]
Enter a number of up to seven digits for the PIN if it is set for the Department ID.

[Verify]
Click to verify that the correct ID and PIN are entered. This function is not available if the machine and the computer are connected via a USB or WSD (Web Services on Devices) port.

[Confirm Department ID/PIN When Printing]/[Confirm Department ID/PIN When Sending Faxes]
Select the check box to display the [Confirm Department ID/PIN] pop-up screen each time you print or fax from a computer.

[Authenticate Department ID/PIN at Device]
Select the check box if the machine and the computer are connected via a USB or WSD port.

4 Click [OK].

NOTE

Logging on to the machine

● When you try to print or fax from a computer when Department ID Management is enabled, the following pop-up screen is displayed (unless the [Confirm Department ID/PIN When Printing]/[Confirm Department ID/PIN When Sending Faxes] check box is cleared):
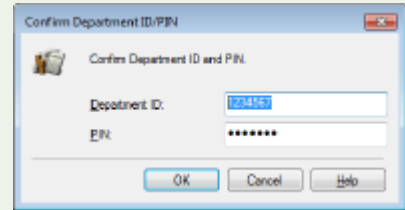
Blocking Jobs When Department ID Is Unknown

If you do not change the default settings, any user can print from a computer, fax from a computer (PC fax), or scan (via <Computer> and <Remote Scanner>) without entering an ID and PIN even when Department ID Management is enabled for the machine. You can change the default settings so that the machine cannot be used for these functions without a correct ID and PIN.

1 **Start the Remote UI and log on in System Manager Mode.** ◉**Starting Remote UI(P. 606)**

2 **Click [Settings/Registration].**
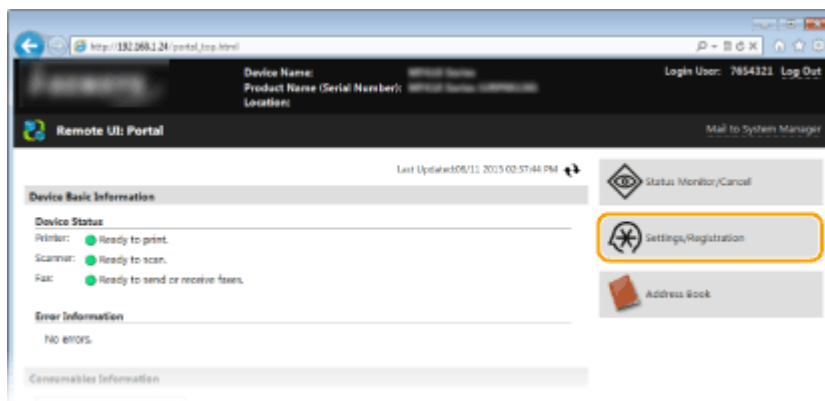
3 **Click [Department ID Management]** ▶ **[Edit].**
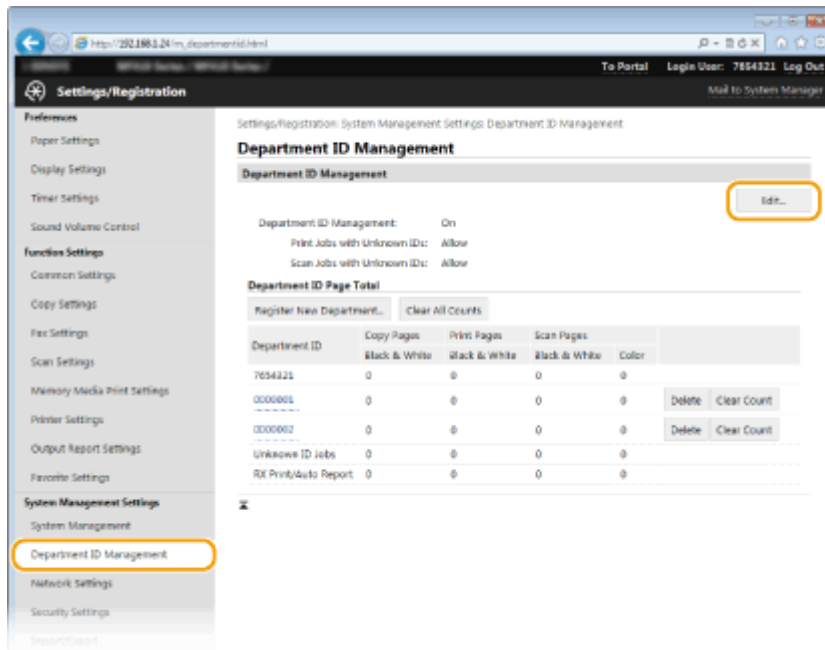
4 Clear the check boxes as necessary and click [OK].
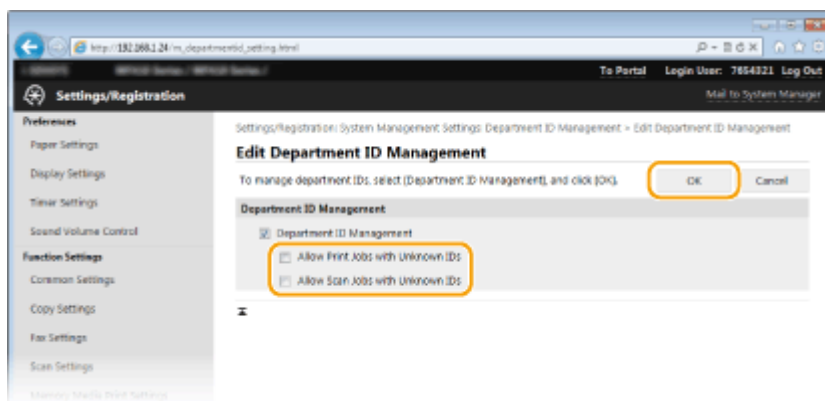
[Allow Print Jobs with Unknown IDs]
In order to print or fax from a computer when Department ID Management is enabled, you need to enter the correct ID and PIN (**⊙Setting the Department ID Management for Printing or Faxing from the Computer(P. 530)**). However, if the check box is selected for this setting, you can print or fax from a computer without entering the ID and PIN. Clear the check box to require entering an ID and PIN.

[Allow Scan Jobs with Unknown IDs]
If the check box is selected, you can select <Computer> or <Remote Scanner> on the main screen and scan documents into a computer anytime.

LINKS

⊙Setting Access Privileges(P. 523)
⊙Setting the System Manager ID(P. 524)

Setting a Remote UI PIN

0UWX-08Y

You can set a PIN for access to the Remote UI. All users use a common PIN.

> **NOTE**
>
> - When Department ID Management is enabled, setting here is not required. **Setting the Department ID Management(P. 526)**

1 **Start the Remote UI and log on in System Manager Mode. Starting Remote UI(P. 606)**

2 **Click [Settings/Registration].**
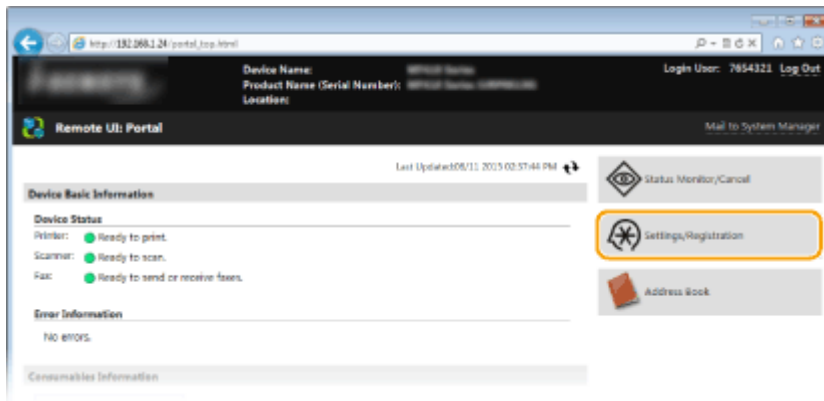
3 **Tap [Security Settings] ▶ [Remote UI Settings].**
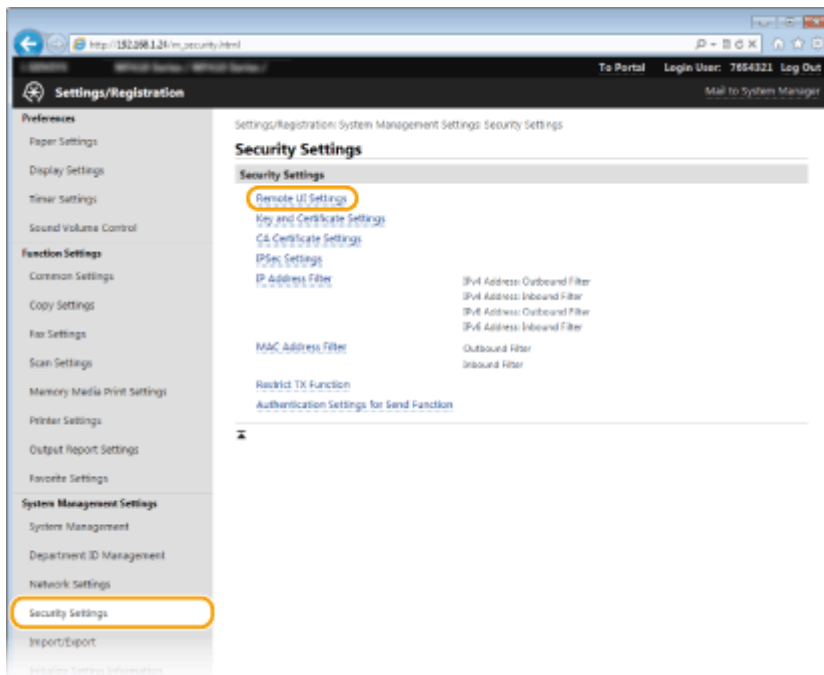
4 **Click [Edit].**
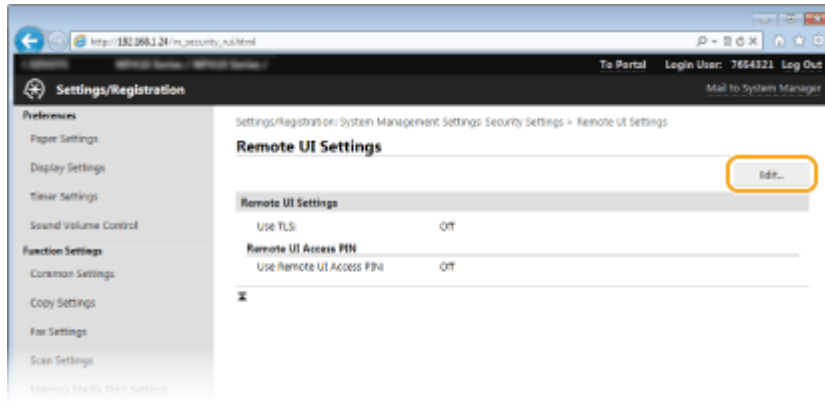
5 **Select the [Use Remote UI Access PIN] check box and set the PIN.**
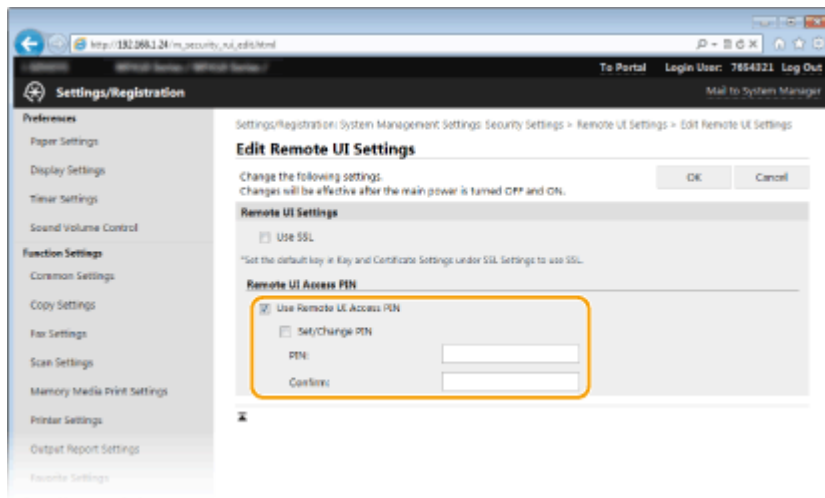
[Use Remote UI Access PIN]
If you select the check box, you must enter a PIN to access the Remote UI.

[Set/Change PIN]
To set a PIN, select the check box and enter a number of up to seven digits both in the [PIN] and [Confirm] text boxes.

6 **Click [OK].**

NOTE

Using the operation panel

- Remote UI Access PIN settings can also be accessed from <Menu> in the Home screen. **Remote UI Settings(P. 711)**

If Remote UI settings are initialized

- The Remote UI Access PIN is also initialized. After an initialization, reset the PIN. **Initializing Menu(P. 830)**

LINKS

Setting Access Privileges(P. 523)
Setting the System Manager ID(P. 524)

LDAP Server Authentication

0UWX-090

If your system has an LDAP server installed, you can ensure that LDAP server authentication is carried out when the send function is used. This enables you to prevent unauthorized use by third parties and information disclosure. Once the authorization settings are enabled, the Authorized Send screen appears when the fax or scan function is used and operation can only continue if it is correctly authorized by the LDAP server. Use the settings described here to configure LDAP server authentication. For more information on registering the server to be used for authentication, see **Registering LDAP Servers(P. 499)** .

1 **Start the Remote UI and log on in System Manager Mode. Starting Remote UI(P. 606)**

2 **Click [Settings/Registration].**
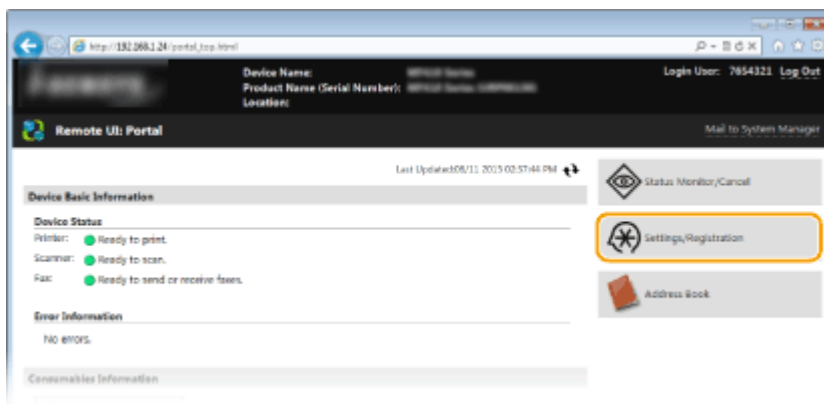
**3** **Click [Security Settings] ▶ [Authentication Settings for Send Function].**

4 **Click [Edit].**

536
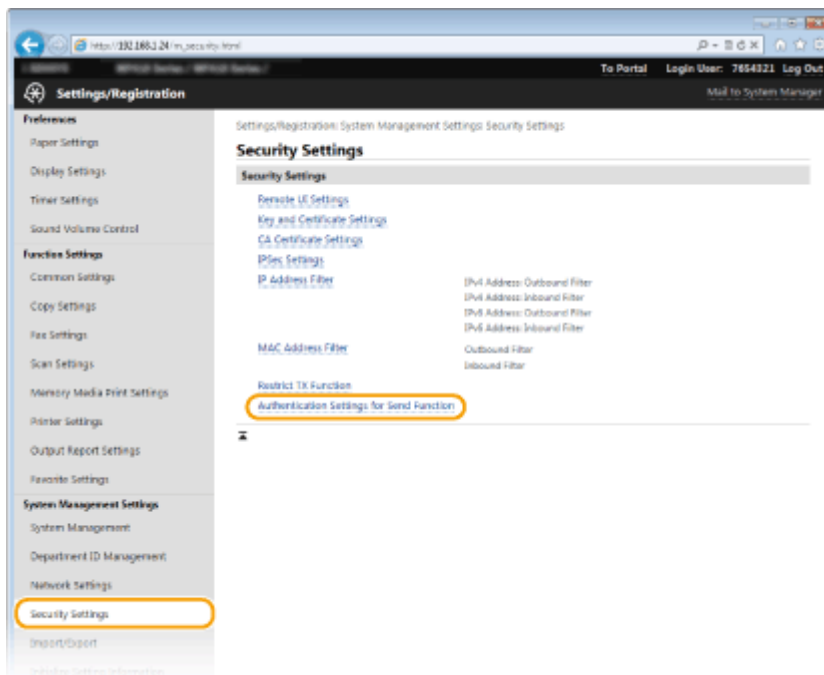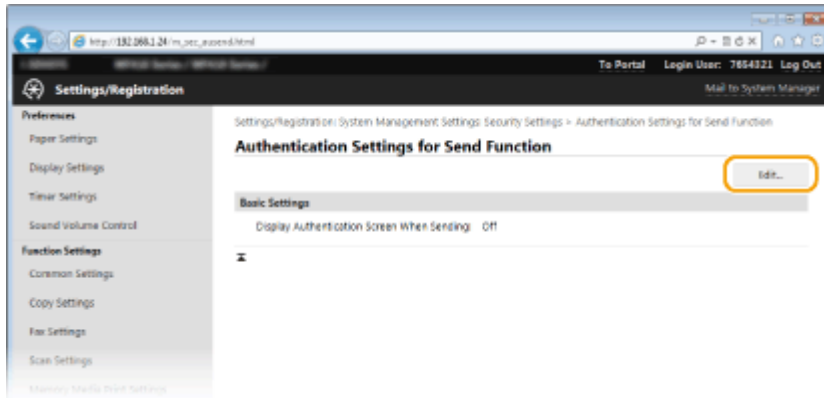
5 Select the [Display Authentication Screen When Sending Operation Starts] check box and select whether a confirmation screen is displayed at logout.
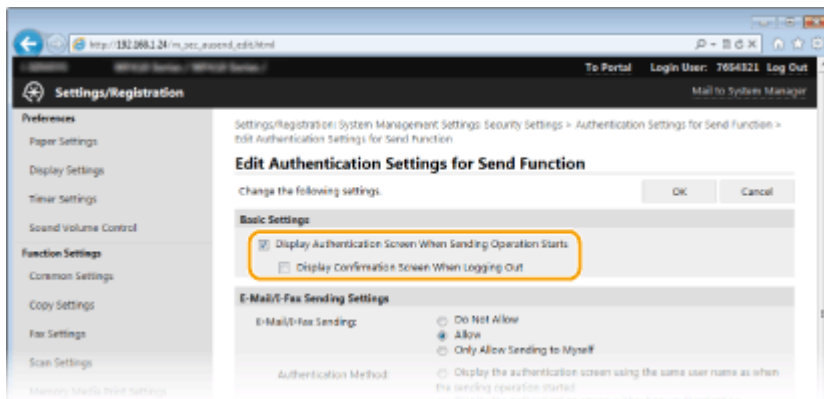
[Display Authentication Screen When Sending Operation Starts]
Select the check box to display the Authorized Send logon screen when the fax or scan function is used (LDAP server authentication).

[Display Confirmation Screen When Logging Out]
Select the check box to display a screen that allows you to selectively log out when you are logged on for both Authorized Send and Department ID Management. If you clear this check box, no selection screen is displayed when you log out and you are logged out from both Authorized Send and Department ID Management.

6 Configure the settings for sending e-mail/I-Faxes.
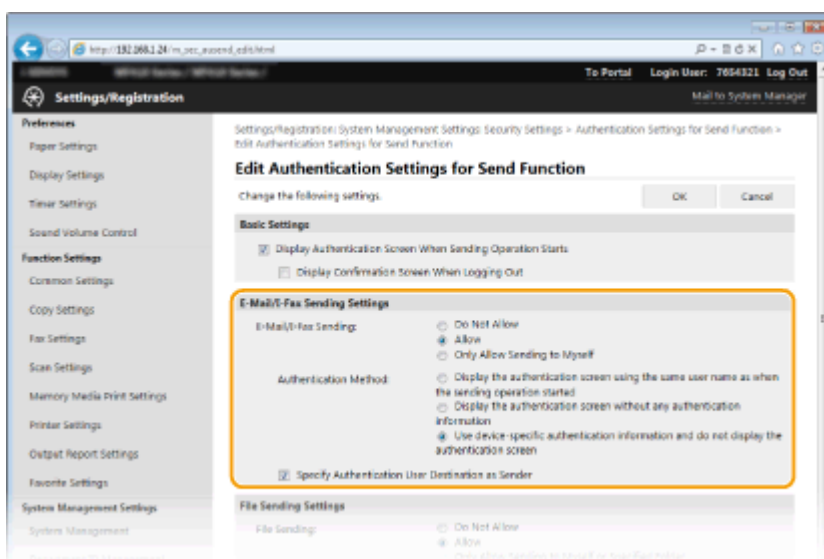
[E-Mail/I-Fax Sending]

Select whether to allow sending e-mail and I-Faxes.

[Do Not Allow]	Blocks sending e-mail and I-Faxes. <E-Mail> and <I-Fax> in the scan function can no longer be used.
[Allow]	Sending e-mail and I-Faxes is not blocked.
[Only Allow Sending to Myself]	Blocks all sending e-mail and I-Faxes other than those to users with authorized e-mail addresses The e-mail addresses of authorized users must be registered on the LDAP server.

[Authentication Method]
When [Allow] or [Only Allow Sending to Myself] is selected in [E-Mail/I-Fax Sending], this allows you to specify whether an authentication screen is shown on the SMTP server when e-mail is sent.

[Display the authentication screen using the same user name as when the sending operation started]	Displays the authentication screen showing the same user name and password entered in the Authorized Send logon screen.
[Display the authentication screen without any authentication information]	Displays the authentication screen with the user name and password fields blank.
[Use device-specific authentication information and do not display the authentication screen]	No authentication screen is displayed when e-mail or I-Faxes are sent. Authorization on the SMTP server is carried out using the user name and password set in [E-Mail/I-Fax Settings] ○ **Configuring E-Mail/I-Fax Communication Settings(P. 469)** .

[Specify Authentication User Destination as Sender]
Select the check box when the e-mail address of an authorized user will be set as the sender. The e-mail addresses of authorized users must be registered on the LDAP server. If you clear this check box, the e-mail address set in the [E-Mail/I-Fax Settings] is set as the sender.

7 **Configure the file transfer settings (for saving to shared folders and FTP servers).**
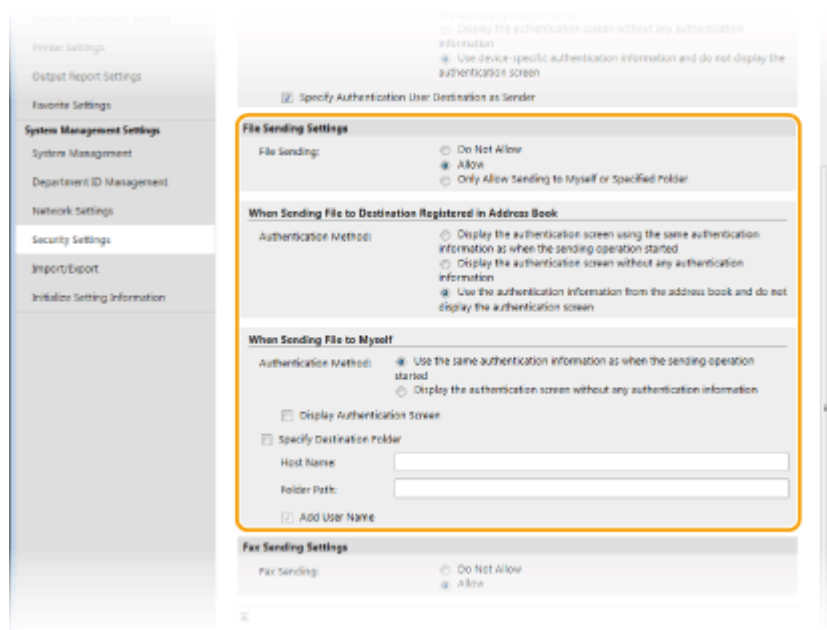
[File Sending]
Select whether to allow saving to shared folders and FTP servers.

[Do Not Allow]	Blocks saving to shared folders and FTP servers. <File> in the scan function can no longer be used.

[Allow]	Saving to shared folders and FTP servers is not blocked.
[Only Allow Sending to Myself or Specified Folder]	Blocks all saving to shared folders and FTP servers other than specified folders. The data is saved to folders registered on the LDAP server or to the folder specified in [Specify Destination Folder].

■When [Allow] is specified in [File Sending]

[Authentication Method]
Allows you to specify whether an authentication screen is shown on the server when sending.

[Display the authentication screen using the same authentication information as when the sending operation started]	Displays the authentication screen showing the same user name and password entered in the Authorized Send logon screen.
[Display the authentication screen without any authentication information]	Displays the authentication screen with the user name and password fields blank.
[Use the authentication information from the address book and do not display the authentication screen]	No authentication screen is displayed when sending. Authentication is carried out on the server using the user name and password set in the Address Book.

■When [Only Allow Sending to Myself or Specified Folder] is specified in [File Sending]

[Authentication Method]
Allows you to specify whether an authentication screen is shown on the server when sending.

[Use the same authentication information as when the sending operation started]	Carries out authorization on the server using the user name and password entered in the Authorized Send logon screen. Selecting the [Display Authentication Screen] check box displays the authentication screen with this user name and password already entered when you send the data.
[Display the authentication screen without any authentication information]	Displays the authentication screen with the user name and password fields blank.

[Specify Destination Folder]
Selecting this check box allows you to specify the folder where the data is saved. If the check box is not selected, the save destination is set based on authorized user information registered on the LDAP server.

[Host Name]	Enter a host name for the shared folder or FTP server up to 120 characters in length.
[Folder Path]	Enter a path name for the save destination folder up to 120 characters in length (excluding the host name). When the [Add User Name] check box is selected, the user name and path used for LDAP authentication are added.

8 **Configure the settings for sending faxes.**
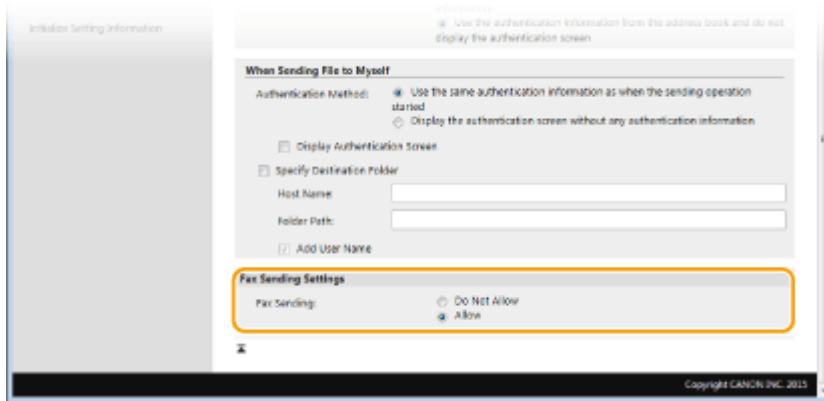
[Fax Sending]
Select whether to allow sending faxes.

[Do Not Allow]	Blocks sending faxes. The fax function can no longer be used.
[Allow]	Sending faxes is not blocked.

9 **Click [OK].**

LINKS

Registering LDAP Servers(P. 499)

Restricting Communication by Using Firewalls

0UWX-091

Without proper security, unauthorized third parties can access computers and other communication devices that are connected to a network. To prevent this unauthorized access, specify the settings for packet filter, a feature that restricts communication to devices with specified IP addresses or MAC addresses.
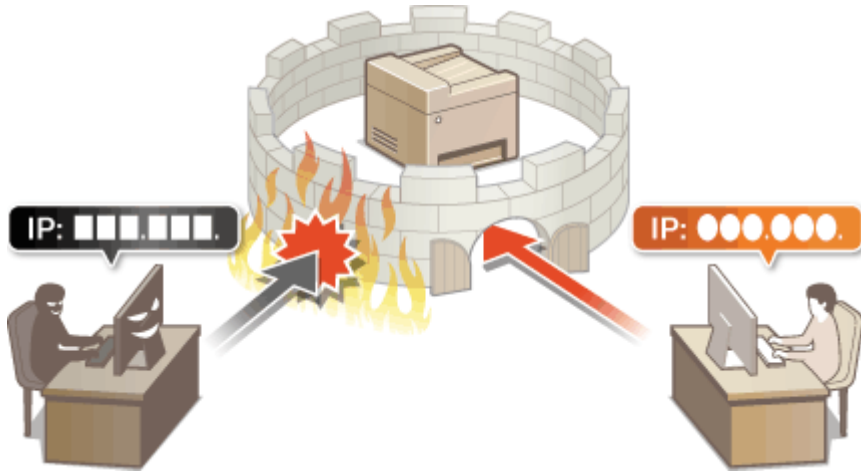
Specifying IP Addresses for Firewall Rules

0UWX-092

You can either limit communication to only devices with specified IP addresses, or block devices with specified IP addresses but permit other communications. You can specify a single IP address or a range of IP addresses.

> **NOTE**
>
> - Up to 16 IP addresses (or ranges of IP addresses) can be specified for both IPv4 and IPv6.
> - The packet filters described in this section control communications over TCP, UDP, and ICMP.

1 **Start the Remote UI and log on in System Manager Mode. ▶Starting Remote UI(P. 606)**

2 **Click [Settings/Registration].**
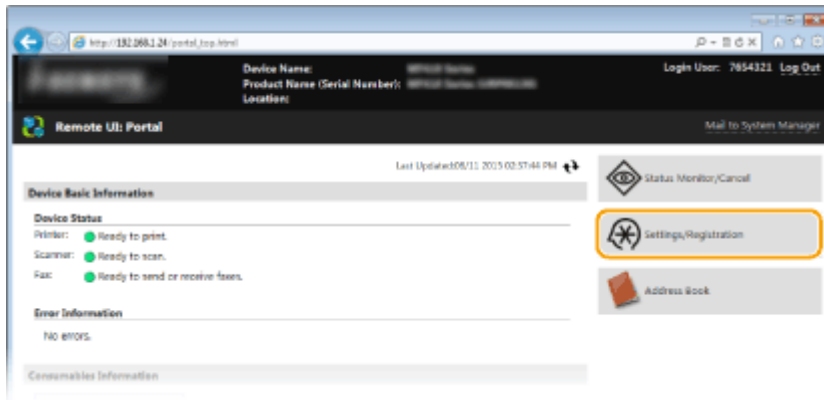
3 **Click [Security Settings] ▶ [IP Address Filter].**
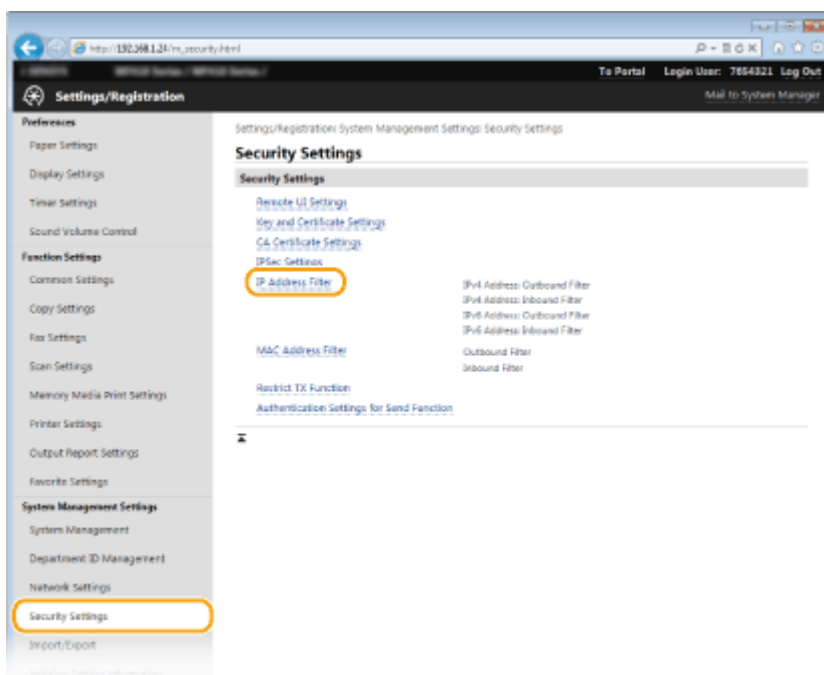
4 **Click [Edit] for the filter type that you want to use.**
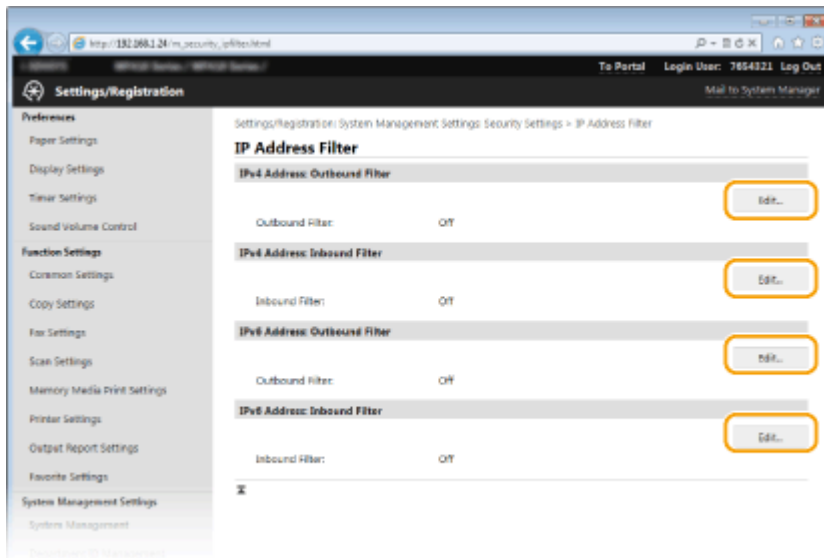
[IPv4 Address: Outbound Filter]
Select to restrict sending data from the machine to a computer by specifying IPv4 addresses.

[IPv4 Address: Inbound Filter]
Select to restrict receiving data from the machine to a computer by specifying IPv4 addresses.

[IPv6 Address: Outbound Filter]
Select to restrict sending data from the machine to a computer by specifying IPv6 addresses.

[IPv6 Address: Inbound Filter]
Select to restrict receiving data from the machine to a computer by specifying IPv6 addresses.

5 **Specify the settings for packet filtering.**

● Select the default policy to allow or reject the communication of other devices with the machine, and then specify IP addresses for exceptions.

1 Select the [Use Filter] check box and click the [Reject] or [Allow] radio button for the [Default Policy].

[**Use Filter**]
Select the check box to restrict communication. Clear the check box to disable the restriction.

[**Default Policy**]
Select the precondition to allow or reject the communication of other devices with the machine.

[Reject]	Select to pass communication packets only when they are sent to or received from devices whose IP addresses are entered in [Exception Addresses]. Communications with other devices are prohibited.
[Allow]	Select to block communication packets when they are sent to or received from devices whose IP addresses are entered in [Exception Addresses]. Communications with other devices are permitted.

2 Specify address exceptions.

- Enter the IP address (or the range of IP addresses) in the [Address to Register] text box and click [Add].

IMPORTANT:

Check for entry errors

- If IP addresses are incorrectly entered, you may be unable to access the machine from the Remote UI, in which case you need to set <IPv4 Address Filter> or <IPv6 Address Filter> to <Off>.
  IPv4 Address Filter(P. 710)
  IPv6 Address Filter(P. 710)

NOTE:

Entry form for IP addresses

	Description	Example
Entering a single address	**IPv4:** Delimit numbers with periods.	192.168.0.10
	IPv6: Delimit alphanumeric characters with colons.	fe80::10
Specifying a range of addresses	Insert a hyphen between the addresses.	192.168.0.10-192.168.0.20
Specifying a range of addresses with a prefix	Enter the address, followed by a slash and a number indicating the prefix length.	192.168.0.32/27 fe80::1234/64

When [Reject] is selected for an outbound filter

- Outgoing multicast and broadcast packets cannot be filtered.

Deleting an IP address from exceptions

- Select an IP address and click [Delete].
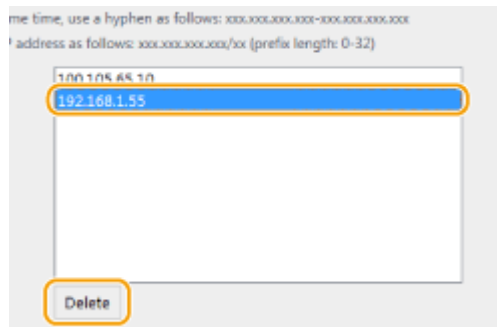
3 Click [OK].

6 Restart the machine.

- Turn OFF the machine, wait for at least 10 seconds, and turn it back ON.

> **NOTE**
>
> **Using the operation panel**
> - You can also enable or disable IP address filtering from <Menu> in the Home screen.
>   ◉**IPv4 Address Filter(P. 710)**
>   ◉**IPv6 Address Filter(P. 710)**

LINKS

◉**Specifying MAC Addresses for Firewall Rules(P. 546)**

Specifying MAC Addresses for Firewall Rules

0UWX-093

You can limit communication to only devices with specified MAC addresses, or block devices with specified MAC addresses but permit other communications. Up to 32 MAC addresses can be specified.

IMPORTANT

This function is unavailable when the machine is connected to a wireless LAN.

1 **Start the Remote UI and log on in System Manager Mode.** ◙**Starting Remote UI(P. 606)**

2 **Click [Settings/Registration].**
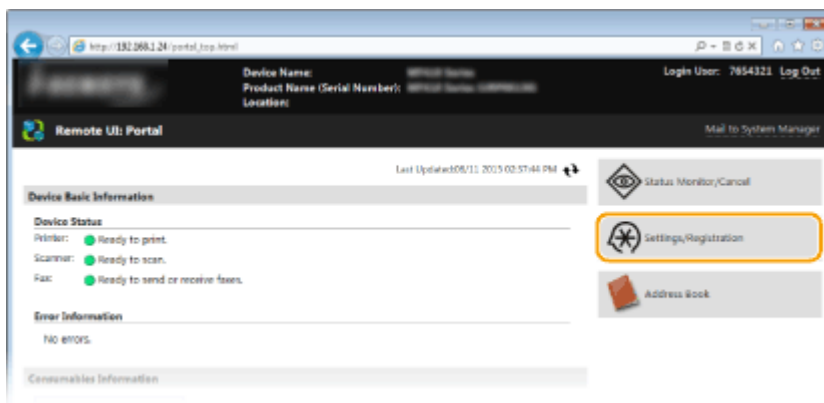
3 **Click [Security Settings] ▶ [MAC Address Filter].**
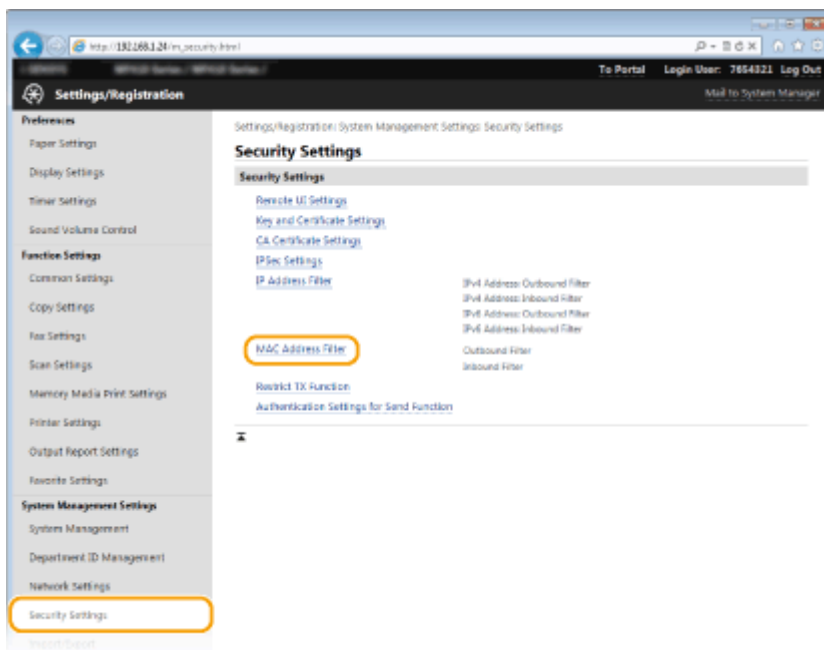
4 **Click [Edit] for a filter type.**
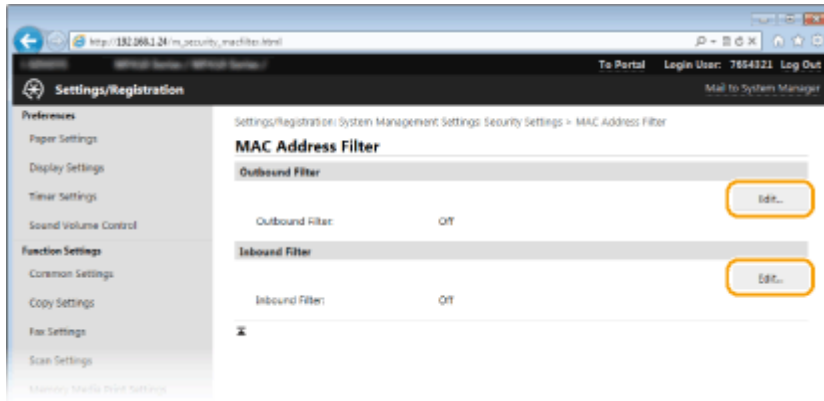
[Outbound Filter]
Select to restrict sending data from the machine to a computer by specifying MAC addresses.

[Inbound Filter]
Select to restrict receiving data from the machine to a computer by specifying MAC addresses.

5 Specify the settings for packet filtering.

- Select the precondition (default policy) to allow or reject the communication of other devices with the machine, and then specify MAC addresses for exceptions.
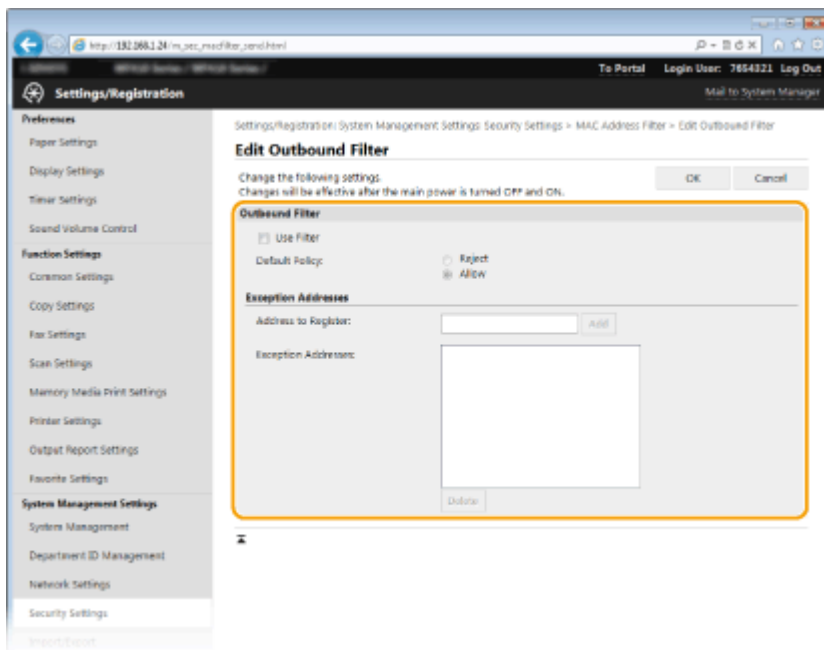
1 Select the [Use Filter] check box and click the [Reject] or [Allow] radio button for the [Default Policy].

[Use Filter]
Select the check box to restrict communication. Clear the check box to disable the restriction.

[Default Policy]
Select the precondition to allow or reject other devices to communicate with the machine.

[Reject]	Select to pass communication packets only when they are sent to or received from devices whose MAC addresses are entered in [Exception Addresses]. Communications with other devices are prohibited.
[Allow]	Select to block communication packets when they are sent to or received from devices whose MAC addresses are entered in [Exception Addresses]. Communications with other devices are permitted.

2 Specify address exceptions.

- Enter the MAC address in the [Address to Register] text box and click [Add].

- You do not need to delimit the address with hyphens or colons.

IMPORTANT:

Check for entry errors

- If MAC addresses are incorrectly entered, you may become unable to access the machine from the Remote UI, in which case you need to set <MAC Address Filter> to <Off>. ◯**MAC Address Filter(P. 710)**

NOTE:

When [Reject] is selected for an outbound filter

- Outgoing multicast and broadcast packets cannot be filtered.

Deleting a MAC address from exceptions

- Select a MAC address and click [Delete].
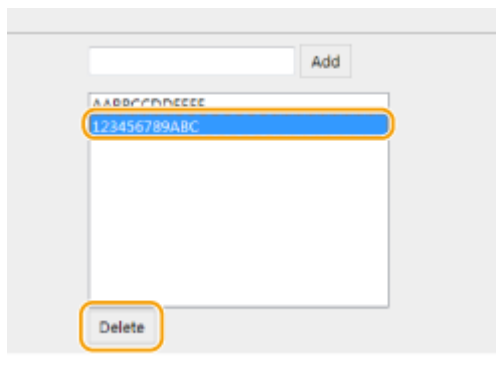
3 Click [OK].

6 Restart the machine.

- Turn OFF the machine, wait for at least 10 seconds, and turn it back ON.

> **NOTE**
>
> **Using the operation panel**
>
> - You can also enable or disable MAC address filtering from <Menu> in the Home screen. ◯**MAC Address Filter(P. 710)**

LINKS

◯**Specifying IP Addresses for Firewall Rules(P. 542)**

Changing Port Numbers

0UWX-094

Ports serve as endpoints for communicating with other devices. Typically, conventional port numbers are used for major protocols, but devices that use these port numbers are vulnerable to attacks because these port numbers are well-known. To enhance security, your Network Administrator may change the port numbers. When a port number has been changed, the new number must be shared with the communicating devices, such as computers and servers. Specify the port number settings depending on the network environment.

NOTE

- To change the port number for proxy server, see ◯**Setting a Proxy(P. 551)** .
- To change the port number for LDAP server, see ◯**Registering LDAP Servers(P. 499)** .

1 Tap <Menu> in the Home screen.

2 Tap <Network Settings>.

- If the logon screen appears, enter the correct ID and PIN using the numeric keys, and then press ID . ◯ **Logging on to the Machine(P. 44)**

3 Select <TCP/IP Settings> ▶ <Port Number Settings>.

4 Select a port.
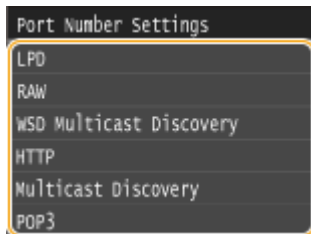
NOTE:

Learning more about the ports

- <LPD>/<RAW>/<WSD Multicast Discovery> ◯**Configuring Printing Protocols and WSD Functions(P. 449)**
- <HTTP> ◯**Disabling HTTP Communication(P. 567)**
- <POP3>/<SMTP> ◯**Configuring E-Mail/I-Fax Communication Settings(P. 469)**
- <SNMP> ◯**Monitoring and Controlling the Machine with SNMP(P. 508)**
- <Multicast Discovery> ◯**Configuring Settings for Device Management Software(P. 513)**
- <FTP> ◯**Configuring the Machine for Scanning to FTP Server(P. 480)**

5 Enter the port number using the numeric keys, and tap <Apply>.
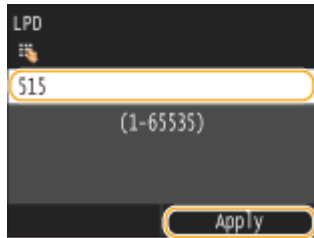
6 **Restart the machine.**

- Turn OFF the machine, wait for at least 10 seconds, and turn it back ON.

LINKS

Configuring Printer Ports(P. 453)

Setting a Proxy

0UWX-095

A proxy (or HTTP proxy server) refers to a computer or software that carries out HTTP communication for other devices, especially when communicating with resources outside the network, such as when browsing websites. The client devices connect to the outside network through the proxy server, and do not communicate directly to the resources outside. Setting a proxy not only facilitates management of traffic between in-house and outside networks but also blocks unauthorized access and consolidates anti-virus protection for enhanced security. When you use Google Cloud Print to print over the Internet, you can enhance security by setting a proxy. When setting a proxy, make sure that you have the necessary proxy information, including the IP address, port number, and a user name and password for authentication.

1 **Start the Remote UI and log on in System Manager Mode. ○Starting Remote UI(P. 606)**

2 **Click [Settings/Registration].**
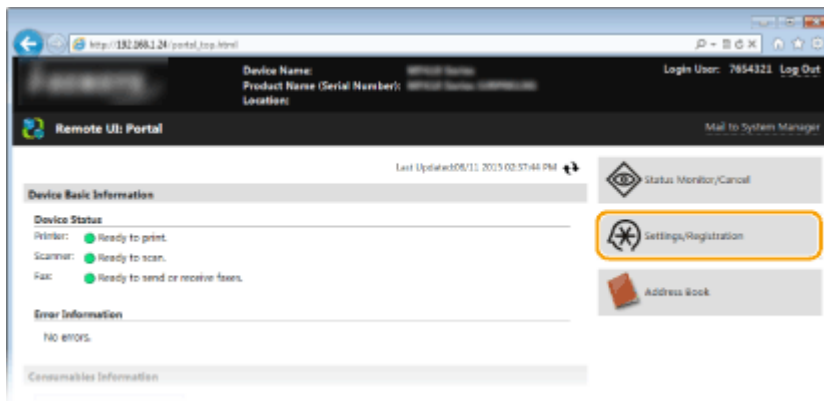
3 **Click [Network Settings] ▶ [TCP/IP Settings].**
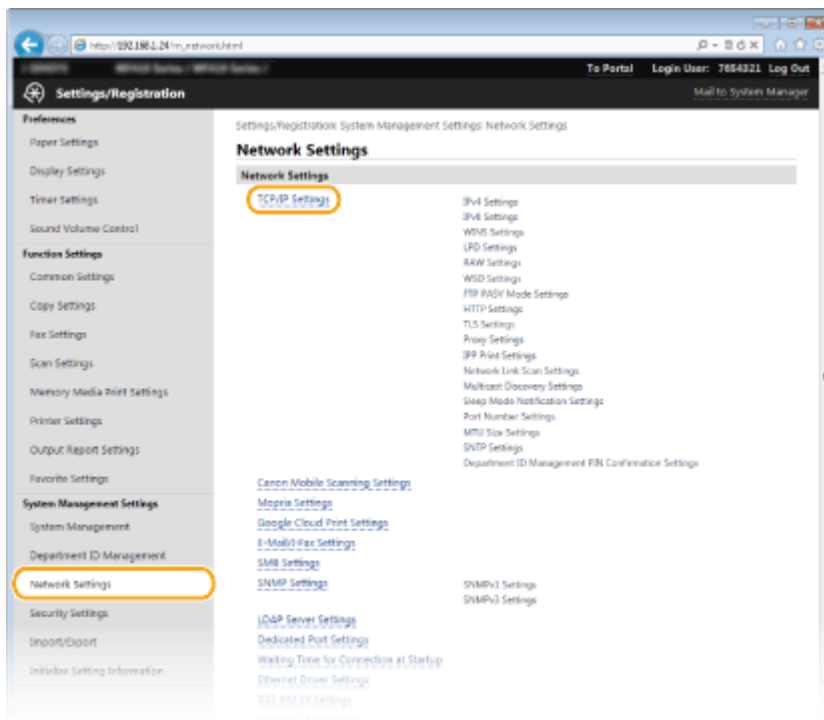
4 **Click [Edit] in [Proxy Settings].**
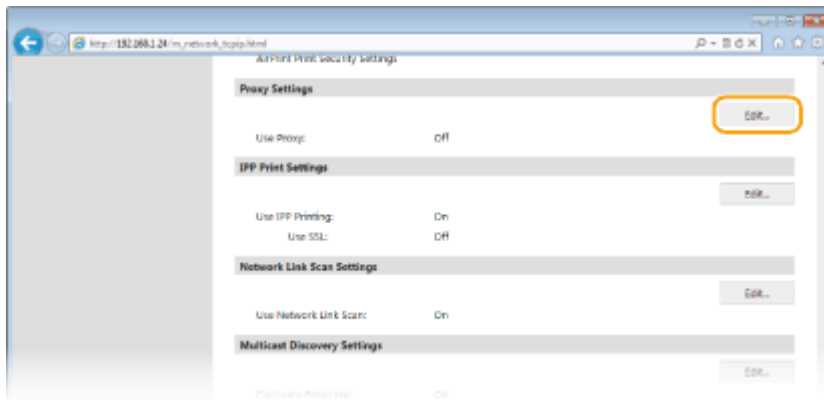
5 **Select the [Use Proxy] check box and specify the required settings.**
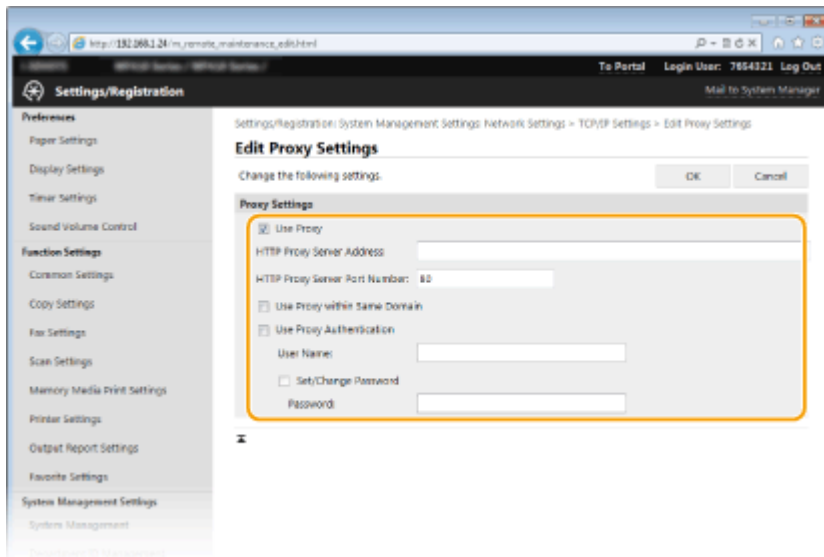
[Use Proxy]
Select the check box to use the specified proxy server when communicating with an HTTP server.

[HTTP Proxy Server Address]
Enter the address of the proxy server. Specify the IP address or host name depending on the environment.

[HTTP Proxy Server Port Number]
Change the port number as necessary. Enter a number between 1 and 65535.

[Use Proxy within Same Domain]
Select the check box to also use the specified proxy server for communication with devices in the same domain.

[Use Proxy Authentication]
To enable authentication by the proxy server, select the check box and enter up to 24 alphanumeric characters for the user name in the [User Name] text box.

[Set/Change Password]
To set or change the password for the proxy authentication, when it is enabled, select the check box and enter up to 24 alphanumeric characters for the new password in the [Password] text box.

6 **Click [OK].**

LINKS

Using Google Cloud Print(P. 406)

Restricting the Machine's Functions

0UWX-096

Some of the functions of the machine may rarely be used or provide opportunities for misuse. For security purposes, the machine can be set to limit its capabilities by partially or completely disabling these functions.

Restricting Access to Address Book and Sending Functions

◉Restricting Access to Address Book and Sending Functions(P. 555)

Restricting USB Functions
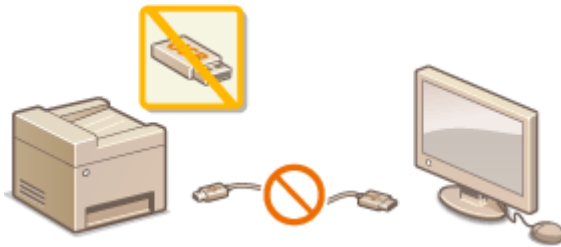
◉Restricting USB Functions(P. 564)

Disabling HTTP Communication and Remote Management

◉Disabling HTTP Communication(P. 567)
◉Disabling Remote UI(P. 568)

Restricting Access to Address Book and Sending Functions

0UWX-097

Some cases of information leakage can be prevented by limiting the available fax and e-mail destinations to those registered in the Address Book or LDAP servers, or by setting a PIN for the Address Book so that unauthorized users cannot add or edit Address Book entries. You can also avoid sending documents to unintended recipients if the machine is set to ask you to enter the fax number twice for confirmation.

Setting a PIN for Address Book

0UWX-098

The Address Book can be set to require users to enter a PIN in order to add new entries to the Address Book or edit existing entries. Setting a PIN to the Address Book can reduce the risk of documents being sent to unintended recipients because changes to the Address Book can only be made by users who know the PIN.

1 Tap <Menu> in the Home screen.

2 Tap <System Management Settings>.

- If the logon screen appears, enter the correct ID and PIN using the numeric keys, and then press 🆔 . ◗ **Logging on to the Machine(P. 44)**

3 Select <Restrict TX Function> ▶ <Address Book PIN>.

4 Set the PIN for editing the Address Book.

- Enter a number of up to seven digits using the numeric keys, and tap <Apply>.
- When <PIN (Confirm)> is displayed, enter the PIN once again to confirm.

Address Book PIN	PIN (Confirm)
✳✳✳✳✳✳	✳✳✳✳✳✳
(Blank: No Settings)	
Apply	Apply
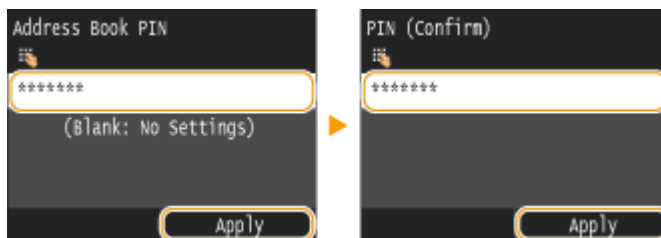
NOTE:

- You cannot set a PIN that consists only of zeros, such as "00" or "0000000".
- To cancel the PIN setting, clear the information entered in 🅒 and tap <Apply> with the fields blank.

> **NOTE**
>
> In addition to setting the Address Book PIN, you can further enhance security by performing the following operations:
>
> - Restricting the addition of new destinations, see ◗ **Limiting Available Destinations(P. 558)** .
> - Disabling the PC fax function, see ◗ **Prohibiting PC Faxing (MF419x / MF416dw)(P. 559)** .

LINKS

◗ **Registering in the Address Book(P. 78)**
◗ **Registering Destinations in the Address Book from Remote UI(P. 624)**

Limiting Available Destinations

0UWX-099

By limiting fax numbers that can be specified when sending documents to those already registered in the Address Book, those previously used, or those searchable from the LDAP servers, you can reduce the possibility of specifying incorrect destinations and prevent users from leaking information. When this function is enabled, the machine prohibits users from entering destinations using the numeric keys, adding new entries to the Address Book, and editing the existing Address Book entries.

1 Tap <Menu> in the Home screen.

2 Tap <System Management Settings>.

- If the logon screen appears, enter the correct ID and PIN using the numeric keys, and then press **ID**. ◐ **Logging on to the Machine(P. 44)**

3 Select <Restrict TX Function> ▶ <Restrict New Destinations>.

4 Tap <On>.

ⓐ <Off>
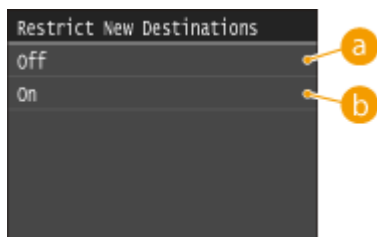
Cancels the restriction on new destinations. Fax numbers and e-mail addresses can be specified by using any method.

ⓑ <On>

Restricts input so that the only addresses that can be specified are those registered in the Address Book, those previously used, or those that can be found on the LDAP server.

IMPORTANT

- This function does not limit the available destinations for PC faxing. ◐**Prohibiting PC Faxing (MF419x / MF416dw)(P. 559)**

LINKS

◐**Setting a PIN for Address Book(P. 556)**
◐**Disabling Use of Previously Used Destinations(P. 560)**
◐**Prohibiting Sequential Broadcasting (MF419x / MF416dw)(P. 563)**

Prohibiting PC Faxing   MF419x / MF416dw

0UWX-09A

You can prohibit users from PC faxing (faxing from a computer).

1 **Tap <Menu> in the Home screen.**

2 **Tap <Fax Settings>.**

3 **Select <TX Function Settings> ▶ <Allow Fax Driver TX>.**

- If the logon screen appears, enter the correct ID and PIN using the numeric keys, and then press **ID** . **Logging on to the Machine(P. 44)**

4 **Tap <Off>.**

ⓐ <Off>

Disables PC faxing.

ⓑ <On>

Enables PC faxing.

LINKS

Sending Faxes from Your Computer (PC Fax) (MF419x / MF416dw)(P. 203)
Setting the Department ID Management for Printing or Faxing from the Computer(P. 530)
Setting a PIN for Address Book(P. 556)
Limiting Available Destinations(P. 558)

Disabling Use of Previously Used Destinations

0UWX-09C

Prohibits the specification of destinations from the transmission records. Using this restriction prevents destinations being selected from the transmission records for "Send Fax", "Scan and Send as E-Mail" and "Scan and Save to Shared Folder or FTP Server".

1 **Tap <Menu> in the Home screen.**

2 **Tap <System Management Settings>.**

- If the logon screen appears, enter the correct ID and PIN using the numeric keys, and then press ID.
  Logging on to the Machine(P. 44)

3 **Select <Restrict TX Function> ▶ <Restrict Resending from Log>.**

4 **Tap <On>.**
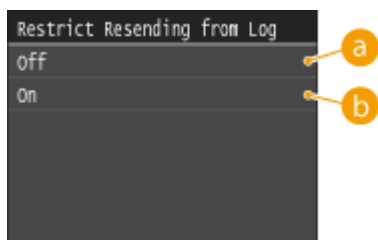
a **<Off>**

Enables use of previously used destinations.

b **<On>**

Disables use of previously used destinations.

LINKS

Limiting Available Destinations(P. 558)
Prohibiting Sequential Broadcasting (MF419x / MF416dw)(P. 563)
Specifying Previously Used Destinations(P. 159)
Specifying Previously Used Destinations(P. 368)

Checking Destinations before Sending Documents

0UWX-09E

By entering the fax number twice, you can reduce the risk of faxing to the wrong number due to input mistakes. Use features described in this section if you send confidential documents.

◉**Displaying the Screen for Confirming the Fax Number (MF419x / MF416dw)(P. 561)**
◉**Displaying Destinations in Address Book(P. 561)**

Displaying the Screen for Confirming the Fax Number (MF419x / MF416dw)

You can set the machine to ask users to enter the fax number twice when it is entered by using the numeric keys. This way, you can reduce the risk of faxing to the wrong number due to input mistakes.

1 Tap <Menu> in the Home screen.

2 Tap <Fax Settings>.

3 Select <TX Function Settings> ▶ <Confirm Entered Fax Number>.

- If the logon screen appears, enter the correct ID and PIN using the numeric keys, and then press 🆔 . ◉
  Logging on to the Machine(P. 44)

4 Tap <On>.

```
Confirm Entered Fax Number
Off ───── ⓐ
On  ───── ⓑ
```

ⓐ **<Off>**
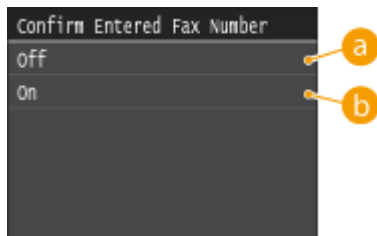
Does not display the screen for confirming the fax number.

ⓑ **<On>**

Displays the screen for confirming the fax number.

Displaying Destinations in Address Book

When using coded dial numbers to specify destinations, you need to remember whose destination (or what group) is registered in what coded dial number. If you do not remember all these numbers perfectly, you may send your documents to unintended destinations. You can avoid sending data to unintended recipients by configuring the machine to display the details of the coded dial number you selected/entered as a sending destination before you send documents to that destination.

1 Tap <Menu> in the Home screen.

2 **Tap <System Management Settings>.**

- If the logon screen appears, enter the correct ID and PIN using the numeric keys, and then press　▮ID▮ .
  Logging on to the Machine(P. 44)

3 **Select <Restrict TX Function>** ▶ **<Coded Dial TX Confirmation>.**

4 **Tap <On>.**

ⓐ <Off>
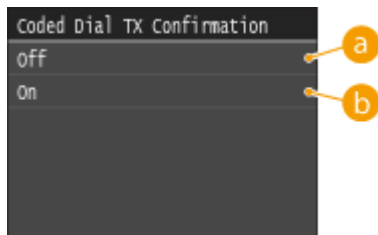
Does not display the details of the entered coded dial number.

ⓑ <On>

Displays the details of the entered coded dial number.

LINKS

Registering Destinations(P. 213)
Specifying from Address Book(P. 154)
Specifying from Address Book (P. 362)
Registering Destinations in the Address Book from Remote UI(P. 624)

Prohibiting Sequential Broadcasting MF419x / MF416dw

0UWX-09F

Sequential broadcasting is a feature that sends faxes to multiple recipients in succession. This feature can be disabled if preferred.

1 Tap <Menu> in the Home screen.

2 Tap <Fax Settings>.

3 Select <Restrict TX Function> ▶ <Restrict Sequential Broadcast>.

- If the logon screen appears, enter the correct ID and PIN using the numeric keys, and then press ID . ○ **Logging on to the Machine(P. 44)**

4 Select <Confirm Sequential Broadcast> or <Reject Sequential Broadcast>.

ⓐ <Off>
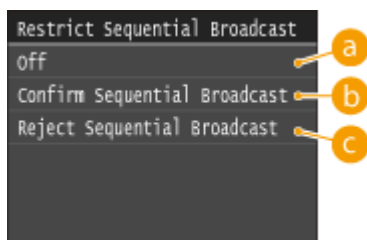
Enables sequential broadcasting.

ⓑ <Confirm Sequential Broadcast>

Displays the confirmation screen when sending a fax via sequential broadcasting.

ⓒ <Reject Sequential Broadcast>

Disables sequential broadcasting.

LINKS

Limiting Available Destinations(P. 558)
Disabling Use of Previously Used Destinations(P. 560)
Sending Faxes to Multiple Destinations Simultaneously (Sequential Broadcast)(P. 186)

Restricting USB Functions

0UWX-09H

USB is a convenient way of connecting peripheral devices and storing or relocating data, but USB can also be a source of information leakage if it is not properly managed. Be especially careful when handling USB memory devices. This section describes how to restrict connection via the USB port of the machine and how to prohibit use of USB memory devices.
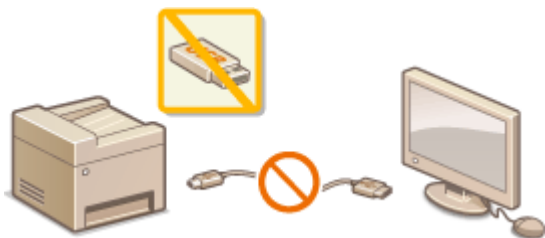
◯**Restricting the USB Connection with a Computer(P. 564)**
◯**Restricting the Scan to USB Function(P. 565)**
◯**Restricting the Memory Media Print Function(P. 565)**

Restricting the USB Connection with a Computer

You can disable the computer connection USB port located on the back side of the machine. If this port is disabled, the machine cannot communicate with a computer via USB. This setting does not affect the front USB port, which is for attaching USB memory devices.

1 **Tap <Menu> in the Home screen.**

2 **Tap <System Management Settings>.**

- If the logon screen appears, enter the correct ID and PIN using the numeric keys, and then press $\boxed{\text{ID}}$. ◯
  Logging on to the Machine(P. 44)

3 **Tap <Use as USB Device>.**

4 **Tap <Off>.**

ⓐ **<Off>**
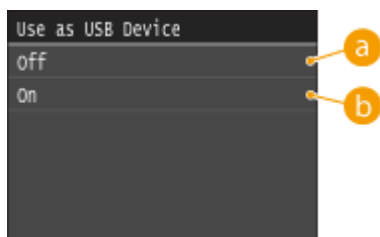
You cannot connect the machine and a computer via USB port.

ⓑ **<On>**

You can connect the machine and a computer via USB port.

5 **Restart the machine.**

● Turn OFF the machine, wait for at least 10 seconds, and turn it back ON.

Restricting the Scan to USB Function

You can disable storing scanned document data into a USB memory device.

1 **Tap <Menu> in the Home screen.**

2 **Tap <System Management Settings>.**

● If the logon screen appears, enter the correct ID and PIN using the numeric keys, and then press ID . ○
Logging on to the Machine(P. 44)

3 **Tap <Store to USB Memory>.**

4 **Tap <Off>.**
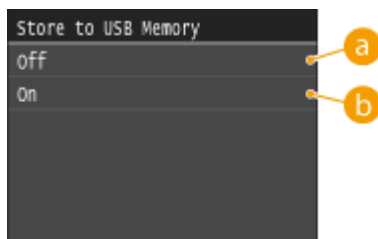
a **<Off>**

Prohibits data from being stored into a USB memory device. Scanned data cannot be stored into the USB memory device.

b **<On>**

Permits data being stored into a USB memory device.

5 **Restart the machine.**

● Turn OFF the machine, wait for at least 10 seconds, and turn it back ON.

Restricting the Memory Media Print Function

You can disable printing data from a USB memory device. The data in the USB memory device cannot be printed.

1 **Tap <Menu> in the Home screen.**

2 **Tap <System Management Settings>.**

● If the logon screen appears, enter the correct ID and PIN using the numeric keys, and then press **ID** . ⊙
   Logging on to the Machine(P. 44)

3 **Tap <Memory Media Print On/Off>.**

4 **Tap <Off>.**

ⓐ <Off>

Disables the function to read the data from a USB memory device. The data in the USB memory device cannot be printed.

ⓑ <On>

Enables the function to print the data stored in a USB memory device.

5 **Restart the machine.**

● Turn OFF the machine, wait for at least 10 seconds, and turn it back ON.

LINKS

◗**Scanning Documents Directly to USB Memory(P. 332)**
◗**Printing from USB Memory (Memory Media Print)(P. 289)**

Disabling HTTP Communication

0UWX-09J

HTTP is used for communications over the network, such as when you access the machine via the Remote UI. If you are using a USB connection or are otherwise not using HTTP, you can disable HTTP to block malicious third-party intrusions via the unused HTTP port.

> **IMPORTANT**
>
> Disabling HTTP disables some of the network capabilities, such as the Remote UI, WSD printing, and printing with Google Cloud Print.

1 Tap <Menu> in the Home screen.

2 Tap <Network Settings>.

- If the logon screen appears, enter the correct ID and PIN using the numeric keys, and then press ID. **Logging on to the Machine(P. 44)**

3 Select <TCP/IP Settings> ▶ <Use HTTP>.

4 Tap <Off>.

ⓐ **<Off>**
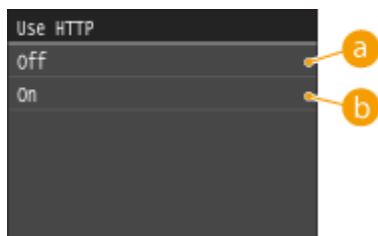
Disables HTTP communication.

ⓑ **<On>**

Enables HTTP communication.

LINKS

Using Remote UI(P. 605)
Changing Port Numbers(P. 549)
Configuring Printing Protocols and WSD Functions(P. 449)
Using Google Cloud Print(P. 406)

Disabling Remote UI

0UWX-09K

The Remote UI is useful because the machine settings can be specified by using a Web browser on a computer. To use the Remote UI, the machine must be connected to a computer over the network. If the machine is connected to a computer via USB, or if you do not need to use the Remote UI, you might want to disable the Remote UI to reduce the risk of having your machine controlled remotely over the network by malicious third parties.

1 Tap <Menu> in the Home screen.

2 Tap <System Management Settings>.

- If the logon screen appears, enter the correct ID and PIN using the numeric keys, and then press [ID].
  Logging on to the Machine(P. 44)

3 Select <Remote UI Settings> ▶ <Use Remote UI>.

4 Tap <Off>.

ⓐ <Off>

Disables the Remote UI.

ⓑ <On>

Enables the Remote UI.

5 Restart the machine.

- Turn OFF the machine, wait for at least 10 seconds, and turn it back ON.

LINKS

Using Remote UI(P. 605)
Disabling HTTP Communication(P. 567)

Implementing Robust Security Features

Authorized users may incur unanticipated losses from attacks by malicious third parties, such as sniffing, spoofing, and tampering of data as it flows over a network. To protect your important and valuable information from these attacks, the machine supports the following features to enhance security and secrecy.

TLS Encrypted Communication

TLS is a protocol for encryption for data sent over a network and is often used for communication via a Web browser or an e-mail application. TLS enables secure network communication when you access the machine from a computer via the Remote UI. **Enabling TLS Encrypted Communication for the Remote UI(P. 570)**

IPSec Communication

While TLS only encrypts data used on a specific application, such as a Web browser or an e-mail application, IPSec encrypts the whole (or payloads of) IP packets. This enables IPSec to offer a more versatile security system than TLS. **Configuring IPSec Settings(P. 574)**

IEEE 802.1X Authentication

IEEE 802.1X is a standard and mechanism for blocking unauthorized access to the network by collectively managing user authentication information. If a device tries to connect to the 802.1X network, the device must go through user authentication in order to prove that the connection is made by an authorized user. Authentication information is sent to and checked by a RADIUS server, which permits or rejects communication to the network depending on the authentication result. If authentication fails, a LAN switch (or an access point) blocks access from the outside of the network. The machine can connect to an 802.1X network as a client device. **Configuring IEEE 802.1X Authentication(P. 583)**
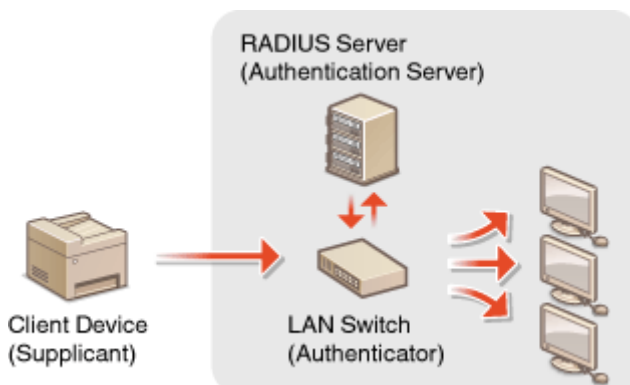
LINKS

Configuring Settings for Key Pairs and Digital Certificates(P. 588)

Enabling TLS Encrypted Communication for the Remote UI

0UWX-09R

You can encrypt communication between the machine and a Web browser on the computer by using Transport Layer Security (TLS). TLS is a mechanism for encrypting data sent or received over the network. TLS must be enabled when the Remote UI is used for specifying settings for IPSec (Pre-Shared Key Method), IEEE 802.1X authentication (TTLS/PEAP), or SNMPv3. To use TLS for the Remote UI, you need to set a key pair and enable the TLS function. Generate or install the key pair for TLS before enabling TLS (▶**Configuring Settings for Key Pairs and Digital Certificates(P. 588)**).

1 **Start the Remote UI and log on in System Manager Mode.** ▶**Starting Remote UI(P. 606)**

2 **Click [Settings/Registration].**
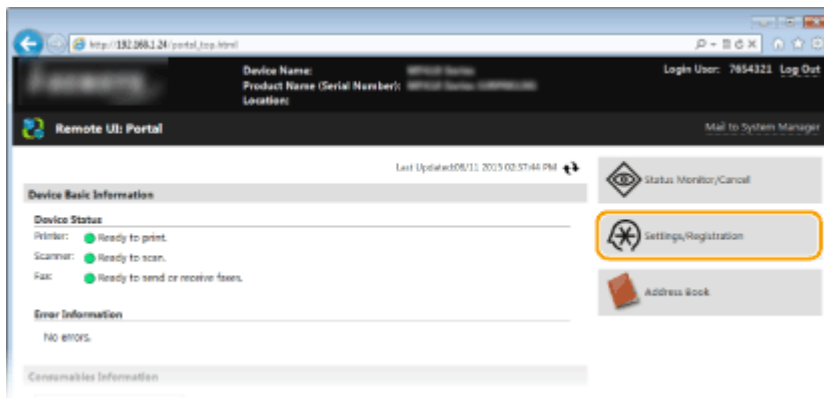
3 **Click [Network Settings]** ▶ **[TCP/IP Settings].**
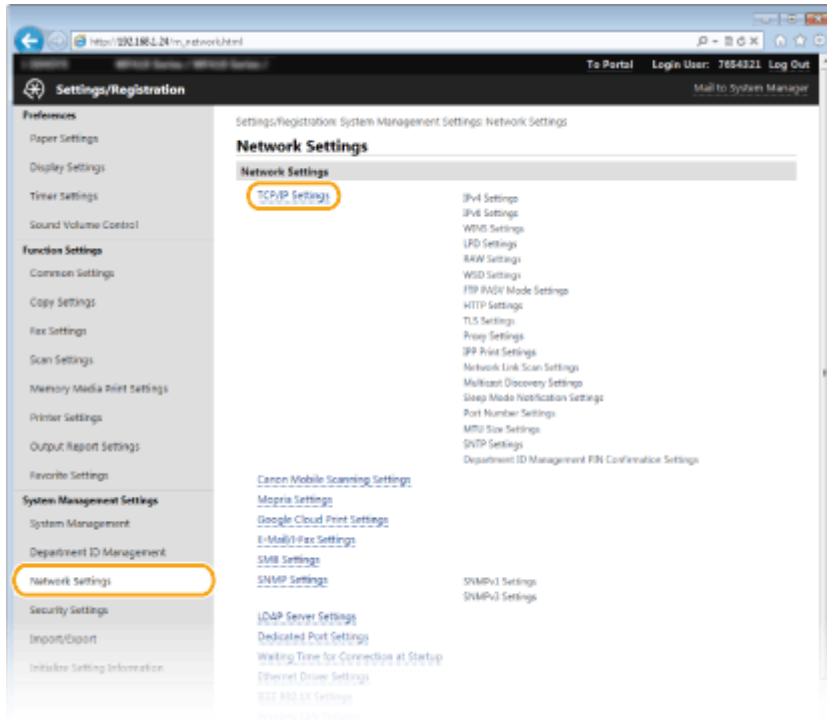
4 **Click [Key and Certificate] in [TLS Settings].**
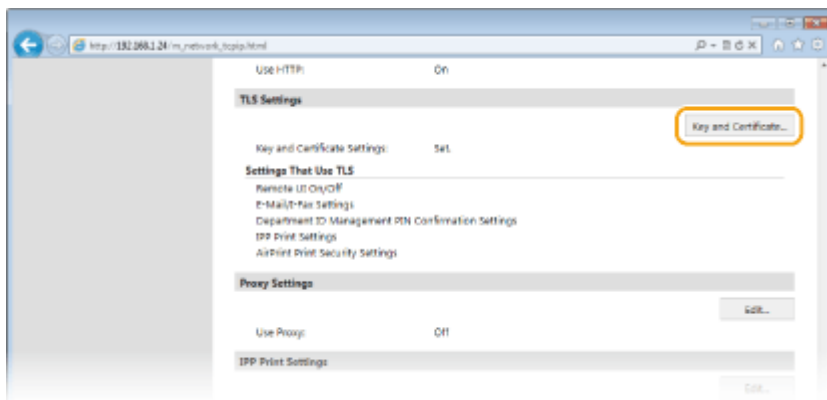
5 **Click [Register Default Key] on the right of the key pair you want to use.**
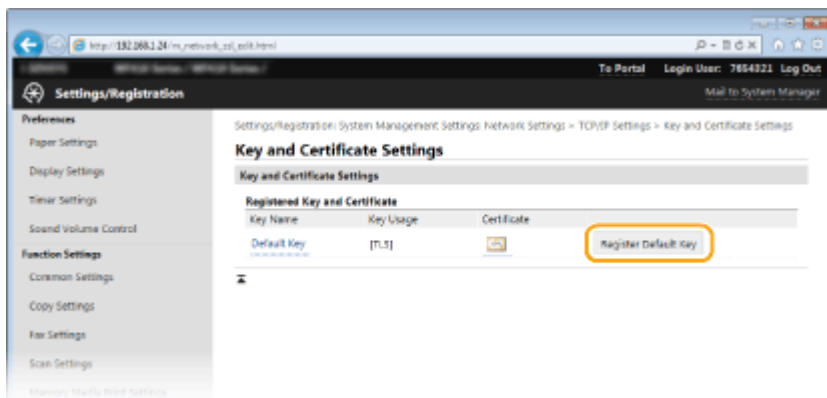
NOTE:

Viewing details of a certificate

- You can check the details of the certificate or verify the certificate by clicking the corresponding text link under [Key Name], or the certificate icon. ◉**Verifying Key Pairs and Digital Certificates(P. 602)**

6 **Enable TLS for the Remote UI.**

1 Click [Security Settings] ▶ [Remote UI Settings].
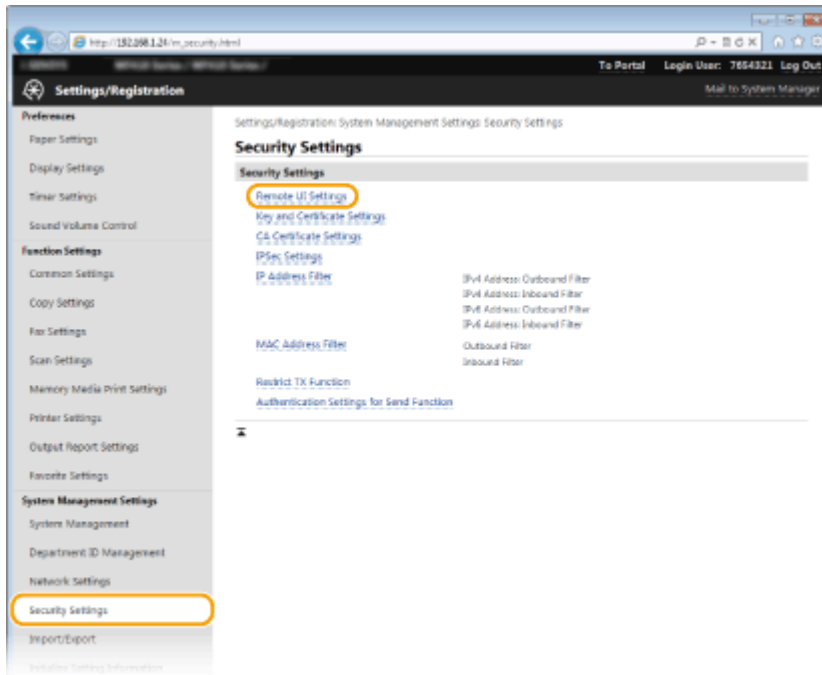
2 Click [Edit].
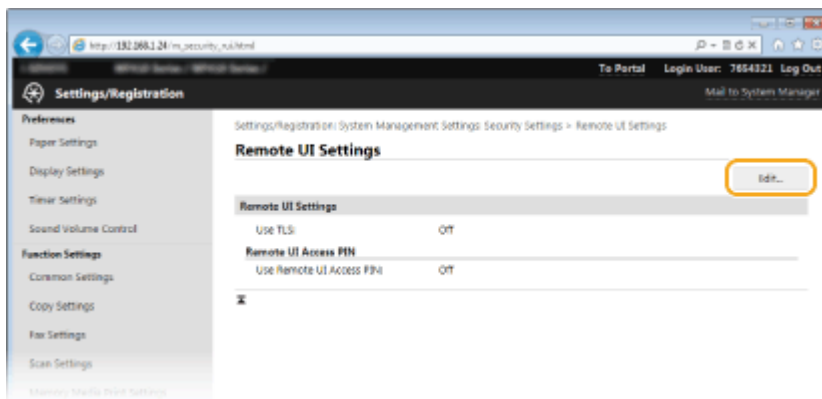
3 Select the [Use TLS] check box and click [OK].
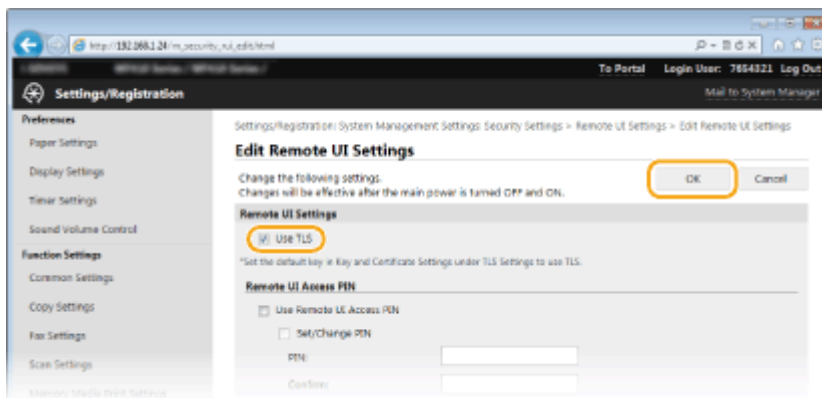
7 **Restart the machine.**

- Turn OFF the machine, wait for at least 10 seconds, and turn it back ON.

NOTE

Using the operation panel

- You can also enable or disable TLS encrypted communication from <Menu> in the Home screen. ❯**Use TLS(P. 709)**

Starting the Remote UI with TLS

- If you try to start the Remote UI when TLS is enabled, a security alert may be displayed regarding the security certificate. In this case, check that the correct URL is entered in the address field, and then proceed to display the Remote UI screen. ❯**Starting Remote UI(P. 606)**

Enabling TLS for e-mailing/I-Faxing

- If the SMTP server and the POP3 server support TLS, you can enable TLS for communication with these servers (❯**Configuring E-Mail/I-Fax Communication Settings(P. 469)**). For more information about the SMTP server and the POP3 server, contact your Internet service provider or Network Administrator.

LINKS

❯**Generating Key Pairs(P. 590)**
❯**Using CA-issued Key Pairs and Digital Certificates(P. 598)**
❯**Configuring IPSec Settings(P. 574)**
❯**Configuring IEEE 802.1X Authentication(P. 583)**
❯**Monitoring and Controlling the Machine with SNMP(P. 508)**
❯**Registering LDAP Servers(P. 499)**

Configuring IPSec Settings

0UWX-09S

Internet Protocol Security (IPSec or IPsec) is a protocol suite for encrypting data transported over a network, including Internet networks. While TLS only encrypts data used on a specific application, such as a Web browser or an e-mail application, IPSec encrypts either whole IP packets or the payloads of IP packets, offering a more versatile security system. The IPSec of the machine works in transport mode, in which the payloads of IP packets are encrypted. With this feature, the machine can connect directly to a computer that is in the same virtual private network (VPN). Check the system requirements and set the necessary configuration on the computer before you configure the machine.

System Requirements

IPSec that is supported by the machine conforms to RFC2401, RFC2402, RFC2406, and RFC4305.

Operating system	Windows Vista/7/8/Server 2003/Server 2008/Server 2012	
Connection mode	Transport mode	
Key exchange protocol	IKEv1 (main 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, or 256 bits)
	Key exchange algorithm/group (and key length)	Diffie-Hellman (DH) • Group 1 (768 bits) • Group 2 (1024 bits) • Group 14 (2048 bits)
ESP	Hash algorithm	HMAC-SHA1-96
	Encryption algorithm (and key length)	• 3DES-CBC • AES-CBC (128 bits, 192 bits, or 256 bits)
	Hash algorithm/encryption algorithm (and key length)	AES-GCM (128 bits, 192 bits, or 256 bits)
AH	Hash algorithm	HMAC-SHA1-96

NOTE

IPSec functional restrictions

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

- The machine cannot use both IPSec and DHCPv6 at the same time.

- IPSec is unavailable in networks in which NAT or IP masquerade is implemented.

Using IPSec with IP address filter

- IP address filter settings are applied before the IPSec policies. ◯**Specifying IP Addresses for Firewall Rules(P. 542)**

Configuring IPSec Settings

Before using IPSec for encrypted communication, you need to register security policies (SP). A security policy consists of the groups of settings described below. Up to 10 policies can be registered. After registering policies, specify the order in which they are applied.

Selector

Selector defines conditions for IP packets to apply IPSec communication. Selectable conditions include IP addresses and port numbers of the machine and the devices to communicate with.

IKE

IKE configures the IKEv1 that is used for key exchange protocol. Note that instructions vary depending on the authentication method selected.

[Pre-Shared Key Method]
A key of up to 24 alphanumeric characters can be shared with the other devices. Enable TLS for the Remote UI before specifying this authentication method (◯**Enabling TLS Encrypted Communication for the Remote UI(P. 570)**).

[Digital Signature Method]
The machine and the other devices authenticate each other by mutually verifying their digital signatures. Generate or install the key pair beforehand (◯**Configuring Settings for Key Pairs and Digital Certificates(P. 588)**).

AH/ESP

Specify the settings for AH/ESP, which is added to packets during IPSec communication. AH and ESP can be used at the same time. You can also select whether or not to enable PFS for tighter security.

1 Start the Remote UI and log on in System Manager Mode. ◯**Starting Remote UI(P. 606)**

2 Click [Settings/Registration].
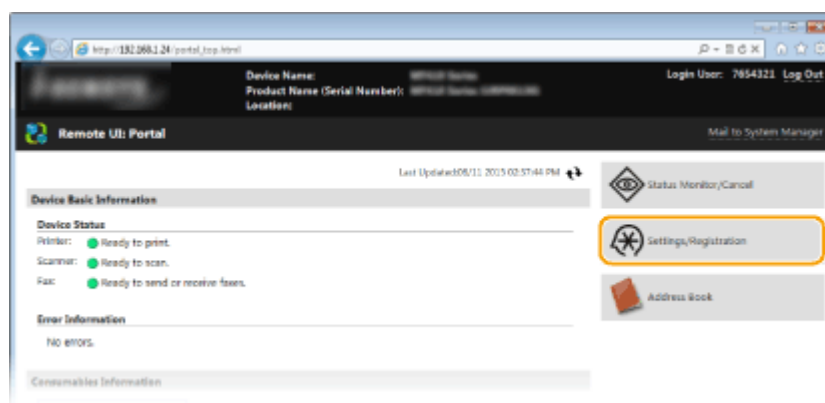
3 Click [Security Settings] ▶ [IPSec Settings].
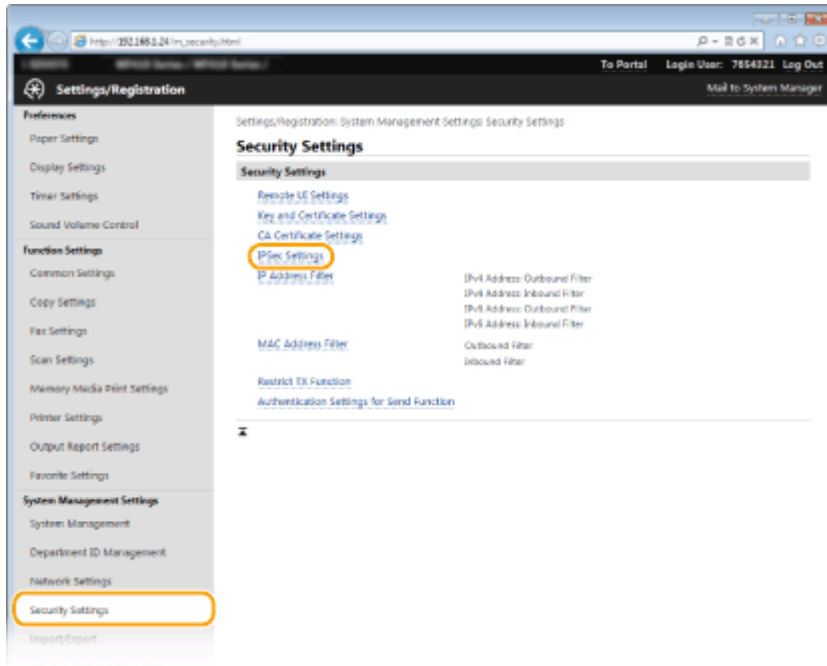
4 **Click [Edit].**
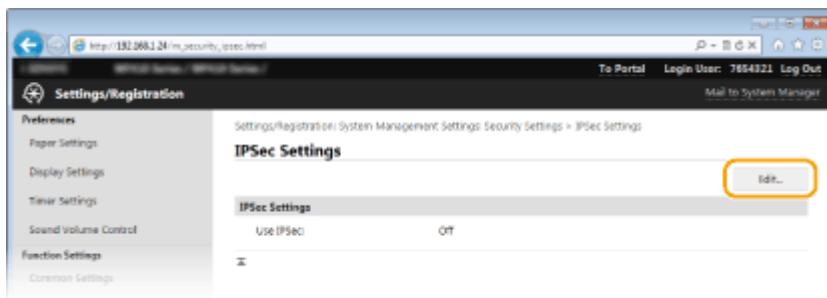
5 **Select the [Use IPSec] check box and click [OK].**

- If you want the machine to only receive packets that match one of the security policies that you define in the steps below, clear the [Receive Non-Policy Packets] check box.
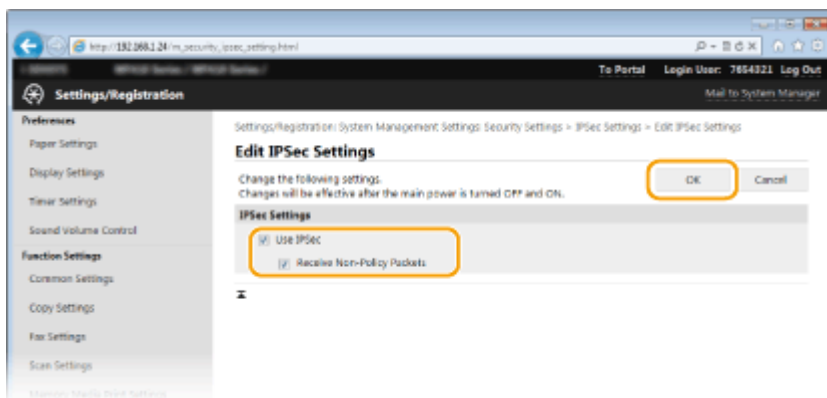
6 **Click [Register New Policy].**
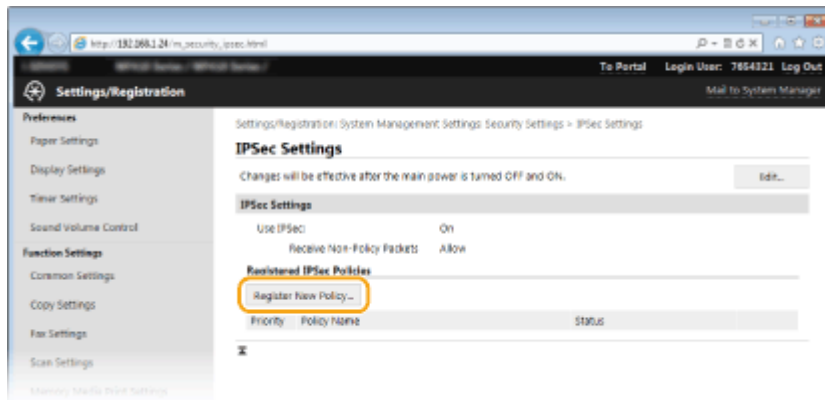
7 Specify the Policy Settings.

1 In the [Policy Name] text box, enter up to 24 alphanumeric characters for a name that is used for identifying the policy.

2 Select the [Enable Policy] check box.
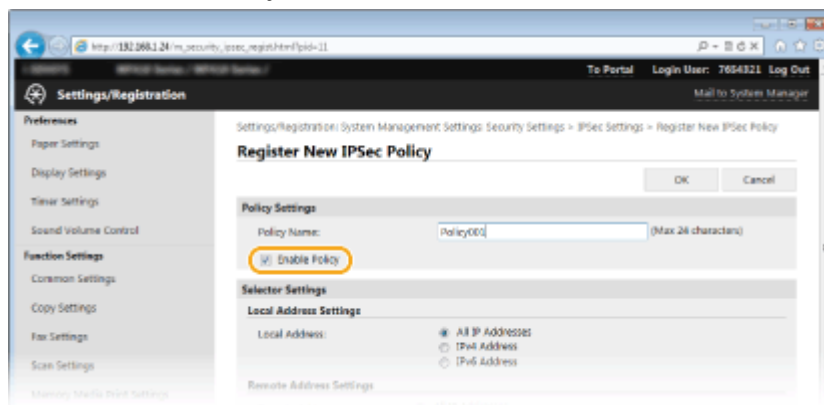
8 Specify the Selector Settings.
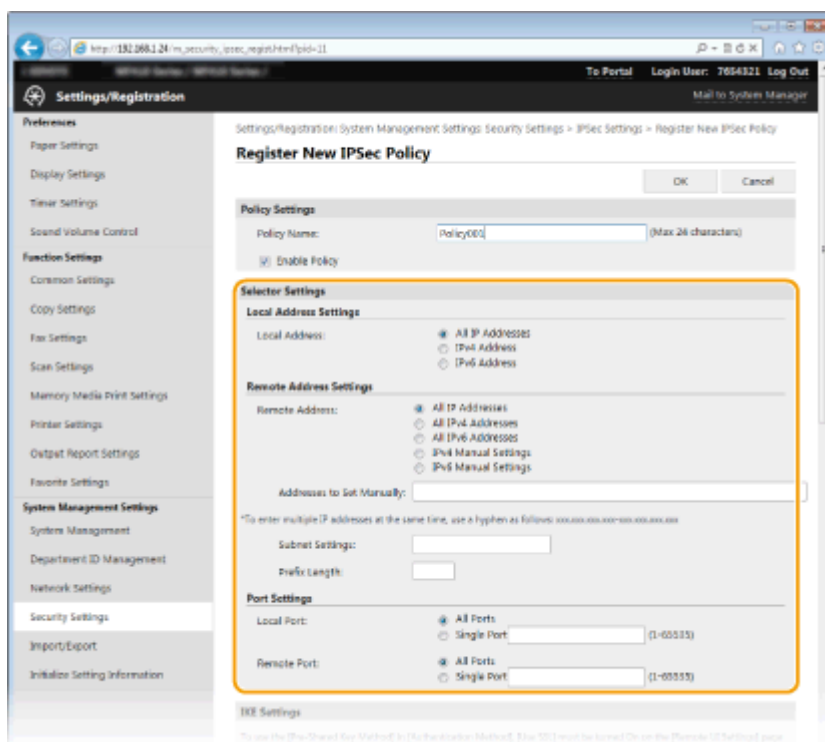
[Local Address]
Click the radio button for the type of IP address of the machine to apply the policy.

[All IP Addresses]	Select to use IPSec for all IP packets.
[IPv4 Address]	Select to use IPSec for all IP packets that are sent to or from the IPv4 address of the machine.
[IPv6 Address]	Select to use IPSec for all IP packets that are sent to or from an IPv6 address of the machine.

[Remote Address]
Click the radio button for the type of IP address of the other devices to apply the policy.

[All IP Addresses]	Select to use IPSec for all IP packets.
[All IPv4 Addresses]	Select to use IPSec for all IP packets that are sent to or from IPv4 addresses of the other devices.
[All IPv6 Addresses]	Select to use IPSec for all IP packets that are sent to or from IPv6 addresses of the other devices.
[IPv4 Manual Settings]	Select to specify a single IPv4 address or a range of IPv4 addresses to apply IPSec. Enter the IPv4 address (or the range) in the [Addresses to Set Manually] text box.
[IPv6 Manual Settings]	Select to specify a single IPv6 address or a range of IPv6 addresses to apply IPSec. Enter the IPv6 address (or the range) in the [Addresses to Set Manually] text box.

[Addresses to Set Manually]
If [IPv4 Manual Settings] or [IPv6 Manual Settings] is selected for [Remote Address], enter the IP address to apply the policy. You can also enter a range of addresses by inserting a hyphen between the addresses.

NOTE:

Entering IP addresses

	Description	Example
Entering a single address	**IPv4:** Delimit numbers with periods.	192.168.0.10
	IPv6: Delimit alphanumeric characters with colons.	fe80::10
Specifying a range of addresses	Insert a hyphen between the addresses.	192.168.0.10-192.168.0.20

[Subnet Settings]
When manually specifying IPv4 address, you can express the range by using the subnet mask. Enter the subnet mask using periods to delimit numbers (example:"255.255.255.240").

[Prefix Length]
Specifying the range of IPv6 addresses manually also allows you to specify the range using prefixes. Enter a range between 0 and 128 as the prefix length.

[Local Port]/[Remote Port]
If you want to create separate policies for each protocol, such as HTTP or SMTP, enter the appropriate port number for the protocol to determine whether to use IPSec.

IMPORTANT:

IPSec is not applied to the following packets

- Loopback, multicast, and broadcast packets

- IKE packets (using UDP on port 500)

- ICMPv6 neighbor solicitation and neighbor advertisement packets

9 **Specify the IKE Settings.**
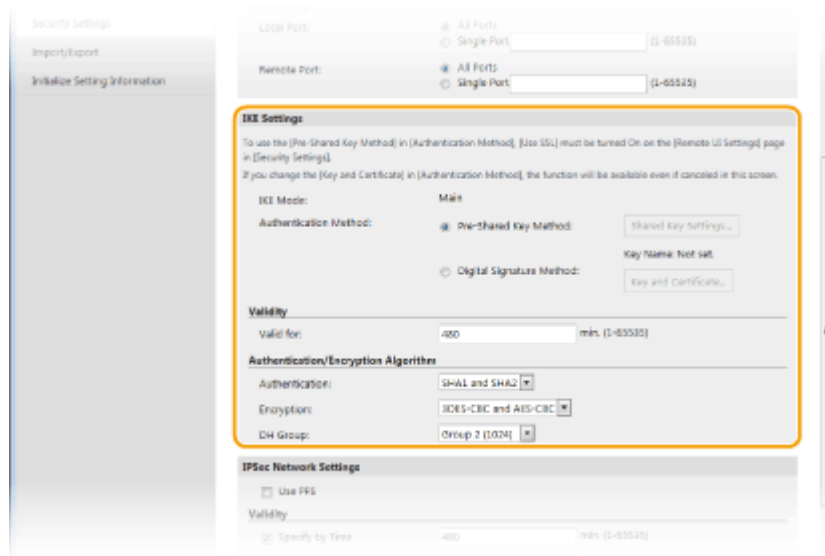
[IKE Mode]
The mode used for the key exchange protocol is displayed. The machine supports the main mode, not the aggressive mode.

[Authentication Method]
Select [Pre-Shared Key Method] or [Digital Signature Method] for the method used when authenticating the machine. You need to enable TLS for the Remote UI before selecting [Pre-Shared Key Method] (**Enabling TLS Encrypted Communication for the Remote UI(P. 570)**). You need to generate or install a key pair before selecting [Digital Signature Method] (**Configuring Settings for Key Pairs and Digital Certificates(P. 588)**).

[Valid for]
Specify how long a session lasts for IKE SA (ISAKMP SA). Enter the time in minutes.

[Authentication]/[Encryption]/[DH Group]
Select an algorithm from the drop-down list. Each algorithm is used in the key exchange.

[Authentication]	Select the hash algorithm.
[Encryption]	Select the encryption algorithm.
[DH Group]	Select the Diffie-Hellman group, which determines the key strength.

■**Using a pre-shared key for authentication**

1 Click the [Pre-Shared Key Method] radio button for [Authentication Method] and then click [Shared Key Settings].

2 Enter up to 24 alphanumeric characters for the pre-shared key and click [OK].
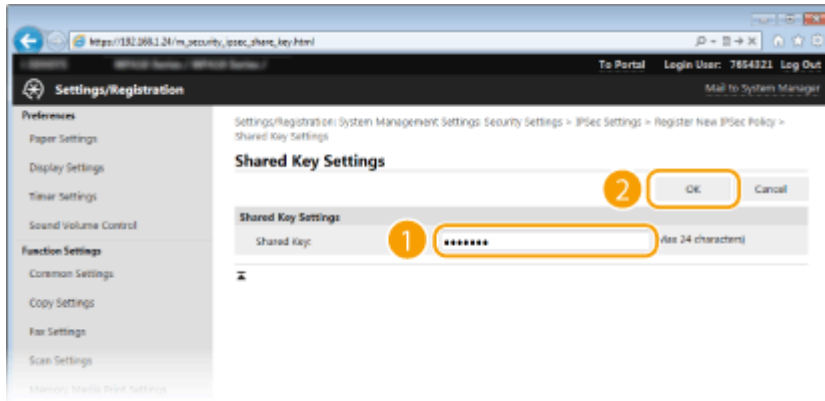
3 Specify the [Valid for] and [Authentication]/[Encryption]/[DH Group] settings.

■Using a key pair and preinstalled CA certificates for authentication

1 Click the [Digital Signature Method] radio button for [Authentication Method] and then click [Key and Certificate].

2 Click [Register Default Key] on the right of a key pair you want to use.
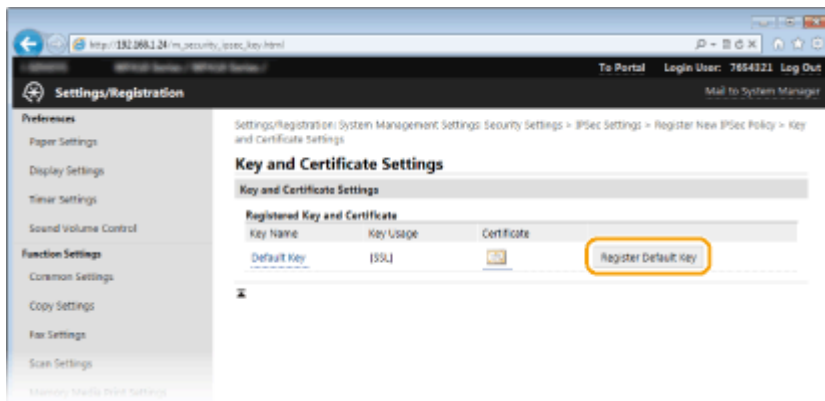
NOTE:

Viewing details of a key pair or certificate

- You can check the details of the certificate or verify the certificate by clicking the corresponding text link under [Key Name], or the certificate icon. **Verifying Key Pairs and Digital Certificates(P. 602)**

3 Specify the [Valid for] and [Authentication]/[Encryption]/[DH Group] settings.

10 **Specify the IPSec Network Settings.**
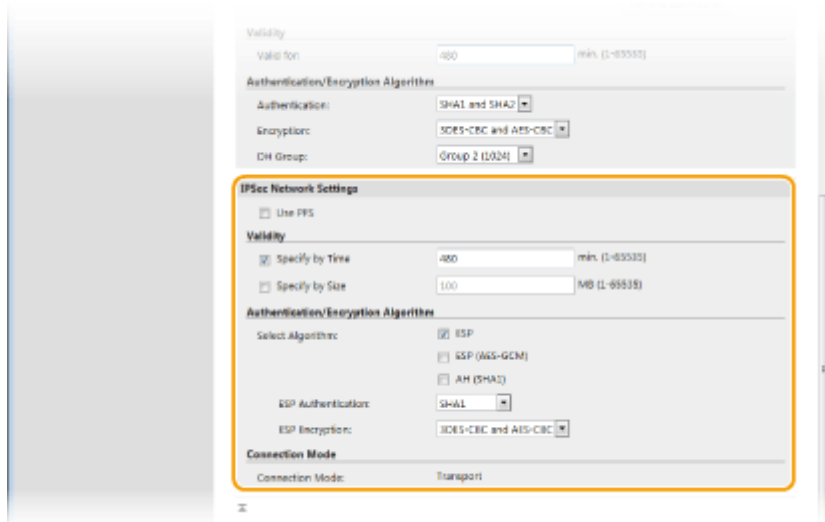
[Use PFS]
Select the check box to enable Perfect Forward Secrecy (PFS) for IPSec session keys. Enabling PFS enhances the security while increasing the load on the communication. Make sure that PFS is also enabled for the other devices.

[Specify by Time]/[Specify by Size]
Set the conditions for terminating a session for IPSec SA. IPSec SA is used as a communication tunnel. Select either or both of the check boxes as necessary. If both check boxes are selected, the IPSec SA session is terminated when either of the conditions has been satisfied.

[Specify by Time]	Enter a time in minutes to specify how long a session lasts.
[Specify by Size]	Enter a size in megabytes to specify how much data can be transported in a session.

[Select Algorithm]
Select the [ESP], [ESP (AES-GCM)], or [AH (SHA1)] check box(es) depending on the IPSec header and the algorithm used. AES-GCM is an algorithm for both authentication and encryption. If [ESP] is selected, also select algorithms for authentication and encryption from the [ESP Authentication] and [ESP Encryption] drop-down lists.

[ESP Authentication]	To enable the ESP authentication, select [SHA1] for the hash algorithm. Select [Do Not Use] if you want to disable the ESP authentication.
[ESP Encryption]	Select the encryption algorithm for ESP. You can select [NULL] if you do not want to specify the algorithm, or select [Do Not Use] if you want to disable the ESP encryption.

[Connection Mode]
The connection mode of IPSec is displayed. The machine supports transport mode, in which the payloads of IP packets are encrypted. Tunnel mode, in which whole IP packets (headers and payloads) are encapsulated is not available.

11 Click [OK].

- If you need to register an additional security policy, return to step 6.

12 Arrange the order of policies listed under [Registered IPSec Policies].

- Policies are applied from one at the highest position to the lowest. Click [Up] or [Down] to move a policy up or down the order.
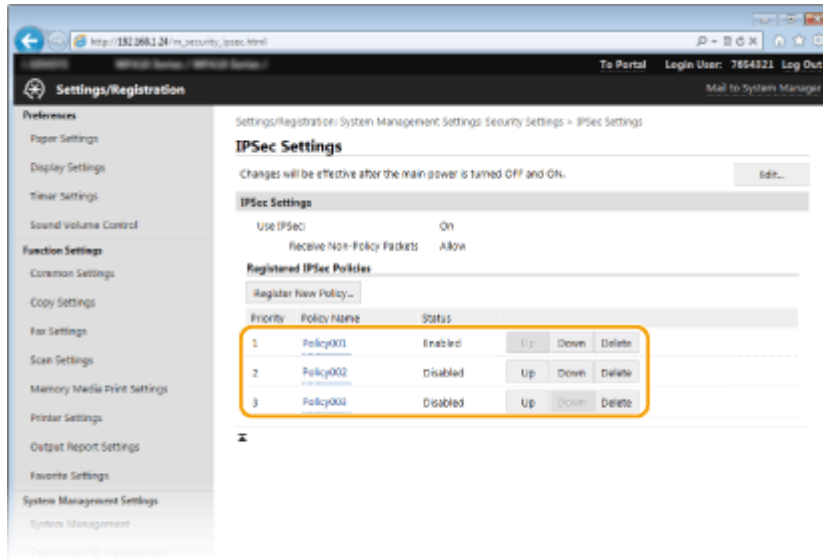
NOTE:

Editing a policy

- Click the corresponding text link under [Policy Name] for the edit screen.

Deleting a policy

- Click [Delete] on the right of the policy name you want to delete ▶ click [OK].

13 Restart the machine.

- Turn OFF the machine, wait for at least 10 seconds, and turn it back ON.

NOTE

Using the operation panel

- You can also enable or disable IPSec communication from <Menu> in the Home screen. ◉**Use IPSec(P. 709)**

LINKS

◉**Configuring Settings for Key Pairs and Digital Certificates(P. 588)**
◉**IPSec Policy List(P. 820)**

Configuring IEEE 802.1X Authentication

0UWX-09U

The machine can connect to an 802.1X network as a client device. A typical 802.1X network consists of a RADIUS server (authentication server), LAN switch (authenticator), and client devices with authentication software (supplicants). If a device tries to connect to the 802.1X network, the device must go through user authentication in order to prove that the connection is made by an authorized user. Authentication information is sent to and checked by a RADIUS server, which permits or rejects communication to the network depending on the authentication result. If authentication fails, a LAN switch (or an access point) blocks access from the outside of the network.
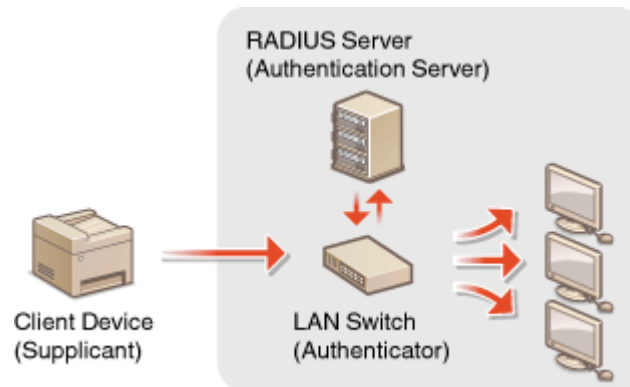
Select the authentication method from the options below. If necessary, install or register a key pair or CA certificate before configuring IEEE 802.1X authentication (❯**Using CA-issued Key Pairs and Digital Certificates(P. 598)**).

TLS

The machine and the authentication server authenticate each other by mutually verifying their certificates. A key pair issued by a certification authority (CA) is required for the client authentication (when authenticating the machine). For the server authentication, a CA certificate installed via the Remote UI can be used in addition to a CA certificate preinstalled in the machine.

TTLS

This authentication method uses a user name and password for the client authentication and a CA certificate for the server authentication. MSCHAPv2 or PAP can be selected as the internal protocol. TTLS can be used with PEAP at the same time. Enable TLS for the Remote UI before configuring this authentication method (❯ **Enabling TLS Encrypted Communication for the Remote UI(P. 570)**).

PEAP

The required settings are almost the same as those of TTLS. MS-CHAPv2 is used as the internal protocol. Enable TLS for the Remote UI before configuring this authentication method (❯**Enabling TLS Encrypted Communication for the Remote UI(P. 570)**).

1 Start the Remote UI and log on in System Manager Mode. ❯**Starting Remote UI(P. 606)**

2 Click [Settings/Registration].
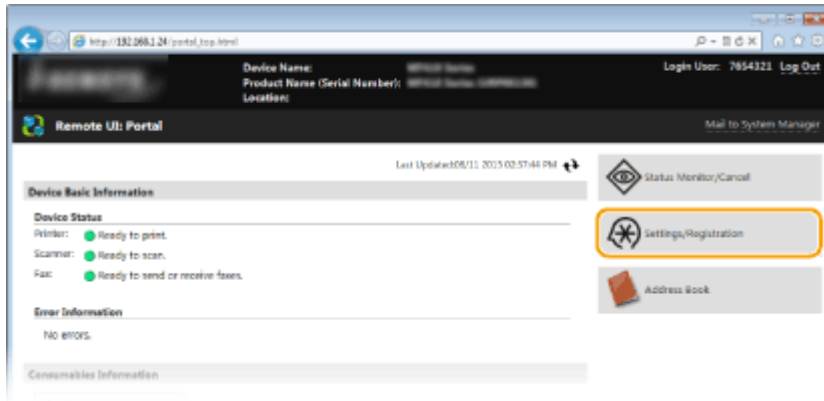
3 **Click [Network Settings] ▶ [IEEE 802.1X Settings].**
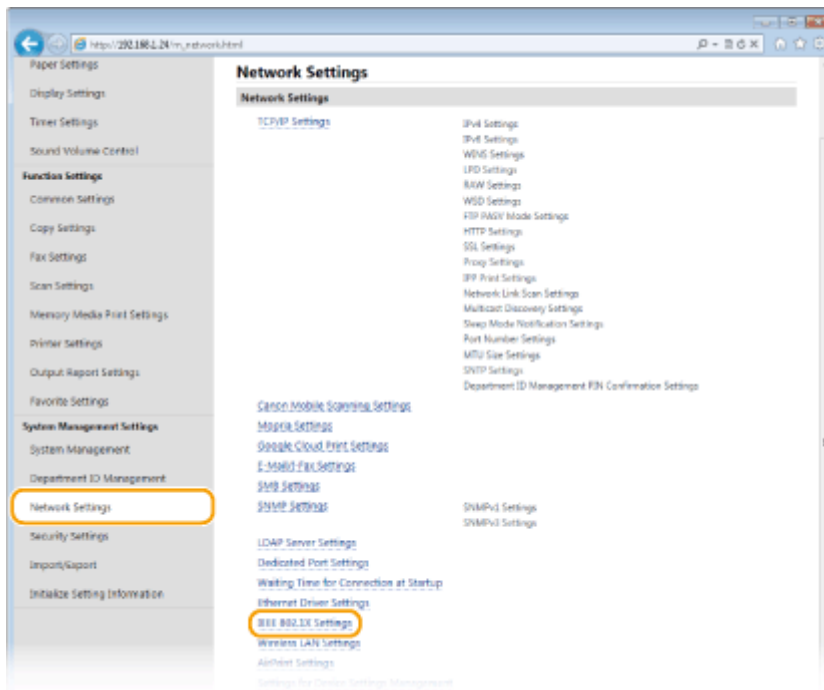
4 **Click [Edit].**
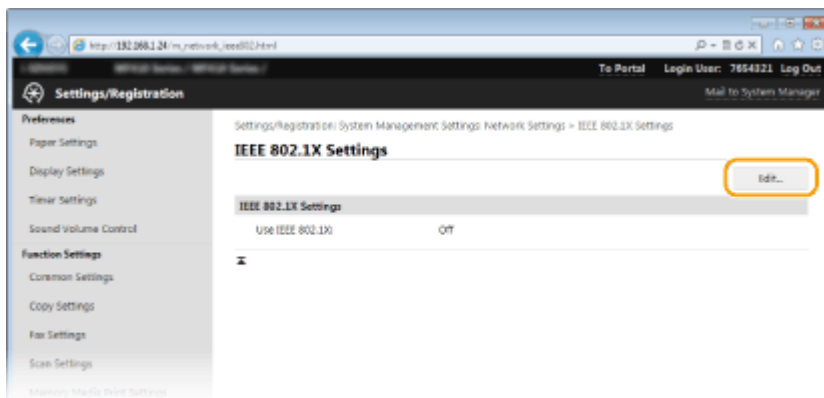
5 **Select the [Use IEEE 802.1X] check box, enter the login name in the [Login Name] text box, and specify the required settings.**
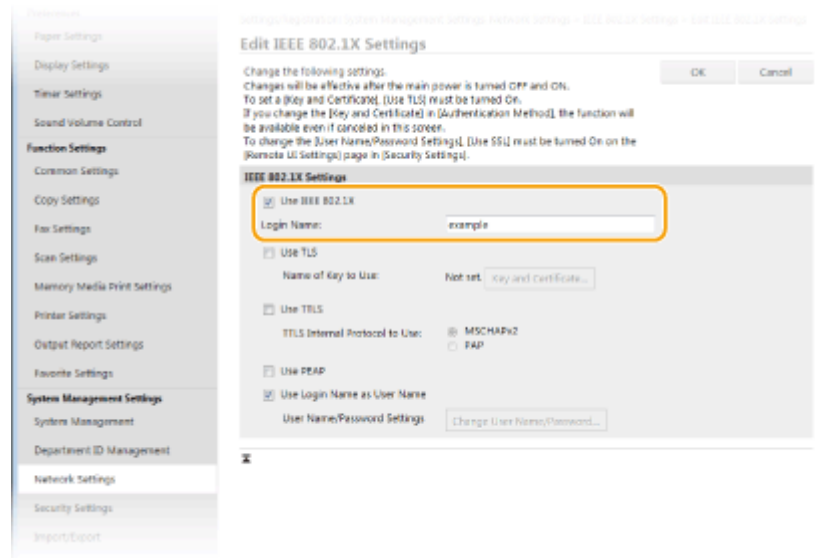
[Use IEEE 802.1X]
Select the check box to enable IEEE 802.1X authentication.

[Login Name]
Enter up to 24 alphanumeric characters for a name (EAP identity) that is used for identifying the user.

■ Setting TLS

1 Select the [Use TLS] check box and click [Key and Certificate].

- You cannot use TLS with TTLS or PEAP.

2 Click [Register Default Key] on the right of the key pair you want to use for the client authentication.
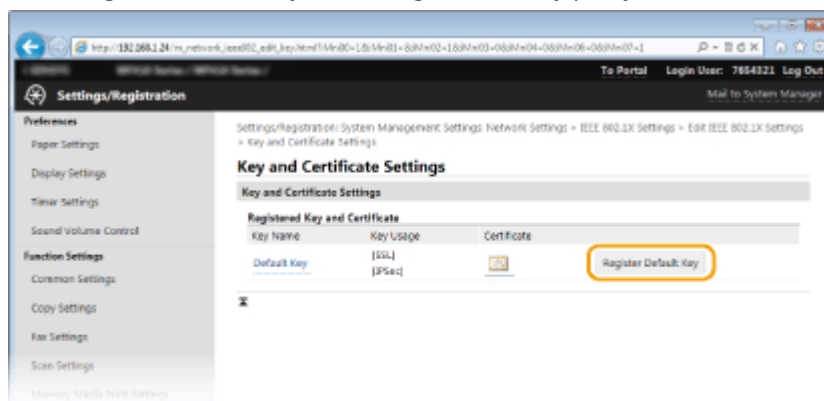
NOTE:

Viewing details of a key pair or certificate

- You can check the details of the certificate or verify the certificate by clicking the corresponding text link under [Key Name], or the certificate icon. ●**Verifying Key Pairs and Digital Certificates(P. 602)**

■ Setting TTLS/PEAP

1 Select the [Use TTLS] or [Use PEAP] check box.
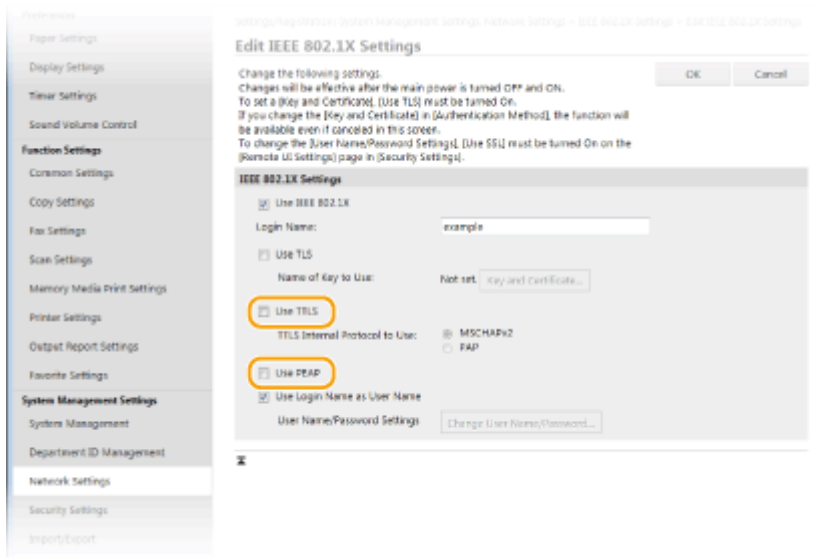
NOTE:

Internal protocol for TTLS

- You can select MSCHAPv2 or PAP. If you want to use PAP, click the [PAP] radio button.
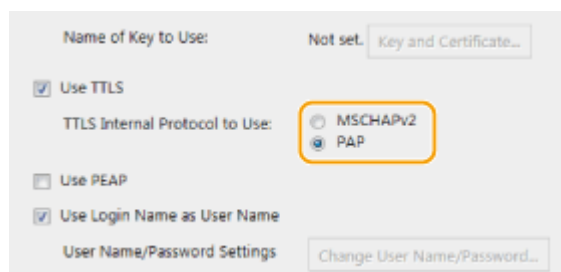
2 Click [Change User Name/Password].

- To specify a user name other than the login name, clear the [Use Login Name as User Name] check box. Select the check box if you want to use the login name as the user name.
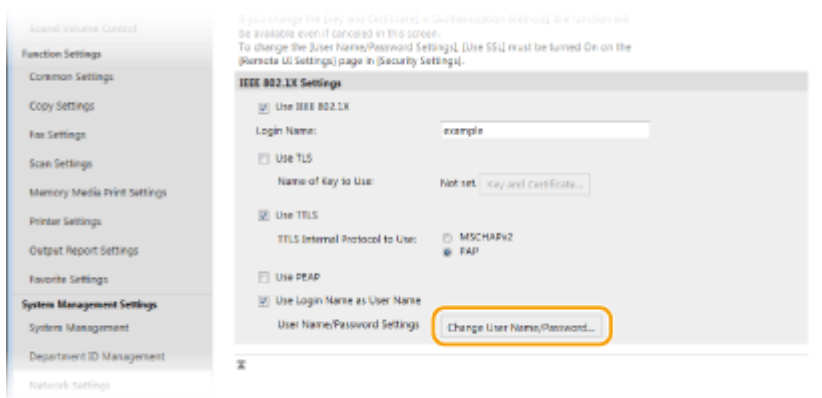
3 Set the user name/password and click [OK].
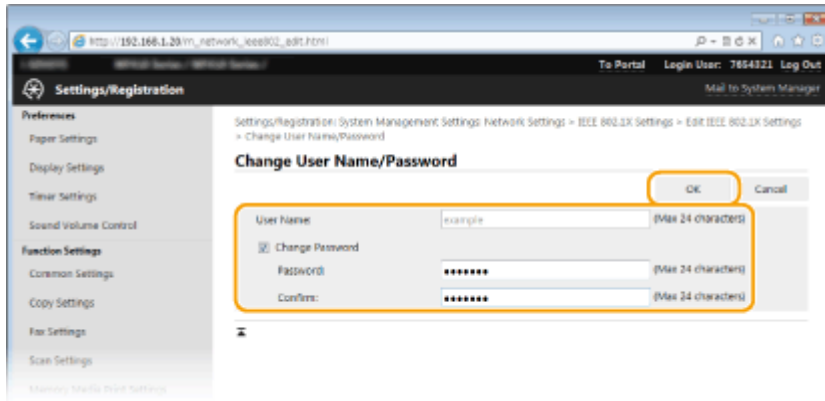
[User Name]
Enter up to 24 alphanumeric characters for the user name.

[Change Password]
To set or change the password, select the check box and enter up to 24 alphanumeric characters for the new password both in the [Password] and [Confirm] text boxes.
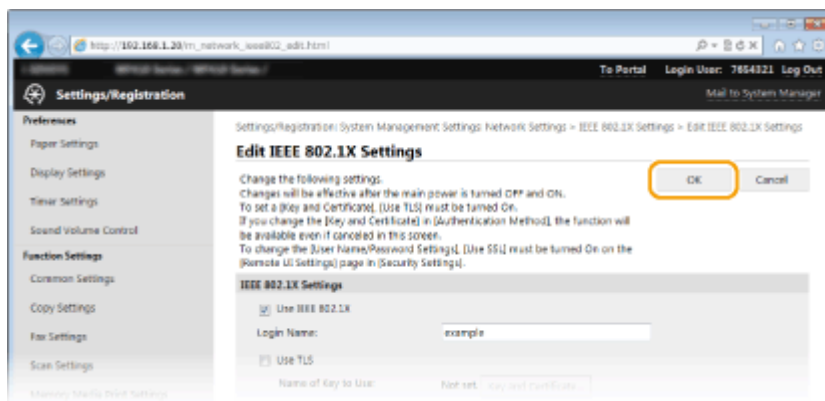
6 Click [OK].

7 Restart the machine.

- Turn OFF the machine, wait for at least 10 seconds, and turn it back ON.

> **NOTE**
>
> **Using the operation panel**
> - You can also enable or disable IEEE 802.1X authentication from <Menu> in the Home screen. ○**IEEE 802.1X Settings(P. 640)**

LINKS

○**Configuring Settings for Key Pairs and Digital Certificates(P. 588)**

Configuring Settings for Key Pairs and Digital Certificates

0UWX-09W

In order to encrypt communication with a remote device, an encryption key must be sent and received over an unsecured network beforehand. This problem is solved by public-key cryptography. Public-key cryptography ensures secure communication by protecting important and valuable information from attacks, such as sniffing, spoofing, and tampering of data as it flows over a network.

Key Pair

A key pair consists of a public key and a secret key, both of which are required for encrypting or decrypting data. Because data that has been encrypted with one of the key pair cannot be returned to its original data form without the other, public-key cryptography ensures secure communication of data over the network. A key pair is used for TLS encrypted communication, TLS of the IEEE 802.1X authentication, or digital signature for IPSec communication. Up to five key pairs (including the preinstalled pairs) can be generated to the machine (**Using CA-issued Key Pairs and Digital Certificates(P. 598)**). For TLS encrypted communication, a key pair can be generated for the machine (**Generating Key Pairs(P. 590)**).

CA Certificate

Digital certificates including CA certificates are similar to other forms of identification, such as driver's licenses. A digital certificate contains a digital signature, which enables the machine to detect any spoofing or tampering of data. It is extremely difficult for third parties to abuse digital certificates. A digital certificate that contains a public key of a certification authority (CA) is referred to as a CA certificate. CA certificates are used for verifying the device the machine is communicating with for features such as printing with Google Cloud Print or IEEE 802.1X authentication. Up to 67 CA certificates can be registered, including the 62 certificates that are preinstalled in the machine (**Using CA-issued Key Pairs and Digital Certificates(P. 598)**).

■ Key and Certificate Requirements

The certificate contained in a key pair generated with the machine conforms to X.509v3. If you install a key pair or a CA certificate from a computer, make sure that they meet the following requirements:

Format	• Key pair: PKCS#12[*1]
	• CA certificate: X.509v1 or X.509v3, DER (encoded binary)
File extension	• Key pair: ".p12" or ".pfx"
	• CA certificate: ".cer"
Public key algorithm (and key length)	RSA (512 bits, 1024 bits, 2048 bits, or 4096 bits)
Certificate signature algorithm	SHA1-RSA, SHA256-RSA, SHA384-RSA[*2], SHA512-RSA[*2], MD5-RSA, or MD2-RSA
Certificate thumbprint algorithm	SHA1

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

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

NOTE

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

Generating Key Pairs

0UWX-09X

A key pair can be generated with the machine when it is required for encrypted communication via Transport Layer Security (TLS). You can use TLS when accessing the machine via the Remote UI. Up to five key pairs (including the preinstalled pairs) can be generated to the machine. Self-signed certificates are used with key pairs generated in "Network Communication". With a "Key and Certificate Signing Request (CSR)", you can apply for a CA-issued digital certificate for the key pair generated by the machine.

○Generate Network Communication Key(P. 590)
○Generate Key and Certificate Signing Request (CSR)(P. 593)

Generate Network Communication Key

1 **Start the Remote UI and log on in System Manager Mode. ○Starting Remote UI(P. 606)**

2 **Click [Settings/Registration].**

3 **Click [Security Settings] ▶ [Key and Certificate Settings].**
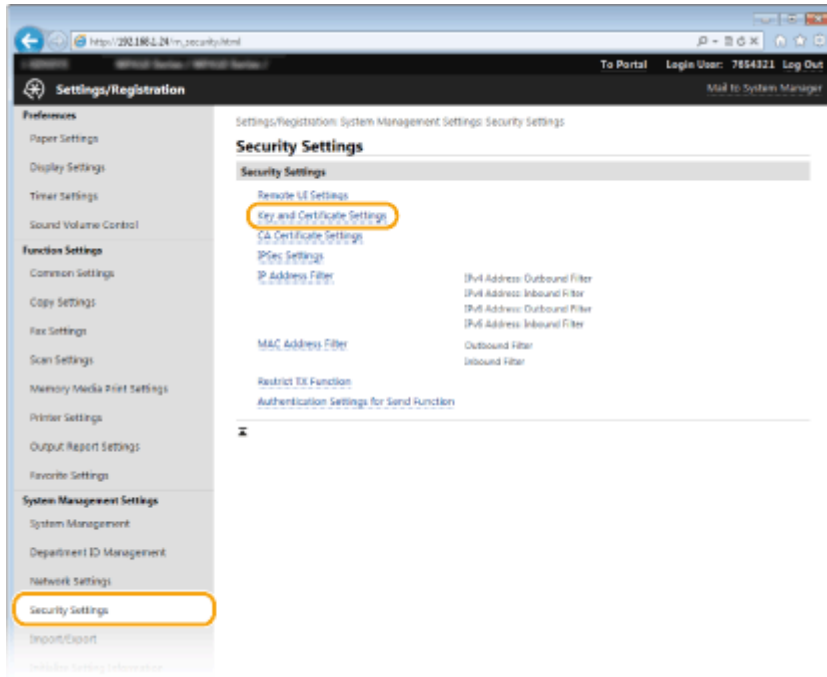
4 **Click [Generate Key].**
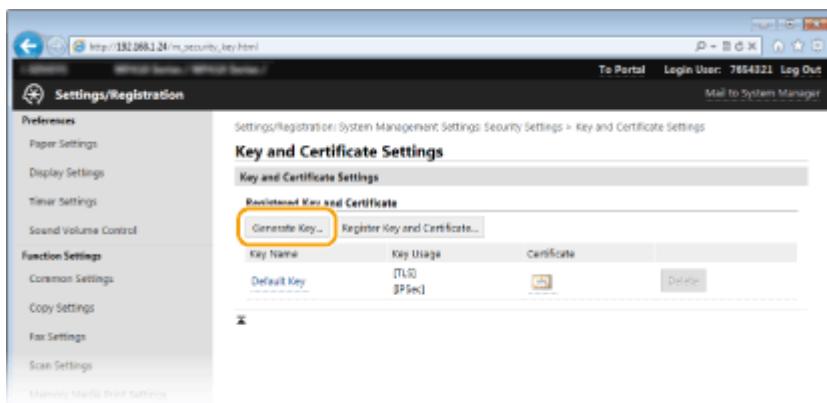
NOTE:

Deleting a registered key pair

- Click [Delete] on the right of the key pair you want to delete ▶ click [OK].
- A key pair cannot be deleted if it is currently used for some purpose, such as when "[TLS]" or "[IEEE 802.1X]" is displayed under [Key Usage]. In this case, disable the function or replace the key pair before deleting it.

5 **Select [Network Communication] and click [OK].**
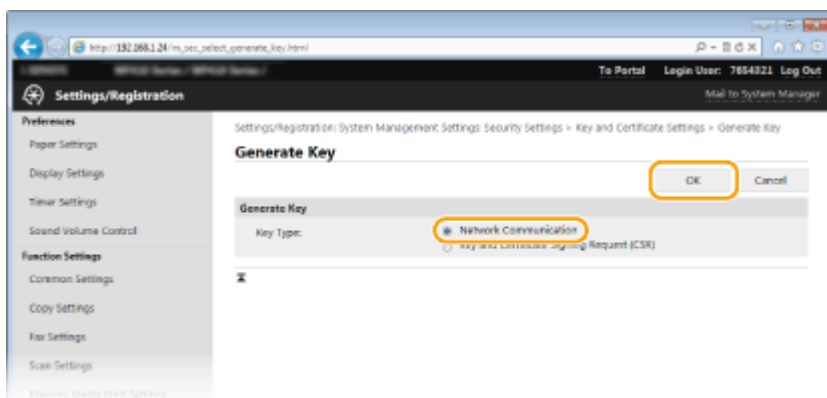
6 **Specify settings for the key and certificate.**

ⓐ [Key Settings]

[Key Name]
Enter up to 24 alphanumeric characters for naming the key pair. Set a name that will be easy for you to find later in a list.

[Signature Algorithm]
Select the signature algorithm from the drop-down list.

[Key Algorithm]
RSA is used for generating a key pair. Select the key length from the drop-down list. The larger the number for the key length, the slower the communication. However, the security is tighter.

NOTE:

- [512-bit] cannot be selected for the key length, if [SHA384] or [SHA512] is selected for [Signature Algorithm].

ⓑ [Certificate Settings]

[Validity Start Date (YYYY/MM/DD)]
Enter the validity start date of the certificate in the range between 01/01/2000 and 31/12/2037, in the order of: year, month, day.

[Validity End Date (YYYY/MM/DD)]
Enter the validity end date of the certificate in the range between 01/01/2000 and 31/12/2037, in the order of: year, month, day. A date earlier than [Validity Start Date (YYYY/MM/DD)] cannot be set.

[Country/Region]
Click the [Select Country/Region] radio button and select the country/region from the drop-down list. You can also click the [Enter Internet Country Code] radio button and enter a country code, such as "US" for the United States.

[State]/[City]
Enter up to 24 alphanumeric characters for the location as necessary.

[Organization]/[Organization Unit]
Enter up to 24 alphanumeric characters for the organization name as necessary.

[Common Name]

Enter up to 48 alphanumeric characters for the common name of the certificate as necessary. "Common Name" is often abbreviated as "CN."

7 **Click [OK].**

- Keys for network communication may take approximately 10 to 15 minutes to generate.
- After a key pair is generated, it is automatically registered to the machine.

Generate Key and Certificate Signing Request (CSR)

1 **Start the Remote UI and log on in System Manager Mode.**
○Starting Remote UI(P. 606)

2 **Click [Settings/Registration].**

3 **Click [Security Settings] ▶ [Key and Certificate Settings].**
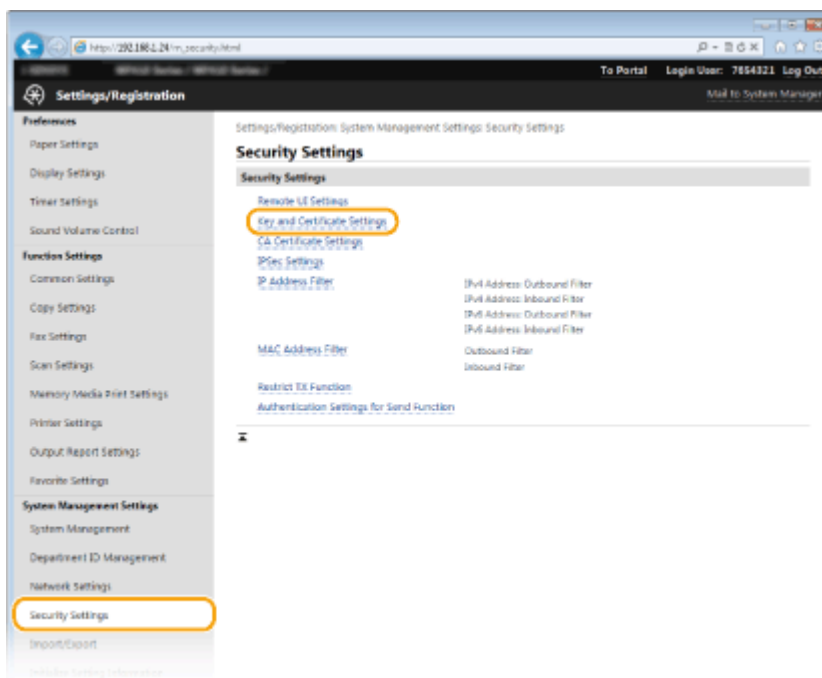
4 **Click [Generate Key].**
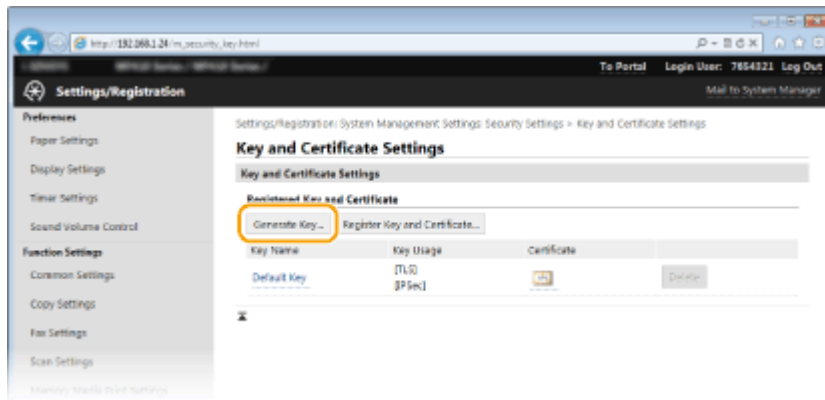
NOTE:

Deleting a registered key pair

- Click [Delete] on the right of the key pair you want to delete ▶ click [OK].

- A key pair cannot be deleted if it is currently used for some purpose, such as when "[TLS]" or "[IEEE 802.1X]" is displayed under [Key Usage]. In this case, disable the function or replace the key pair before deleting it.

5 **Select [Key and Certificate Signing Request (CSR)] and click [OK].**
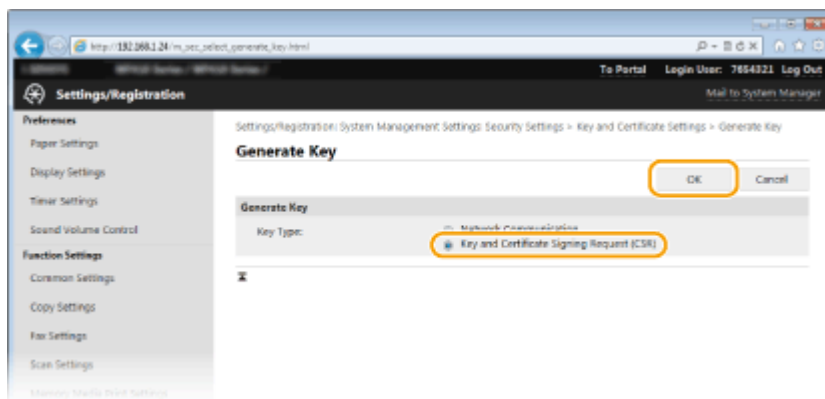
6 **Specify settings for the key and certificate.**
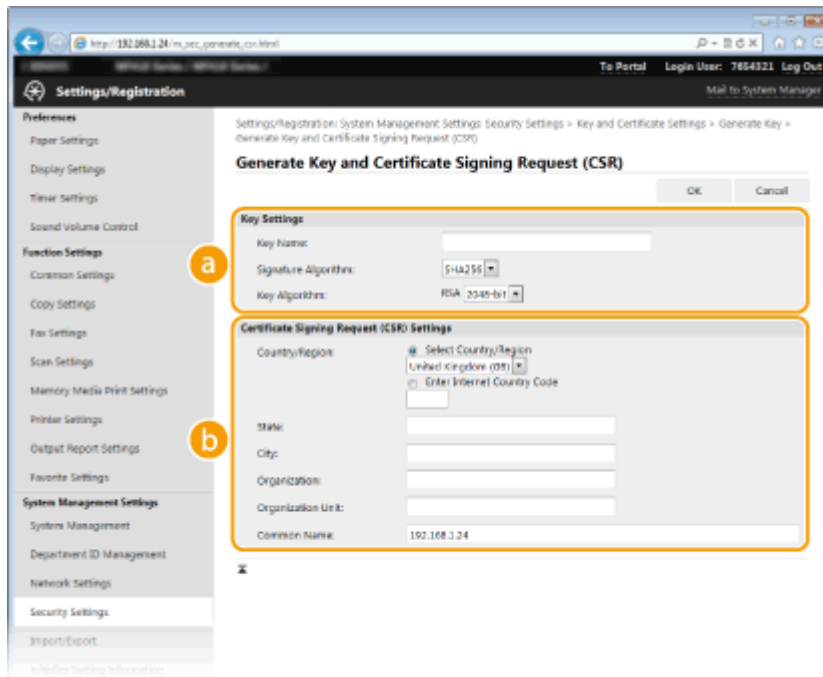
ⓐ [Key Settings]

> **[Key Name]**
> Enter up to 24 alphanumeric characters for naming the key pair. Set a name that will be easy for you to find later in a list.
>
> **[Signature Algorithm]**
> Select the signature algorithm from the drop-down list.
>
> **[Key Algorithm]**
> RSA is used for generating a key pair. Select the key length from the drop-down list. The larger the number for the key length, the slower the communication. However, the security is tighter.
>
> **NOTE:**
>
> - [512-bit] cannot be selected for the key length, if [SHA384] or [SHA512] is selected for [Signature Algorithm].

ⓑ [Certificate Signing Request (CSR) Settings]

> **[Country/Region]**
> Click the [Select Country/Region] radio button and select the country/region from the drop-down list. You can also click the [Enter Internet Country Code] radio button and enter a country code, such as "US" for the United States.
>
> **[State]/[City]**
> Enter up to 24 alphanumeric characters for the location as necessary.
>
> **[Organization]/[Organization Unit]**
> Enter up to 24 alphanumeric characters for the organization name as necessary.
>
> **[Common Name]**
> Enter up to 48 alphanumeric characters for the common name of the certificate as necessary. "Common Name" is often abbreviated as "CN."

7 Click [OK].

- Key and Certificate Signing Request (CSR) may take approximately 10 to 15 minutes to generate.

8 Click [Store in File].

● A dialog box for storing the file appears. Choose where to store the file and click [Save].

➠ The Key and Certificate Signing Request (CSR) file is stored on the computer.

9 **Attach the stored file and submit the application to the certification authority.**

■ Registering the CA-issued Digital Certificate

You cannot use the key pair generated by the Certificate Signing Request (CSR) until the certificate is registered. Once the certification authority has issued the digital certificate, register it using the procedure below.

1 **Start the Remote UI and log on in Administrator mode.**
   Starting Remote UI(P. 606)

2 **Click [Settings/Registration].**

3 **Click [Security Settings] ▶ [Key and Certificate Settings].**

4 **Click [Key Name] or [Certificate] for the certificate to be registered.**

5 **Click [Register Certificate].**

6 **Click [Browse], specify the file for the certificate signing request, and click [Register].**

LINKS

Using CA-issued Key Pairs and Digital Certificates(P. 598)
Verifying Key Pairs and Digital Certificates(P. 602)
Enabling TLS Encrypted Communication for the Remote UI(P. 570)
Configuring IPSec Settings(P. 574)

Using CA-issued Key Pairs and Digital Certificates

0UWX-09Y

Key pairs and digital certificates can be obtained from a certification authority (CA) for use with the machine. You can store and then register these files by using the Remote UI. Make sure that the key pair and the certificate satisfy the requirements of the machine (○**Key and Certificate Requirements(P. 588)**). Up to five key pairs (including the preinstalled key pairs) and up to 67 CA certificates (including the 62 preinstalled certificates) can be registered.

1 Start the Remote UI and log on in System Manager Mode. ○**Starting Remote UI(P. 606)**

2 Click [Settings/Registration].
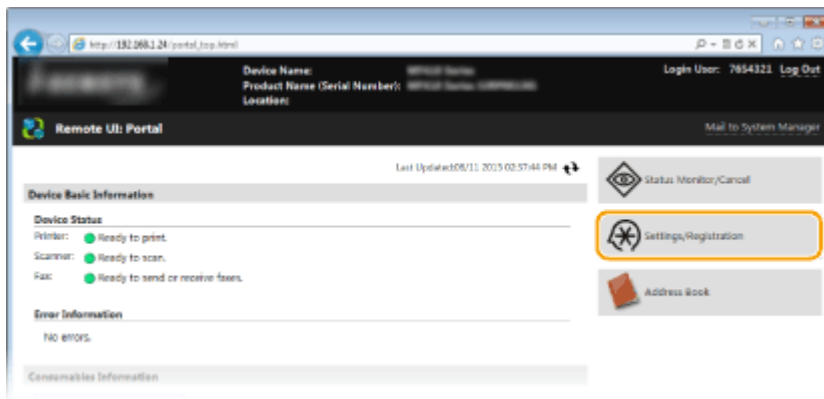
3 Click [Security Settings] ▶ [Key and Certificate Settings] or [CA Certificate Settings].

- Click [Key and Certificate Settings] to install a key pair, or [CA Certificate Settings] to install a CA certificate.
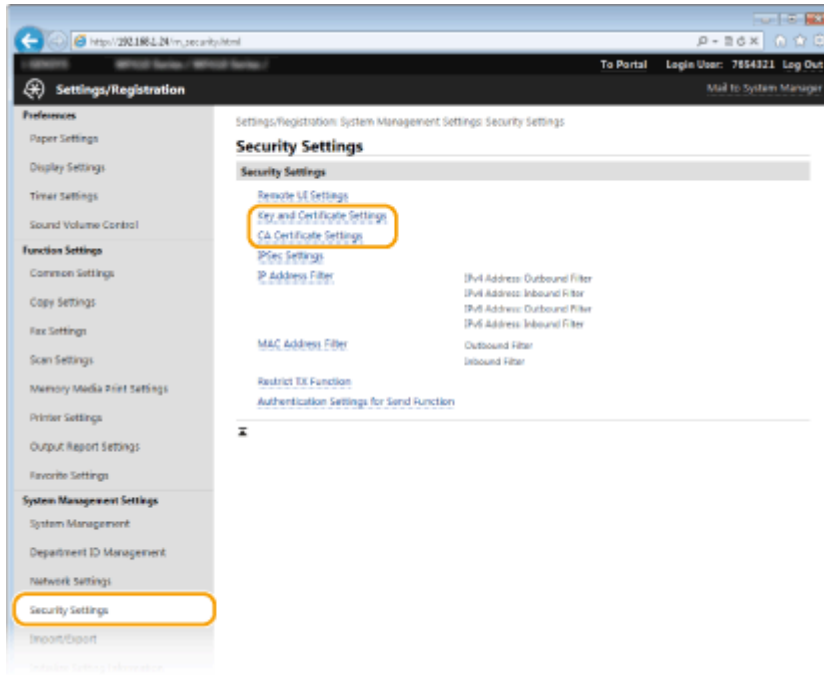
4 **Click [Register Key and Certificate] or [Register CA Certificate].**
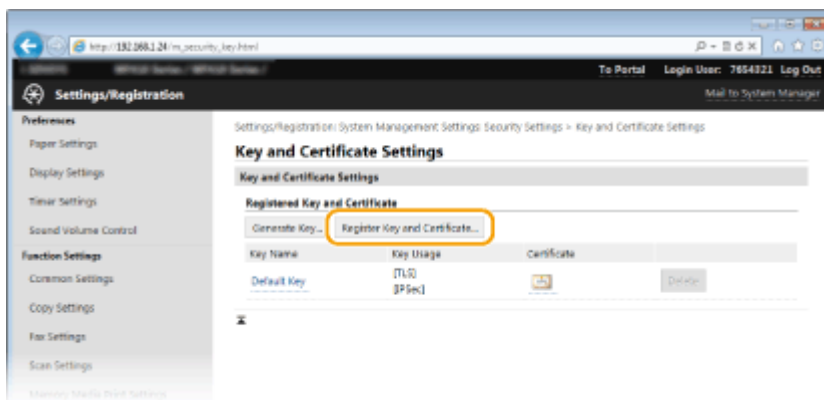
NOTE:

Deleting a registered key pair or CA certificate

- Click [Delete] on the right of the key pair or CA certificate you want to delete ▶ click [OK]. You cannot delete the preinstalled CA certificates.

- A key pair cannot be deleted if it is currently used for some purpose, such as when "[TLS]" or "[IEEE 802.1X]" is displayed under [Key Usage]. In this case, disable the function or replace the key pair before deleting it. The preinstalled CA certificate cannot be deleted.

Disabling or enabling the preinstalled CA certificates

- Click [Disable] on the right of the preinstalled CA certificate you want to disable. To enable the certificate again, click [Enable] on the right of the certificate.

5 **Click [Install].**
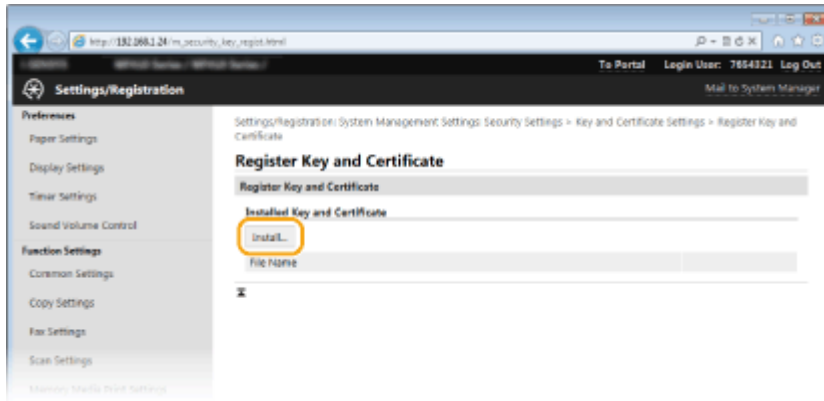
NOTE:

Deleting a key pair or CA certificate file

● Click [Delete] on the right of the file you want to delete ▶ click [OK].

6 **Click [Browse], specify the file to install, and click [Start Installation].**
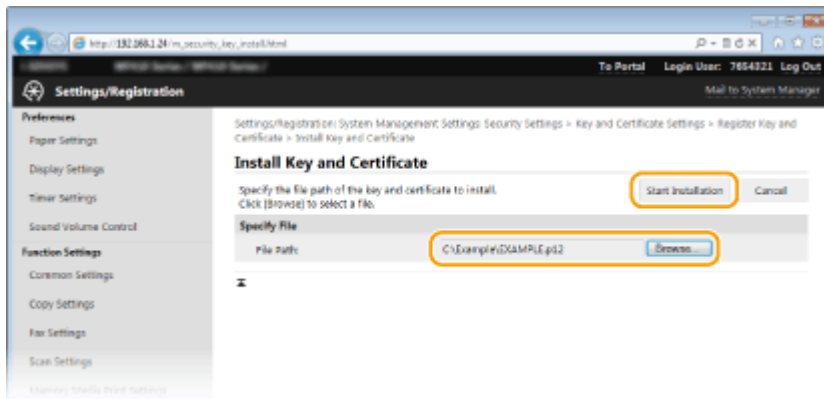
➠ The key pair or CA certificate is installed in the machine.

7 **Register the key pair or CA certificate.**

■Registering a key pair

1 Click [Register] on the right of the key pair you want to register.

2 Enter the name of the key pair and password, and then click [OK].
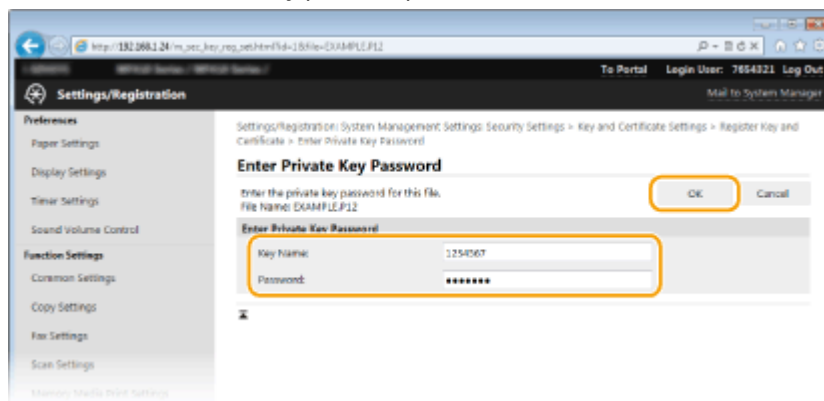
[Key Name]
Enter up to 24 alphanumeric characters for the name of the key pair to be registered.

[Password]

Enter up to 24 alphanumeric characters for the password of the private key set for the file to be registered.

Registering a CA certificate

Click [Register] on the right of the CA certificate you want to register.
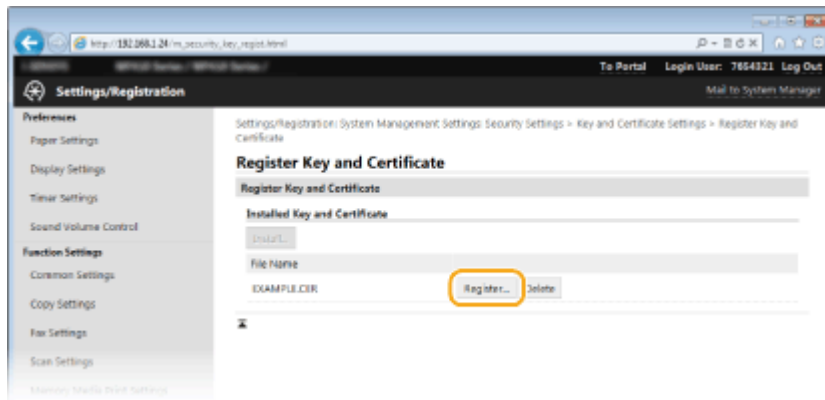
LINKS

⊙Generating Key Pairs(P. 590)
⊙Verifying Key Pairs and Digital Certificates(P. 602)
⊙Enabling TLS Encrypted Communication for the Remote UI(P. 570)
⊙Configuring IPSec Settings(P. 574)
⊙Configuring IEEE 802.1X Authentication(P. 583)

Verifying Key Pairs and Digital Certificates

0UWX-0A1

Once key pairs and CA certificates are registered, you can view their detailed information or verify them for validity and signature.

1 **Start the Remote UI and log on in System Manager Mode. ○Starting Remote UI(P. 606)**

2 **Click [Settings/Registration].**
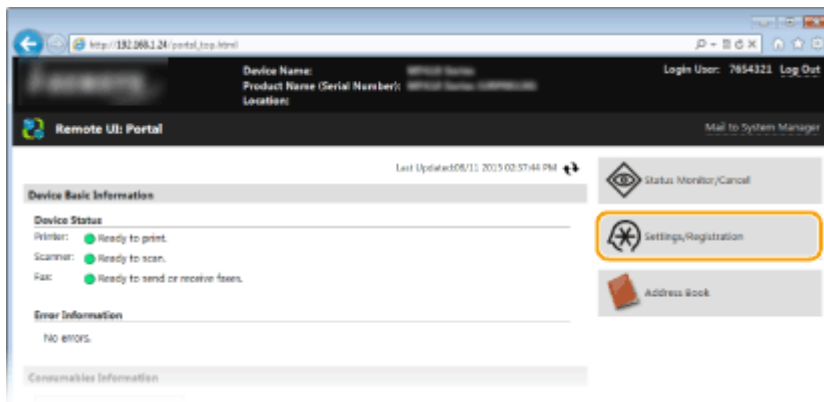

3 **Click [Security Settings] ▶ [Key and Certificate Settings] or [CA Certificate Settings].**

- Click [Key and Certificate Settings] to verify a key pair, or [CA Certificate Settings] to verify a CA certificate.
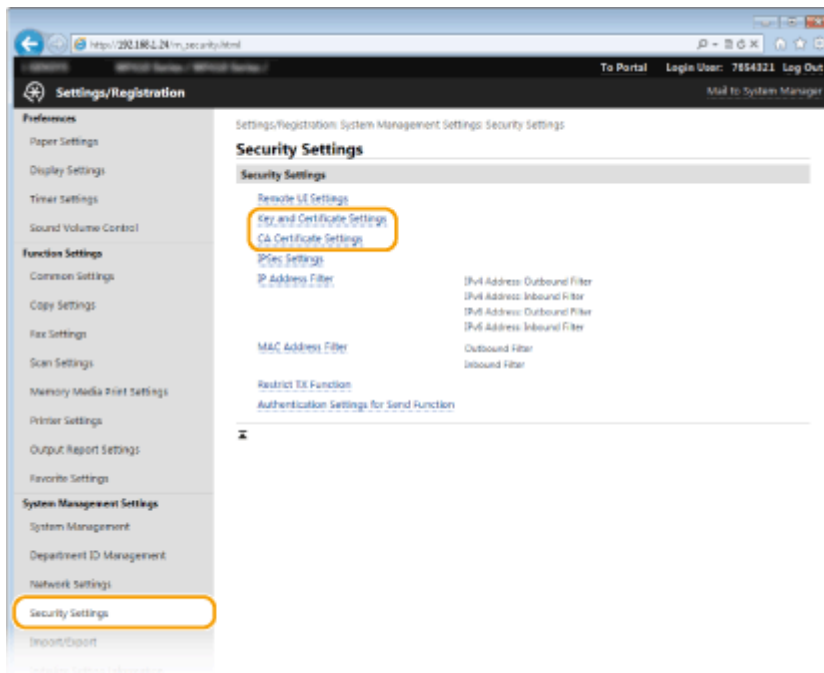
4 **Click the icon for the key pair or certificate that you want to verify.**
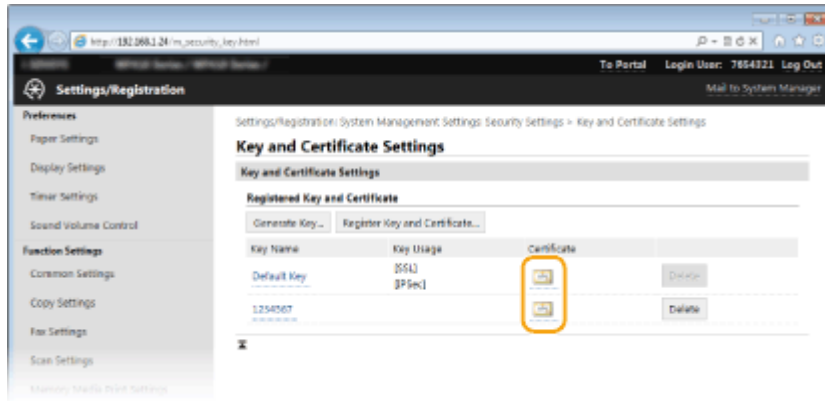
➠ Certificate details can be viewed on this screen.

5 **Check the details of the certificate, and click [Verify Certificate].**
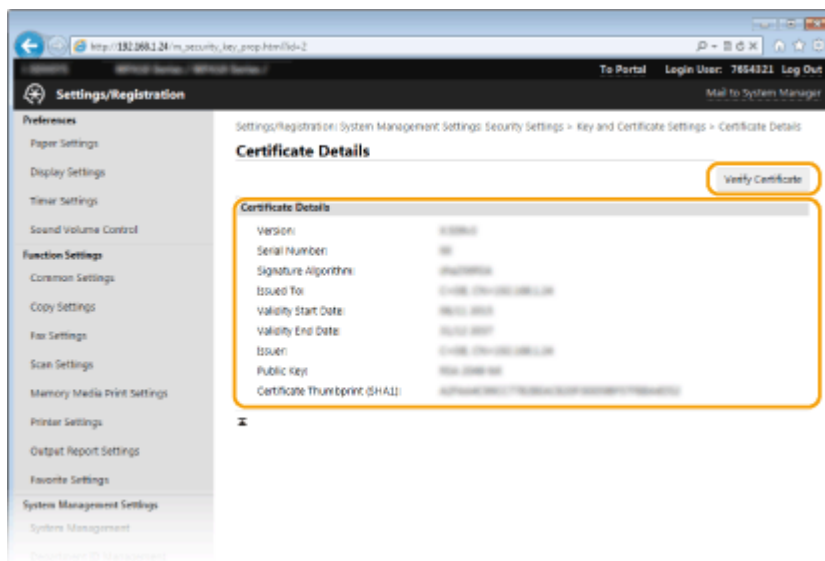
➠ The result from verifying the certificate is displayed as shown below.
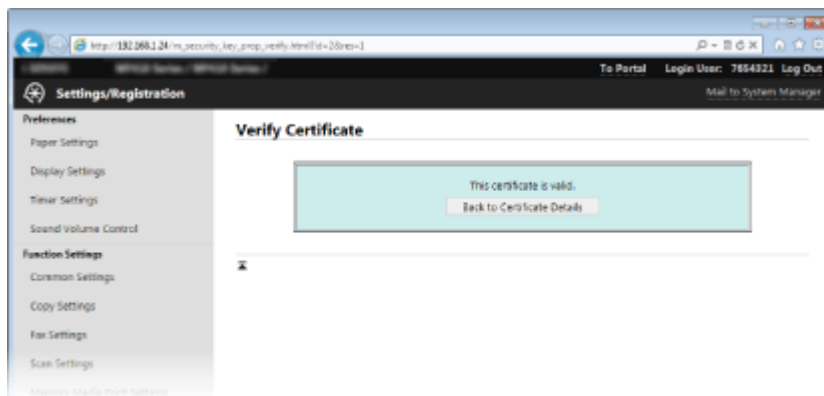
LINKS

Generating Key Pairs(P. 590)
Using CA-issued Key Pairs and Digital Certificates(P. 598)

Using Remote UI

Using Remote UI

0UWX-0A2

Using a Web browser to operate the machine remotely, you can check the documents waiting to be printed or the status of the machine. You can also make some settings such as registering the Address Book. You can do this without leaving your desk, making system management easier.
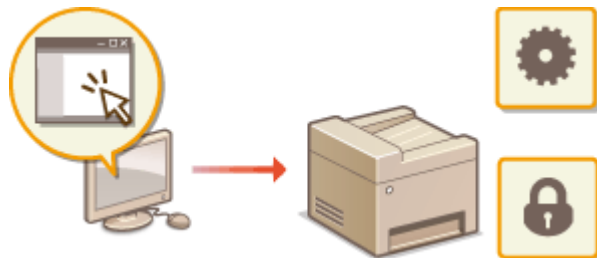
Functions of the Remote UI

▶**Managing Documents and Checking the Machine Status(P. 613)**
▶**Setting Up Menu Options from Remote UI(P. 617)**
▶**Saving/Loading Settings Data(P. 619)**
▶**Registering Destinations in the Address Book from Remote UI(P. 624)**

Basics of the Remote UI

▶**Starting Remote UI(P. 606)**
▶**Remote UI Screens(P. 608)**

System Requirements

The following environment is required to use the Remote UI. In addition, set the Web browser to enable Cookies.

Windows

- Windows Vista/7/8
- Microsoft Internet Explorer 9.0 or later

Mac

- Mac OS X 10.5.8 or later (except for Classic environment)
- Safari 5.0.6 or later

Starting Remote UI

0UWX-0A3

To operate remotely, you need to input the IP address of the machine into a Web browser and start the Remote UI. Check the IP address set to the machine in advance (◯**Viewing Network Settings(P. 445)**). If you have any questions, ask your Network Administrator.

1 **Start the Web browser.**

2 **Enter "http://<the IP address of the machine>/" in the address field, and press the [ENTER] key.**
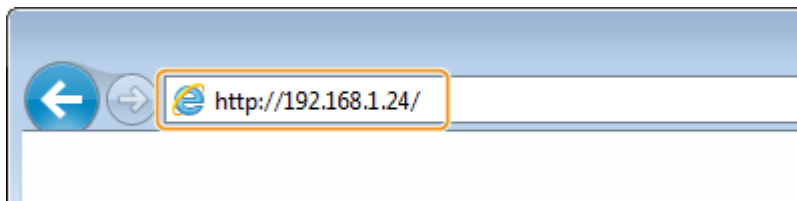
- If you want to use an IPv6 address, enclose the IPv6 address with brackets (example: http:// [fe80::2e9e:fcff:fe4e:dbce]/).

NOTE:

If a security alert is displayed

- A security alert may be displayed when the Remote UI communication is encrypted (◯**Enabling TLS Encrypted Communication for the Remote UI(P. 570)**). When certificate settings or TLS settings have no errors, continue browsing the website.

3 **Log on to the Remote UI.**

■**When the Department ID Management is disabled**

Select [System Manager Mode] or [General User Mode], and enter a value in [Remote UI Access PIN] as necessary.
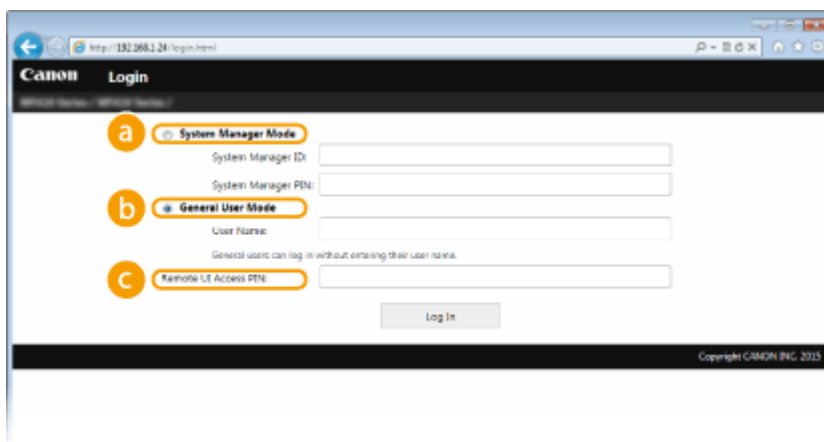
a **[System Manager Mode]**

You can perform all the Remote UI operations and settings. If a System Manager ID is specified, enter the appropriate ID in [System Manager ID] and the appropriate PIN in [System Manager PIN]. ◯**Setting the System Manager ID(P. 524)**

b **[General User Mode]**

You can check the status of documents or the machine, and you can also change some of the settings. If you wish to delete your print documents, enter the user name of the documents in [User Name]. The user name is automatically set to print documents based on information such as your computer name or computer logon name.

⊙ [Remote UI Access PIN]

If [Remote UI Access PIN] is set, enter the PIN. **◖Setting a Remote UI PIN(P. 534)**

■When the Department ID Management is enabled

Enter the appropriate ID in [Department ID] and PIN in [PIN]. **◖Setting the Department ID Management(P. 526)**
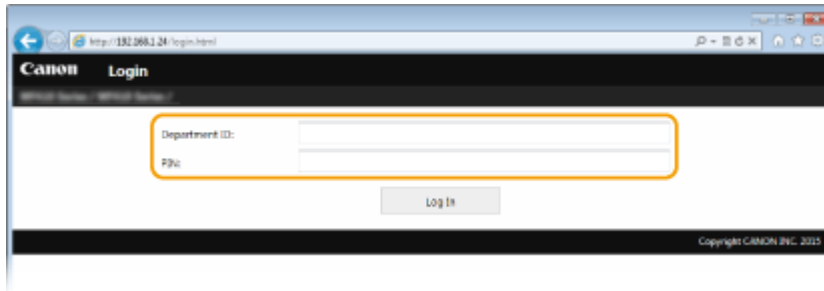
4 Click [Log In].

➠ Portal Page (main page) will be displayed. **◖Remote UI Screens(P. 608)**

Remote UI Screens

0UWX-0A4

This section describes the typical screens of the Remote UI.

▶**Portal Page (main page)(P. 608)**
▶**[Status Monitor/Cancel] Page(P. 609)**
▶**[Settings/Registration] Page(P. 610)**
▶**[Address Book] Page(P. 611)**

Portal Page (main page)
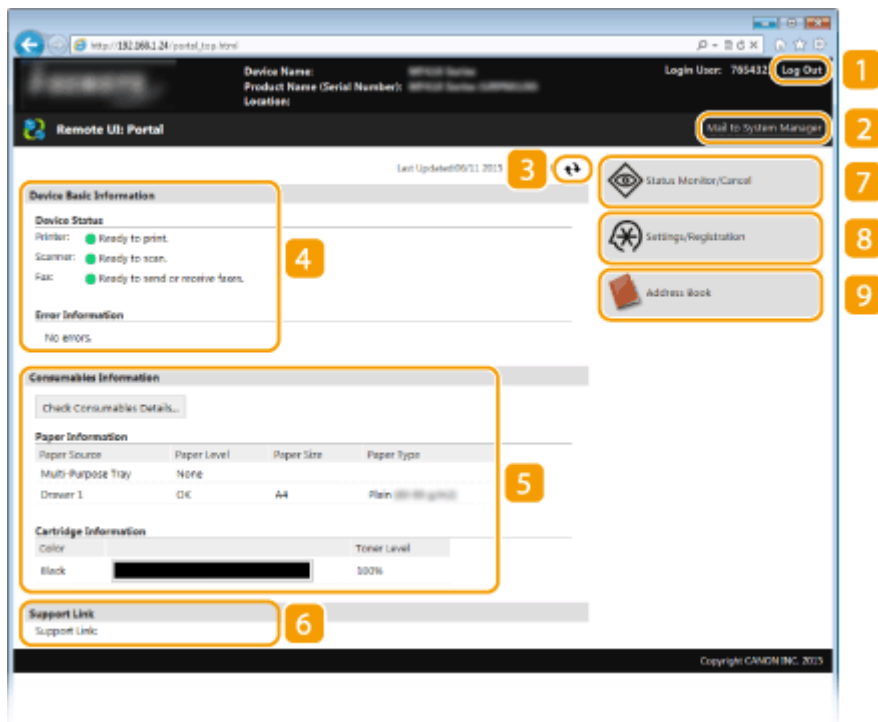
1 [Log Out]

Logs off from the Remote UI. The Login page will be displayed.

2 [Mail to System Manager]

Displays a window for creating an e-mail to the system manager specified in [System Manager Information] under [System Management].

3 Refresh Icon

Refreshes the currently displayed page.

4 Device Basic Information

Displays the current status of the machine and error information. If an error has occurred, the link to the Error Information page will be displayed.

5 **Consumables Information**

Displays paper information and the amount remaining in the toner cartridges.

6 **Support Link**

Displays the support link specified in [Device Information] under [System Management].

7 **[Status Monitor/Cancel]**

Displays the status of the current print documents and history of print, copy, send, and received documents. You can also check the status of the machine.

8 **[Settings/Registration]**

Displays [Settings/Registration] page. When you have logged on in System Manager Mode, you can change the settings items and save/load the registered data. **Setting Up Menu Options from Remote UI(P. 617)**

9 **[Address Book]**

Displays the coded dial numbers and the Favorites list registered in the Address Book. You can also register or edit the Address Book when you have logged on in System Manager Mode. **Registering Destinations in the Address Book from Remote UI(P. 624)**

[Status Monitor/Cancel] Page
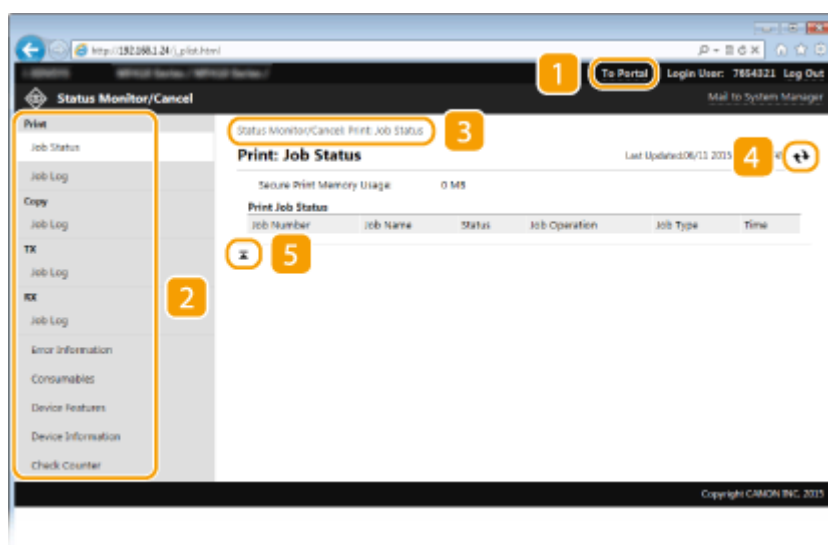
1 **[To Portal]**

Returns to Portal Page (main page).

2 **Menu**

Click an item, and the content is displayed in the right page. **Managing Documents and Checking the Machine Status(P. 613)**

3 **Breadcrumb Trail**

Indicates the series of pages you opened to display the currently displayed page. You can check what page is currently displayed.

4 **Refresh Icon**

Refreshes the currently displayed page.

5 **Top Icon**

Moves the scroll box up to the top of the page when the page is scrolled down.

[Settings/Registration] Page
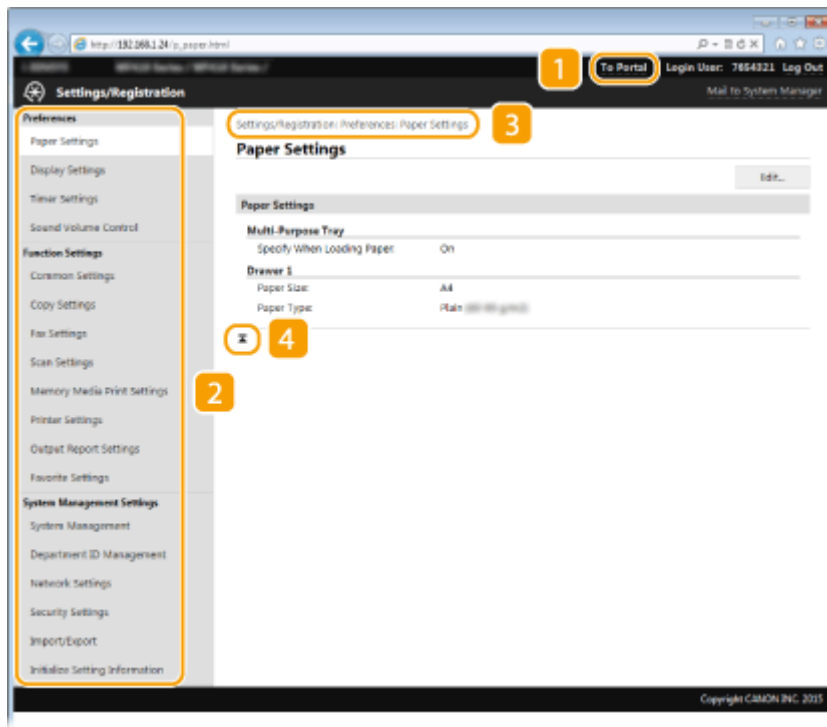
1 **[To Portal]**

Returns to Portal Page (main page).

2 **Menu**

Click an item, the content is displayed in the right page. ▶**Setting Up Menu Options from Remote UI(P. 617)**

3 **Breadcrumb Trail**

Indicates the series of pages you opened to display the currently displayed page. You can check what page is currently displayed.

4 **Top Icon**

Moves the scroll box up to the top of the page when the page is scrolled down.

> **NOTE**
>
> **System Management Settings**
>
> ● You can only set [System Management Settings] when you have logged on in System Manager Mode.

> ● When you have logged on in General User Mode, only [System Management] will be displayed.

[Address Book] Page
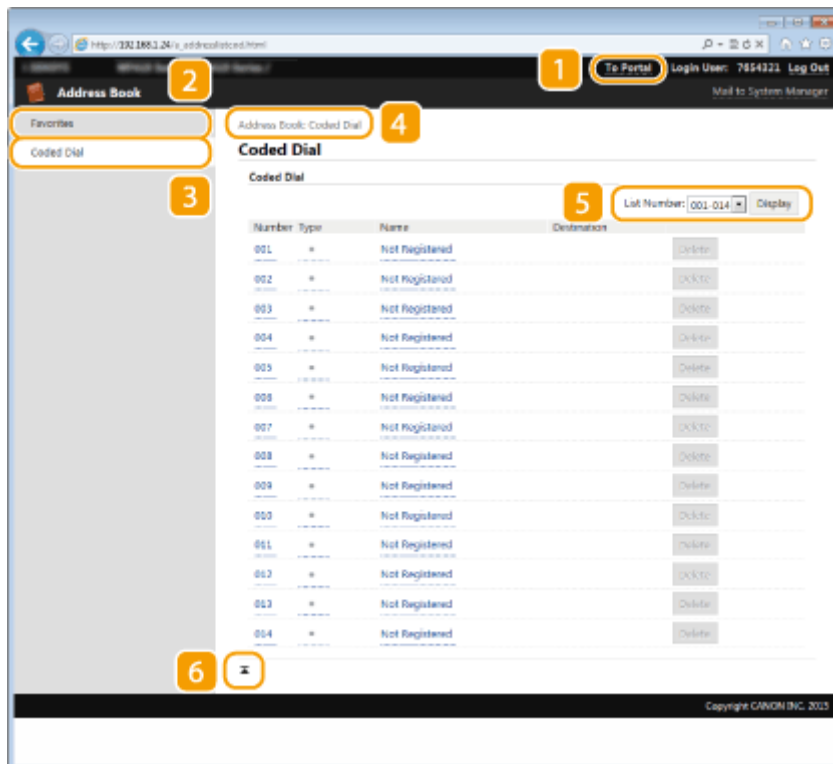
1 [To Portal]

Displays Portal Page (main page).

2 [Favorites]

Displays the list of the Favorites. ●**Favorites(P. 78)**

3 [Coded Dial]

Displays the list of the coded dial numbers.

4 Breadcrumb Trail

Indicates the series of pages you opened to display the currently displayed page. You can check what page is currently displayed.

5 List Number

Specifies the range of coded dial numbers displayed on the page. You cannot display List Number in Favorites.

6 Top Icon

Moves the scroll box up to the top of the page when the page is scrolled down.

NOTE

Registering/Editing the Address Book

- You can register or edit the Address Book when you have logged on in System Manager Mode.

Managing Documents and Checking the Machine Status

0UWX-0A5

> **NOTE**
>
> - As for document file name, up to 256 characters are displayed depending on the type of character. The printed application name may be added to the file name.

Checking Current Status of Print Documents

The list of the documents currently printing or waiting to be printed is displayed.

Log on to the Remote UI (◯**Starting Remote UI(P. 606)**) ▶ [Status Monitor/Cancel] ▶ [Job Status]
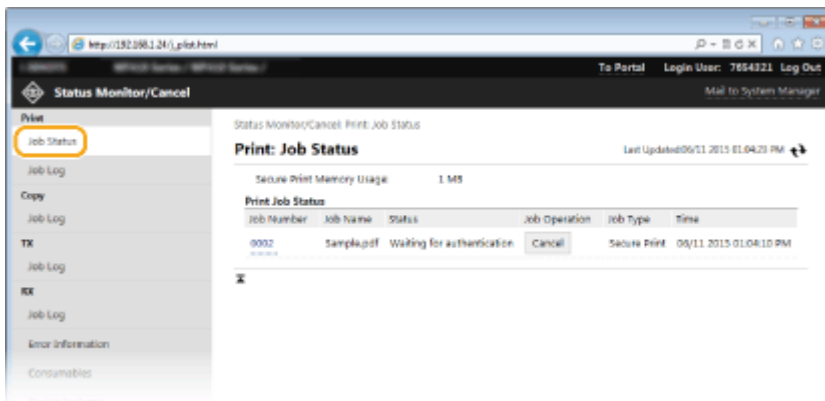
- You can delete a document job by clicking [Cancel].

> **NOTE**
>
> - Regardless of the Department ID Management setting, all the print documents currently printing and waiting to be printed will be listed.
>
> - If you entered your user name when you logged on in General User Mode, your user name will only be displayed on the documents that you printed.
>
> - Click [Job Number] on the paused documents and secure documents to display detailed information. You can check the user name and the page count of the printed document.

Checking History of Documents

The history of print, copy, sending faxes/e-mails (TX), or receiving faxes (RX) is displayed.

Log on to the Remote UI (⬤**Starting Remote UI(P. 606)**) ▶ [Status Monitor/Cancel] ▶ [Job Log]
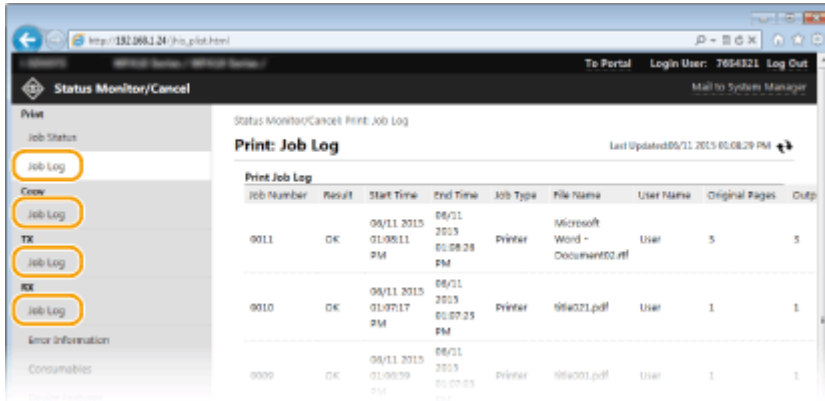
Checking Error Information

When an error occurs, this page will be displayed by clicking the message displayed under [Error Information] on ⬤ **Portal Page (main page)(P. 608)** .

Log on to the Remote UI (⬤**Starting Remote UI(P. 606)**) ▶ [Status Monitor/Cancel] ▶ [Error Information]
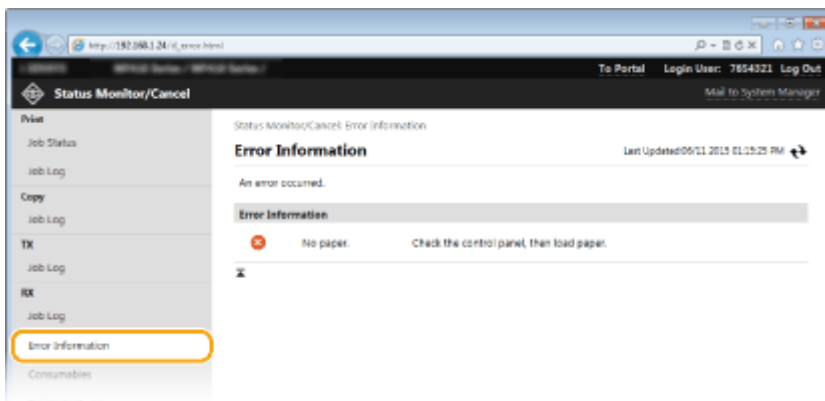
Checking Consumables

Paper size and paper type for the paper source, toner cartridge model number, etc. are displayed. You can also click [Check Consumables Details] in ⬤**Portal Page (main page)(P. 608)** to display this page.

Log in to the Remote UI (○**Starting Remote UI(P. 606)**) ▶ [Status Monitor/Cancel] ▶ [Consumables]
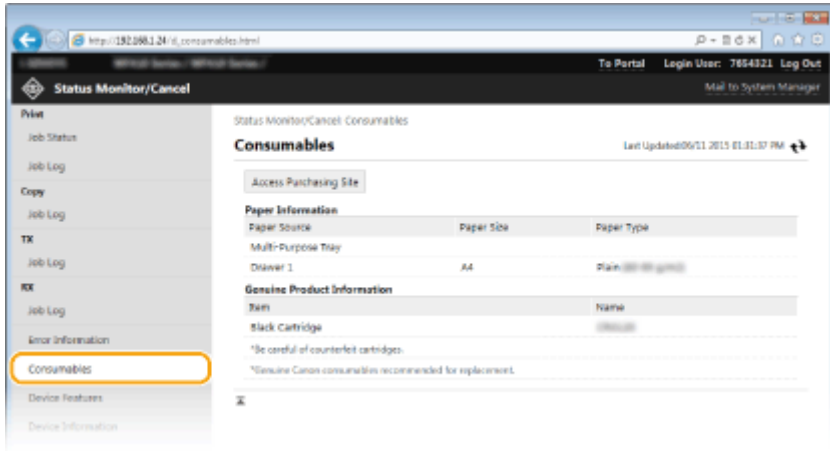
- Click [Access Purchasing Site] to display the page for purchasing consumables.

Checking Device Specifications

Information including maximum print speed and machine's hardware features is displayed.

Log on to the Remote UI (○**Starting Remote UI(P. 606)**) ▶ [Status Monitor/Cancel] ▶ [Device Features]
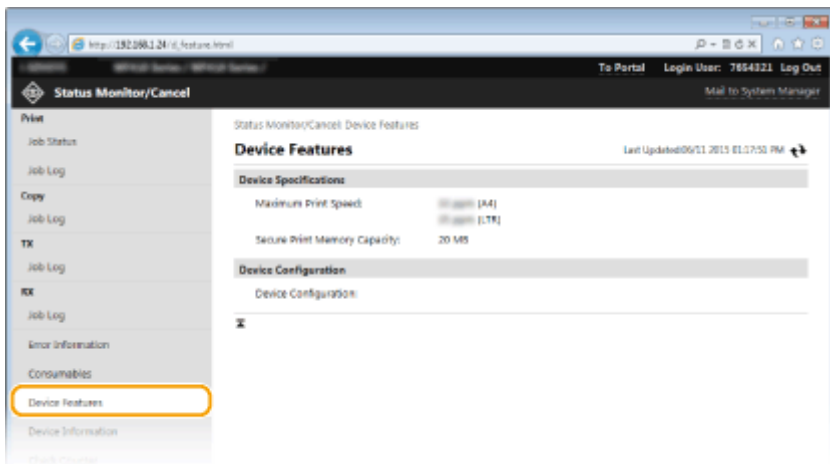
Checking System Manager Information

Information about the machine and the system manager is displayed. This information is set in [System Management] on the [Settings/Registration] page. ○**System Management Settings(P. 707)**

Log on to the Remote UI (▶**Starting Remote UI(P. 606)**) ▶ [Status Monitor/Cancel] ▶ [Device Information]
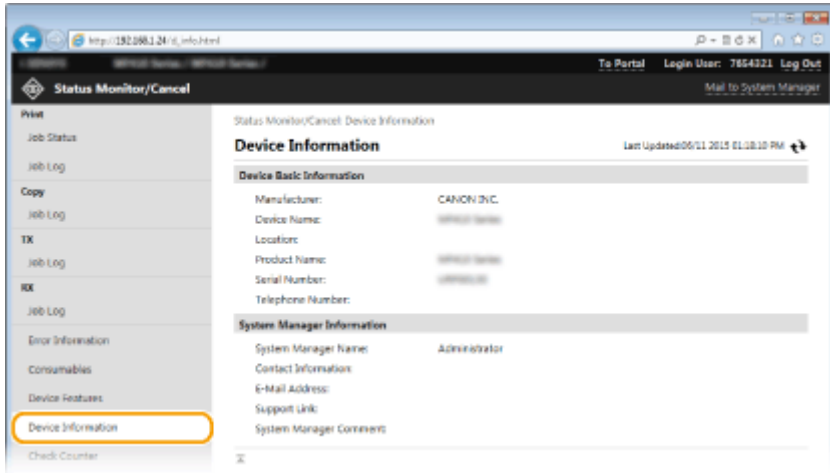
Checking Print Total Counter

The total number of pages that have been printed by the copy, print, and fax functions is displayed.

Log on to the Remote UI (▶**Starting Remote UI(P. 606)**) ▶ [Status Monitor/Cancel] ▶ [Check Counter]
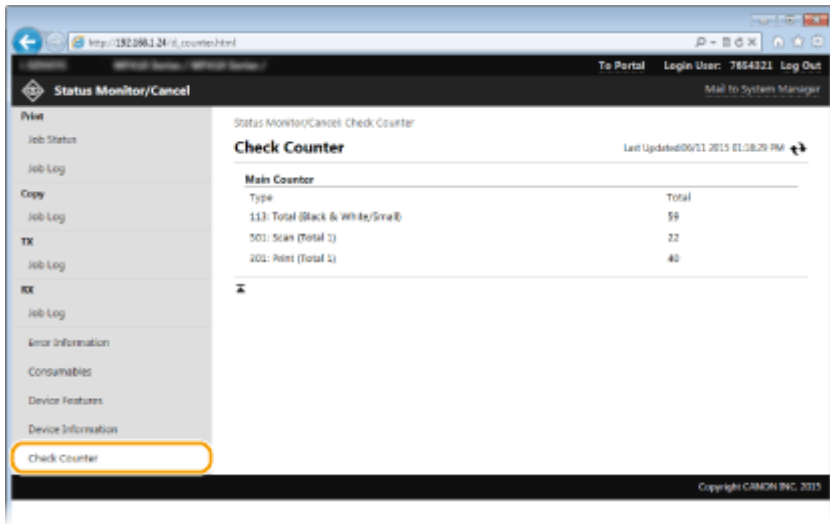
LINKS

▶**Remote UI Screens(P. 608)**

Setting Up Menu Options from Remote UI

0UWX-0A6

You can change the various machine settings by using the Remote UI. Most of the settings can be set also on the machine, but some settings can only be set using the Remote UI.

> **NOTE**
>
> ● Some settings can only be changed when you have logged on in System Manager Mode.

1 **Start the Remote UI.** ▸**Starting Remote UI(P. 606)**

2 **Click [Settings/Registration].**
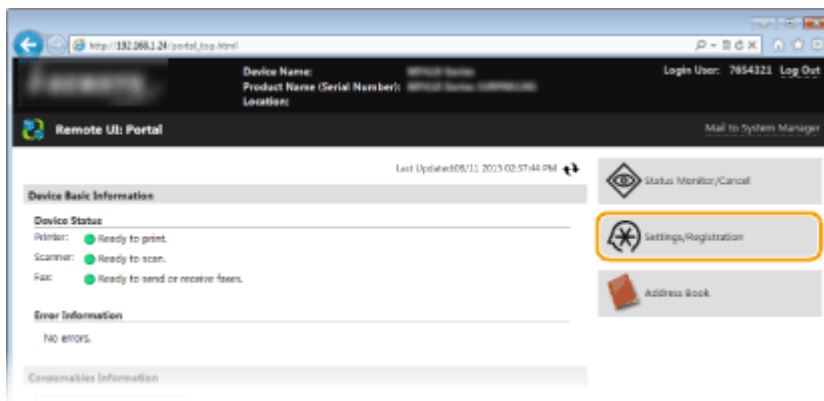
3 **Click the menu item you want to set.**
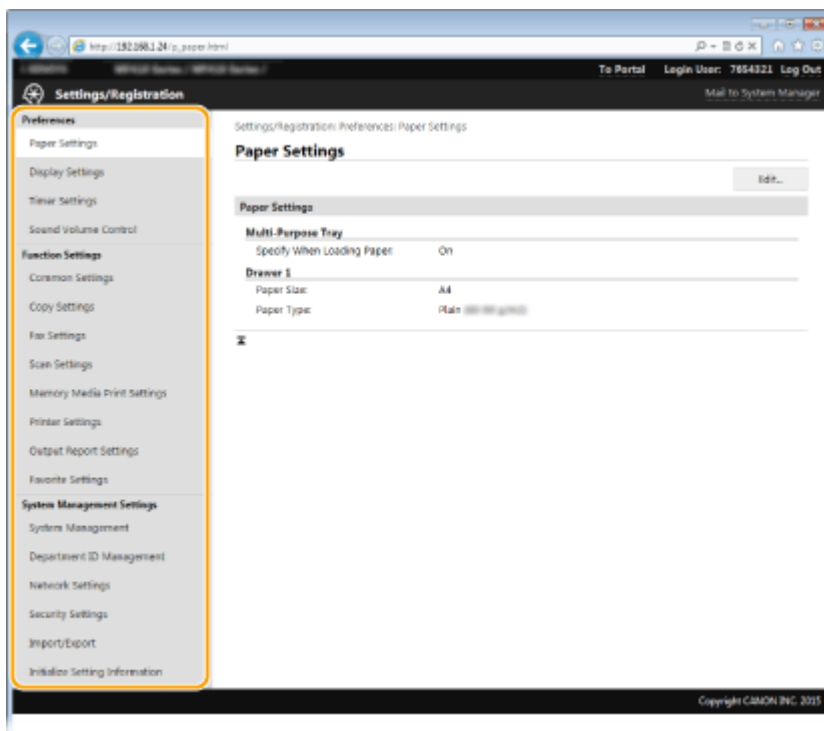
● For more information about the settings menu, see each item below

Menu items	Referents
Preferences	
Paper Settings	◗**Specifying Paper Size and Type(P. 67)**
Sound Volume Control/Display Settings	◗**Preferences(P. 641)**
Timer Settings	◗**Timer Settings(P. 645)**
Sound Volume Control	◗**Adjusting the Volume(P. 99)**
Function Settings	
Common Settings	◗**Common Settings(P. 649)**
Copy Settings	◗**Copy Settings(P. 653)**
Fax Settings	◗**Fax Settings (MF419x / MF416dw)(P. 655)**
Scan Settings	◗**Scan Settings(P. 666)**
Memory Media Print Settings	◗**Memory Media Print Settings(P. 674)**
Printer Settings	◗**Printer Settings(P. 678)**
Output Report Settings	◗**Printing Reports and Lists(P. 808)**
Favorite Settings	◗**Registering Frequently Used Copy Settings(P. 132)** ◗**Registering Frequently Used Fax Settings(P. 174)** ◗**Registering Frequently Used Scan Settings (E-Mail/I-Fax/Shared Folder/FTP Server)(P. 379)**
System Management Settings	
System Management	◗**System Management Settings(P. 707)**
Department ID Management	◗**Setting the Department ID Management(P. 526)**
Network Settings	◗**Network(P. 413)**
Security Settings	◗**Security(P. 519)**
Import/Export	◗**Saving/Loading Settings Data(P. 619)**
Initialize Setting Information	◗**Initializing Menu(P. 830)**

LINKS

◗**Remote UI Screens(P. 608)**

Saving/Loading Settings Data

0UWX-0A7

Address Book and machine settings data can be saved in your computer (export). Data that is saved on your computer can also be registered in the machine (import). You can easily copy the destinations in the Address Book to multiple machines.[*] To use these features, it is required that you have logged on in System Manager Mode.

[*] Depending on the model, you cannot import the Address Book data that exported from the machine. If using the same model, you can import/export machine settings data.

Saving Settings Data(P. 620)
Loading Settings Data(P. 622)

IMPORTANT

Do not turn OFF the machine until the import or export process is complete

- It may take a few minutes to complete the process. If the machine is turned OFF during the process, it may result in damage to data or the machine.

Do not operate the machine during the import or export process

- Before importing/exporting, check that no operation such as printing documents is currently processing.

NOTE

- For the settings that cannot be imported/exported, see **Setting Menu List(P. 629)** .

- You can also save/load settings data via a USB memory device by using the operation panel of the machine.
  Using a USB Memory Device to Save/Load Settings Data(P. 824)

Saving Settings Data

0UWX-0A8

You can export Address Book and machine settings data, and save them on a computer. It is recommended that you regularly back up important settings.

1 Start the Remote UI and log on in System Manager Mode. **Starting Remote UI(P. 606)**

2 Click [Settings/Registration].
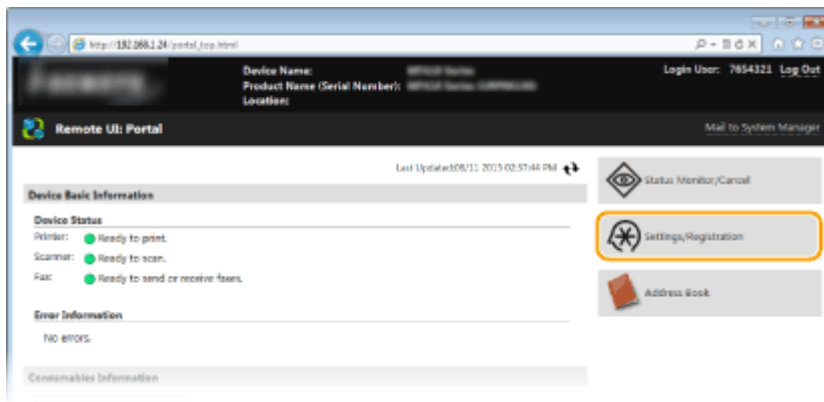
3 Click [Import/Export] ▶ [Export].
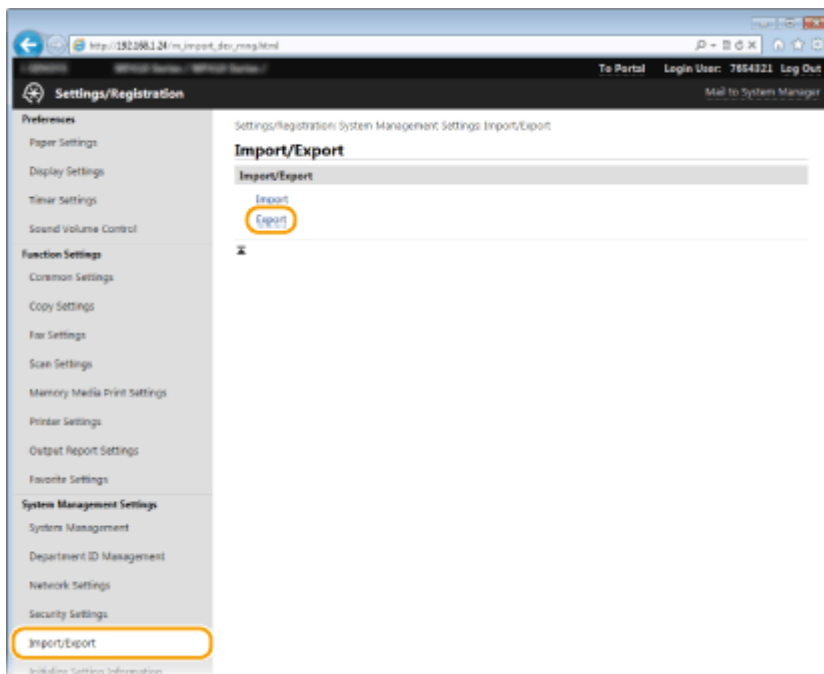
4 Select the settings to export, and set the encryption password.
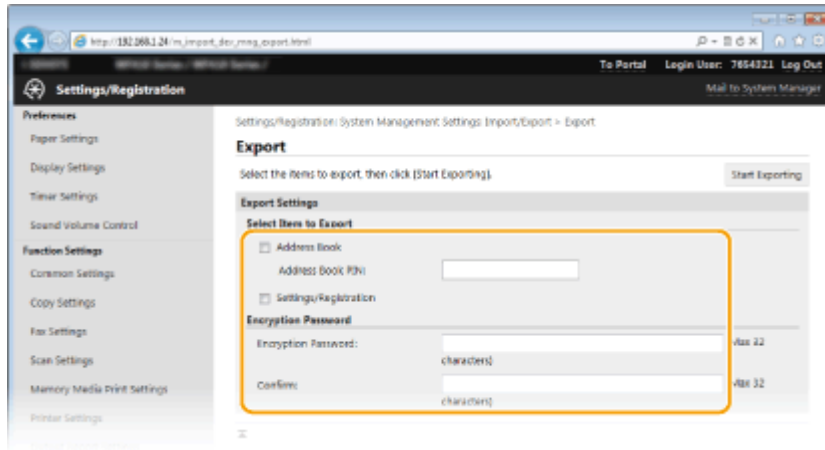
[Address Book]
Select the check box to export Address Book data.

[Address Book PIN]
If the Address Book is code-protected, enter the code for the Address Book.

[Settings/Registration]
Select the check box to export machine settings data.

[Encryption Password]
Enter a maximum of 32 characters as password to encrypt export data. Enter the same password in [Confirm]. If you do not enter the same password, you cannot export data.

NOTE:

- The password is required when exported data is imported. **Loading Settings Data(P. 622)**

5 Click [Start Exporting].

6 Follow the on-screen instructions to specify the location where the exported setting data is saved.

➟ The setting data will be saved.

LINKS

Remote UI Screens(P. 608)
Registering Destinations in the Address Book from Remote UI(P. 624)
Registering in the Address Book(P. 78)
Setting Menu List(P. 629)
Address Book List(P. 816)

Loading Settings Data

0UWX-0A9

Load (import) data that was exported from the machine. You can also import machine settings data from another machine if it is the same model as your machine.

1 **Start the Remote UI and log on in System Manager Mode. ◐Starting Remote UI(P. 606)**

2 **Click [Settings/Registration].**
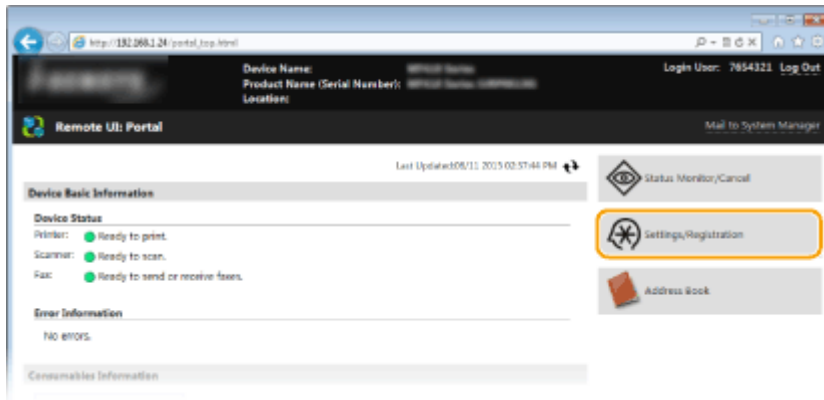
3 **Click [Import/Export] ▶ [Import].**
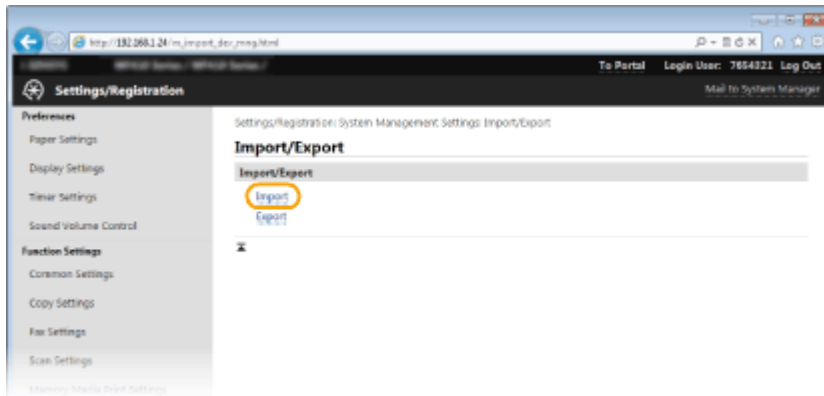
4 **Specify the file, enter the password, and select the settings to import.**
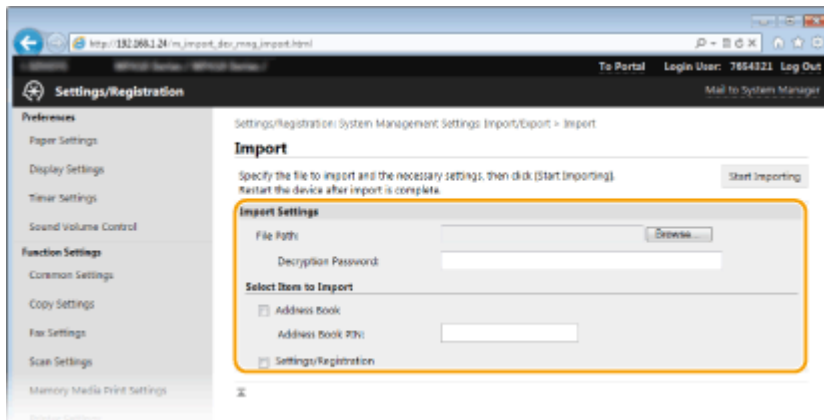
[File Path]
Click [Browse] and select the file.

[Decryption Password]
Enter the password set when the settings were exported.

[Address Book]
Select the check box to import Address Book data.

IMPORTANT:

- Importing Address Book data will overwrite the Address Book entries currently registered on the machine.

[Address Book PIN]
If the Address Book is code protected, enter the code for the Address Book. **Setting a PIN for Address Book(P. 556)**

[Settings/Registration]
Select the check box to import machine settings data.

5 Click [Start Importing].

6 Click [OK].

⟹ The selected settings data is loaded into the machine.

7 Click [OK].

⟹ If the [Settings/Registration] check box is selected in step 4, the machine automatically restarts.

LINKS

Remote UI Screens(P. 608)
Registering Destinations in the Address Book from Remote UI(P. 624)
Registering in the Address Book(P. 78)
Setting Menu List(P. 629)
Address Book List(P. 816)

Registering Destinations in the Address Book from Remote UI

0UWX-0AA

You can use the computer to register destinations in the Address Book of the machine and edit information of registered destinations. Specify the shared folder or FTP server destination here.

NOTE

- You can change the settings only when you have logged on in System Manager Mode.

1 **Start the Remote UI.** ○**Starting Remote UI(P. 606)**

2 **Click [Address Book].**
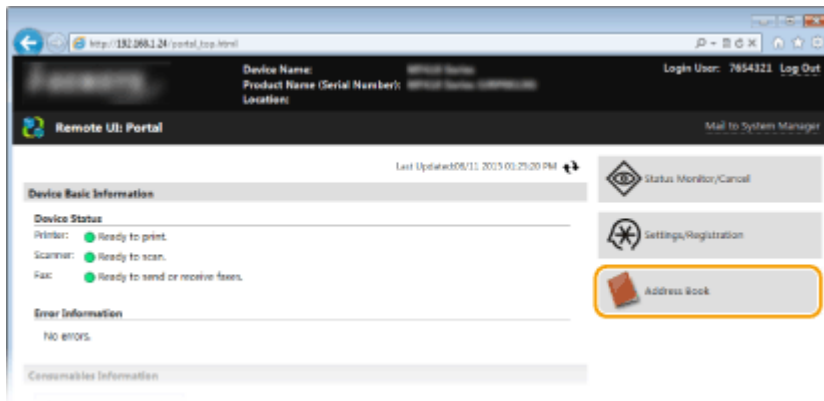
NOTE:
If the enter PIN page is displayed

- The Address Book is protected by a PIN. Enter the [PIN] and click [OK].

3 **Click [Coded Dial].**

- You can also register destinations in Favorites. In this case, click [Favorites] instead of [Coded Dial]. ○
Favorites(P. 78)
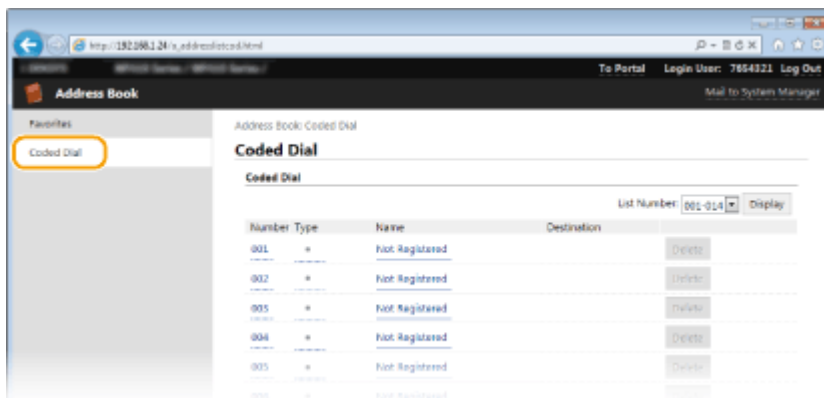
4 **Click the text link under [Number], [Type], or [Name] for an item named "Not Registered."**
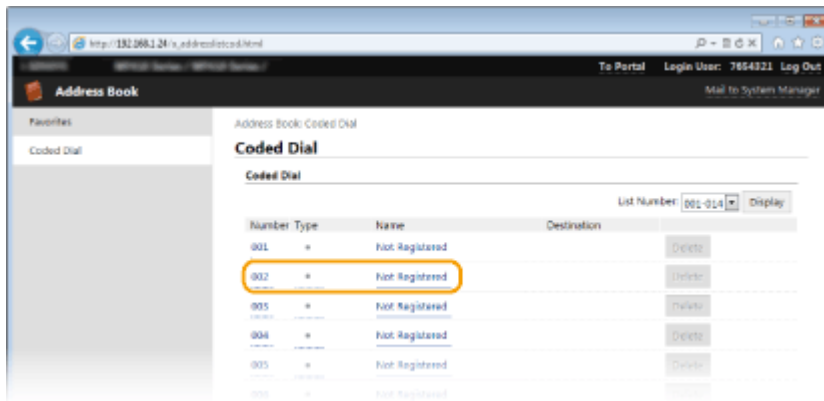
NOTE:

- You can edit a registered item by clicking the corresponding text link under [Number], [Type] or [Name].

- You can delete a registered destination by clicking the corresponding [Delete] button.

5 **Select [Destination Type to Register] and click [OK].**

- To register the shared folder or FTP server destination, select [File].
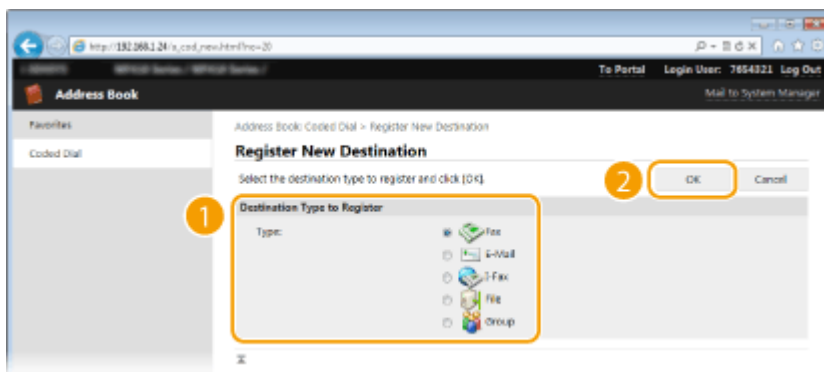
6 **Specify the destination.**

■ **To register the fax destination**
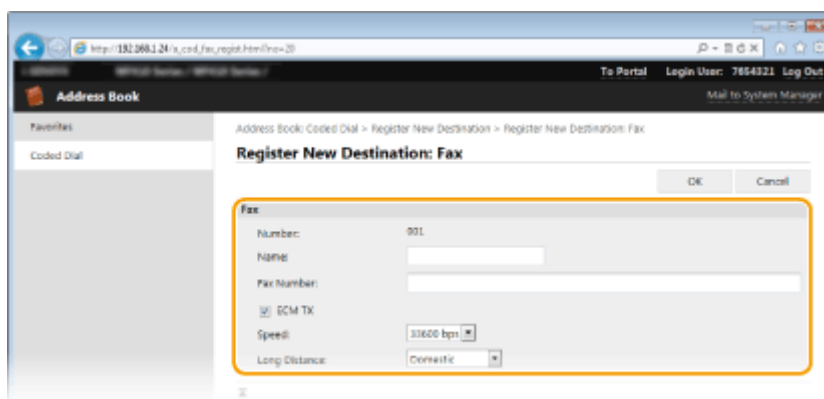
[Name]
Enter the name of the destination.

[Fax Number]
Enter the fax number of the destination.

[ECM TX]
Select the check box to make the following possible: if an error occurs in an image that is being sent, the error is checked and corrected to prevent an improper image from being sent.

[Speed]
If it takes time for transmissions to start, such as when there is a poor telephone connection, you can adjust the transmission start speed downward incrementally starting from [33600 bps].

[Long Distance]
Specify [International (1)] to [International (3)] according to the transmission conditions when registering overseas fax numbers.

NOTE:

- You can also specify [ECM TX] and [Speed] from <Fax Settings> (▶**Fax Settings (MF419x / MF416dw) (P. 655)**) on the operation panel. However, settings made from <Address Book> are enabled for the detailed settings of destinations registered in the Address Book.

■To register the e-mail or I-Fax destination
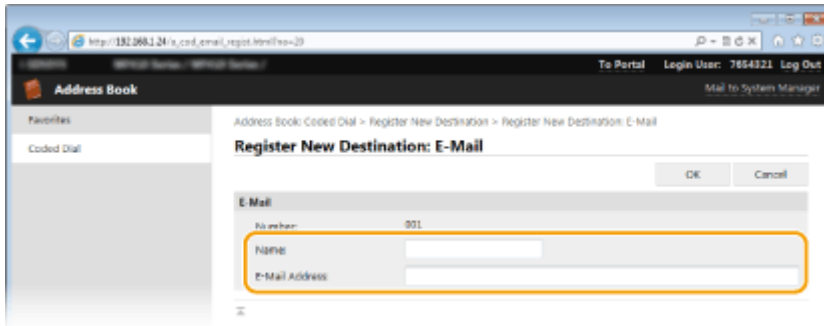
[Name]
Enter the name of the destination.

[E-Mail Address]/[I-Fax Address]
Enter the e-mail address of the destination.

■To register the shared folder or FTP server destination
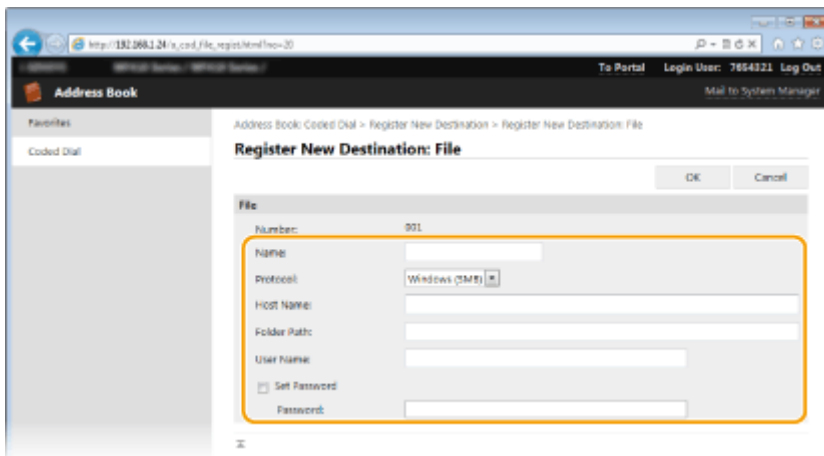
[Name]
Enter the name for the destination.

[Protocol]

Select the protocol for the destination.

[Windows (SMB)]	Select this when registering a shared folder as a destination.
[FTP]	Select this when registering an FTP server as a destination.

[Host Name]

- For a shared folder

  Enter the computer name or IP address using up to 120 characters. You can include a path to the shared folder with the computer name or IP address (e.g. "\\swan\share" or "\\192.168.2.100\share").

- For an FTP server

  Enter the IP address of the FTP server using up to 120 characters (e.g. "192.168.2.100").

NOTE:

Using a DNS server

- You can also enter the host name (or FQDN) instead of the computer name or IP address (e.g. for a shared folder: "\\swan.organization.company.com\share").

[Folder Path]
Enter the location of the folder to which the data will be sent (up to 120 characters).

- For a shared folder

  Use "\" as a separator. Specify the level that follows the path specified in [Host Name].

- For an FTP server

  Use "/" as a separator. The path is an absolute path when a "/" is placed at its top, otherwise a relative path with respective to the current directory of the user who has logged in.

[User Name]
Enter the user name set for the shared folder or FTP server (up to 32 characters).

[Set Password]
To set a password for the shared folder or FTP server, select this check box and enter a [Password] of up to 32 characters.

IMPORTANT

Ensure that the same display language is selected on both the computer and the Remote UI.

- [Host Name] and [Folder Path] may not be displayed correctly or may not be referenceable.

7 Click [OK].

LINKS

Remote UI Screens(P. 608)
Saving/Loading Settings Data(P. 619)
Address Book List(P. 816)

Setting Menu List

Setting Menu List

0UWX-0AC

There are various settings in this machine. You can adjust each of the settings in detail. Access these settings from <Menu> in the Home screen.

> **TIPS**
>
> - You can print the setting menu in list form to check the current settings: ▶**User Data List/System Manager Data List(P. 818)**

Network Settings

0UWX-0AE
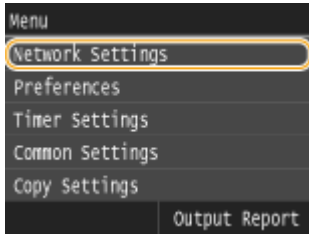
All the settings about the network are listed with short descriptions. Default settings are marked with a dagger (†).

◘**Select Wired/Wireless LAN(P. 630)**
◘**Wireless LAN Settings(P. 630)**
◘**Enable Direct Connection(P. 632)**
◘**TCP/IP Settings(P. 632)**
◘**SNMP Settings(P. 638)**
◘**Dedicated Port Settings(P. 639)**
◘**Waiting Time for Connection at Startup(P. 639)**
◘**Ethernet Driver Settings(P. 639)**
◘**IEEE 802.1X Settings(P. 640)**
◘**Device Settings Management On/Off(P. 640)**
◘**Initialize Network Settings(P. 640)**

Select Wired/Wireless LAN

When switching the machine from Wireless LAN to Wired LAN, you need to specify the setting. Conversely, when switching the machine from Wired LAN to Wireless LAN, you do not need to specify this setting (You can switch using the following <Wireless LAN Settings>). ◘**Selecting Wired LAN or Wireless LAN (P. 417)**

Wired LAN †
Wireless LAN

Wireless LAN Settings

Specify settings for connecting the machine to a wireless LAN. You can also view the current settings or specify the setting for saving power consumption.

WPS Push Button Mode

Select to automatically configure a wireless connection by using the button on a WPS wireless router. ◘**Setting Up Connection Using WPS Push Button Mode(P. 421)**

WPS PIN Code Mode

Select to configure a wireless connection by entering a PIN code for a WPS wireless router. ◘**Setting Up Connection Using WPS PIN Code Mode(P. 423)**

SSID Settings

Select to configure a wireless connection by specifying information including an SSID or a network key by inputting manually from the operation panel.

Select Access Point

Wireless LAN routers that can access the machine are automatically located, so you can select from the list. You must manually enter a network key, such as a WEP key or a PSK. **❍Setting Up Connection by Selecting a Wireless Router(P. 426)**

Enter Manually

Select to configure a wireless connection by manually entering an SSID. By using this method, you can specify authentication and encryption settings in detail. **❍Setting Up Connection by Specifying Detailed Settings(P. 429)**

> **Security Settings**
>   None
>   WEP
>   Open System †
>   WEP Key: 1/2/3/4
>   Edit WEP Key
>   Shared Key
>   WEP Key: 1/2/3/4
>   Edit WEP Key
>   WPA/WPA2-PSK
>   Auto †
>   AES-CCMP

Power Save Mode

Select whether or not the machine enters Power Save Mode based on signals emitted from the wireless router.

> Off †
> On

> <Menu> ▶ <Network Settings> ▶ <Wireless LAN Settings> ▶ Read the displayed message ▶ <OK> ▶ <Power Save Mode> ▶ Select <Off> or <On> ▶ 🏠

Connection Information

Select to view the current wireless LAN settings. **❍Viewing Network Settings(P. 445)**

> MAC Address
> Wireless LAN Status
> Latest Error Information
> Channel
> SSID Settings
> Security Settings
> Power Save Mode

Enable Direct Connection *

Set whether to connect directly. By enabling this function, connecting directly with the machine is possible even in an environment without an access point or wireless LAN router.

Off †
On

> <Menu> ▶ <Network Settings> ▶ <Enable Direct Connection> ▶ Select <Off> or <On> ▶ Restart the machine

IMPORTANT

- Setting <Enable Direct Connection> to <On> prevents use of a wired LAN or any wireless LAN other than Direct Connection.

TCP/IP Settings

Specify settings for using the machine in a TCP/IP network, such as IP address settings.

IPv4 Settings

Specify settings for using the machine in an IPv4 network.

IP Address Settings

Configure the IP address, which is used for identifying devices, such as computers and printers, on a TCP/IP network. **Setting IPv4 Address(P. 437)**

Auto Acquire †
  Select Protocol
    Off
    DHCP †
  Auto IP
    Off
    On †

Manually Acquire
  IP Address: 0.0.0.0
  Subnet Mask: 0.0.0.0
  Gateway Address: 0.0.0.0

Check Settings
  Auto Acquire

  IP Address
  Subnet Mask
  Gateway Address

PING Command

Select to check that the machine is connected to a computer over a network. **❯Testing the Network Connection(P. 439)**

DNS Settings

Specify settings for Domain Name System (DNS), which provides a host name for IP address resolutions. ❯ **Configuring DNS(P. 488)**

DNS Server Settings
  Primary DNS Server: 0.0.0.0
  Secondary DNS Server: 0.0.0.0

DNS Host Name/Domain Name Settings
  Host Name
  Domain Name

DNS Dynamic Update Settings
  Off †

  On

   DNS Dynamic Update Interval

     0 to 24 † to 48 (hr.)

---

mDNS Settings

Specify settings for using DNS functions without DNS servers. ❯**Configuring DNS(P. 488)**

Off

On †
  mDNS Name

DHCP Option Settings

If DHCP is enabled, use these settings to select whether to use the DHCP optional functions to acquire the DNS server address or the domain name. ❯**Configuring DNS(P. 488)**

Acquire Host Name
  Off

  On †

DNS Dynamic Update
  Off †

  On

Acquire DNS Server Address
  Off

  On †

Acquire Domain Name
  Off

  On †

Acquire WINS Server Address
  Off

  On †

Acquire SMTP Server Address

  Off †

  On

Acquire POP Server Address

  Off †

  On

IPv6 Settings

Specify settings for using the machine in an IPv6 network.

Use IPv6

Enable or disable IPv6 in the machine. You can also view the current settings. ▶**Setting IPv6 Addresses(P. 441)**

> **Off †**
>
> **On**
>
> **Check Settings**
>   Link-Local Address
>   Prefix Length

Stateless Address Settings

Enable or disable stateless addresses. ▶**Setting IPv6 Addresses(P. 441)**

> **Off**
>
> **On †**
>
> **Check Settings**
>   Stateless Address
>   Prefix Length

Use DHCPv6

Enable or disable the stateful address that is acquired via DHCPv6. ▶**Setting IPv6 Addresses(P. 441)**

> **Off †**
>
> **On**
>
> **Check Settings**
>   Stateful Address
>   Prefix Length

DNS Settings

Specify settings for Domain Name System (DNS), which provides a host name for IP address resolutions. ○ **Configuring DNS(P. 488)**

DNS Host Name/Domain Name Settings

Use IPv4 Host/Domain

  Off

    Host Name

    Domain Name

  On [†]

DNS Dynamic Update Settings

Off [†]

On

  Register Manual Address

    Off [†]

    On

  Register Stateful Address

    Off [†]

    On

  Register Stateless Address

    Off [†]

    On

  DNS Dynamic Update Interval

    0 to 24 [†] to 48 (hr.)

---

mDNS Settings

Specify settings for using DNS functions without DNS servers. ○ **Configuring DNS(P. 488)**

Off

On [†]

  Use Same mDNS Name as IPv4

    Off

      mDNS Name

    On [†]

DHCP Option Settings

If DHCP is enabled, use these settings to select whether to use the DHCP optional functions to acquire the DNS server address or the domain name. ○ **Configuring DNS(P. 488)**

Acquire DNS Server Address

  Off

  On [†]

Acquire Domain Name

  Off

  On [†]

WINS Settings

Specify settings for Windows Internet Name Service (WINS), which provides a NetBIOS name for IP address resolutions in a mixed network environment of NetBIOS and TCP/IP. **○Configuring WINS(P. 496)**

WINS Resolution
  Off †

  On

   WINS Server Address: 0.0.0.0

LPD Settings

Enable or disable LPD, a printing protocol that can be used on any hardware platform or operating system. You can also set the reception timeout period after which printing is canceled if print data reception is interrupted. **○Configuring Printing Protocols and WSD Functions(P. 449)**

LPD Print Settings
  Off

  On †

RX Timeout
  1 to 5 † to 60 (min.)

RAW Settings

Enable or disable RAW, a Windows specific printing protocol. You can also set the reception timeout period after which printing is canceled if print data reception is interrupted. **○Configuring Printing Protocols and WSD Functions(P. 449)**

RAW Print Settings
  Off

  On †

RX Timeout
 1 to 5 † to 60 (min.)

WSD Settings

Enable or disable automatic browsing and acquiring information for the printer or scanner by using the WSD protocol that is available on Windows Vista/7/8/Server 2008/Server 2012. **○Configuring Printing Protocols and WSD Functions(P. 449)**

WSD Print Settings
  Use WSD Print

   Off

   On †

  Use WSD Browsing

   Off

   On †

WSD Scan Settings
  Use WSD Scan

   Off †

   On

  Use Computer Scan

   Off †

On

Use Multicast Discovery
  Off
  On †

Use FTP PASV Mode

Specify whether to use PASV mode for FTP. If you are connecting to an FTP server through a firewall, you must select PASV mode. ○**Configuring FTP PASV mode(P. 481)**

Off †
On

Use HTTP

Enable or disable HTTP, which is required for communications with a computer, such as when using the Remote UI, WSD printing, or printing with Google Cloud Print. ○**Disabling HTTP Communication(P. 567)**

Off
On †

Port Number Settings

Change port numbers for protocols according to the network environment. ○**Changing Port Numbers(P. 549)**

LPD
  1 to 515 † to 65535

RAW
  1 to 9100 † to 65535

WSD Multicast Discovery
  1 to 3702 † to 65535

HTTP
  1 to 80 † to 65535

Multicast Discovery
  1 to 427 † to 65535

POP3
  1 to 110 † to 65535

SMTP
  1 to 25 † to 65535

FTP
  1 to 21 † to 65535

SNMP
  1 to 161 † to 65535

MTU Size

Select the maximum size of packets the machine sends or receives. ❯**Changing the Maximum Transmission Unit(P. 486)**

1300
1400
1500 †

SNMP Settings

Specify the settings for monitoring and controlling the machine from a computer running SNMP-compatible software. ❯**Monitoring and Controlling the Machine with SNMP(P. 508)**

SNMPv1 Settings

Enable or disable SNMPv1. When enabling SNMPv1, specify a community name and access privileges to Management Information Base (MIB) objects.

Off
On †

<Menu> ▶ <Network Settings> ▶ <SNMP Settings> ▶ <SNMPv1 Settings> ▶ Select <Off> or <On> ▶ Restart the machine

SNMPv3 Settings

Enable or disable SNMPv3. Use the Remote UI to specify detailed settings that are applied when SNMPv3 is enabled.

Off †
On

<Menu> ▶ <Network Settings> ▶ <SNMP Settings> ▶ <SNMPv3 Settings> ▶ Select <Off> or <On> ▶ Restart the machine

Acquire Printer Management Information from Host

Enable or disable the monitoring of printer management information from a networked computer running SNMP-compatible software.

Off †
On

<Menu> ▶ <Network Settings> ▶ <SNMP Settings> ▶ <Acquire Printer Management Information from Host> ▶ Select <Off> or <On> ▶ Restart the machine

Dedicated Port Settings

Enable or disable the dedicated port. The dedicated port is used when printing, faxing, or scanning uses MF Scan Utility and when browsing or specifying the machine settings over the network.

Off
On †

<Menu> ▶ <Network Settings> ▶ <Dedicated Port Settings> ▶ Select <Off> or <On> ▶ Restart the machine

Waiting Time for Connection at Startup

Specify a wait time for connecting to a network. Select the setting depending on the network environment. **Setting a Wait Time for Connecting to a Network(P. 487)**

0 † to 300 (sec.)

Ethernet Driver Settings

Select the Ethernet type (10BASE-T/100BASE-TX/1000BASE-T) and the communication mode of Ethernet (half-duplex/ full-duplex). You can also view the MAC address for wired LAN.

MAC Address

Check the MAC address of the machine, which is a number unique to each communication device. **Viewing the MAC Address for Wired LAN(P. 446)**

Auto Detect

Select whether to automatically detect or manually select the communication mode and the Ethernet type. **Configuring Ethernet Settings(P. 484)**

Off
Communication Mode
Half Duplex †
Full Duplex
Ethernet Type
10BASE-T †
100BASE-TX
1000BASE-T
On †

IEEE 802.1X Settings *

Enable or disable IEEE 802.1X authentication. **○Configuring IEEE 802.1X Authentication(P. 583)**

Off †
On

<Menu> ▶ <Network Settings> ▶ <IEEE 802.1X Settings> ▶ Select <Off> or <On> ▶ Restart the machine

Device Settings Management On/Off

Specify whether to use iW Management Console plug-ins to manage machine data such as settings and Address Book destinations. For detailed information on iW Management Console, contact your nearest Canon dealer.

<Menu> ▶ <Network Settings> ▶ <Device Settings Management On/Off> ▶ Select <Off> or <On> ▶ 🏠

Off
On †

Initialize Network Settings

Select to return the Network Settings to the factory defaults. **○Initialize Menu(P. 718)**

Preferences

0UWX-0AF
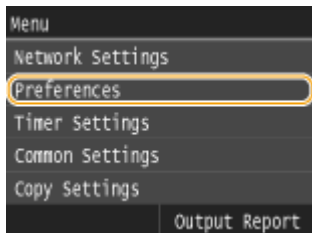
All the settings about the display and English Keyboard Layout are listed with short descriptions. Default settings are marked with a dagger (†).

> **NOTE**
>
> **Asterisks (*)**
>
> - Settings marked with "*1" are only available for the MF419x / MF416dw.
> - Settings marked with "*2" cannot be imported or exported.
> - Settings marked with "*3" have different defaults depending on your country or region.

Display Settings(P. 641)
English Keyboard Layout(P. 644)

Display Settings

Default Screen after Startup/Restoration

By default, the Home screen is displayed immediately after the machine is turned ON or when the Auto Reset function is performed. Specify the setting to change the default screen and display the main screen of a different function.

Home †
Copy
Fax*1
Scan
Memory Media Print

<Menu> ▶ <Preferences> ▶ <Display Settings> ▶ <Default Screen after Startup/Restoration> ▶ Select a function to display the desired screen ▶ 🏠

Home Screen Button Display Settings *2

Configure the settings for the buttons displayed in the Home screen. You can select the settings that will be displayed as shortcut buttons, rearrange the order in which the buttons appear, and insert or remove spaces. **Customizing the Home Screen(P. 34)**

Select Button to Display
Favorite Copy Settings
Favorite Fax Settings
Favorite Scan Settings

Set Display Order

Insert and Delete Blank

Brightness

Adjust the brightness of the display to suit the installation location of the machine.

> Five Levels

<Menu> ▶ <Preferences> ▶ <Display Settings> ▶ <Brightness> ▶ Tap ◀ / ▶ to adjust the brightness ▶ <Apply> ▶ 🏠

Invert Screen Colors

Select <On> to invert the display colors. Select <On> if the display is hard to view even after the brightness was adjusted in <Brightness>.

> Off [†]
> On

<Menu> ▶ <Preferences> ▶ <Display Settings> ▶ <Invert Screen Colors> ▶ Select <Off> or <On> ▶ 🏠

Millimeter/Inch Entry Switch

Select the unit of measurement.

> Millimeter [†]
> Inch

<Menu> ▶ <Preferences> ▶ <Display Settings> ▶ <Millimeter/Inch Entry Switch> ▶ Select <Millimeter> or <Inch> ▶ 🏠

Message Display Time

Specify the interval in seconds at which two different messages are alternately displayed.

> 1 to 2 [†] to 5 (sec.)

<Menu> ▶ <Preferences> ▶ <Display Settings> ▶ <Message Display Time> ▶ Enter a number for the interval ▶ <Apply> ▶ 🏠

Scrolling Speed

Adjust the speed for scrolling the screen by selecting from three levels.

Slow
Standard †
Fast

<Menu> ▶ <Preferences> ▶ <Display Settings> ▶ <Scrolling Speed> ▶ Select the speed ▶ 🏠

Cursor Movement Type

Configure how the cursor moves after a character is entered on the screen. Select <Auto> to automatically move the cursor to the right of the entered character after approximately 1 second. Select <Manual> to manually move the cursor to the right of the entered character.

Auto †
Manual

<Menu> ▶ <Preferences> ▶ <Display Settings> ▶ <Cursor Movement Type> ▶ Select the speed ▶ 🏠

Language *3

Select the display language used for the display, reports, and lists.

English †	Turkish
Japanese	Greek
French	Estonian
Spanish	Romanian
German	Slovak
Italian	Croatian
Dutch	Bulgarian
Finnish	Catalan
Portuguese	Polish
Norwegian	Chinese (Simplified)
Swedish	Chinese (Traditional)
Danish	Korean
Slovene	Latvian
Czech	Lithuanian
Hungarian	Arabic
Russian	
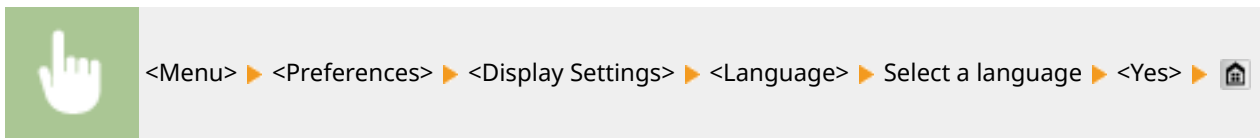
<Menu> ▶ <Preferences> ▶ <Display Settings> ▶ <Language> ▶ Select a language ▶ <Yes> ▶ 🏠

Remote UI Language *3

Select the display language used for the Remote UI screens.

English †	Swedish
Japanese	Danish
French	Czech
Spanish	Hungarian
German	Russian
Italian	Turkish
Dutch	Polish
Finnish	Chinese (Simplified)
Portuguese	Chinese (Traditional)
Norwegian	Korean

<Menu> ▶ <Preferences> ▶ <Display Settings> ▶ <Remote UI Language> ▶ Select a language ▶ 🏠
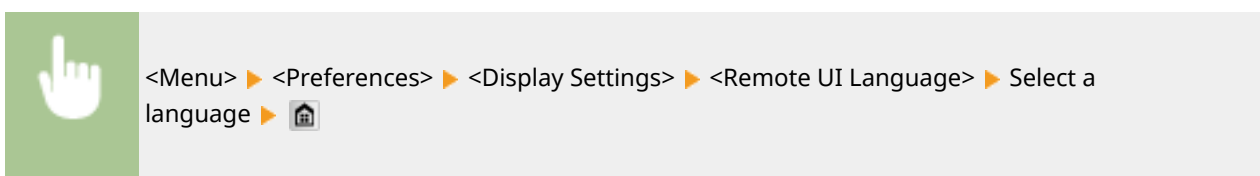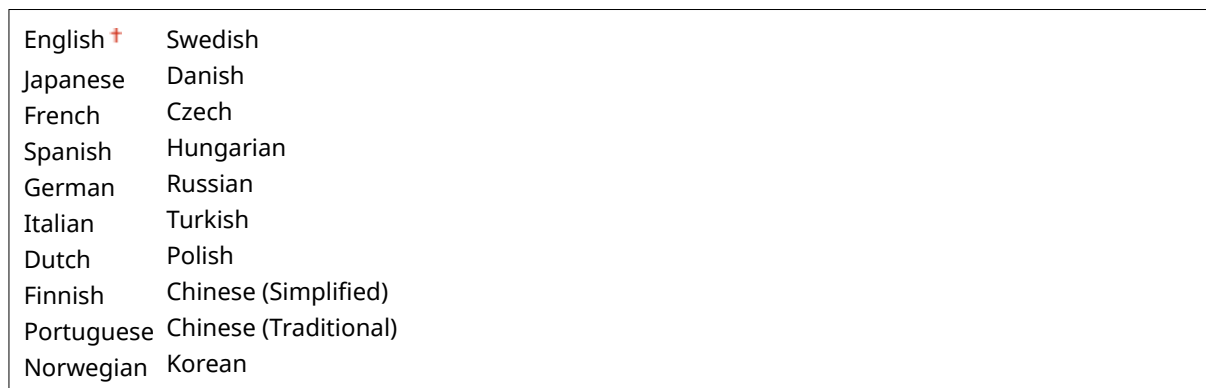
English Keyboard Layout

Specify the layout of an USB keyboard if connected to the machine.

USA Layout
UK Layout †

<Menu> ▶ <Preferences> ▶ <English Keyboard Layout> ▶ Select <USA Layout> or <UK Layout> ▶ 🏠

Timer Settings

0UWX-0AH
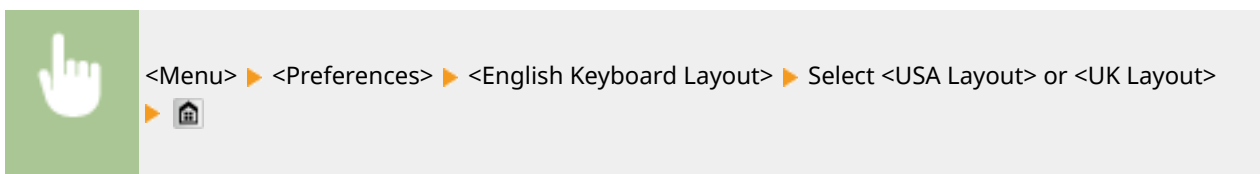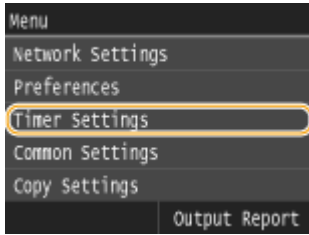
All the settings about the timer are listed with short descriptions. Default settings are marked with a dagger (†).

> **NOTE**
>
> **Asterisks (*)**
>
> - Settings marked with "*1" may be unavailable or have different defaults depending on your country or region.
> - Settings marked with "*2" cannot be imported or exported.

Date/Time Settings(P. 645)
Auto Reset Time(P. 647)
Function After Auto Reset(P. 647)
Auto Sleep Time(P. 648)
Auto Offline Time(P. 648)
Auto Shutdown Time(P. 648)

Date/Time Settings

Specify date and time settings, including the date format and the 12- or 24-hour clock display setting. The date and time that are printed on each fax document, report, and list are determined by these settings.

Date Format *1

Select the date format (order of year, month, and day).

```
YYYY MM/DD
MM/DD/YYYY
DD/MM YYYY †
```

<Menu> ▶ <Timer Settings> ▶ <Date/Time Settings> ▶ <Date Format> ▶ Select the date format ▶ 🏠

Time Format

Select the 12- or 24-hour clock display setting.

```
12 Hour (AM/PM) †
24 Hour
```

<Menu> ▶ <Timer Settings> ▶ <Date/Time Settings> ▶ <Time Format> ▶ Select the display setting ▶ 🏠

Current Date/Time Settings [*2]

Set the current date and time. Tap ◁ / ▷ to move the cursor, and ⌄ / ⌃ to specify the date and time or switch between <AM>/<PM>.

```
Current Date/Time Settings
  10/10 2015 10:00 AM
       (0:00-12:59)
         ⌃
       ◁   ▷
         ⌄
                  Apply
```
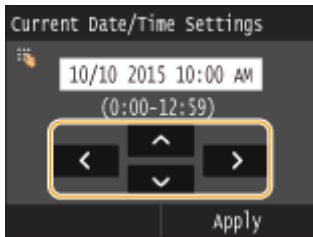
<Menu> ▶ <Timer Settings> ▶ <Date/Time Settings> ▶ <Current Date/Time Settings> ▶ Set the date and time ▶ <Apply> ▶ 🏠

IMPORTANT

- Set <Time Zone> before setting the current date and time. If the <Time Zone> setting is changed, the current date and time are also changed accordingly.

NOTE

- The current date and time cannot be changed for 1 hour after daylight saving time is in effect.

Time Zone

Select the time zone. If the time zone setting is changed, the values set in <Current Date/Time Settings> are also changed accordingly.

(UTC-12:00) International Date Line West
to
(UTC) Coordinated Universal Time [†]
to
(UTC+14:00) Christmas Island

<Menu> ▶ <Timer Settings> ▶ <Date/Time Settings> ▶ <Time Zone> ▶ Select a time zone ▶ 🏠

NOTE

> **UTC**
>
> ● Coordinated Universal Time (UTC) is the primary time standard by which the world regulates clocks and time. The correct UTC time zone setting is required for Internet communications.

Daylight Saving Time Settings [*1]

Enable or disable daylight saving time. If daylight saving time is enabled, specify the dates from which and to which daylight saving time is in effect.

Off
On †
Start: Month, Week, Day
End: Month, Week, Day

<Menu> ▶ <Timer Settings> ▶ <Date/Time Settings> ▶ <Daylight Saving Time Settings> ▶ Select a month and day ▶ <Apply> ▶ 🏠

Auto Reset Time

If a key is not pressed for a specified period of time, the screen and the settings are initialized to display the default screen (Auto Reset). Specify the interval at which the Auto Reset is performed. Select <0> to disable the Auto Reset function. The Auto Reset is not performed in the following cases:

● The setting menu is displayed.

● The machine is processing data, such as when printing documents or sending or receiving faxes.

● An error message is displayed and the Error indicator is blinking (However, Auto Reset is performed when the error does not prevent the user from continuing to use a function.)

0 (Auto Reset is disabled.)
1 to 2 † to 9 (min.)

<Menu> ▶ <Timer Settings> ▶ <Auto Reset Time> ▶ Set the Auto Reset time ▶ <Apply> ▶ 🏠

> **NOTE**
>
> ● The screen displayed after the Auto Reset is performed can be selected in <Function After Auto Reset>.

Function After Auto Reset

Select whether to return the display to the default screen after the Auto Reset is performed. If <Default Function> is selected, the main screen of the function selected in <Default Screen after Startup/Restoration> is displayed (⊙

Default Screen after Startup/Restoration(P. 641)). If <Selected Function> is selected, the display returns to the main screen of the function that was selected.

Default Function [†]
Selected Function

<Menu> ▶ <Timer Settings> ▶ <Function After Auto Reset> ▶ Select <Default Function> or <Selected Function> ▶ 🏠

Auto Sleep Time

If the machine has not been operated or has had no data to process for a specified period of time, the machine enters sleep mode to save energy consumption (Auto Sleep). Specify the period of time after which auto sleep is performed. Auto Sleep is not performed when the setting menu is displayed. We recommend using the factory default settings to save the most power. **Entering Sleep Mode(P. 101)**

3 [†] to 60 (min.)

Auto Offline Time

If scan is not performed within a specified period of time after the screen below is displayed (the machine is set online for scanning), the machine automatically becomes offline. Specify the time period at which the machine becomes offline. You can also set the machine to remain online.
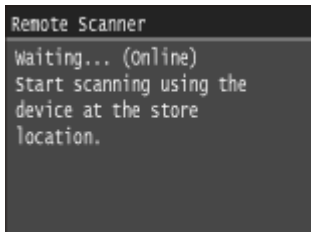
0 (The machine remains online.)
1 to 5 [†] to 60 (min.)

<Menu> ▶ <Timer Settings> ▶ <Auto Offline Time> ▶ Set the time period ▶ <Apply> ▶ 🏠

Auto Shutdown Time

Set a timer to automatically shut down the machine after the specified period of idle time has elapsed since the machine entered the sleep mode. **Setting Auto Shutdown Time(P. 103)**

0 (Auto Shutdown is disabled.)
1 to 4 [†] to 8 (hr.)

Common Settings

0UWX-0AJ
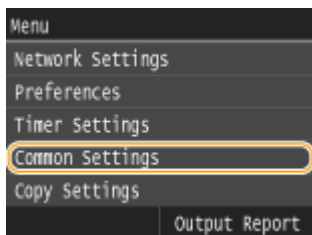
All the settings about the operation of the paper drawer and the paper feed method are listed with short descriptions. Default settings are marked with a dagger (†).

NOTE

Asterisks (*)

- Settings marked with an asterisk (*) are only available when the optional paper feeder (drawer 2) is attached.

Drawer Auto Selection On/Off(P. 649)
Switch Paper Feed Method(P. 651)

Drawer Auto Selection On/Off

Enable or disable the automatic drawer selection feature for the paper sources. If automatic drawer selection is set to <On> when printing documents, the machine automatically selects a paper source that is loaded with the appropriate paper size. Also, when the paper runs out, this setting enables continuous printing by switching from one paper source to another that is loaded with the same paper size. You can select a function, such as copy or print, to enable this feature.

Copy
  Multi-Purpose Tray
    Off †
    On
  Drawer 1
    Off
    On †
  Drawer 2*
    Off
    On †

Printer
  Drawer 1
    Off
    On †
  Drawer 2*
    Off
    On †

Receive/Fax (MF419x / MF416dw) or **Receive (MF418x / MF411dw)**
  Multi-Purpose Tray
    Off †

   On

Drawer 1

   Off

   On †

Drawer 2[*]

   Off

   On †

Other

  Multi-Purpose Tray

   Off †

   On

  Drawer 1

   Off

   On †

  Drawer 2[*]

   Off

   On †

<Menu> ▶ <Common Settings> ▶ <Drawer Auto Selection On/Off> ▶ Select the function ▶ Select the paper source ▶ Select <Off> or <On> ▶ <Apply> ▶ 🏠
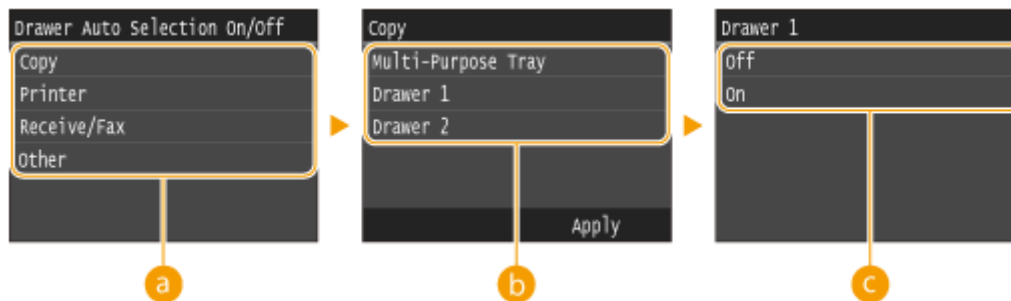
ⓐ Functions

Select the function for which you want to configure automatic drawer selection.

NOTE:

- Select <Other> for functions such as printing reports and lists and printing images from a USB memory device.

ⓑ Paper Sources

Select the paper source for which you want to enable.

NOTE:

- <Multi-Purpose Tray> is not displayed if <Printer> was selected on the previous screen (ⓐ). Automatic drawer selection is always enabled for printing on paper fed from the multi-purpose tray.

c **Switch of the settings**

Select <On> to enable automatic drawer selection for the paper source you selected on the previous screen
(**b**).

NOTE:

- Make sure to select <On> for <Drawer 1> or <Drawer 2>. If <Off> is selected for both drawers, you cannot finish the configuration.

Switch Paper Feed Method

Specify this setting when you print a document on paper with logos. To print on paper with logos, you need to change how the paper loaded in the paper source is facing depending on whether you are performing 1- or 2-sided printing. However, if you specify <Print Side Priority>, you can use just the same way of paper loading (which side up or down) both for 1- and 2-sided printing (namely, the side with logos face up when using the paper drawer, or the side with logos face down when using the multi-purpose tray). For more information, see **Loading Preprinted Paper(P. 63)** .

Multi-Purpose Tray
  Speed Priority †

  Print Side Priority

Drawer 1
  Speed Priority †

  Print Side Priority

Drawer 2 *
  Speed Priority †

  Print Side Priority

<Menu> ▶ <Common Settings> ▶ <Switch Paper Feed Method> ▶ Select the paper source ▶ Select <Speed Priority> or <Print Side Priority> ▶ 🏠
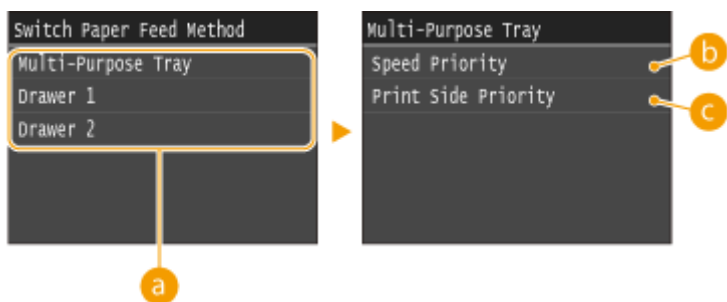
a **Paper Sources**

Select the paper source that you want to change the setting for.

b **<Speed Priority>**

When using paper that has been preprinted with a logo, you need to change how it is facing when you perform 1-sided and 2-sided printing.

NOTE:

- We recommend selecting <Speed Priority> if you do not need to consider which side to print on.

ⓒ <Print Side Priority>

To print on a specific side of paper, you do not need to flip over paper in the paper source whether 1- or 2-sided printing is selected.

NOTE:

- If <Print Side Priority> is set for a paper source that is loaded with paper you cannot use for 2-sided printing (○**Paper(P. 858)**), <Speed Priority> is applied to the paper source instead. In this case, you need to load the paper in the same way as when <Speed Priority> is selected (○**Loading Preprinted Paper(P. 63)**).
- 1-sided printing speed may be slower when <Print Side Priority> is selected.

Copy Settings

0UWX-0AK
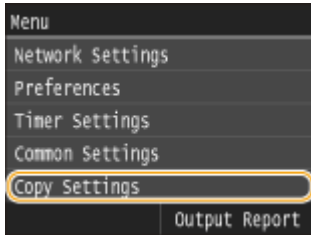
All the settings about the copy are listed with short descriptions. Default settings are marked with a dagger (†).

> **NOTE**
>
> **Asterisks (*)**
>
> - Settings marked with an asterisk (*) are only available when the optional paper feeder (drawer 2) is attached.

Change Default Settings(P. 653)
Initialize Default Settings(P. 654)

Change Default Settings

You can change the factory default settings about copy. The selected settings are used as the default settings of the copy function. **Changing Default Settings(P. 131)**

Number of Copies
 1 † to 999

Density
 Nine Levels

 Background

  Auto

  Adjust (Manual) †

   Nine Levels

Original Type
 Text

 Text/Photo †

 Text/Photo (Quality)

 Photo

2-Sided
 Off †

 1-Sided->2-Sided

 2-Sided->2-Sided

 2-Sided->1-Sided

 Original/Finishing Type

Copy Ratio
 Custom Ratio

100% (1:1) †

400% (Max)

200%

141% A5->A4

70% A4->A5

50%
25% (Min)

Paper

Multi-Purpose Tray

Drawer 1 †

Drawer 2*

N on 1

Off †

2 on 1

4 on 1

ID Card Copy

Select Layout

Collate

Off †

On

Erase Frame

Off †

On

Sharpness

Seven Levels

Initialize Default Settings

Select this option to restore the default copy settings.

<Menu> ▶ <Copy Settings> ▶ <Initialize Default Settings> ▶ <Yes> ▶ 🏠

Fax Settings MF419x / MF416dw

0UWX-0AL
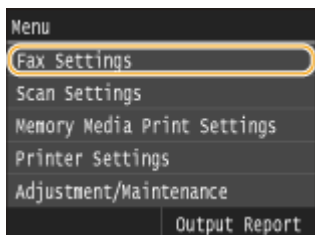
All the settings about the fax are listed with short descriptions. Default settings are marked with a dagger (†).

> **NOTE**
>
> ### Asterisks (*)
>
> - Settings marked with "*1" may be unavailable or vary or have different defaults depending on your country or region.
>
> - Settings marked with "*2" cannot be imported or exported.

◯**Basic Settings(P. 655)**
◯**TX Function Settings(P. 657)**
◯**RX Function Settings(P. 661)**
◯**RX Print Settings(P. 663)**
◯**Forwarding Settings(P. 665)**
◯**Fax Setup Guide(P. 665)**

Basic Settings

Specify the basic settings for using the machine as a fax device.

Register Unit Telephone Number

Register the fax number for the machine. ◯**Registering the Fax Number and Unit Name(P. 142)**

Select Line Type *1

Select the telephone line type used for fax transmission. ◯**Connecting the Telephone Line(P. 146)**

Pulse
Tone †

Off-Hook Alarm

Select whether the machine makes an alert sound when the handset of a telephone or the optional handset connected to the machine is not properly set on the cradle. You can also adjust the volume of the alert sound.

0 † to 3

<Menu> ▶ <Fax Settings> ▶ <Basic Settings> ▶ <Off-Hook Alarm> ▶ <On> ▶ Select the volume of the alert sound ▶ <Apply> ▶ 🏠

Communication Management Settings

Configure the settings for the transmission start speed when faxes are sent and received, and for archiving documents that have been sent.

TX Start Speed

Adjust the communication start speed in descending order from <33600 bps>. This adjustment should be made when it takes a long time to start sending a fax due to a poor telephone line connection.

33600 bps [†]
14400 bps
9600 bps
7200 bps
4800 bps
2400 bps

<Menu> ▶ <Fax Settings> ▶ <Basic Settings> ▶ <Communication Management Settings> ▶ <TX Start Speed> ▶ Select a communication start speed ▶ 🏠

RX Start Speed

Adjust the communication start speed in descending order from <33600 bps>. This adjustment should be made when it takes a long time to start receiving a fax due to a poor telephone line connection.

33600 bps [†]
14400 bps
9600 bps
7200 bps
4800 bps
2400 bps

<Menu> ▶ <Fax Settings> ▶ <Basic Settings> ▶ <Communication Management Settings> ▶ <RX Start Speed> ▶ Select a communication start speed ▶ 🏠

R-Key Setting

If your machine is connected through a PBX (Private Branch Exchange), it is necessary to set the access method. You can set the PBX type to <Prefix> or <Hooking>. If you register the outside line access number to the R-key, you can easily access the outside line.

PSTN [†]
PBX*1
Prefix
Hooking [†]

<Menu> ▶ <Fax Settings> ▶ <Basic Settings> ▶ <Communication Management Settings> ▶ <R-Key Setting> ▶ <PBX> ▶ Select <Prefix> or <Hooking> ▶ Enter the outside line access number if you select <Prefix> ▶ <Apply> ▶ 🏠

ⓐ <PBX>
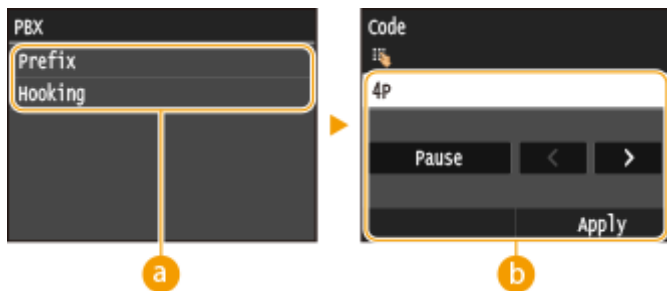
Select the type of PBX you are using. If you select <Prefix>, register the prefix code on the next screen.

ⓑ <Code>

Enter the prefix code using the numeric keys, tap <Pause>, and then tap <Apply>. If you do not insert a pause, the prefix code is not registered.

Archive TX Document *2

In addition to the destination specified when the fax is sent, you can specify whether faxed documents are also sent to a preset storage address for archiving. ❯**Archiving Sent Faxes(P. 198)**

Off †
On

TX Function Settings

Specify settings for sending faxes.

Change Default Settings

Specify settings used for sending faxes. The selected settings are used as the default settings when scanning documents. ❯**Changing Default Settings(P. 173)**

Resolution
200 x 100 dpi (Normal) †
200 x 200 dpi (Fine)
200 x 200 dpi (Photo)
200 x 400 dpi (Superfine)
400 x 400 dpi (Ultrafine)
Density
Nine Levels
2-Sided Original
Off †
Book Type

Calendar Type
Sharpness Seven Levels

Register Unit Name (Fax)

Register the name of a company or person (⬤**Registering the Fax Number and Unit Name(P. 142)**). The registered name is sent as sender information to the destination (⬤**TX Terminal ID(P. 659)**).

ECM TX

Enable or disable error correction mode (ECM). ECM checks for fax data errors and corrects them. To reduce errors on received faxes, see ⬤**ECM RX(P. 661)** .

Off On †

<Menu> ▶ <Fax Settings> ▶ <TX Function Settings> ▶ <ECM TX> ▶ <On> ▶ 🏠

NOTE

- ECM must be enabled on both the machine and the other fax device because error checks are performed on both the sending and receiving devices.
- Even when ECM is enabled, errors may occur due to telephone line conditions.
- It may take a longer time than usual to process data when ECM is enabled because the error checks and corrections are performed while the data is transmitted.

Set Pause Time [*1]

For example, when you make calls by dialing "0 - (pause) - (telephone number)", 0 is dialed first and then a few seconds later, the telephone number. When sending faxes overseas, you need to specify destinations by dialing "(international access code) - (country code) - (area code) - (fax number)" but consecutive numbers that are input without pauses may not be recognized correctly. In this case, try adding a pause after the international access code or the fax number. If the code or the number is still not recognized correctly, change the duration of the pause. For instructions on how to enter a pause, see step 3 on ⬤**Sending Faxes (MF419x / MF416dw) (P. 149)** .

1 to 4 † to 15 (sec.)

<Menu> ▶ <Fax Settings> ▶ <TX Function Settings> ▶ <Set Pause Time> ▶ Specify the duration of pause ▶ <Apply> ▶ 🏠

Auto Redial [*1]

Specify settings for Auto Redial, a function that automatically redials the fax number after several minutes if the first attempt fails because the line is busy. You can specify how many times the machine redials and the interval between redials.

Off

On [†]

  Number of Times to Redial

   1 to 2 [†] to 10 (times)

  Redial Interval

   2 [†] to 99 (min.)

  Redial When Error Occurs

   Off

   On [†]

👆   <Menu> ▶ <Fax Settings> ▶ <TX Function Settings> ▶ <Auto Redial> ▶ <On> ▶ Specify the settings ▶ <Apply> ▶ 🏠

ⓐ <Number of Times to Redial>
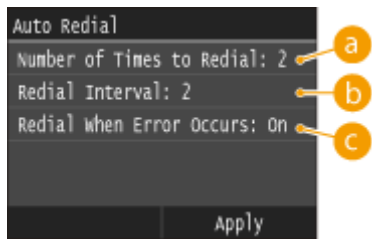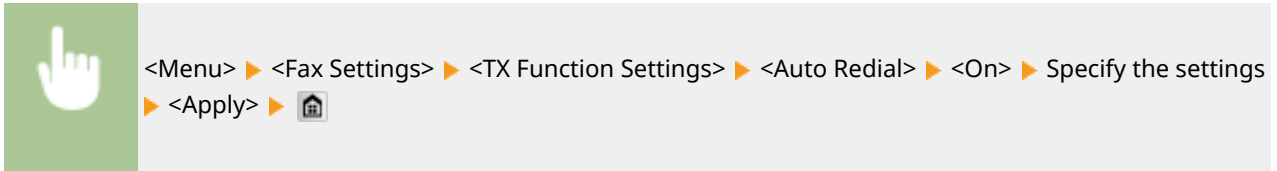
Specifies how many times the machine redials. Tap ⌃ / ⌄ or the numeric keys to enter a number, and tap <Apply>.

ⓑ <Redial Interval>

Specifies the interval between redials. Tap ⌃ / ⌄ or the numeric keys to enter a number for the interval, and tap <Apply>.

ⓒ <Redial When Error Occurs>

When set to <On>, specifies to redial when a transmission error occurs.

TX Terminal ID

Specify settings for adding the sender information, including the fax number and the name of the machine, to the fax header. The recipient can check who sent the fax by looking at the added information.

Off

On [†]

  Print Position

   Inside Image Area

   Outside Image Area [†]

  Mark Number as

   FAX [†]

   TEL

> <Menu> ▶ <Fax Settings> ▶ <TX Function Settings> ▶ <TX Terminal ID> ▶ <On> ▶ Specify the settings ▶ <Apply> ▶ 🏠

TX Terminal ID
Print Position: Outside Image — ⓐ
Mark Number as: FAX — ⓑ

Apply

ⓐ <Print Position>
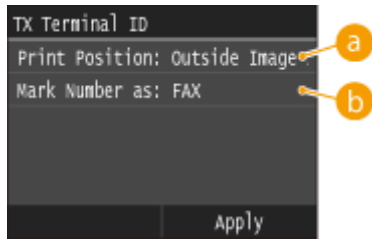
Specifies the position to print the terminal ID information in the sent fax. Select <Inside Image Area> to print the information inside the image area, or <Outside Image Area> to print the information outside the image area.

ⓑ <Mark Number as>

Adds the "FAX" or "TEL" mark in front of the fax number registered for the machine (⊙**Registering the Fax Number and Unit Name(P. 142)**). Select <TEL> to indicate that the notified number is a telephone number.

Check Dial Tone Before Sending *1

Select whether to check the dial tone before a fax number is dialed.

Off †
On

> <Menu> ▶ <Fax Settings> ▶ <TX Function Settings> ▶ <Check Dial Tone Before Sending> ▶ <On> ▶ 🏠

Allow Fax Driver TX

Enable or disable PC faxing (sending faxes from a computer). ⊙**Prohibiting PC Faxing (MF419x / MF416dw) (P. 559)**

Off
On †

Confirm Entered Fax Number

Select whether to display the details of an entered coded dial number when it is selected as a destination. ⊙ **Displaying Destinations in Address Book(P. 561)**

Off †
On

Restrict Sequential Broadcast

Select whether to prohibit sequential broadcasting, a feature that sends faxes to multiple destinations in succession. **Prohibiting Sequential Broadcasting (MF419x / MF416dw)(P. 563)**

Off †
Confirm Sequential Broadcast
Reject Sequential Broadcast

Initialize Default Settings

Select this option to restore the default fax transmission settings.

<Menu> ▶ <Fax Settings> ▶ <TX Function Settings> ▶ <Initialize Default Settings> ▶ <Yes> ▶ 🏠

RX Function Settings

Specify settings for receiving faxes.

ECM RX

Enable or disable error correction mode (ECM). ECM checks for fax data errors and corrects them. To reduce errors on sent faxes, see **ECM TX(P. 658)** .

Off
On †

<Menu> ▶ <Fax Settings> ▶ <RX Function Settings> ▶ <ECM RX> ▶ <On> ▶ 🏠

NOTE

- ECM must be enabled on both the machine and the other fax device because error check is performed on both the sending and receiving devices.
- Even when ECM is enabled, errors may occur due to telephone line conditions.
- It may take a longer time than usual to process data when ECM is enabled because the error check and corrections are performed while the data is transmitted.

Incoming Ring *1

Specify settings for sounding a ring to notify you of incoming faxes. This feature is only available when <Auto> or <Fax/Tel Auto Switch> is selected for the receive mode. Specify how many times the incoming call rings when the machine receives a fax call. You can also disable the settings to prevent the incoming call from ringing.

Off
On †
1 to 2 † to 99 (times)

> <Menu> ▶ <Fax Settings> ▶ <RX Function Settings> ▶ <Incoming Ring> ▶ <On> ▶ Specify how many times the incoming call rings ▶ <Apply> ▶ 🏠

NOTE

- When <On> is specified, you need to connect your telephone or the optional handset to the machine beforehand.

Remote RX [*1]

Specify settings for receiving a fax by operating a telephone that is connected to the machine (Remote Reception). When a fax is sent to the machine, you can receive it just by picking up the handset of the telephone and entering a specific ID number by using the telephone. This feature can save you the trouble of going all the way to the machine. For instructions on how to use Remote Reception, see **○Using a Telephone to Receive Faxes (Remote Reception)(P. 182)** .

Off

On [†]
   00 to 25 [†] to 99

> <Menu> ▶ <Fax Settings> ▶ <RX Function Settings> ▶ <Remote RX> ▶ <On> ▶ Specify the ID number for receiving a fax ▶ <Apply> ▶ 🏠

Switch to Auto RX

Specify settings for automatically receiving a fax after the machine has rung for a specified time period. This feature is only available when <Manual> is selected for the receive mode. By using this feature, faxes can be received even when no one is available to pick up the handset.

Off [†]

On
   1 to 15 [†] to 99 (sec.)

> <Menu> ▶ <Fax Settings> ▶ <RX Function Settings> ▶ <Switch to Auto RX> ▶ <On> ▶ Specify how long the incoming call rings ▶ <Apply> ▶ 🏠

Memory Lock Settings

Select whether to store received faxes without immediately printing them. Stored fax documents can be printed at any time by changing the setting to <Off>. **○Storing Received Faxes into Memory (Memory Reception) (P. 188)**

Off †

On
  Memory Lock PIN

  Report Print

  Off

  On †

  Memory Lock Time

  Off †

  On

      Memory Lock Start Time

      Memory Lock End Time

RX Print Settings

Specify settings for printing received faxes.

Print on Both Sides

Specify settings for printing received faxes on both sides of paper.
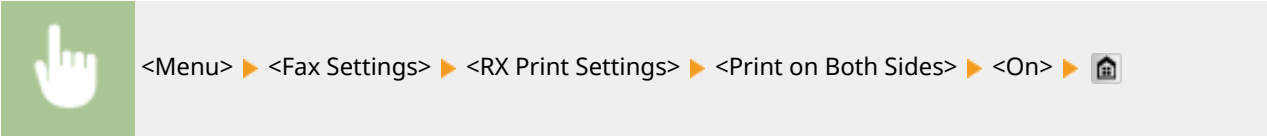
Off †
On

<Menu> ▶ <Fax Settings> ▶ <RX Print Settings> ▶ <Print on Both Sides> ▶ <On> ▶ 🏠

IMPORTANT

Make sure that the paper size switch lever is set properly.

- When performing Print on Both Sides, improper setting of the paper size switch lever can cause misfeeds or paper jams. When performing Print on Both Sides, make sure that the paper size switch lever is set properly for the size of the paper to be used. ●**Interior(P. 22)**

Make sure that the sub-output tray is closed

- When the sub-output tray is open, you cannot perform Print on Both Sides. When performing Print on Both Sides, always make sure that the sub-output tray is closed. ●**Back Side(P. 20)**

Reduce RX Size

Specify settings for reducing the image size of a received document. You can select an automatic reduction ratio that reduces the received document to size of the loaded paper. You can also select a ratio from a list.

Off

On †
  Ratio

  Auto †
  97%
  95%
  90%

663

75%
Direction
Vertical/Horizontal   Vertical Only †

👆   <Menu> ▶ <Fax Settings> ▶ <RX Print Settings> ▶ <Reduce RX Size> ▶ <On> ▶ Specify the settings ▶ <Apply> ▶ 🏠

ⓐ <Ratio>
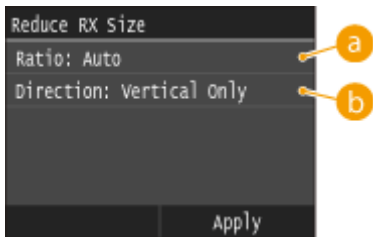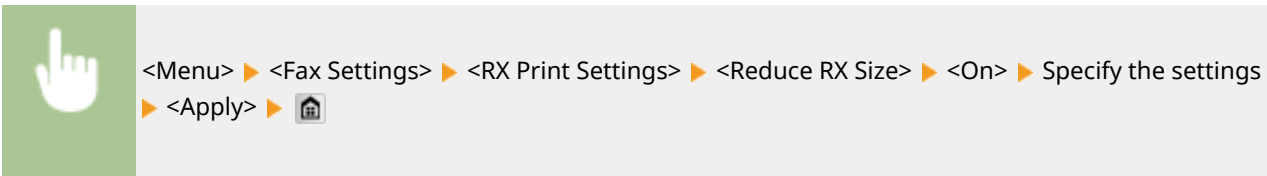
<Auto> reduces the image by a ratio that is based on the size of the loaded paper. <97%>, <95%>, <90%>, or <75%> reduce the image by the corresponding ratio.

ⓑ <Direction>

Select <Vertical/Horizontal> to reduce the image both vertically and horizontally. Select <Vertical Only> to reduce only vertically.

RX Page Footer

Select whether to print information, including date and time of reception and page numbers, on the bottom of received faxes.

Off †
On

👆   <Menu> ▶ <Fax Settings> ▶ <RX Print Settings> ▶ <RX Page Footer> ▶ <On> ▶ 🏠
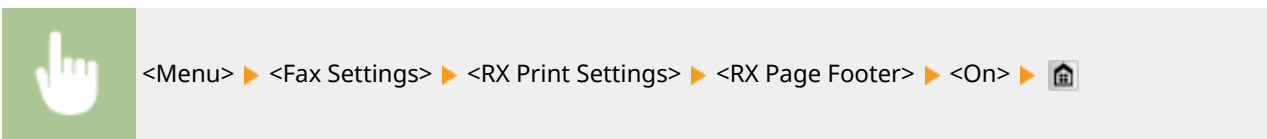
Continue Printing When Amount in Cartridge Is Low

If receiving faxes when the amount remaining in a toner cartridge is low, the machine holds them in memory instead of printing. However, if this function is enabled, the machine continues printing. In addition to fax reception, this is true with I-Fax reception.

Off †
On

<Menu> ▶ <Fax Settings> ▶ <RX Print Settings> ▶ <Continue Printing When Amount in Cartridge Is Low> ▶ <On> ▶ 🏠

IMPORTANT

- When this function is enabled, faxes may fade or blur. Because received documents are not stored, you need to ask the sender to resend the document.

Forwarding Settings

Specify settings for forwarding faxes.

Enable Forwarding Settings *2

Select whether to forward all the received fax documents to a specified destination. In addition to a fax number, you can also specify an e-mail address or a shared folder in a computer, etc. as the forwarding destination. ◯ **Forwarding All the Received Documents Automatically(P. 194)**

Off †
On

Print Images

Select whether to print forwarded fax documents. You can set the machine to print forwarded documents only when an error occurs. ◯**Printing Documents to be Forwarded(P. 194)**

Off
On †
Only When Error Occurs

Store Images in Memory

Select whether to store fax documents in memory when they are not successfully forwarded. You can resend or print the documents later as necessary. ◯**Printing/Resending/Deleting Documents that Failed to be Forwarded(P. 195)**

Off †
Only When Error Occurs

Fax Setup Guide *2

Select to display on-screen instructions for specifying settings, including the fax number and the telephone line type. ◯**Configuring Initial Settings for Fax Functions (MF419x / MF416dw)(P. 140)**

Scan Settings

0UWX-0AR
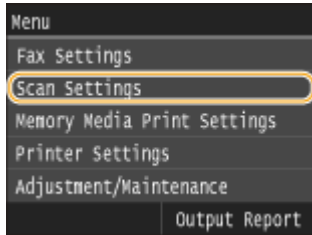
All the settings about the scan are listed with short descriptions. Default settings are marked with a dagger (†).

◯USB Memory Settings(P. 666)
◯E-Mail Settings(P. 667)
◯I-Fax Settings(P. 668)
◯File Settings(P. 671)
◯Register Unit Name (E-Mail/I-Fax)(P. 672)
◯Output File Image Settings(P. 672)
◯OCR (Text Searchable) Settings(P. 672)

USB Memory Settings

You can change and register the settings used when data is saved to a USB memory device.

Change Default Settings

Specify settings used for saving scanned documents to a USB memory device. The selected settings are used as the default settings when scanning documents. **◯Changing Default Settings(P. 376)**

Scan Size
 A4 †

 A5

Color Mode
 Color †

 Black & White

File Format
 PDF †

 PDF (Compact)

 PDF (Compact/OCR)

 PDF (OCR)

 JPEG

 TIFF

Density
 Nine Levels

Original Orientation
 Portrait †

 Landscape

Original Type

    Text

    Text/Photo †

    Photo

2-Sided Original

    Off †

    Book Type

    Calendar Type

Sharpness

    Seven Levels

Data Size

    Small: Memory Priority

    Standard †

    Large: Image Quality Priority

Initialize Default Settings

Select this option to restore the default settings for saving data to a USB memory device.

<Menu> ▶ <Scan Settings> ▶ <USB Memory Settings> ▶ <Initialize Default Settings> ▶ <Yes> ▶ 🏠
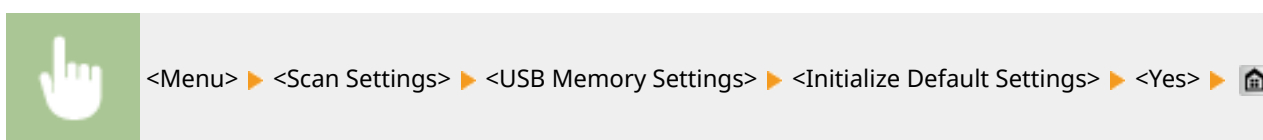
E-Mail Settings

Specify settings used for scanning documents to send as e-mails.

Change Default Settings

Specify settings used for scanning documents to send as e-mails. The selected settings are used as the default settings when scanning documents. ◉**Changing Default Settings(P. 376)**

Scan Size

    A4 †

    A5

Color Mode

    Color †

    Black & White

File Format

    PDF †

    PDF (Compact)

    PDF (Compact/OCR)

    PDF (OCR)

    JPEG

    TIFF

Density

Nine Levels

Original Orientation

Portrait †

Landscape

Original Type

Text

Text/Photo †

Photo

2-Sided Original

Off †

Book Type

Calendar Type

Sharpness

Seven Levels

Data Size

Small: Memory Priority

Standard †

Large: Image Quality Priority

Subject/Message

Subject

Message

Reply To

None †

Specify from Address Book

Priority

Low

Standard †

High

Initialize Default Settings

Select this option to restore the default e-mail transmission settings.

<Menu> ▶ <Scan Settings> ▶ <E-Mail Settings> ▶ <Initialize Default Settings> ▶ <Yes> ▶ 🏠
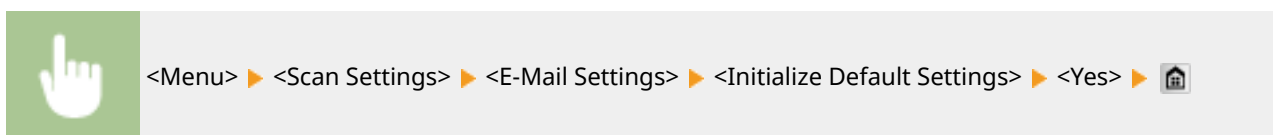
I-Fax Settings

Specify the basic settings for using the machine as a I-Fax device.

TX Function Settings

You can change and register the settings used for sending I-Faxes.

Change Default Settings

Specify settings used for sending I-Fax. The selected settings are used as the default settings when scanning documents. ⊙**Changing Default Settings(P. 376)**

Scan Size
  A4 †

  A5

Density
  Nine Levels

Original Type
  Text

  Text/Photo †

  Photo

2-Sided Original
  Off †

  Book Type

  Calendar Type

Sharpness
  Seven Levels

Subject/Message
  Subject

  Message

Reply To
  None †

  Specify from Address Book

TX Terminal ID

Information such as the date and time of transmission and the e-mail address of the machine (sender information) can be added as a header in transmitted documents. This information tells the recipient when the I-Fax was sent and who sent it.

Off
On †
  Print Position
    Inside Image Area
    Outside Image Area †

<Menu> ▶ <Scan Settings> ▶ <I-Fax Settings> ▶ <TX Function Settings> ▶ <TX Terminal ID> ▶ <On> ▶ <Print Position> ▶ Select <Inside Image Area> or <Outside Image Area> ▶ <Apply> ▶ 🏠

Initialize Default Settings

Select this option to restore the default I-Fax transmission settings.

<Menu> ▶ <Scan Settings> ▶ <I-Fax Settings> ▶ <TX Function Settings> ▶ <Initialize Default Settings> ▶ <Yes> ▶ 🏠

RX Print Settings

Specify settings for printing received I-Faxes.

Print on Both Sides

Specify settings for printing received I-Faxes on both sides of paper.

Off †
On

<Menu> ▶ <Scan Settings> ▶ <I-Fax Settings> ▶ <RX Print Settings> ▶ <Print on Both Sides> ▶ <On> ▶ 🏠

IMPORTANT:

Make sure that the paper size switch lever is set properly.

- When performing Print on Both Sides, improper setting of the paper size switch lever can cause misfeeds or paper jams. When performing Print on Both Sides, make sure that the paper size switch lever is set properly for the size of the paper to be used. ❯**Interior(P. 22)**

Make sure that the sub-output tray is closed

- When the sub-output tray is open, you cannot perform Print on Both Sides. When performing Print on Both Sides, always make sure that the sub-output tray is closed. ❯**Back Side(P. 20)**

RX Print Size

Specify the paper size to be used for printing.

A4 †
LGL
LTR
OFICIO
Brazil-OFICIO
Mexico-OFICIO
Government-LTR
Government-LGL
FOOLSCAP
AUS-FOOLSCAP
India-LGL

<Menu> ▶ <Scan Settings> ▶ <I-Fax Settings> ▶ <RX Print Settings> ▶ <RX Print Size> ▶ Select the paper size ▶ 🏠
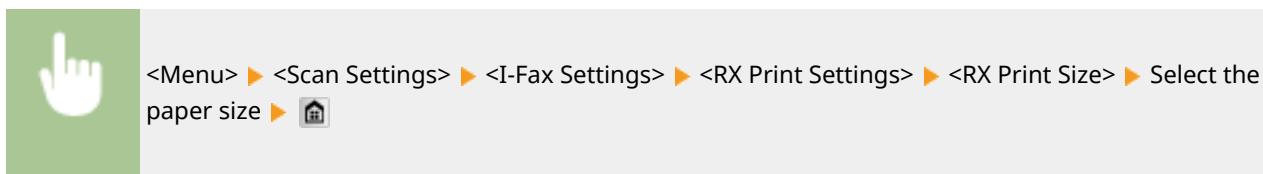
File Settings

You can change and register the settings used when documents are saved to a shared folder or FTP server.

Change Default Settings

You can change the default settings used when documents are saved to a shared folder or FTP server. The selected settings are used as the default settings when scanning. ○**Changing Default Settings(P. 376)**

Scan Size
  A4 †

  A5

Color Mode
  Color †

  Black & White

File Format
  PDF †

  PDF (Compact)

  PDF (Compact/OCR)

  PDF (OCR)

  JPEG

  TIFF

Density
  Nine Levels

Original Orientation
  Portrait †

  Landscape

Original Type
  Text

  Text/Photo †

  Photo

2-Sided Original
  Off †

  Book Type

  Calendar Type

Sharpness
  Seven Levels

Data Size

Small: Memory Priority

Standard †

Large: Image Quality Priority

Initialize Default Settings

You can change and register the settings used when documents are saved to a shared folder or FTP server.

<Menu> ▶ <Scan Settings> ▶ <File Settings> ▶ <Initialize Default Settings> ▶ <Yes> ▶ 🏠

Register Unit Name (E-Mail/I-Fax)

Register the sender name for e-mails and I-Faxes. The registered name is displayed in e-mails, along with the e-mail address. If the sender name is not registered, only the e-mail address is displayed.

<Menu> ▶ <Scan Settings> ▶ <TX Function Settings> ▶ <Register Unit Name (E-Mail/I-Fax)> ▶ Enter the sender name ▶ <Apply> ▶ 🏠

Output File Image Settings

Specify settings for the gamma value and file compression ratio for converting scanned documents into files.

YCbCr TX Gamma Value

Select the gamma value used when converting scanned color documents into the specified file format. You can specify the same gamma value as that of the monitor which is to be used for viewing the converted files. The files are displayed with brightness that is true to the original documents. ⬤**Setting Gamma Values(P. 360)**

Gamma 1.0

Gamma 1.4

Gamma 1.8 †

Gamma 2.2

OCR (Text Searchable) Settings

To run OCR (Optical Character Recognition) on a text document to create a "searchable PDF", specify whether the machine determines the document's text direction and detects the document direction.

Smart Scan

Off

On †

<Menu> ▶ <Scan Settings> ▶ <OCR (Text Searchable) Settings> ▶ <Smart Scan> ▶ Select <Off> or <On> ▶ 🏠

Memory Media Print Settings

0UWX-0AS
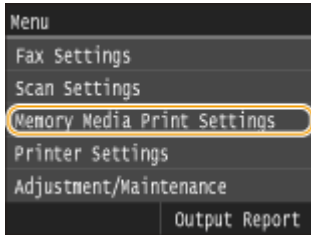
All the settings are about the memory media print listed with short descriptions. Default settings are marked with a dagger (†).

> **NOTE**
>
> **Asterisks (*)**
>
> - Settings marked with an asterisk (*) are only available when the optional paper feeder (drawer 2) is attached.

Change Default Settings(P. 674)
Default Display Settings(P. 676)
File Sort Default Settings(P. 676)
File Name Display Format(P. 676)
Initialize Default Settings(P. 677)

Change Default Settings

Specify the memory media print settings. The selected settings are used as the default settings of the memory media print function. **Changing Default Memory Media Print Settings(P. 302)**

Number of Copies
  1† to 99

Paper
  Multi-Purpose Tray

  Drawer 1†

  Drawer 2*

N on 1
  Off†

  2 on 1

  4 on 1

2-Sided
  Off†

  Book Type

  Calendar Type

Print Quality
  Density

    17 Levels

    Density (Fine Adjust)

High: 17 Levels

Medium: 17 Levels

Low: 17 Levels

Toner Save

Off †

On

Set JPEG/TIFF Details

Print Date

Off †

On

Print File Name

Off †

On

Original Type

Photo Priority †

Text Priority

Brightness

Five Levels

Halftones

Gradation

Error Diffusion †

Grayscale Conversion

sRGB

NTSC †

Uniform RGB

Set PDF Details

Enlarge/Reduce to Fit Paper Size

Off †

On

Enlarge Print Area

Off †

On

Print Comments

Off

Auto †

Other

Halftones

Text: Resolution †/Gradation/High Resolution

Graphics: Resolution †/Gradation/High Resolution

Image: Resolution †/Gradation/High Resolution

Grayscale Conversion

sRGB

NTSC †

Uniform RGB

Default Display Settings

Select whether to display a list of file names or thumbnails for previewing when accessing files in a USB memory device.

Details †
Images

<Menu> ▶ <Memory Media Print Settings> ▶ <Default Display Settings> ▶ Select <Details> or <Images> ▶ 🏠

ⓐ <Details>
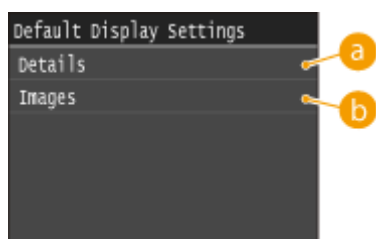
Displays file names and dates in list form.

ⓑ <Images>

Displays thumbnails for previewing.

File Sort Default Settings

Select whether to display files in a USB memory device in ascending or descending order of file name or date.

Name (Ascending) †
Name (Descending)
Date/Time (Ascending)
Date/Time (Descending)

<Menu> ▶ <Memory Media Print Settings> ▶ <File Sort Default Settings> ▶ Select the order of files that are displayed ▶ 🏠

File Name Display Format

Select whether to display short or long text for file names that are stored in a USB memory device.

Short File Name Long File Name †

<Menu> ▶ <Memory Media Print Settings> ▶ <File Name Display Format> ▶ Select <Short File Name> or <Long File Name> ▶ 🏠

ⓐ <Short File Name>
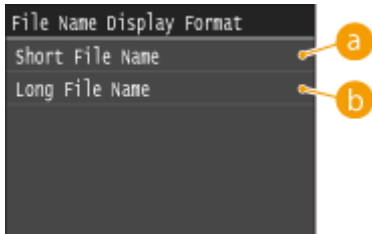
Shortens a file name to as few as eight characters. To distinguish files that have similar names, numbers such as "˜1" or "˜2" are added at the end of the file names.

ⓑ <Long File Name>

Displays a file name up to 20 characters.

NOTE:

- The number of characters described above does not include the characters in file extensions, such as ".jpg."

Initialize Default Settings

Select to return the Memory Media Print Settings to the factory defaults.

<Menu> ▶ <Memory Media Print Settings> ▶ <Initialize Default Settings> ▶ <Yes> ▶ 🏠

Printer Settings

0UWX-0HW

All the settings about the printer are listed with short descriptions. Default settings are marked with a dagger (†).

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Prioritize Driver Settings When Printing

Select whether printing is performed in accordance with the printer driver's settings for paper size and type taking priority over the settings made for each paper source under <Paper Settings> in the Home screen. By selecting <On>, you can print from the paper source specified in the printer drive, regardless of the paper settings on the machine. An error message can be set to display if the loaded paper size is largely different from that set in the printer driver.

Multi-Purpose Tray

    Off [†]

    On

      Force Output [†]

      Display Error

Drawer 1

    Off [†]

    On

      Force Output [†]

      Display Error

Drawer 2[*1]

    Off [†]

    On

      Force Output [†]

      Display Error

<Menu> ▶ <Printer Settings> ▶ <Prioritize Driver Settings When Printing> ▶ Select the paper source ▶ <On> ▶ Select <Force Output> or <Display Error> ▶ 🏠

ⓐ Paper Sources

Select the paper source for which you want to enable.

ⓑ <Force Output>

Continue printing even when the paper size setting in the printer driver and the loaded paper are largely different.

ⓒ <Display Error>

When the paper size setting in the printer driver and the loaded paper are largely different, an error message is displayed and printing is stopped.

IMPORTANT

- If the printer driver's settings do not match the size and type of loaded paper with <On> selected, a paper jam or printing error may occur.

Copies

Set the number of copies to print.

1 † to 99

<Menu> ▸ <Printer Settings> ▸ <Copies> ▸ Set the number of copies to print ▸ <Apply> ▸ 🏠

2-Sided Printing

Select whether to make 2-sided printouts.

Off †
On

<Menu> ▸ <Printer Settings> ▸ <2-Sided Printing> ▸ Select <Off> or <On> ▸ 🏠

Default Paper

Use this item to specify the paper size and type. ●**Paper(P. 858)**

<Menu> ▸ <Printer Settings> ▸ <Default Paper> ▸ Select the paper size ▸ Select the paper type ▸ 🏠

Paper Size Override

Select whether to switch between printing on A4 and LTR size paper if one of these paper sizes is loaded but the other is not. ●**Configuring Printer Settings on the Machine(P. 274)**

Off †
On

Print Quality

You can change settings related to print quality.

Density

Adjust the toner density. ▶**Adjusting Print Density(P. 806)**

> **17 Levels**
>
> **Fine Adjust**
>   High
>   17 Levels
>   Medium
>   17 Levels
>   Low
>   17 Levels

NOTE

- The settings specified for <Density> are disabled when <Toner Save> is enabled.

Toner Save

You can save toner consumption. Select <On> when you want to check the layout or other appearance characteristics before proceeding to final printing of a large job.

> Off †
> On

<Menu> ▶ <Printer Settings> ▶ <Print Quality> ▶ <Toner Save> ▶ Select <Off> or <On> ▶ 🏠

Resolution

Specify the resolution to be used for print data processing.

> 1200 dpi
> 600 dpi †

<Menu> ▶ <Printer Settings> ▶ <Print Quality> ▶ <Resolution> ▶ Select <1200 dpi> or <600 dpi> ▶ 🏠

Barcode Adjustment Mode

If bar codes printed with this machine cannot be read, set this item. The improvement effect is weakest with <Mode 1> and strongest with <Mode 3>.

> Off †
> Mode 1
> Mode 2
> Mode 3

> 👆 <Menu> ▶ <Printer Settings> ▶ <Print Quality> ▶ <Barcode Adjustment Mode> ▶ Select the mode ▶ 🏠

NOTE

- Print density will be lighter when you select stronger improvement.
- When printing from the computer, the setting in the printer driver takes precedence. When the setting of [Graphics Mode] in the printer driver is changed to [UFR II Mode] and [Barcode Adjustment Mode] is changed to [Printer Default], the setting in the operation panel takes precedence.
- When you set this item to one of <Mode 1> to <Mode 3>, <Special Printing Mode A> is automatically set to <Off>. **○Special Printing Mode A(P. 702)**

Layout

Specify the page layout settings such as binding position and margin values.

Binding Location

If you are binding the printouts with a binding tool such as a stapler, use this item to specify whether to bind on the long or short edge. Specify the setting of this item in combination with <Gutter>, which specifies the binding margin to apply to the binding position.

Long Edge †
Short Edge

> 👆 <Menu> ▶ <Printer Settings> ▶ <Layout> ▶ <Binding Location> ▶ Select <Long Edge> or <Short Edge> ▶ 🏠

ⓐ <Long Edge>
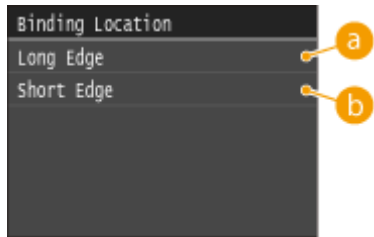
Specify this to bind on the long edge of paper.

ⓑ <Short Edge>

Specify this to bind on the short edge of paper.

Gutter

Shift the print position to adjust the binding margin to apply to the binding edge specified by <Binding Location>. The value "00.0" exerts no effect on the binding margin.

-50.0 to 00.0 † to +50.0 (mm)

	<Menu> ▶ <Printer Settings> ▶ <Layout> ▶ <Gutter> ▶ Specify the binding margin ▶ <Apply> ▶ 🏠
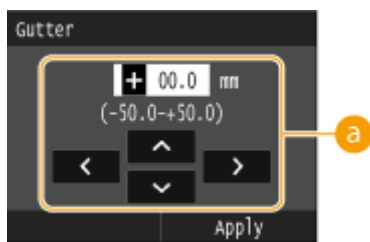
ⓐ Entering the setting value

Specify the print position shift direction and shift width. Whether the setting value is a "+" or "-" value determines the binding edge along which to adjust the binding margin. You can adjust the binding margin in units of 0.5 mm. Use ◀ / ▶ to move the cursor, and ⋀ / ⋁ to switch between "+" / "-" and to increase or decrease the value.

Setting Value	Long Edge	Short Edge
A value with a "+" sign	Left edge of paper	Top edge of paper
A value with a "-" sign	Right edge of paper	Bottom edge of paper

Offset Short Edge/Offset Long Edge

Irrespective of the paper source, you can shift the print position in units of 0.5 mm for all print jobs.

-50.0 to 00.0 † to +50.0 (mm)

<Menu> ▶ <Printer Settings> ▶ <Layout> ▶ Select the combination of adjustment direction and printing side ▶ Specify the offset value ▶ <Apply> ▶ 🏠

ⓐ <Offset Short Edge (Front)>/<Offset Long Edge (Front)>
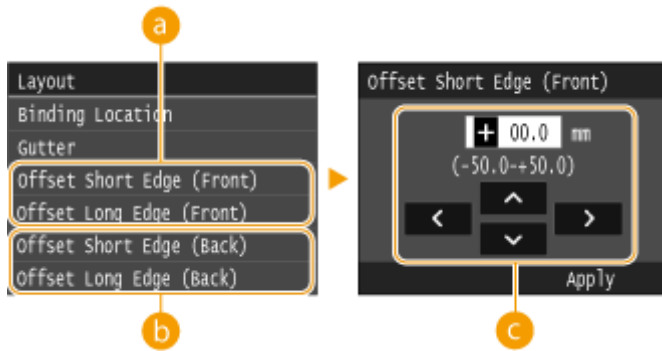
Shifts the print position on the side of paper facing up.

ⓑ <Offset Short Edge (Back)>/<Offset Long Edge (Back)>

Shifts the print position on the side of paper facing down.

ⓒ Entering the setting value

For <Offset Short Edge (Front)>/<Offset Short Edge (Back)>, specify a value with a "+" sign to shift the print position in the left-to-right direction. For <Offset Long Edge (Front)>/<Offset Long Edge (Back)>, specify a value with a "+" sign to shift the print position in the up-to-down direction. To shift in the reverse direction, specify a value with a "-" sign. Use ◀ / ▶ to move the cursor, and ▲ / ▼ to switch between "+" / "-" and to increase or decrease the value.
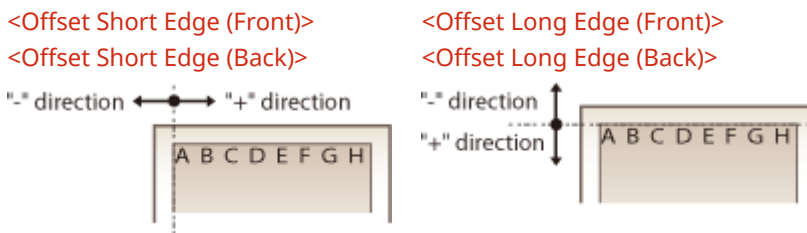
Auto Error Skip

Printing stops if a certain error occurs in the process. However, if you set this item to <On>, the certain error will be skipped and printing can continue. Normally, set this item to <Off>.

Off †
On

<Menu> ▶ <Printer Settings> ▶ <Auto Error Skip> ▶ Select <Off> or <On> ▶ 🏠

Timeout

Set the time period after which the current print job is automatically canceled in the case of a print data reception interruption.

5 to 15 † to 300 (sec.)

<Menu> ▶ <Printer Settings> ▶ <Timeout> ▶ Set the time period ▶ <Apply> ▶ 🏠

Personality

Specify the mode in which the machine should operate when the format of document data is unknown.

| Auto †
PS
PCL
PDF
XPS |
|---|

<Menu> ▶ <Printer Settings> ▶ <Personality> ▶ Select the Personality mode ▶ 🏠

UFR II

You can change the settings that become effective when printing from the UFR II printer driver.

Halftones

You can select the printing method to reproduce halftones (the intermediate range between the lighter and darker areas of an image) for optimal image quality. For each document, you can make settings by type of image.

Text
   Resolution †

   Color Tone

   Gradation

   High Resolution

Graphics
   Resolution

   Color Tone †

   Gradation

   High Resolution

Image
    Resolution
    Color Tone †
    Gradation
    High Resolution

<Menu> ▶ <Printer Settings> ▶ <UFR II> ▶ <Halftones> ▶ Select the type of image ▶ Select the halftone reproduction method ▶ 🏠

ⓐ Type of image

Select the object for which to change the setting. <Text> represents letters and characters, <Graphics> represents lines and figures, and <Image> represents photos and images.

ⓑ <Resolution>

Produces a fine print with clear edges of text. It is suitable for printing characters and fine lines.

ⓒ <Color Tone>

Produces a sharp print with strong contrast of lightness and darkness. It is suitable for printing image data such as photo image data.

ⓓ <Gradation>

Produces a print with smooth gradation or smooth edges. It is suitable for printing figures or graphs containing gradation areas.

ⓔ <High Resolution>

As compared to <Resolution>, this produces a finer print but quality stability is slightly lower. It is suitable to obtain a print of character data or fine line data or CAD data with sharp edges.

PCL

Specify the PCL printing settings such as page layout and print quality.

Paper Save

Select whether to save paper by not outputting blank pages in documents. By selecting <On>, the machine will not output blank pages. To output all your document data when printing, including any blank pages that you have inserted in your document, select <Off>.

Off [†]
On

<Menu> ▶ <Printer Settings> ▶ <PCL> ▶ <Paper Save> ▶ Select <Off> or <On> ▶ 🏠

Orientation

Select <Portrait> (vertical orientation) or <Landscape> (horizontal orientation) for the page orientation.

Portrait [†]
Landscape

<Menu> ▶ <Printer Settings> ▶ <PCL> ▶ <Orientation> ▶ Select <Portrait> or <Landscape> ▶ 🏠

Font Number

Specify the font to use by selecting a corresponding font ID number. You can print the PCL font list with font samples from the operation panel. **⬡PCL Font List(P. 821)**

MF419x / MF418x

0 [†] to 104

MF416dw / MF411dw

0 [†] to 54

<Menu> ▶ <Printer Settings> ▶ <PCL> ▶ <Font Number> ▶ Select the font number ▶ <Apply> ▶ 🏠

Point Size

Set the font size in points, adjustable in 0.25 increments. You can specify this setting only when a proportionally-spaced scalable font is selected in <Font Number>.

4.00 to 12.00 [†] to 999.75 (point)

<Menu> ▶ <Printer Settings> ▶ <PCL> ▶ <Point Size> ▶ Specify the point size ▶ <Apply> ▶ 🏠

Pitch

Set the font pitch, or cpi (characters per inch), adjustable in 0.01 increments. You can specify this setting only when a fixed-pitch scalable font or a bitmap font is selected in <Font Number>.

0.44 to 10.00 † to 99.99 (cpi)

<Menu> ▶ <Printer Settings> ▶ <PCL> ▶ <Pitch> ▶ Specify the pitch value ▶ <Apply> ▶ 🏠

Form Lines

Set the number of lines printed on one page from 5 to 128. This setting is automatically changed according to the settings specified in <Default Paper Size> and <Orientation>.

5 to 64 † to 128 (lines)

<Menu> ▶ <Printer Settings> ▶ <PCL> ▶ <Form Lines> ▶ Specify the number of lines ▶ <Apply> ▶ 🏠

Character Code

Select the character code that is most suited for the computer you send print data from. The specified setting is ignored when the character code is controlled by the font specified in <Font Number>.

MF419x / MF418x

ARABIC8	PC8 †
DESKTOP	PC850
GREEK8	PC851
HEBREW7	PC852
HEBREW8	PC862
ISO4	PC864
ISO6	PC866
ISO11	PC8DN
ISO15	PC8GRK
ISO17	PC8TK
ISO21	PC1004
ISO60	PIFONT
ISO69	PSMATH
ISOCYR	PSTEXT
ISOGRK	ROMAN8
ISOHEB	VNINTL
ISOL1	VNMATH
ISOL2	VNUS
ISOL5	WIN30
ISOL6	WINARB
LEGAL	WINBALT
MATH8	

MCTEXT	WINCYR
MSPUBL	WINGRK
PC775	WINL1
	WINL2
	WINL5

MF416dw / MF411dw

DESKTOP	PC8 [†]
ISO4	PC850
ISO6	PC852
ISO11	PC8DN
ISO15	PC8TK
ISO17	PC1004
ISO21	PIFONT
ISO60	PSMATH
ISO69	PSTEXT
ISOL1	ROMAN8
ISOL2	VNINTL
ISOL5	VNMATH
ISOL6	VNUS
LEGAL	WIN30
MATH8	WINBALT
MCTEXT	WINL1
MSPUBL	WINL2
PC775	WINL5

👆 <Menu> ▶ <Printer Settings> ▶ <PCL> ▶ <Character Code> ▶ Select the character code ▶ 🏠

Custom Paper

Select whether to set a custom paper size. Select <On> to set the dimensions of the paper in <X dimension> and <Y dimension>.

Off [†]
On

👆 <Menu> ▶ <Printer Settings> ▶ <PCL> ▶ <Custom Paper> ▶ Select <Off> or <On> ▶ 🏠

Unit of Measure

Select the unit of measurement to use to set a custom paper size.

Millimeters [†]
Inches

<Menu> ▶ <Printer Settings> ▶ <PCL> ▶ <Unit of Measure> ▶ Select <Millimeters> or <Inches> ▶ 🏠

X dimension

Specify the horizontal dimension (short edge) of the custom paper.

77 to 216 † (mm)

<Menu> ▶ <Printer Settings> ▶ <PCL> ▶ <X dimension> ▶ Specify the dimension ▶ <Apply> ▶ 🏠

Y dimension

Specify the vertical dimension (long edge) of the custom paper.

127 to 356 † (mm)

<Menu> ▶ <Printer Settings> ▶ <PCL> ▶ <Y dimension> ▶ Specify the dimension ▶ <Apply> ▶ 🏠

Append CR to LF

Select whether to append a carriage return (CR) when the machine receives a line feed code (LF). If <Yes> is selected, the print position moves to the beginning of the next line when the machine receives an LF code. If <No> is selected, the print position moves to the next line, just under the received LF code.

ABCDE ↓ FGHIJ

↓ : LF code in print data

ABCDE
FGHIJ
<Append CR to LF>: <Yes>

ABCDE
　　　FGHIJ
<Append CR to LF>: <No>
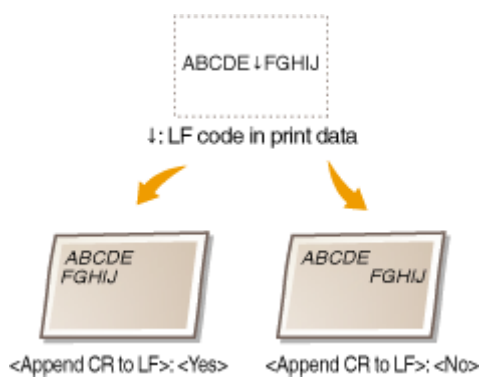
Yes
No †

<Menu> ▶ <Printer Settings> ▶ <PCL> ▶ <Append CR to LF> ▶ Select <Yes> or <No> ▶ 🏠

Enlarge A4 Print Width

Select whether to expand the width of the printable area of A4 size paper in portrait orientation to that of LTR size.

Off [†]
On

                                                                     <Menu> ▶ <Printer Settings> ▶ <PCL> ▶ <Enlarge A4 Print Width> ▶ Select <Off> or <On> ▶ ⌂

Halftones

You can select the printing method to reproduce halftones (the intermediate range between the lighter and darker areas of an image) for optimal image quality. For each document, you can make settings by type of image.

Text
Resolution [†]
Color Tone
Gradation
High Resolution
Graphics
Resolution
Color Tone [†]
Gradation
High Resolution
Image
Resolution
Color Tone [†]
Gradation
High Resolution

                                                                     <Menu> ▶ <Printer Settings> ▶ <PCL> ▶ <Halftones> ▶ Select the type of image ▶ Select the halftone reproduction method ▶ ⌂

ⓐ Type of image

Select the object for which to change the setting. <Text> represents letters and characters, <Graphics> represents lines and figures, and <Image> represents photos and images.

ⓑ <Resolution>

Produces a fine print with clear edges of text. It is suitable for printing characters and fine lines.

ⓒ <Color Tone>

Produces a sharp print with strong contrast of lightness and darkness. It is suitable for printing image data such as photo image data.

ⓓ <Gradation>

Produces a print with smooth gradation or smooth edges. It is suitable for printing figures or graphs containing gradation areas.

ⓔ <High Resolution>

As compared to <Resolution>, this produces a finer print but quality stability is slightly lower. It is suitable to obtain a print of character data or fine line data or CAD data with sharp edges.

BarDIMM *2

This setting enables you to print bar codes supported by the Barcode Printing Kit. If <Enable> is selected, the machine will generate bar codes when it receives bar code commands from the host computer. If <Disable> is selected, bar codes will not be generated, even if bar code commands are sent from the host computer.

Enable
Disable †

> <Menu> ▶ <Printer Settings> ▶ <PCL> ▶ <BarDIMM> ▶ Select <Enable> or <Disable> ▶ 🏠

IMPORTANT

- To enable the BarDIMM menu, it is necessary to activate the Barcode Printing Kit. When you are not printing bar codes, make sure to disable the BarDIMM menu. Otherwise, the processing speed of regular print jobs may be reduced.

NOTE

- The default setting is <Disable>. If you activate the Barcode Printing Kit, it changes to <Enable>.

FreeScape

Specify the AEC (Alternate Escape Code) to be used for bar code commands when the host computer does not support the standard Escape Code.

Off

```
~ †
"
#
$
/
\
?
{
}
|
```

👆 <Menu> ▸ <Printer Settings> ▸ <PCL> ▸ <FreeScape> ▸ Select an escape code ▸ 🏠

NOTE

- This setting is available only when <BarDIMM> is enabled.

PS

Specify the PS printing settings such as page layout and print quality.

Job Timeout

This setting enables you to specify the amount of time before a job times out. If a job has not finished within the set time limit, the job automatically cancels.

```
0 † to 3600 (sec.)
```

👆 <Menu> ▸ <Printer Settings> ▸ <PS> ▸ <Job Timeout> ▸ Specify the seconds for job timeout ▸ <Apply> ▸ 🏠

Print PS Errors

This setting determines whether an error page is printed when an error is encountered.

```
Off †
On
```

👆 <Menu> ▸ <Printer Settings> ▸ <PS> ▸ <Print PS Errors> ▸ Select <Off> or <On> ▸ 🏠

Halftones

You can select the printing method to reproduce halftones (the intermediate range between the lighter and darker areas of an image) for optimal image quality. For each document, you can make settings by type of image.

Text

  Resolution †

  Gradation

  High Resolution

Graphics

  Resolution †

  Gradation

  High Resolution

Image

  Resolution †

  Gradation

  High Resolution

<Menu> ▶ <Printer Settings> ▶ <PS> ▶ <Halftones> ▶ Select the type of image ▶ Select the halftone reproduction method ▶ 🏠

ⓐ Type of image

Select the object for which to change the setting. <Text> represents letters and characters, <Graphics> represents lines and figures, and <Image> represents photos and images.

ⓑ <Resolution>

Produces a fine print with clear edges of text. It is suitable for printing characters and fine lines.

ⓒ <Gradation>

Produces a print with smooth gradation or smooth edges. It is suitable for printing figures or graphs containing gradation areas.

ⓓ <High Resolution>

As compared to <Resolution>, this produces a finer print but quality stability is slightly lower. It is suitable to obtain a print of character data or fine line data or CAD data with sharp edges.

Grayscale Conversion

You can select ways to convert color values to a grayscale value when you print color print data.

sRGB
NTSC †
Uniform RGB

NOTE

- This section describes the settings to convert the color data into grayscale data.

- This setting is invalid for black-and-white data.

<Menu> ▶ <Printer Settings> ▶ <PS> ▶ <Grayscale Conversion> ▶ Specify the grayscale conversion ▶ 🏠

PDF

You can change settings for PDF files.

Enlarge/Reduce to Fit Paper Size

Specify whether to print in an enlarged/reduced size to fit to the ❯**Printable Area(P. 860)** of the paper. Note that size enlargement/reduction will not affect the aspect ratio of the document.

Off †
On

<Menu> ▶ <Printer Settings> ▶ <PDF> ▶ <Enlarge/Reduce to Fit Paper Size> ▶ Select <Off> or <On> ▶ 🏠

Enlarge Print Area

Specify whether to enlarge the ❯**Printable Area(P. 860)** as much as the paper size permits.

Off †
On

<Menu> ▶ <Printer Settings> ▶ <PDF> ▶ <Enlarge Print Area> ▶ Select <Off> or <On> ▶ 🏠

NOTE

> ● If you specify <On>, it may occur that edge-adjacent portions of page are not printed or that printouts come out partially smudged depending on the document.

N on 1

Specify whether to shrink multiple pages and print them on one page in such arrangement that the first page is positioned at top left. For example, to print 4 pages onto a single sheet, select <4 on 1>.

Off †
2 on 1
4 on 1
6 on 1
8 on 1
9 on 1
16 on 1

<Menu> ▶ <Printer Settings> ▶ <PDF> ▶ <N on 1> ▶ Select the shrinkage ratio ▶ 🏠

Print Comments

Specify whether to print comments. If you specify <Auto>, comments in PDF files will be printed.

Off
Auto †

<Menu> ▶ <Printer Settings> ▶ <PDF> ▶ <Print Comments> ▶ Select <Auto> or <Off> ▶ 🏠

Halftones

You can select the printing method to reproduce halftones (the intermediate range between the lighter and darker areas of an image) for optimal image quality. For each document, you can make settings by type of image.

Text
  Resolution †

  Gradation

  High Resolution

Graphics
  Resolution †

  Gradation

  High Resolution

Image
  Resolution †

  Gradation

  High Resolution

👆 <Menu> ▶ <Printer Settings> ▶ <PDF> ▶ <Halftones> ▶ Select the type of image ▶ Select the halftone reproduction method ▶ 🏠

ⓐ Type of image

Select the object for which to change the setting. <Text> represents letters and characters, <Graphics> represents lines and figures, and <Image> represents photos and images.

ⓑ <Resolution>

Produces a fine print with clear edges of text. It is suitable for printing characters and fine lines.

ⓒ <Gradation>

Produces a print with smooth gradation or smooth edges. It is suitable for printing figures or graphs containing gradation areas.

ⓓ <High Resolution>

As compared to <Resolution>, this produces a finer print but quality stability is slightly lower. It is suitable to obtain a print of character data or fine line data or CAD data with sharp edges.

Grayscale Conversion

Specify the type of grayscale conversion of color print data.

| sRGB |
| NTSC † |
| Uniform RGB |

👆 <Menu> ▶ <Printer Settings> ▶ <PDF> ▶ <Grayscale Conversion> ▶ Select the type of grayscale conversion ▶ 🏠

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ⓐ <sRGB>

Color data is converted to monochrome with emphasis on color differences so that a smooth gradation is achieved.

ⓑ <NTSC>

Color data is converted to monochrome so that the resulting image looks like a television picture (of the NTSC system).

ⓒ <Uniform RGB>

Color data is converted to monochrome so that R, G, and B are uniformly converted to the same gray level.

XPS

You can change settings for XPS files.

Halftones

You can select the printing method to reproduce halftones (the intermediate range between the lighter and darker areas of an image) for optimal image quality. For each document, you can make settings by type of image.

Text

    Resolution †

    Gradation

    High Resolution

Graphics

    Resolution †

    Gradation

    High Resolution

Image

    Resolution †

    Gradation

    High Resolution

<Menu> ▶ <Printer Settings> ▶ <XPS> ▶ <Halftones> ▶ Select the type of image ▶ Select the halftone reproduction method ▶ 🏠

ⓐ Type of image

Select the object for which to change the setting. <Text> represents letters and characters, <Graphics> represents lines and figures, and <Image> represents photos and images.

ⓑ <Resolution>

Produces a fine print with clear edges of text. It is suitable for printing characters and fine lines.

ⓒ <Gradation>

Produces a print with smooth gradation or smooth edges. It is suitable for printing figures or graphs containing gradation areas.

ⓓ <High Resolution>

As compared to <Resolution>, this produces a finer print but quality stability is slightly lower. It is suitable to obtain a print of character data or fine line data or CAD data with sharp edges.

Grayscale Conversion

Specify the type of grayscale conversion of color print data.

Text
  sRGB

  NTSC †

  Uniform RGB

Graphics
  sRGB

  NTSC †

  Uniform RGB

Image
  sRGB

  NTSC †

  Uniform RGB

<Menu> ▶ <Printer Settings> ▶ <XPS> ▶ <Grayscale Conversion> ▶ Select the type of image ▶ Select the type of grayscale conversion ▶ 🏠

ⓐ Type of image

Select the object for which to change the setting. <Text> represents letters and characters, <Graphics> represents lines and figures, and <Image> represents photos and images.

ⓑ <sRGB>

Color data is converted to monochrome with emphasis on color differences so that a smooth gradation is achieved.

ⓒ <NTSC>

Color data is converted to monochrome so that the resulting image looks like a television picture (of the NTSC system).

ⓓ <Uniform RGB>

Color data is converted to monochrome so that R, G, and B are uniformly converted to the same gray level.

Compressed Image Output

As time passes after a print job starts, image quality may decrease depending on the print data. Specify how the machine is to behave when image quality has significantly decreased.

Output †
Display Error

<Menu> ▶ <Printer Settings> ▶ <XPS> ▶ <Compressed Image Output> ▶ Select <Output> or <Display Error> ▶ 🏠

ⓐ <Output>
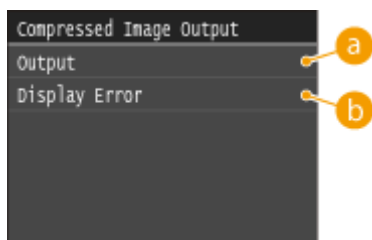
The machine continues the print job regardless of the degree of decrease in image quality.

ⓑ <Display Error>

When image quality has significantly decreased, the machine displays an error message and stops the print job.

Adjustment/Maintenance

0UWX-0AW
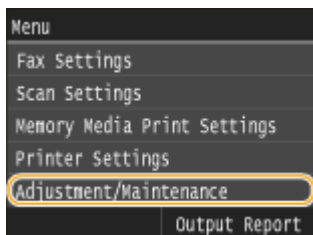
All the settings about adjustment and maintenance are listed with short descriptions. Default settings are marked with a dagger (†).

◯Adjust Copy Image(P. 701)
◯Display Timing for Cartridge Preparation Notification(P. 701)
◯Printer Density(P. 701)
◯Toner Save(P. 702)
◯Special Processing(P. 702)
◯Clean Fixing Assembly(P. 706)
◯Clean Feeder(P. 706)

Adjust Copy Image

Adjust the gradation and density in copies. **◯Adjusting the Gradation and Density for Copy Jobs(P. 804)**

Display Timing for Cartridge Preparation Notification

Set the display timing for the message notifying you that the amount remaining in the toner cartridges is low.

| Auto † |
| Custom |

<Menu> ▶ <System Management Settings> ▶ <Display Timing for Cartridge Preparation Notification> ▶ <Custom> ▶ Enter toner level ▶ <Apply> ▶ 🏠

Printer Density

Adjust this if the printed text or thin lines are faded.

| Nine Levels |

<Menu> ▶ <Adjustment/Maintenance> ▶ <Printer Density> ▶ Tap ◀ / ▶ to adjust the toner density ▶ <Apply> ▶ 🏠

Toner Save

You can save toner when performing copying, printing received faxes, or report printing.

Off †
On

👆   `<Menu>` ▶ `<Adjustment/Maintenance>` ▶ `<Toner Save>` ▶ Select `<Off>` or `<On>` ▶ 🏠

Special Processing

If the print results on special types of paper are not satisfactory, the following settings may improve the quality of the printouts.

Special Printing Mode A

Streaks may appear on printouts depending on the paper type or the environmental conditions. In this case, setting this item may solve the problem. The improvement effect is weakest with `<Mode 1>` and strongest with `<Mode 4>`.

Off
Mode 1 †
Mode 2
Mode 3
Mode 4

👆   `<Menu>` ▶ `<Adjustment/Maintenance>` ▶ `<Special Processing>` ▶ `<Special Printing Mode A>` ▶ Select the mode ▶ 🏠
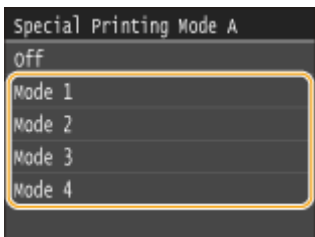
NOTE

- When printing from the computer, the setting in the printer driver takes precedence. When the setting of [Graphics Mode] in the printer driver is changed to [UFR II Mode], the setting in the operation panel takes precedence. **Smudges Appear on Printouts(P. 769)**

- This item cannot be set when `<Barcode Adjustment Mode>` is set to one of `<Mode 1>` to `<Mode 3>`. **Barcode Adjustment Mode(P. 681)**

- Print density will be lighter when you select stronger improvement. It may also result in less sharp edges and rougher details.

- If the problem cannot be solved in spite of this item having been set, set <Special Printing Mode D> to <On>. **○Special Printing Mode D(P. 705)**

Special Printing Mode U

Toner smudges and splatters may appear around printed characters, graphics, etc. depending on the paper type or the environmental conditions (more specifically when you print on heavy paper or use the machine in an environment with low humidity). In this case, setting this item to <On> may solve the problem.
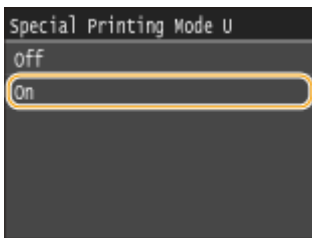
Off [†]
On

<Menu> ▶ <Adjustment/Maintenance> ▶ <Special Processing> ▶ <Special Printing Mode U> ▶ <On> ▶ 🏠

```
Special Printing Mode U
 off
[On]
```

NOTE

- When you set this item to <On>, print quality may be lower depending on the paper type or the operating environment (more specifically when you print on thin paper or use the machine in an environment with high humidity).

Special Printing Mode V

If the printed paper curls when you are using paper having absorbed moisture, set this item. The improvement effect is stronger with <Mode 2> than with <Mode 1>.

Off [†]
Mode 1
Mode 2

<Menu> ▶ <Adjustment/Maintenance> ▶ <Special Processing> ▶ <Special Printing Mode V> ▶ Select the mode ▶ 🏠
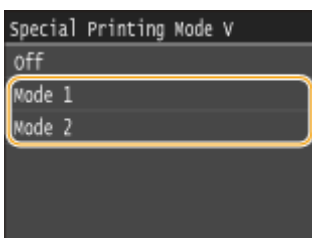
```
Special Printing Mode V
 off
[Mode 1]
 Mode 2]
```

NOTE

- Printing speed becomes slower when you select stronger improvement.

Special Printing Mode Z

Blurred smudges may appear on copied paper depending on the paper type or the environmental conditions. In this case, setting this item may solve the problem. The improvement effect is weakest with <Mode 1> and strongest with <Mode 3>.

Off
Mode 1 †
Mode 2
Mode 3

<Menu> ▶ <Adjustment/Maintenance> ▶ <Special Processing> ▶ <Special Printing Mode Z> ▶ Select the mode ▶ 🏠

```
Special Printing Mode Z
Off
Mode 1
Mode 2
Mode 3
```
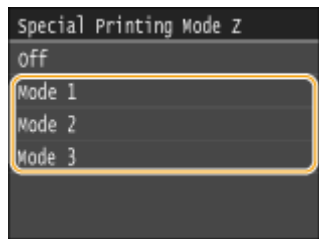
NOTE

- This item is only effective for copy job output.

- Print density will be lighter when you select stronger improvement. It may also result in less sharp edges and rougher details.

- If the problem cannot be solved in spite of this item having been set, set <Special Printing Mode D> to <On>. **Special Printing Mode D(P. 705)**

Special Printing Mode B

Streaks may appear on printouts immediately after you replace the toner cartridge or when you print for the first time after a long time. In this case, setting this item may solve the problem. The improvement effect is weakest with <Mode 1> and strongest with <Mode 3>.

Off †
Mode 1
Mode 2
Mode 3

<Menu> ▶ <Adjustment/Maintenance> ▶ <Special Processing> ▶ <Special Printing Mode B> ▶ Select the mode ▶ 🏠
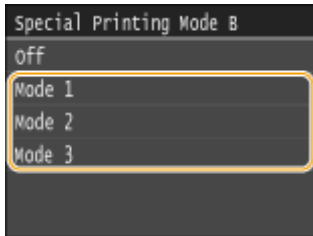
NOTE

- Printing speed becomes slower when you select stronger improvement.

Special Printing Mode C

When printing received fax documents or reports or lists, blurred smudges may appear on printouts depending on the paper type or the environmental conditions. In this case, setting this item to <On> may solve the problem.

Off †
On

<Menu> ▶ <Adjustment/Maintenance> ▶ <Special Processing> ▶ <Special Printing Mode C> ▶ <On> ▶ 🏠
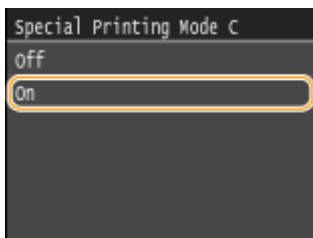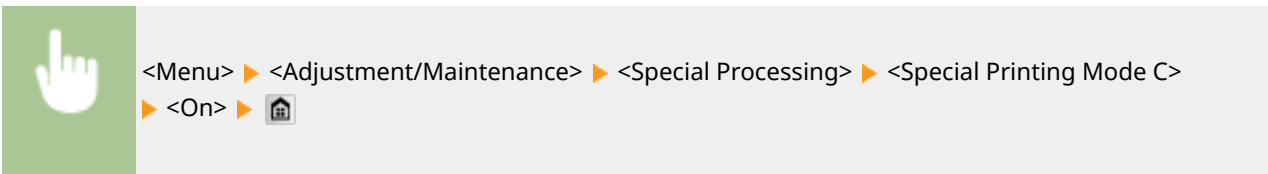
NOTE

- This item is only effective for printing received fax documents or reports or lists.

- If you set this item to <On>, the printing speed becomes slower.

- If the problem cannot be solved in spite of this item having been set, set <Special Printing Mode D> to <On>. **Special Printing Mode D(P. 705)**

Special Printing Mode D

Streaks may appear on printouts depending on the paper type or the environmental conditions. Setting this item to <On> may solve the problem. Also, setting this item to <On> will reduce the operating noise during printing.

Off †
On

<Menu> ▶ <Adjustment/Maintenance> ▶ <Special Processing> ▶ <Special Printing Mode D> ▶ <On> ▶ 🏠

```
Special Printing Mode D
  Off
 [On                          ]
```
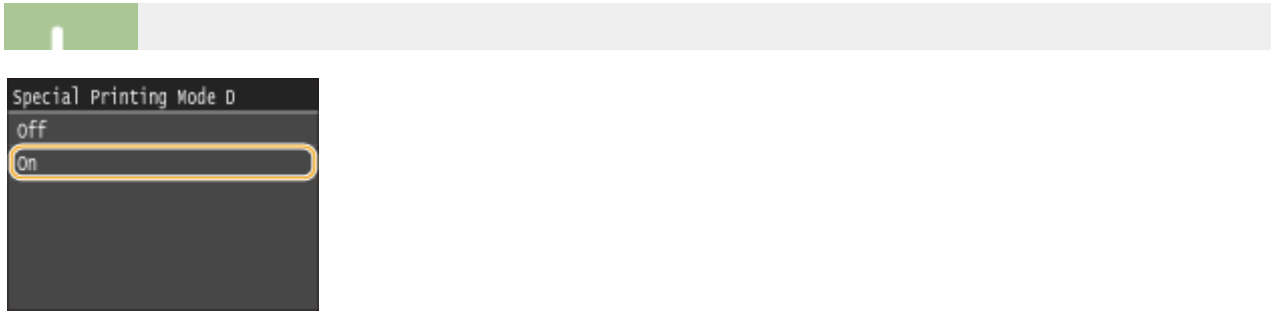
NOTE

- If you set this item to <On>, the printing speed becomes slower.

Clean Fixing Assembly

Clean the fixing unit after a toner cartridge is replaced or if black streaks appear on printouts. **Fixing Unit(P. 791)**

Clean Feeder

Clean the feeder rollers if documents become dirty after being fed through the feeder. **Feeder(P. 789)**

System Management Settings

0UWX-0AX
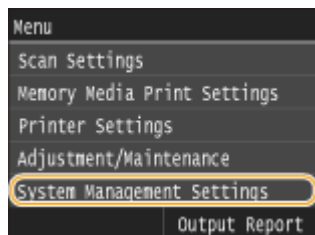
All the settings about System Management Settings are listed with short descriptions. Default settings are marked with a dagger (†).

NOTE

Asterisks (*)

- Settings marked with "*1" are only available for the MF416dw.
- Settings marked with "*2" cannot be imported or exported.
- Settings marked with "*3" have different defaults depending on your country or region.
- Settings marked with "*4" are only available for the MF419x / MF416dw.
- Settings marked with "*5" are only available for the MF419x / MF418x.

◯**Network Settings(P. 708)**
◯**Enable NFC(P. 708)**
◯**System Manager Information Settings(P. 708)**
◯**Device Information Settings(P. 708)**
◯**Department ID Management On/Off(P. 709)**
◯**Security Settings(P. 709)**
◯**Select Country/Region(P. 711)**
◯**Remote UI Settings(P. 711)**
◯**Auto Online for Remote Scan(P. 712)**
◯**Restrict TX Function(P. 712)**
◯**Display Job Log(P. 713)**
◯**Use as USB Device(P. 713)**
◯**Store to USB Memory(P. 713)**
◯**Memory Media Print On/Off(P. 714)**
◯**Enable Product Extended Survey Program(P. 714)**
◯**Display Consumables Information (RUI/Toner Status)(P. 714)**
◯**Enable Canon Mobile Scanning(P. 715)**
◯**Google Cloud Print Settings(P. 715)**
◯**Notify to Check Paper Settings(P. 715)**
◯**Import/Export of Settings(P. 716)**
◯**Secure Print Settings(P. 716)**
◯**PDL Selection (Plug and Play)(P. 716)**
◯**Update Firmware(P. 717)**
◯**Register License(P. 717)**
◯**Initialize Key and Certificate(P. 718)**
◯**Initialize Address Book(P. 718)**
◯**Initialize Menu(P. 718)**
◯**Initialize All Data/Settings(P. 718)**

Network Settings

See ❯**Network Settings(P. 630)** .

Enable NFC [*1]

Select whether to allow printing by touching an NFC-capable mobile device to the NFC mark on the machine's operation panel.

> Off
> On †

👆 <Menu> ▶ <System Management Settings> ▶ <Enable NFC> ▶ Select <Off> or <On> ▶ Restart the machine

System Manager Information Settings

Specify the ID or PIN exclusively for Administrators who have access privileges to <Network Settings> and <System Management Settings>. ID is <System Manager ID> and PIN is <System Manager PIN>. You can also register the name of an Administrator. ❯**Setting the System Manager ID(P. 524)**

System Manager ID and PIN

Enter a number of up to seven digits for the System Manager ID and PIN.

> System Manager ID
> System Manager PIN

System Manager Name

Enter up to 32 alphanumeric characters for the name of an Administrator.

Device Information Settings

Enter up to 32 alphanumeric characters for the name and the installation location to identify the machine.

> Device Name
> Location

👆 <Menu> ▶ <System Management Settings> ▶ <Device Information Settings> ▶ Select <Device Name> or <Location> ▶ Enter <Device Name> or <Location> (❯**Entering Text(P. 41)**) ▶ <Apply> ▶ 🏠
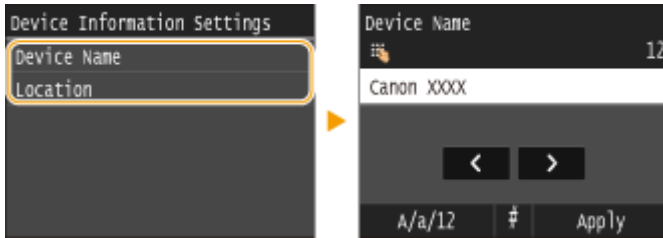
Department ID Management On/Off

Select whether to use the Department ID Management, a feature that uses IDs as user accounts to specify access privileges and maintain information on how the machine is used. ❍**Setting the Department ID Management(P. 526)**

Off †
On

👆	<Menu> ▶ <System Management Settings> ▶ <Department ID Management On/Off> ▶ Select <Off> or <On> ▶ 🏠

Security Settings

Enable or disable settings for encrypted communication via TLS or IPSec, as well as settings for IP address or MAC address packet filtering.

Use TLS *2

Select whether to use TLS encrypted communication. ❍**Enabling TLS Encrypted Communication for the Remote UI(P. 570)**

Off †
On

👆	<Menu> ▶ <System Management Settings> ▶ <Security Settings> ▶ <Use TLS> ▶ Select <Off> or <On> ▶ Restart the machine

Use IPSec *2

Select whether to perform encrypted communication by establishing a virtual private network (VPN) via IPSec. ❍**Configuring IPSec Settings(P. 574)**

Off †
On

<Menu> ▶ <System Management Settings> ▶ <Security Settings> ▶ <Use IPSec> ▶ Select <Off> or <On> ▶ Restart the machine

IPv4 Address Filter

Enable or disable settings for filtering packets sent to or received from devices with specified IPv4 addresses. ◐ **Specifying IP Addresses for Firewall Rules(P. 542)**

Outbound Filter
  Off †

  On

Inbound Filter
  Off †

  On

<Menu> ▶ <System Management Settings> ▶ <Security Settings> ▶ <IPv4 Address Filter> ▶ Select <Outbound Filter> or <Inbound Filter> ▶ Select <Off> or <On> ▶ Restart the machine

IPv6 Address Filter

Enable or disable settings for filtering packets sent to or received from devices with specified IPv6 addresses. ◐ **Specifying IP Addresses for Firewall Rules(P. 542)**

Outbound Filter
  Off †

  On

Inbound Filter
  Off †

  On

<Menu> ▶ <System Management Settings> ▶ <Security Settings> ▶ <IPv6 Address Filter> ▶ Select <Outbound Filter> or <Inbound Filter> ▶ Select <Off> or <On> ▶ Restart the machine

MAC Address Filter

Enable or disable settings for filtering packets sent to or received from devices with specified MAC addresses. ◐ **Specifying MAC Addresses for Firewall Rules(P. 546)**

Outbound Filter
  Off †

  On

Inbound Filter

Off †

On

<Menu> ▶ <System Management Settings> ▶ <Security Settings> ▶ <MAC Address Filter> ▶ Select <Outbound Filter> or <Inbound Filter> ▶ Select <Off> or <On> ▶ Restart the machine

Select Country/Region *2 *3

Specify the country or region where the machine is used. The default setting may vary depending on the setting selected at initial power-on.

Austria (AT)	Netherlands (NL)
Belarus (BY)	Norway (NO)
Belgium (BE)	Poland (PL)
Czech Republic (CZ)	Portugal (PT)
Denmark (DK)	Russia (RU)
Egypt (EG)	Saudi Arabia (SA)
Finland (FI)	Slovenia (SI)
France (FR)	South Africa (ZA)
Germany (DE)	Spain (ES)
Greece (GR)	Sweden (SE)
Hungary (HU)	Switzerland (CH)
Ireland (IE)	Ukraine (UA)
Italy (IT)	Great Britain (GB) †
Jordan (JO)	Other
Luxembourg (LU)	

<Menu> ▶ <System Management Settings> ▶ <Select Country/Region> ▶ Select a country or region ▶ 🏠

Remote UI Settings *2

Configure settings for using the Remote UI. Using the Remote UI allows you to configure machine settings from a Web browser.

Use Remote UI

Select whether to use the Remote UI. Using the Remote UI allows you to configure machine settings from a Web browser. **◆Disabling Remote UI(P. 568)**

Off
On †

Remote UI Access Security Settings

Specify so that entry of a PIN is required for access to the Remote UI. Set a PIN of up to 7 digits. All users use a common PIN. ○**Setting a Remote UI PIN(P. 534)**

Off †

On
  Remote UI Access PIN

<Menu> ▶ <System Management Settings> ▶ <Remote UI Settings> ▶ <Remote UI Access Security Settings> ▶ <On> ▶ Enter PIN ▶ <Apply> ▶ PIN (Confirm) ▶ <Apply> 🏠

Auto Online for Remote Scan

When scanning from the computer, use this to specify whether to automatically go online for remote scanning (scan standby mode) without using the operation panel.

Off
On †

<Menu> ▶ <System Management Settings> ▶ <Auto Online for Remote Scan> ▶ Select <Off> or <On> ▶ 🏠

Restrict TX Function

Configure restrictions on various methods for assigning destinations when sending e-mails, I-Faxes, etc.

Address Book PIN

Specify a PIN and require entering it to add new entries to or edit existing entries in the Address Book. ○ **Setting a PIN for Address Book(P. 556)**

Restrict New Destinations

Select whether to limit the fax numbers and e-mail/I-Fax addresses that can be specified as destinations to those already registered in the Address Book. ○**Limiting Available Destinations(P. 558)**

Off †
On

Restrict Resending from Log

Select whether to prevent a destination from being selected from the sent job logs. ○**Disabling Use of Previously Used Destinations(P. 560)**

Off †
On

Coded Dial TX Confirmation

Select whether to display the details of an entered coded dial number when it is selected as a destination. ◉
Displaying Destinations in Address Book(P. 561)

Off †
On

Display Job Log

Select whether to display the copying, printing, faxing, and scanning logs on the display of the machine and in the
Communication Management Report.

Off
On †

<Menu> ▶ <System Management Settings> ▶ <Display Job Log> ▶ Select <Off> or <On> ▶ Restart
the machine

Use as USB Device

Enable or disable the USB port that is used for connecting the machine to a computer. ◉**Restricting the USB
Connection with a Computer(P. 564)**

Off
On †

Store to USB Memory

Select whether to permit storing scanned documents into a USB memory device. ◉**Restricting the Scan to USB
Function(P. 565)**

MF419x / MF418x

Off †
On

MF416dw / MF411dw

Off
On †

Memory Media Print On/Off

Select whether to permit printing data from a USB memory device when it is attached to the machine. ▶**Restricting the Memory Media Print Function(P. 565)**

MF419x / MF418x

Off †
On

MF416dw / MF411dw

Off
On †

Enable Product Extended Survey Program

Enable or disable the Product Extended Survey Program (a program for the machine usage survey).

Off
On †

<Menu> ▶ <System Management Settings> ▶ <Enable Product Extended Survey Program> ▶ Select <Off> or <On> ▶ Restart the machine

Display Consumables Information (RUI/Toner Status)

Set whether to display a button in the Remote UI or Toner Status for accessing the website for purchasing toner cartridges. Also set whether to use Toner Status.

Display Consumables Purchase Button (RUI)
  Off
  On †

Toner Status Settings
  Off
  On †

  Displ. Consmbls. Purchase Btn.
    Off
    On †

ⓐ <Display Consumables Purchase Button (RUI)>
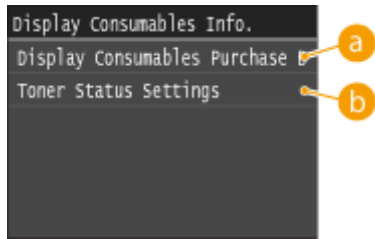
Select <Off> to prevent a button that accesses sites for purchasing toner cartridges from being displayed in the Remote UI.

ⓑ <Toner Status Settings>

If you do not want to use Toner Status, select <Off>. To prevent a button that accesses sites for purchasing toner cartridges from being displayed in Toner Status, select <On> and then <Off>.

Enable Canon Mobile Scanning

Select whether to allow scanning from a mobile device using the Canon Mobile Scanning application.

> Off
> On †

<Menu> ▶ <System Management Settings> ▶ <Enable Canon Mobile Scanning> ▶ Select <Off> or <On> ▶ Restart the machine

Google Cloud Print Settings

Enable or disable Google Cloud Print. ▶**Changing Google Cloud Print Settings(P. 406)**

> **Enable Google Cloud Print**
>   Off
>   On †
>
> **Google Cloud Print Registration Status**

Notify to Check Paper Settings

Specify whether to display a message prompting you to check paper settings when loading the paper drawer into the machine.

Off
On [†]

<Menu> ▶ <System Management Settings> ▶ <Notify to Check Paper Settings> ▶ Select <Off> or <On> ▶ Restart the machine

Import/Export of Settings [*2]

You can use a USB memory device to import and export Address Book and machine settings data. **Using a USB Memory Device to Save/Load Settings Data(P. 824)**

Import
Export

Secure Print Settings

Enable or disable Secure Print. **Printing via Secure Print(P. 279)**

Off
On [†]
Secure Print Deletion Time
10 to 30 [†] to 240 (min.)

PDL Selection (Plug and Play)

Select a page description language so that the machine is detected as a printer that is compatible with that language when it is connected to a computer by using Plug and Play.

Network[*2]

Select a page description language so that the machine is detected as a printer that is compatible with that language when it is detected over the network.

FAX[*4]
UFR II [†]
UFR II (V4)
PCL6
PS

USB

Select a page description language so that the machine is detected as a printer that is compatible with that language when it is connected to a computer via USB.

FAX[*4]
UFR II [†]
UFR II (V4)
PCL6

PS

☞ <Menu> ▶ <System Management Settings> ▶ <PDL Selection (Plug and Play)> ▶ Select <Network> or <USB> ▶ Select a page description language ▶ Restart the machine
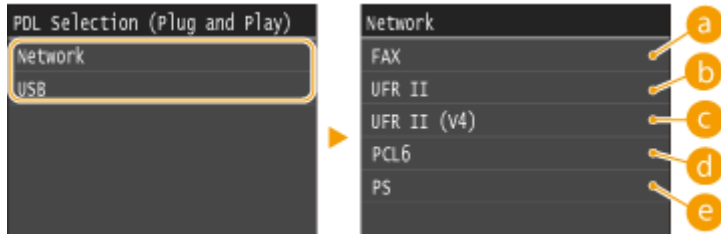
ⓐ <FAX>
Detects and connects the machine as a fax device.

ⓑ <UFR II>
Detects and connects the machine as a UFR II printer.

ⓒ <UFR II (V4)>
Detects and connects the machine as a UFR II printer that is compatible with XML Paper Specification (XPS).

ⓓ <PCL6>
Detects and connects the machine as a PCL6 printer.

ⓔ <PS>
Detects and connects the machine as a PS printer.

Update Firmware *2

Select how to install the firmware update according to the environment of the machine. **Updating the Firmware(P. 834)**

Via PC
Via Internet
Version Information

Register License *2 *5

Enter a license key for enabling option functions. **License Registration (MF419x / MF418x)(P. 871)**

Initialize Key and Certificate *2

Select to restore [Key and Certificate Settings] and [CA Certificate Settings] to the factory defaults. **Initializing Key and Certificate(P. 832)**

Initialize Address Book *2

Select to restore the Address Book settings to the factory defaults. **Initializing Address Book(P. 833)**

Initialize Menu *2

Select to restore the settings listed below to the factory defaults. You can restore all the settings listed below at once, or you can restore individual settings separately. **Initializing Menu(P. 830)**

Preferences
Timer Settings
Common Settings
Copy Settings
Fax Settings*4
Scan Settings
Memory Media Print Settings
Printer Settings
System Management Settings
Initialize All

System Management Settings

Select to restore the System Management Settings to the factory defaults. You can restore all the System Management Settings at once. **Initializing Menu(P. 830)**

Network Settings	Use as USB Device
Enable NFC*1	Store to USB Memory
System Manager Information Settings	Memory Media Print On/Off
Device Information Settings	Enable Product Extended Survey Program
Department ID Management On/Off	Information for Purchasing Consumables
Security/Remote UI Settings	Enable Canon Mobile Scanning
Auto Online for Remote Scan	Google Cloud Print Settings
Restrict TX Function	Notify to Check Paper Settings
Register LDAP Server	Secure Print Settings
Authentication Settings for Send Function	PDL Selection (Plug and Play)
Display Job Log	Initialize All

Initialize All Data/Settings

Initializes the area where data including logs and settings are stored. Perform this as necessary, for example in such cases as when you want to dispose of the machine after erasing all usage logs. When initializing is complete, the machine restarts automatically.

<Menu> ▶ <System Management Settings> ▶ <Initialize All Data/Settings> ▶ <Yes> ▶ <Yes>

IMPORTANT

- To use the machine after initializing, it is necessary to specify all settings again from scratch.

Troubleshooting

Troubleshooting

0UWX-0AY

When a problem occurs, check this chapter to find out solutions before contacting Canon.

■Paper Jams

If a document or paper jams, see **Clearing Jams(P. 723)** to remove the jammed paper.

■A Message or Error Code Appears

If the screen displays a message or error code (three digits), see the following sections.

When an Error Message Appears(P. 734)
When an Error Code Appears(P. 747)

■Common Problems

If you suspect that the machine is malfunctioning, see the following sections before contacting Canon.

Common Problems(P. 757)
Installation/Settings Problems(P. 758)
Copy/Printing Problems(P. 762)
Faxing/Telephone Problems (MF419x / MF416dw)(P. 765)

■Printing Results are Not Satisfactory

If printing results are not satisfactory, see **When You Cannot Print Properly(P. 767)** .

■When a Problem Cannot Be Solved

If a problem persists, see **When a Problem Cannot Be Solved(P. 780)** to find out where to contact.

Clearing Jams

0UWX-0C0

If a paper jams, <Paper jammed.> is displayed on the screen. Tap <Next> to display simple solutions*. If it is difficult to understand the procedures on the display, see the following sections to clear jams.

* If the solution is not displayed, press [⬧] and then select <Error Information/Notification> to display the solution.

Paper Jam Locations

a Feeder

O **Document Jams in the Feeder(P. 724)**

b Multi-purpose tray

O **Paper Jams in the Multi-Purpose Tray(P. 726)**

c Paper drawer

O **Paper Jams in the Paper Drawer(P. 727)**

d Output area

O **Paper Jams in the Output Area(P. 727)**

e Interior

O **Paper Jams inside the Machine(P. 728)**

f Duplex transport guide

O **Paper Jams at the Duplex Transport Guide(P. 730)**

g Back side

O **Paper Jams in the Back Side(P. 732)**
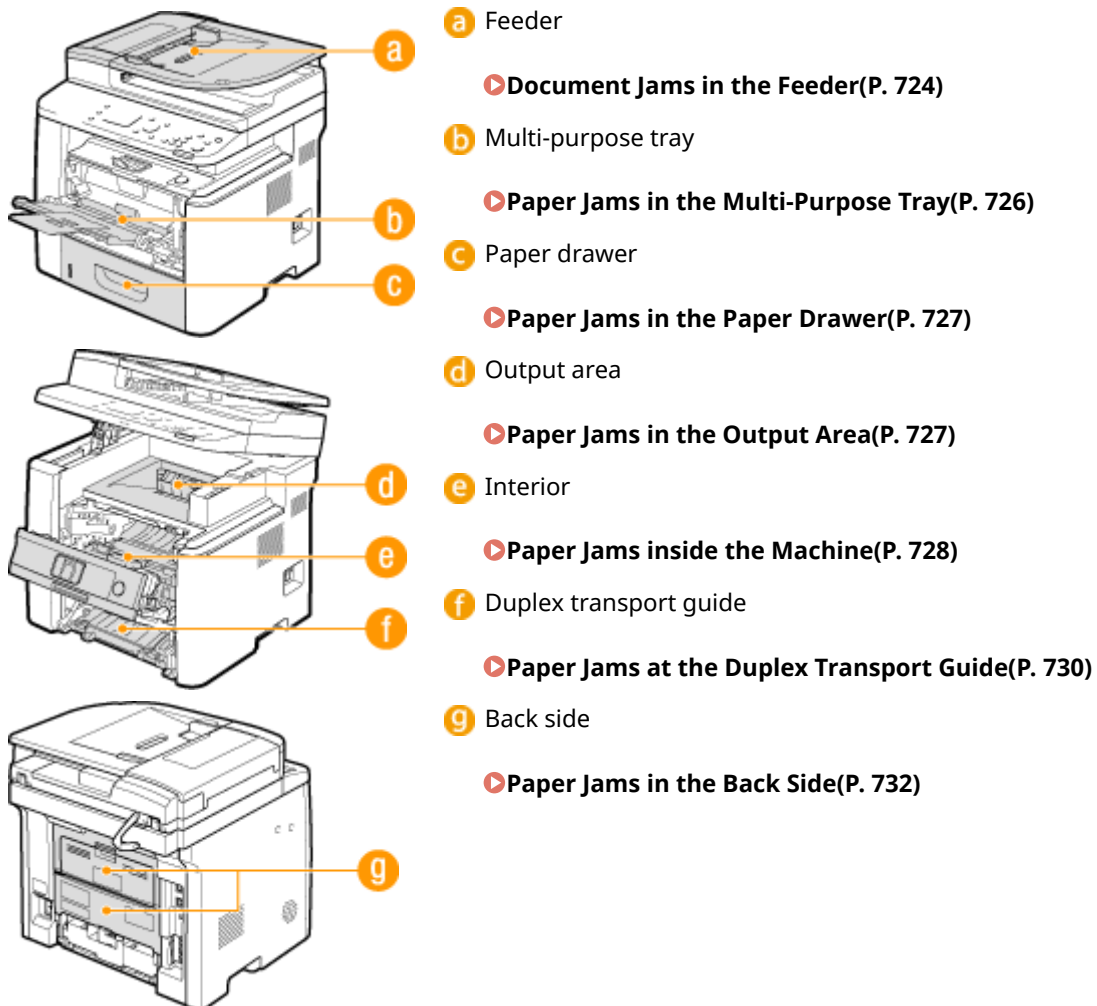
IMPORTANT

When removing the jammed paper, do not turn OFF the machine

- Turning OFF the machine deletes the data that is being printed. Be especially careful when receiving fax documents.

If paper tears

- Remove all the paper fragments to prevent them from becoming jammed.

If paper jams repeatedly

- Tap the paper stack on a flat surface to even the edges of the paper before loading it into the machine.

- Check that the paper is appropriate for the machine.
  ❯**Paper(P. 858)**

- Check that no jammed paper fragments remain in the machine.

Do not forcibly remove the jammed document or paper from the machine

- Forcibly removing the paper may damage parts. If you are not able to remove the paper, contact your local authorized Canon dealer or the Canon help line. ❯**When a Problem Cannot Be Solved(P. 780)**

Document Jams in the Feeder

If there are documents placed in the feeder, remove them first. Then, follow the procedure below. Do not forcibly remove jammed paper from the machine. If the jammed paper cannot be removed easily, proceed to the next step.

1 **Remove the jammed document from the feeder cover.**

    1 Open the feeder cover.
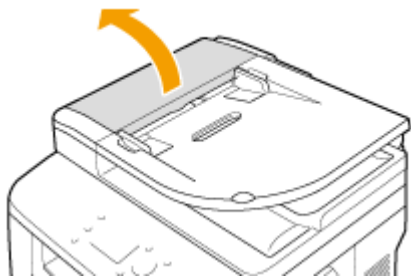
    2 Move the lever to unlock.
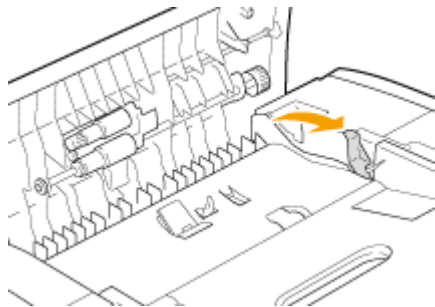
    3 Gently pull out the document.
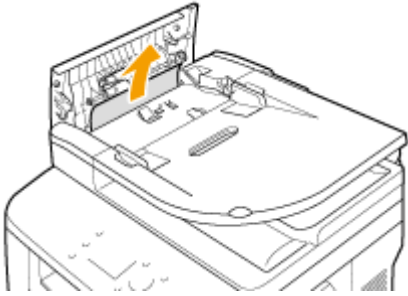
2 **Remove the jammed document from the inner cover inside the feeder.**

1 Hold the green knob, and open the inner cover.

2 Gently pull out the document.
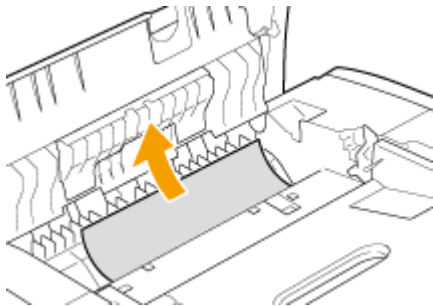
3 Lift the document tray, and gently pull out the document.
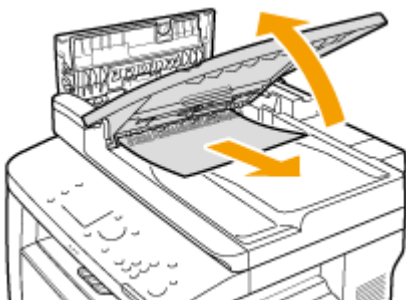
4 Return the document tray back to position, and close the inner cover.

3 **Return the lever back in place, and close the feeder cover.**

4 **Remove the jammed document from the underside of the feeder.**

1 Open the feeder.
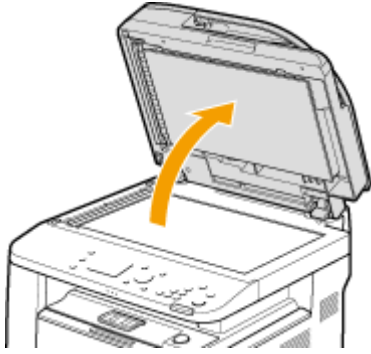
2 Gently pull out the document.
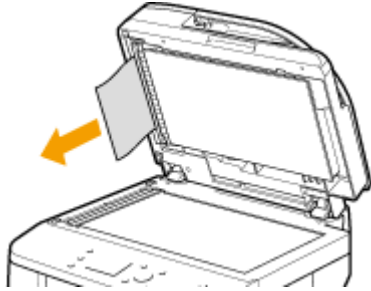
3 Gently close the feeder.

Paper Jams in the Multi-Purpose Tray

If there is paper loaded in the tray, remove it first. If the jammed paper cannot be removed easily, do not forcibly pull it out, but follow the procedure for a different paper jam location indicated by the message.

1 Gently pull out the paper.
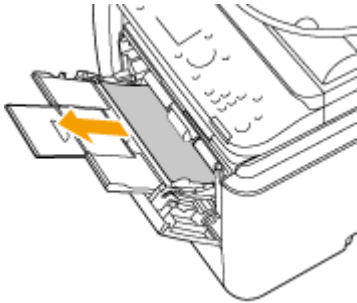
2 Load the paper. ❯Loading Paper in the Multi-Purpose Tray(P. 58)

3 When the following message is displayed, tap <Yes>.
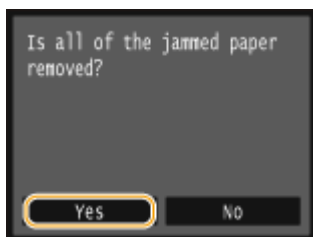
Paper Jams in the Paper Drawer

If the jammed paper cannot be removed easily, do not forcibly pull it out, but follow the procedure for a different paper jam location indicated by the message.

1 **Pull out the paper drawer.**
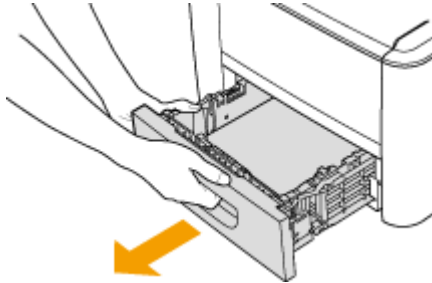
IMPORTANT:

- Make sure to hold the paper drawer with both hands, and pull it out gently. Otherwise, you may damage the paper drawer by dropping it, if it slides out too easily.

2 **Gently pull out the paper.**

- When the optional paper feeder (drawer 2) is attached, gently pull out the paper in the same way.

3 **Set the paper drawer.**

- When you insert the paper drawer with <Notify to Check Paper Settings> set to <On>, a confirmation screen is displayed. **Notify to Check Paper Settings(P. 715)**

4 **When the following message is displayed, tap <Yes>.**

> Is all of the jammed paper removed?
>
> Yes   No
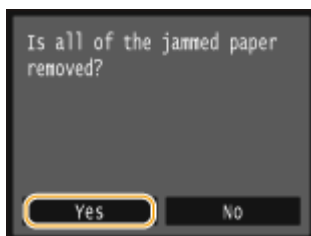
Paper Jams in the Output Area

If the jammed paper cannot be removed easily, do not forcibly pull it out, but follow the procedure for a different paper jam location indicated by the message.

1 **Lift the operation panel.**
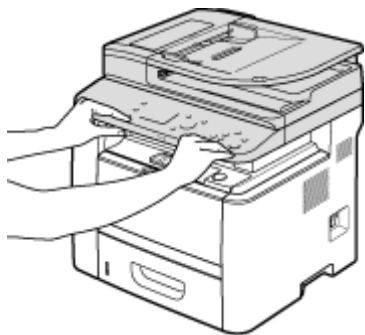
2 **Gently pull out the paper.**

3 **Lower the operation panel.**

4 **When the following message is displayed, tap <Yes>.**
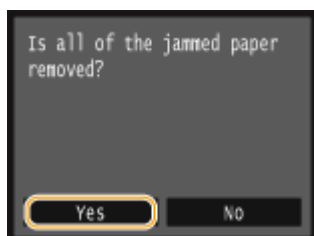
Paper Jams inside the Machine

Do not forcibly remove jammed paper from the machine. If the jammed paper cannot be removed easily, proceed to the next step.

1 **Open the front cover while holding down on the button.**
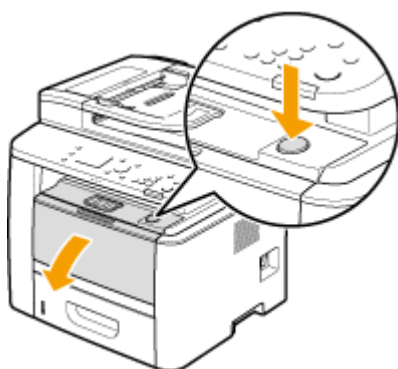
2 **Remove the toner cartridge.**
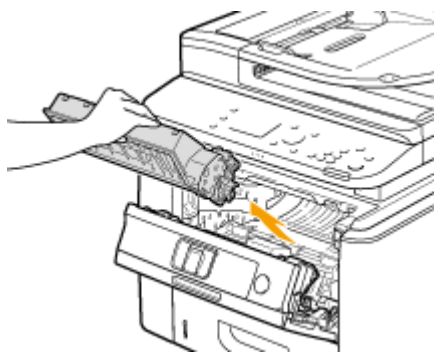
3 **Hold the green knob and raise the transport guide.**

- Keep holding the transport guide until returning it back to position in step 5.
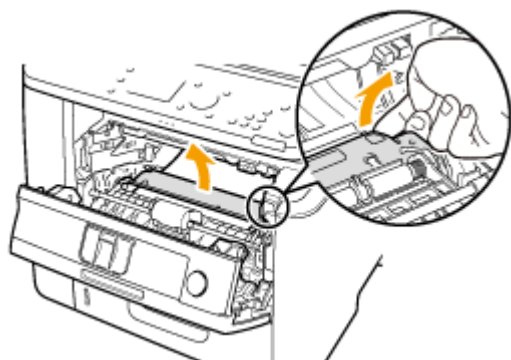
4 **Gently pull out the paper.**

- Pull out the paper while holding it as horizontally as possible to prevent unfixed toner from falling.
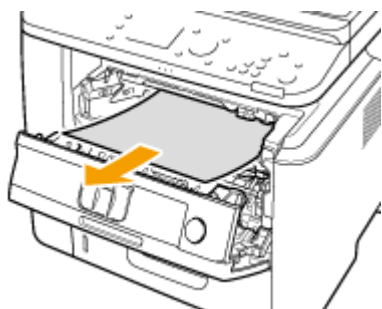
5 **Gently return the transport guide back to position.**

6 **Hold the green knob, and open the roller cover.**
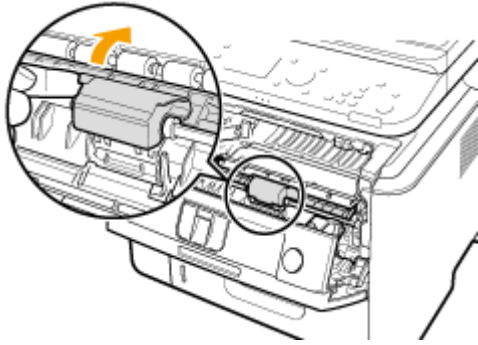
7 **Gently pull out the paper.**
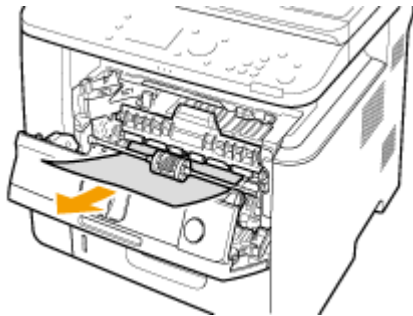
8 **Gently return the roller cover back to position.**

9 **Install the toner cartridge.**

- Fully push it in until it cannot go any further.
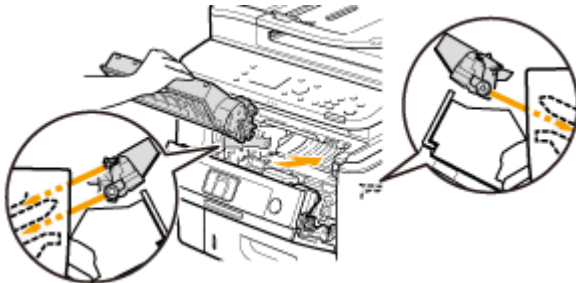
10 **Close the front cover.**

Paper Jams at the Duplex Transport Guide

If the jammed paper cannot be removed easily, do not forcibly pull it out, but follow the procedure for a different paper jam location indicated by the message.

1 **Pull out the paper drawer.**
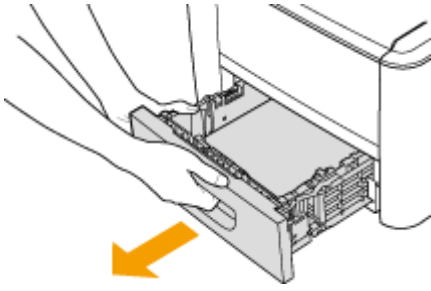
IMPORTANT:

- Make sure to hold the paper drawer with both hands, and pull it out gently. Otherwise, you may damage the paper drawer by dropping it, if it slides out too easily.

2 **Hold the green knob and push down the duplex transport guide.**
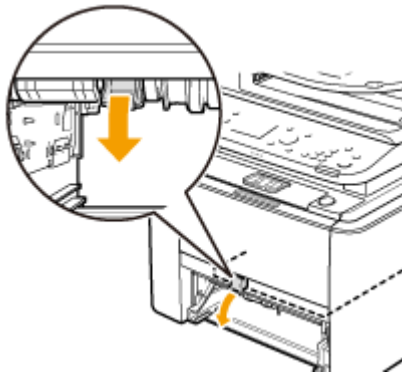
3 **Gently pull out the paper.**
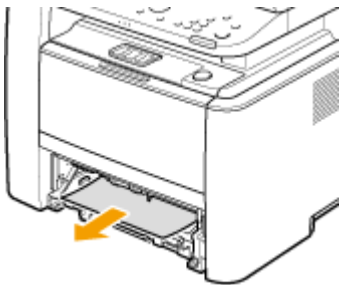
4 **Holding the left and right side handles of the duplex transfer guide, return the guide back to position.**

- Fully close the guide until it clicks.
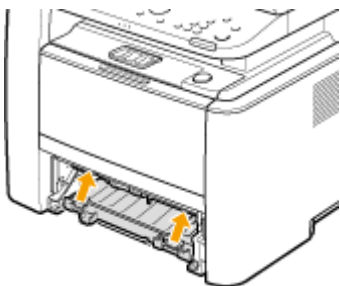
5 **Set the paper drawer.**

- When you insert the paper drawer with <Notify to Check Paper Settings> set to <On>, a confirmation screen is displayed. **Notify to Check Paper Settings(P. 715)**

6 **When the following message is displayed, tap <Yes>.**

Is all of the jammed paper removed?

Yes   No
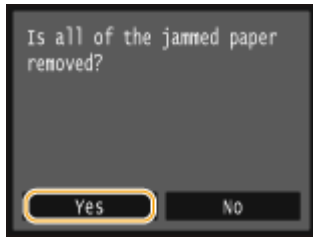
Paper Jams in the Back Side

Do not forcibly remove jammed paper from the machine. If the jammed paper cannot be removed easily, proceed to the next step.

1 **Remove the jammed paper inside the upper rear cover.**

1 Open the upper rear cover.
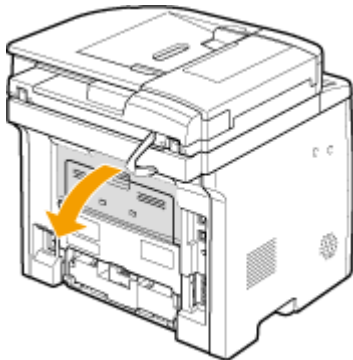
2 Gently pull out the paper.
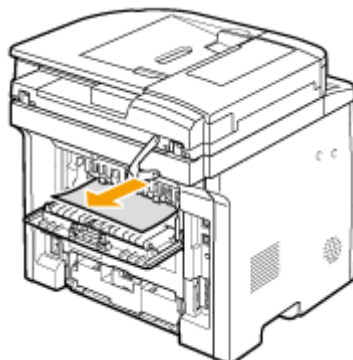
3 Close the upper rear cover.

2 **Remove the jammed paper in the duplex unit.**

1 Open the lower rear cover.
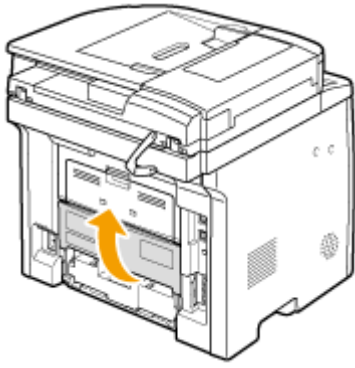
2 Gently pull out the paper.
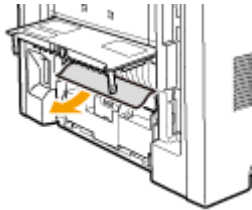
3 Close the lower rear cover.

3 **When the following message is displayed, tap <Yes>.**

Is all of the jammed paper removed?

Yes   No
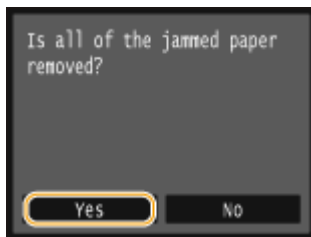
When an Error Message Appears

If you cannot send a fax or the memory is full, or you encounter operation problems, a message appears on the display. Find out more information about messages in the following list.

Cannot analyze the authentication server certificate.

The authentication server certificate may be invalid, or the certificate may be in a format that the printer does not support.

- Check the authentication server certificate.
  ◉**Configuring IEEE 802.1X Authentication(P. 583)**

Cannot change the destination type of destinations registered to a group.

A selected destination could not be edited because it was registered to Group Dial.

- To change the type of destination that is registered to Group Dial, first delete the registered destination from Group Dial. Next, change the destination type, and then register the destination to Group Dial again.

Cannot find the access point.

When automatic setting with WPS was attempted, a wireless router could not be detected within a specific period of time.

- Connect again paying attention to the time limit.
  ◉**Setting Up Connection Using WPS Push Button Mode(P. 421)**
  ◉**Setting Up Connection Using WPS PIN Code Mode(P. 423)**

An SSID or network key of a wireless router was entered manually, but the entry was incorrect.

- Check the SSID and network key, and enter the correct ones again.
  ◉**Checking the SSID and Network Key(P. 433)**
  ◉**Setting Up Connection by Specifying Detailed Settings(P. 429)**

A wireless router could not be detected due to setting problems of the network to be connected.

- Check whether the machine is properly installed and ready to connect to the network.
  ◉**Installation/Settings Problems(P. 758)**

- If the problem persists, check the security settings of the wireless router.

Cannot print RX data.

Received documents cannot be printed due to some specific situation.

- Check if there has occurred one of the following situations. If messages including causes and solutions appear on the display, check the contents.
- A cover is open.

- There is no paper loaded.
- The paper or document is jammed.
- The toner cartridge is consumed.
- An error has occurred.

Cannot receive the fax. Make sure the fax was sent correctly by the sender.

The recipient's machine did not respond within 35 seconds.

- Ask the sender to send the fax again. If you hear a beep, select <Start Receiving> to receive the fax.
  ◗**Receiving Faxes (MF419x / MF416dw)(P. 179)**

Cannot send because more than one destination is specified.

Sending a fax to multiple destinations is disabled.

- To specify multiple destinations, you need to set <Restrict Sequential Broadcast> to <Off> or <Confirm Sequential Broadcast>. For more information, contact your Administrator.
  ◗**Prohibiting Sequential Broadcasting (MF419x / MF416dw)(P. 563)**

Cannot specify a group.

Group Dial was specified as a destination after tapping <Hook>.

- Once you tap <Hook>, you cannot specify destinations in Group Dial. Tap <End> on the <Specify the destination.> screen, and specify destinations to send fax documents without tapping <Hook>.

Cannot use Google Cloud Print. Server authentication failed.

Cloud Print could not perform server authentication, or could not acquire information for registration.

- Check whether the date and time settings are correctly specified.
  ◗**Date/Time Settings(P. 645)**

Cannot use Google Cloud Print. Server communication error.

Cloud Print is unavailable due to an error.

- Check whether the machine is correctly connected to a wireless LAN or wired LAN.
  ◗**Connecting to a Wireless LAN (P. 419)**
  ◗**Connecting to a Wired LAN(P. 418)**

- A port that is used for Cloud Print may be blocked by a firewall or other protection. Check whether the 5222 port is available with your computer.

- If a proxy server is used on the network, check whether the proxy settings on the machine and the server are correct. For details, contact your Network Administrator.
  ◗**Setting a Proxy(P. 551)**

Cannot use these settings. Sending to the specified destination is restricted.

The machine is set up so that the user currently logged in cannot send to the addresses registered in the selected <Favorite Settings>.

- Change the send restrictions for the logged in user.
  ◉**Setting the Department ID Management(P. 526)**

Cart. communication error. Use of non-Canon cartridges is not covered by the warranty. Amount remaining in the cartridge cannot be displayed correctly.

A toner cartridge may not be installed correctly or may be faulty.

- Re-install the toner cartridge. If re-installing the toner cartridge fails to clear the error message, the toner cartridge may be faulty. Contact the store where you purchased the toner cartridge or consult the Canon Customer Help Center.
  ◉**How to Replace Toner Cartridges(P. 798)**

The toner cartridge used may not be a genuine Canon product.
- Only genuine Canon toner cartridges should be used as replacement toner cartridges.
  ◉**Consumables(P. 868)**

Cartridge has reached end of lifetime. Rplcmt. recommended.

The toner cartridge has reached the end of its lifetime.

- Replacement of the toner cartridge is recommended.
  ◉**How to Replace Toner Cartridges(P. 798)**

Change the authentication password.

The password has expired.

- Set a new password.

Check the authentication settings.

The authentication method set on the machine does not match the authentication method set on the RADIUS server.

- Check that the same authentication method is set on this machine and the RADIUS server, and set the correct authentication method.
  ◉**Configuring IEEE 802.1X Authentication(P. 583)**

Connection failed. Check the PSK settings.

The network key (PSK) of a wireless router to be connected is not set to the machine correctly.

- Check the network key (PSK) of the wireless router, and set it to the machine again.
  ◉**Checking the SSID and Network Key(P. 433)**
  ◉**Setting Up Connection by Selecting a Wireless Router(P. 426)**
  ◉**Setting Up Connection by Specifying Detailed Settings(P. 429)**

- If the problem persists even after checking the network key, check whether the machine is properly installed and ready to connect to the network.
  ◉**Installation/Settings Problems(P. 758)**

Copying is restricted.

Copying is disabled in the Department ID Management.

- Log on with a Department ID for which copying is not disabled. For the Department ID and PIN, contact your Administrator.
  ◉**Setting the Department ID Management(P. 526)**

Could not connect using Access Point Mode.

Connection in Access Point Mode failed due to an error.

- Wait a few moments and try again. If you still cannot connect, try switching the machine off briefly.
  ◉**Make Direct Connection (Access Point Mode)(P. 388)**

Could not connect using the wireless LAN.

Wireless LAN communication failed due to an error.

- Wait for a while, and set again. If you still cannot get connection, turn OFF the machine and then restart it.

Could not connect using the wireless LAN. Turn the main power OFF and ON, then configure the settings again.

A connection failed due to an error while setting wireless LAN connection.

- Restart the machine and set again.

- If the problem persists even after restarting the machine, check whether the machine is properly installed and ready to connect to the network.
  ◉**Installation/Settings Problems(P. 758)**

- If the problem persists even after checking the wireless LAN connection, check the security settings of the wireless router.

Could not connect using WPS. Wait a moment, then configure the settings again.

When automatic setting with WPS was attempted, the connection failed due to an error.

- Wait for a while, and set again. If the problem persists, check whether the wireless router supports WPS.

If WPS is supported:

Check whether the machine is properly installed and ready to connect to the network.
❯**Installation/Settings Problems(P. 758)**

If WPS is not supported:

Set using another connecting method.
❯**Connecting to a Wireless LAN (P. 419)**

Could not connect. The maximum number of devices that can connect to the access point has been reached.

The machine attempted to connect to a wireless LAN router to which the maximum number of devices were already connected.

- Decrease the number of devices (clients) that are connected to the wireless LAN router. For information on the maximum number of devices that can connect, see the instruction manual for the wireless LAN router or contact the manufacturer.

Could not detect any connections from wireless devices.

It was not possible to detect any mobile device within the predetermined length of time.

- Connect again paying attention to the time limit.
❯**Make Direct Connection (Access Point Mode)(P. 388)**

Could not perform cleaning.

Paper jammed during cleaning.

- Remove the jammed paper, set paper correctly, and perform cleaning again.
❯**Clearing Jams(P. 723)**
❯**Feeder(P. 789)**
❯**Fixing Unit(P. 791)**

The amount remaining in toner cartridges required for cleaning the fixing unit is insufficient.

- Cleaning requires sufficient toner cartridge remaining. Replace the toner cartridge, and perform the cleaning again.
❯**Replacing Toner Cartridges(P. 793)**

Could not perform correction.

Appropriate paper that is required for correction is not loaded in a paper drawer.

- Load plain or recycled A4 or Letter size paper into the paper drawer.
  Loading Paper in the Paper Drawer(P. 53)

An adjustment image that is required for correction is not placed on the platen glass correctly.

- Place the adjustment image on the platen glass with the print side face down and the black line toward the back side of the machine.
  Adjusting the Gradation and Density for Copy Jobs(P. 804)

Paper jammed during correction.

- Remove the jammed paper, and perform correction again.
  Clearing Jams(P. 723)

The amount remaining in toner cartridges required for correction is insufficient.

- Corrections require sufficient toner cartridge remaining. Replace the toner cartridge, and perform correction again.
  Replacing Toner Cartridges(P. 793)

Could not perform Open System authentication. Check the WEP settings.

The authentication method of the machine is set to <Open System>, but that of a wireless router is set to "Shared Key."

- Connect again by manually changing the WEP authentication method to <Shared Key>.
  Setting Up Connection by Specifying Detailed Settings(P. 429)

The MAC address of the machine is rejected because the MAC address filter is set at a wireless router.

- Set the wireless router to permit the MAC address of the machine and your computer. For more information about how to set, see the instruction manuals for your networking devices or contact your manufacturer. To check the MAC address of the machine, select <Menu> ▶ <Network Settings> ▶ <Wireless LAN Settings> ▶ <Connection Information>.
  Viewing the MAC Address for Wired LAN(P. 446)

Could not perform Shared Key authentication. Check the WEP settings.

The network key (the WEP key) of a wireless router to be connected is not set to the machine correctly.

- Check the network key (the WEP key) of the wireless router, and set it to the machine again.
  Checking the SSID and Network Key(P. 433)
  Setting Up Connection by Specifying Detailed Settings(P. 429)

- Connect again by selecting a wireless router or by manually changing the WEP authentication method to <Open System>.
  Setting Up Connection by Selecting a Wireless Router(P. 426)
  Setting Up Connection by Specifying Detailed Settings(P. 429)

The authentication method of the machine is set to <Shared Key>, but that of the wireless router is set to "Open System."

- ● Change the WEP authentication method to "Shared Key" at the wireless router, and connect again. For more information about how to change, see the instruction manuals for your networking devices or contact your manufacturer.

Direct Connection terminated.

Connection between the machine and the mobile device was terminated.

- ● Reestablish Direct Connection.
  ◉Make Direct Connection (Access Point Mode)(P. 388)

Faxing is restricted.

Faxing is disabled in the Department ID Management.

- ● Log on with a Department ID for which faxing is not disabled. For the Department ID and PIN, contact your Administrator.
  ◉Setting the Department ID Management(P. 526)

Insert the toner cartridge.

The toner cartridge is not set or properly set.

- ● Properly set the toner cartridge.
  ◉How to Replace Toner Cartridges(P. 798)

Memory full. Check error info. using the Status Monitor key.

The memory became full of print data that could not be printed due to errors.

- ● Cancel printing of the documents with errors or print the documents by tapping <Skip Error> in the print job status screen.
  ◉Canceling Prints(P. 241)

Memory Media Print is restricted.

The function that prints files in a USB memory device is disabled.

- ● Set <Memory Media Print On/Off> to <On>.
  ◉Restricting the Memory Media Print Function(P. 565)

No Paper

Paper is not loaded in the paper drawer or the multi-purpose tray.

- Load the paper.
  Loading Paper(P. 51)

Paper on which reports or lists can be printed is not loaded.

- Reports or lists can be printed on plain/recycled/color paper of A4 or Letter size. Load appropriate paper, and make settings for paper size and paper type.
  Loading Paper(P. 51)
  Specifying Paper Size and Type(P. 67)

Paper on which received documents can be printed is not loaded.

- Received documents can be printed on plain/recycled/color paper of A4 or Letter size. Load appropriate paper, and make settings for paper size and paper type.
  Loading Paper(P. 51)
  Specifying Paper Size and Type(P. 67)

NOTE:

- If you print received documents on paper other than A4 or Letter size, some portions of the image may be missing or the image may be divided and printed onto several sheets.

No reply from the destination.

A network cable may be disconnected, or there may be a problem in a switch.

- Check the status of the network cables and switches.

No response from the host.

The machine is not connected to a network correctly.

- Check the machine and network settings, and connect again.
  Connecting to a Network(P. 415)

Paper jammed.

Paper jams.

- Remove the jammed paper or document, and print again (Printing may resume automatically).
  Clearing Jams(P. 723)

Paper Size & Settings Mismatch

The paper size setting on the operation panel does not match the loaded paper size.

- Match the paper size setting specified in <Paper Settings> and the size of the paper that is actually loaded.

To use the loaded paper

Change the setting of <Paper Settings> to match the loaded paper size.
Specifying Paper Size and Type(P. 67)

NOTE:

- If printing from a computer, check whether the paper size setting in the printer driver matches the loaded paper size.

To load paper without changing the settings

Load the paper with the size that is set to <Paper Settings>.
Loading Paper(P. 51)

- Check that the paper guides in the paper drawer are set in the correct position.
Loading Paper(P. 51)

Prepare a cartridge.

Toner cartridge replacement time is near.

- Distribute the toner inside the cartridge evenly. Replace the toner cartridge if you see this message before you start to print a large job.
Using Up Toner(P. 796)
How to Replace Toner Cartridges(P. 798)

NOTE

- When copying or printing, you can continue printing.

- If the machine is receiving a fax, or automatic report output is set, received faxes and reports will be stored in the machine so that they do not appear faded after they are printed. To continue printing even if the amount remaining in toner cartridge is running low, set <Continue Printing When Amount in Cartridge Is Low> to <On>. **Continue Printing When Amount in Cartridge Is Low(P. 664)**

Printing is restricted.

Printing is disabled in the Department ID Management.

- Log on with a Department ID for which printing is not disabled. For the Department ID and PIN, contact your Administrator.
Setting the Department ID Management(P. 526)

Remote scanning is restricted.

Scanning that is operated by using a computer is disabled in the Department ID Management.

- Log on to the Remote UI in System Manager Mode, display the edit screen of the corresponding Department ID, and select the [Allow Scan Jobs with Unknown IDs] check box.
Blocking Jobs When Department ID Is Unknown(P. 532)

Scanning is restricted.

Scanning is disabled in the Department ID Management.

- Log on with a Department ID for which scanning is not disabled. For the Department ID and PIN, contact your Administrator.
  ◉Setting the Department ID Management(P. 526)

Set the correct authentication information.

The client authentication information (key pair and certificate, user name and password, or CA certificate) is not set correctly.

- Check the specified authentication method and authentication information (key pair and certificate, user name and password, and CA certificate).
  ◉Configuring IEEE 802.1X Authentication(P. 583)
  ◉Verifying Key Pairs and Digital Certificates(P. 602)

Set the information necessary for authentication.

The IEEE 802.1X authentication has not been configured correctly.

- Configure the IEEE 802.1X correctly from the Remote UI.
  ◉Configuring IEEE 802.1X Authentication(P. 583)

Specifying and registering new destinations is restricted.

Only destinations that are registered in the Address Book can be specified to send a fax or e-mail.

- To enter a new destination with the operation panel, or add or edit it in the Address Book, you need to set <Restrict New Destinations> to <Off>. For more information, contact your Administrator.
  ◉Limiting Available Destinations(P. 558)

The authentication server certificate has expired.

The server certificate sent from the RADIUS server has expired.

- Check the valid period of the server certificate on the RADIUS server.
  ◉Configuring IEEE 802.1X Authentication(P. 583)

The authentication server certificate is incorrect.

There is no CA certificate registered in the printer that is compatible with the authentication server certificate.

- Check that there is a CA certificate registered in the printer that is compatible with the authentication server certificate.
  ❍**Configuring IEEE 802.1X Authentication(P. 583)**

The cartridge needs to be replaced soon.

Toner cartridge replacement time is near.

- Distribute the toner inside the cartridge evenly. Replace the toner cartridge if you see this message before you start to print a large job.
  ❍**Using Up Toner(P. 796)**
  ❍**How to Replace Toner Cartridges(P. 798)**

> **NOTE**
>
> - When copying or printing, you can continue printing.
> - If the machine is receiving a fax, or automatic report output is set, received faxes and reports will be stored in the machine so that they do not appear faded after they are printed. To continue printing even if the amount remaining in toner cartridge is running low, set <Continue Printing When Amount in Cartridge Is Low> to <On>. ❍**Continue Printing When Amount in Cartridge Is Low(P. 664)**

The computer is restricted.

Scanning that is operated on the operation panel is disabled in the Department ID Management.

- Log on to the Remote UI in System Manager Mode, display the edit screen of the corresponding Department ID, and select the [Allow Scan Jobs with Unknown IDs] check box.
  ❍**Blocking Jobs When Department ID Is Unknown(P. 532)**

The image cannot be recognized.

The image you selected could not be previewed when you were selecting files to print in a USB memory device.

- Images with the "?" icon cannot be previewed. JPEG or TIFF images can be previewed, but some of the images may not be able to be displayed.
  ❍**Printing from USB Memory (Memory Media Print)(P. 289)**

The memory is full.

A fax could not be sent or received, or a document could not be scanned due to insufficient memory space.

- If a sending or printing job is queued, wait until the job is completed.
- If a received document is stored to memory, print or delete it.
  ❍**Storing Received Faxes into Memory (Memory Reception)(P. 188)**
- If sending a document with many pages, divide it into multiple sections.

- If sending a fax, reduce the resolution to scan the document.
  �‣Adjusting Resolution(P. 167)
- If scanning, change the file format to reduce its file size.
  �‣Selecting a File Format(P. 351)

A scanned document could not be stored to a USB memory device due to insufficient memory space.

- Delete unnecessary data to free space in the USB memory device, or connect a different USB memory device.
  �‣Scanning Documents Directly to USB Memory(P. 332)

The memory is full. Enter the original type settings again.

A document could not be scanned because memory became full during copying.

- Set <Original Type> to <Original Type: Text/Photo>, and copy.
  �‣Selecting Document Type(P. 117)

The memory is full. Process secure print jobs.

Memory became full of secured documents that were not printed.

- Print the secured documents that are stored in memory.
  �‣Printing via Secure Print(P. 279)

The memory is full. Scanning will be canceled. Do you want to print?

A document could not be scanned due to insufficient memory space.

- Select whether to print the pages that were scanned or cancel the job.
- Copy the document in two or more parts.

Not all of the pages could be scanned during sorting and copying.

- Select whether to print the pages that were scanned or cancel the job.
- If this is a copy job, either copy the document in two or more parts or change the <Original Type> setting to <Text/Photo> and then copy the document.
  ◱Selecting Document Type(P. 117)

The number of entered characters is incorrect or invalid characters are used.

The network key (the WPA/WPA2-PSK or WEP key) of a wireless router is not entered correctly.

- Check the network key (the WPA/WPA2-PSK or WEP key) of the wireless router, and set it to the machine again. For more information about how to check the network key, see the instruction manuals for your networking devices or contact your manufacturer.
  ◱Checking the SSID and Network Key(P. 433)
  ◱Setting Up Connection by Selecting a Wireless Router(P. 426)
  ◱Setting Up Connection by Specifying Detailed Settings(P. 429)

The USB memory is restricted.

The function that stores a scanned document to a USB memory device is disabled.

- Set <Store to USB Memory> to <On>.
  ▶Restricting the Scan to USB Function(P. 565)

The WEP key is not set correctly. Check the WEP settings.

The network key (the WEP key) of a wireless router to be connected is not set to the machine correctly.

- Check the network key (the WEP key) of the wireless router, and set it to the machine again.
  ▶Checking the SSID and Network Key(P. 433)
  ▶Setting Up Connection by Selecting a Wireless Router(P. 426)
  ▶Setting Up Connection by Specifying Detailed Settings(P. 429)

The authentication method of the machine is set to <Shared Key>, but that of the wireless router is set to "Open System."

- Connect again by selecting a wireless router or by manually changing the WEP authentication method to <Open System>.
  ▶Setting Up Connection by Selecting a Wireless Router(P. 426)
  ▶Setting Up Connection by Specifying Detailed Settings(P. 429)

- Change the WEP authentication method to "Shared Key" at the wireless router, and connect again. For more information about how to change, see the instruction manuals for your networking devices or contact your manufacturer.

Use of non-Canon cartridges is not covered by the warranty. The amount remaining in the cartridge cannot be displayed correctly.

The toner cartridge used may not be a genuine Canon product.

- Only genuine Canon toner cartridges should be used as replacement toner cartridges.
  ▶Consumables(P. 868)

Use Remote UI to set the information necessary for authentication.

The IEEE 802.1X settings are incorrect.

- Check whether [Login Name] is set correctly.

- Check whether the [Use TLS], [Use TTLS], or [Use PEAP] check box is selected.

- If using TLS, check whether a key pair is registered.

- If using TTLS or PEAP, check whether a user name and password are set correctly.
  ▶Configuring IEEE 802.1X Authentication(P. 583)

When an Error Code Appears

0UWX-0C2

If an error occurs such as when printing is not successful or when you cannot send or receive a fax or scanned document, the corresponding error code is displayed in a report or in the <Job Log> screen as a three-digit number. Check the following to find out causes and solutions for each error code. For how to print an error report and information in the report, see ○**Printing Reports and Lists(P. 808)** .

#001

A document jams in the feeder.

- Remove the jammed document.
  ○**Document Jams in the Feeder(P. 724)**

#003

A fax could not be sent or received due to its large data size.

- When sending a fax: Reduce the resolution, and scan the document.
  ○**Adjusting Resolution(P. 167)**
- When receiving a fax: Ask the sender to divide the document into multiple sections or reduce the resolution before sending.

#005

A fax could not be sent because the recipient's machine did not respond within 35 seconds.

- When the recipient's machine is turned OFF or the line is busy, a fax may not be sent. Ask the recipient to check the machine status. When sending the fax overseas, insert pauses in the fax number.
  ○**Sending Faxes (MF419x / MF416dw)(P. 149)**

#012

A fax could not be sent because the recipient's machine ran out of paper.

- Ask the recipient to reload the paper.

#018

A fax could not be sent since the recipient's machine did not respond because the line was busy or for other reasons.

- When the recipient's machine is turned OFF or the line is busy, a fax may not be sent. Ask the recipient to check the machine status. When sending the fax overseas, insert pauses in the fax number.
  ◉**Sending Faxes (MF419x / MF416dw)(P. 149)**

#022

Sending of a fax from a computer is disabled.

- To send a fax from a computer, you need to set <Allow Fax Driver TX> to <On>. For more information, contact your Administrator.
  ◉**Prohibiting PC Faxing (MF419x / MF416dw)(P. 559)**

A fax could not be forwarded because the specified destination was deleted from the Address Book.

- Register the forwarding destination again. If the documents that failed to be forwarded remain in memory, you can forward it again.
  ◉**Registering in the Address Book(P. 78)**
  ◉**Printing/Resending/Deleting Documents that Failed to be Forwarded(P. 195)**

#037

Memory is full.

- If a sending or printing job is queued, wait until the job is completed.
- If a received document is stored to memory, print or delete it.
  ◉**Storing Received Faxes into Memory (Memory Reception)(P. 188)**
- If sending a document with many pages, divide it into multiple sections.
- If sending a fax, reduce the resolution to scan the document.
  ◉**Adjusting Resolution(P. 167)**

#099

Printing, sending, or receiving was canceled.

- When you cancel an operation, this error code is displayed, but this is not abnormal. Print, send, or receive documents again as necessary.

#401

A scanned document could not be stored to a USB memory device due to insufficient memory space.

● Delete unnecessary data to free space in the USB memory device, or connect a different USB memory device.
  ○**Scanning Documents Directly to USB Memory(P. 332)**

#406

A scanned document could not be stored to a USB memory device due to an error.

● Remove the USB memory device, and connect it again.
  ○**Scanning Documents Directly to USB Memory(P. 332)**

● Reduce the number of documents to scan.

#408

Read failed because the memory media was removed while data was being read from it.

● Check that the memory media has not been removed and then read the data again.
  ○**Printing from USB Memory (Memory Media Print)(P. 289)**

The connected memory media is using an unsupported format.
● Check that the memory media is using a format supported by this machine (FAT16 or FAT32).
  ○**Printing from USB Memory (Memory Media Print)(P. 289)**

#701

Authentication failed because an incorrect Department ID or PIN was entered when the Department ID Management was activated.

● Enter the correct Department ID and PIN.

Continuing operating without entering a Department ID was attempted even though unknown-ID jobs (functions that permit operations without a Department ID and PIN) were disabled in the Department ID Management.
● Enable unknown-ID jobs in System Manager Mode in Remote UI.
  ○**Blocking Jobs When Department ID Is Unknown(P. 532)**

#703

Data could not be written because the memory space that was allocated for images was full when sending an e-mail/I-Fax or storing to a shared folder/FTP server.

● If another sending document is queued, wait for a while until it is completed, and send again.

● Divide the document into multiple sections before sending.

● Delete the documents that are stored in memory.

● Turn OFF the machine, wait for at least 10 seconds, and turn it back ON.

#751

The FTP server has not been started up or a network connection has been cut.
(Failure to connect to the destination is sometimes caused by a disconnection en route.)

- Check the destination.

- Check the network status.
  ⊙**Viewing Network Settings(P. 445)**

The IP address was not set correctly.

- Check <TCP/IP Settings>.
  ⊙**Setting IP Addresses(P. 436)**

#752

E-mail sending or I-Fax sending/receiving was impossible because an incorrect SMTP server name was set.

- Check the SMTP server name, and correct the setting.
  ⊙**Configuring Basic E-Mail Settings(P. 464)**
  ⊙**Configuring E-Mail/I-Fax Communication Settings(P. 469)**

E-mail sending or I-Fax sending/receiving was impossible because an incorrect domain name was set.

- Check the domain name, and correct the setting.
  ⊙**Configuring DNS(P. 488)**

E-mail sending or I-Fax sending/receiving was impossible because the machine was not connected to a network correctly.

- Check whether the machine is properly installed and correctly connected to the network.
  ⊙**Installation/Settings Problems(P. 758)**

#753

Scanned data could not be sent as e-mail, not sent/received as I-Fax, or not stored in the shared folder/FTP server because the LAN cable is disconnected.

- Check whether the LAN cable is connected correctly.
  ⊙**Connecting to a Wired LAN(P. 418)**

#755

Scanned data could not be sent as e-mail or I-Fax nor stored in the shared folder or FTP server because TCP/IP was not working correctly.

- Check <TCP/IP Settings>, and set correctly.
  ⊙**Network Settings(P. 630)**

An IP address is not set.

- Set the IP address correctly.

●**Setting IP Addresses(P. 436)**

The machine cannot communicate with devices on a network immediately after the machine starts up because the waiting time for the start of the communication is set.

- The machine cannot start communicating immediately after it is turned ON. Wait until the set time for <Waiting Time for Connection at Startup> passes after turning ON the machine, and send again.
  ●**Setting a Wait Time for Connecting to a Network(P. 487)**

#766

The certificate used for sending a signed PDF document has expired.

- Update the certificate or use a certificate that has not expired.

- Check that the <Date/Time Settings> are correct.
  ●**Timer Settings(P. 645)**

#801

When communicating with an SMTP server to send an e-mail/I-Fax, a timeout error occurred from the server.

- Check whether SMTP is running on the network correctly.

- Check whether the machine is properly installed and correctly connected to the network.
  ●**Installation/Settings Problems(P. 758)**

When communicating with the SMTP server, an error returned from the server.

- Check whether the SMTP server is set correctly.

A destination is not set correctly.

- Check whether the destination is set correctly.

When storing a scanned document into the shared folder, an error occurred from the folder.

- Check whether the shared folder and the computer that has the shared folder are running correctly.

The incorrect folder name or password was specified when storing to the shared folder.

- Check the destination settings.

#802

The SMTP/POP3/FTP server name is not set correctly.

- Set the SMTP/POP3/FTP server name correctly.
  ●**Configuring Basic E-Mail Settings(P. 464)**
  ●**Configuring E-Mail/I-Fax Communication Settings(P. 469)**
  ●**Registering Destinations in the Address Book from Remote UI(P. 624)**

#804

No access privileges to access the shared folder/FTP server are granted.

- Grant the sending user (user name registered to the destination) a privilege for writing to the save location folder. For details, contact your network administrator.

The incorrect folder name was specified when storing to the shared folder/FTP server.

- Check the destination settings.

#806

When storing data to a shared folder/FTP server, an incorrect user name or password was specified.

- The same user name and password as those registered in a shared folder/FTP server must be registered in the Address Book.
  Setting a Shared Folder as a Save Location(P. 475)
  Registering Destinations in the Address Book from Remote UI(P. 624)

When sending an e-mail/I-Fax, an incorrect destination was specified.

- Enter the correct e-mail address, and send the message again. If the destination that was registered in the Address Book was used, check whether the e-mail address is correct.
  Registering in the Address Book(P. 78)

#808

An error or timeout occurred on the FTP server.

- Check the FTP server settings.
  Registering Destinations in the Address Book from Remote UI(P. 624)

#810

When communicating with the POP3 server to send e-mail or send/receive I-Fax, an error returned from the server.

- Check whether the POP3 server is set correctly.

- Check whether your mail server and network are running correctly. For more information, contact your Network Administrator.

#813

The logon name or password that is used on the POP3 server is not set correctly.

- Correctly enter the logon name or password that is used on the POP3 server.

#818

The received data is in a file format that the machine cannot print.

- Contact the other party and ask them to resend the data in a different file format.

#819

The received data is not supported (incorrect MIME information).

- Contact the other party and ask them to check the settings and then resend the data.

#820

The received data is not supported (incorrect BASE64 or uuencode information).

- Contact the other party and ask them to check the settings and then resend the data.

#821

The received data is not supported (a TIFF analysis error occurred).

- Contact the other party and ask them to check the settings and then resend the data.

#822

A file in a USB memory device could not be printed because the format of the file is not supported.

- Check the supported file formats and save the file again.
  ▶**Printing from USB Memory (Memory Media Print)(P. 289)**

#827

The received data is not supported (includes unsupported MIME information).

- Contact the other party and ask them to check the settings and then resend the data.

#829

The received data exceeds the maximum receivable size.

- In fax reception, the machine deletes the data for page 1,000 onwards and either prints the first 999 pages or holds them in memory. Get the sender to resend page 1,000 onwards.

● In I-Fax reception, the machine cannot receive the e-mail if its size exceeds 24 MB. Ask the sender to reduce the size of the e-mail down to under 24 MB and try resending.

#839

A user name and password that are used for SMTP authentication are not set correctly.

● Set the user name and password correctly.
  ❯**Configuring Basic E-Mail Settings(P. 464)**
  ❯**Configuring E-Mail/I-Fax Communication Settings(P. 469)**

#841

When sending an e-mail/I-Fax, an encryption algorithm that is common to the mail server is not present.

● Clear the [Use TLS] check box for the SMTP server.
  ❯**Configuring E-Mail/I-Fax Communication Settings(P. 469)**

● Add the common encryption algorithm to the mail server settings.

When verifying a TLS server certificate to communicate to the SMTP server, a verification error occurred.

● Check that the CA certificate that signed the TLS server certificate on the SMTP server side is registered to the machine by using the Remote UI.
  ❯**Verifying Key Pairs and Digital Certificates(P. 602)**

● Check that the TLS server certificate on the SMTP server side is valid.

● Check that the TLS server certificate is not a self-signed certificate.

#844

TLS encrypted communication to a POP3 server failed when sending an e-mail with POP before SMTP.

● Check the TLS encrypted communication settings in the POP3 server.

● Clear the [Use TLS] check box for the POP3 server. If the problem persists, clear the [Use POP Authentication Before Sending] check box, and set the communication setting to a setting other than POP before SMTP.
  ❯**Configuring E-Mail/I-Fax Communication Settings(P. 469)**

When verifying a TLS server certificate to communicate to the POP3 server, a verification error occurred.

● Check that the CA certificate that signed the TLS server certificate on the POP3 server side is registered to the machine by using the Remote UI.
  ❯**Verifying Key Pairs and Digital Certificates(P. 602)**

● Check that the TLS server certificate on the POP3 server side is valid.

● Check that the TLS server certificate is not a self-signed certificate.

#846

An e-mail or I-Fax could not be sent due to a POP authentication failure.

- Check the setting, and try again.
  ○**Configuring E-Mail/I-Fax Communication Settings(P. 469)**

#852

The machine turns OFF for some reason.

- Check whether the power plug is inserted into an outlet firmly.

#853

A document could not be printed because its data size exceeded the machine's upper processing capability.

- The machine may not be able to print documents with many pages. Reduce the number of pages per printing, or print when no print job is queued or no document is being printed. If you are still unable to print, check the document data for any defects.

Printing was canceled from the computer.

- If you cancel an operation when the print data is being sent to the machine from a computer, this error code is displayed, but this is not abnormal. Print again as necessary.

A secured document that was left unprinted was deleted.

- If the secured document is not printed within a specific period of time (30 minutes by default), it is deleted from memory. Send the secured document again, and print it within the period.
  ○**Printing via Secure Print(P. 279)**

Printing using Secure Print was attempted when Secure Print was restricted.

- When <Secure Print Settings> is set to <Off>, you cannot use Secure Print. Set the setting to <On> and print again.
  ○**Printing via Secure Print(P. 279)**
- Print without using Secure Print.
  ○**Printing a Document(P. 237)**

You tried to print a file that is either corrupted or not supported.

- Check the file and try again.
  ○**Printing a Document(P. 237)**

Password protected PDF files could not be printed.

- Enter the correct password for the PDF file.
  ○**Printing from USB Memory (Memory Media Print)(P. 289)**

#861

A document could not be printed because a printer driver that was not intended for this machine was used.

- Print again by using the printer driver for this machine.
  ○**Printing a Document(P. 237)**

A document could not be printed due to a defect in its data.

- Check the document data for any defects.

#863

An error occurred when printing from a computer.

- Turn OFF the machine, wait for at least 10 seconds, and turn it back ON. After the restart is complete, try printing again.

#995

A document waiting to be sent was canceled.

- Send the document again as necessary.

Common Problems

0UWX-0C3

If you encounter problems when using the machine, check the items in this section before contacting us. If the problems persist, contact your local authorized Canon dealer or the Canon help line.

Check the Following

➔ Is the machine turned ON? Is the power cord connected?

- If the machine is turned ON but does not respond, turn it OFF, check whether the power cord is connected correctly, and turn it back ON. For information on connecting the power cord, see Getting Started.
  ❯**Manuals Included with the Machine(P. 873)**

➔ Are the phone cord, LAN cable and USB cable connected correctly?

- Check whether these cables are connected correctly. Use care not to mistake the phone cord's port for the other cables' ports.
  ❯**Connecting the Telephone Line(P. 146)**
  ❯**Parts and Their Functions(P. 17)**

➔ Is sleep mode activated?

- If you leave the machine unattended for a specific period of time, it enters sleep mode for power conservation, not allowing you to operate it.
  To cancel sleep mode, press 　☾ 　.

➔ Is any message displayed on the screen?

- If a problem occurs, a message is displayed.
  ❯**When an Error Message Appears(P. 734)**

If a Problem Persists Even after Checking

Click the link that corresponds to the problem.

❯**Installation/Settings Problems(P. 758)**
❯**Copy/Printing Problems(P. 762)**
❯**Faxing/Telephone Problems (MF419x / MF416dw)(P. 765)**

Installation/Settings Problems

0UWX-0C4

See ❍**Common Problems(P. 757)** also.

❍**Problems with the Wireless/Wired LAN Connection(P. 758)**
❍**Problem with the USB Connection(P. 761)**
❍**Problem with the Print Server(P. 761)**

Problems with the Wireless/Wired LAN Connection

The wireless LAN and wired LAN cannot be connected at the same time.

- The wireless LAN and wired LAN cannot be connected at the same time. The following can be used at the same time: a USB cable and a wireless LAN, or a USB cable and a wired LAN.

Remote UI is not displayed.

- Are <Use HTTP> and <Use Remote UI> set to <On>?
  ❍**Disabling HTTP Communication(P. 567)**
  ❍**Disabling Remote UI(P. 568)**

- If the machine is connected to a wireless LAN, check that the Wi-Fi indicator is lit and the IP address is set correctly, and then start the Remote UI again.
  ❍**Operation Panel(P. 26)**
  ❍**Viewing Network Settings(P. 445)**

- If the machine is connected to a wired LAN, check that the cable is connected firmly and the IP address is set correctly, and then start the Remote UI again.
  ❍**Connecting to a Wired LAN(P. 418)**
  ❍**Viewing Network Settings(P. 445)**

- Are you using a proxy server? If so, add the machine's IP address to the [Exceptions] list (addresses that do not use the proxy server) in the Web browser's proxy settings dialog.

- Is communication not limited by the firewall on your computer? If IP addresses are or an MAC address is incorrectly entered, the Remote UI cannot be displayed. In that case, you need to use the operation panel to set <IPv4 Address Filter>, <IPv6 Address Filter>, or <MAC Address Filter> to <Off>.
  ❍**Restricting Communication by Using Firewalls(P. 541)**
  ❍**IPv4 Address Filter(P. 710)**
  ❍**IPv6 Address Filter(P. 710)**
  ❍**MAC Address Filter(P. 710)**

A connection to a network cannot be established.

- The IP address may not be set correctly. Set the IP address again.
  ❍**Setting IP Addresses(P. 436)**

- When you connect the machine to a computer via wireless LAN, check whether the machine is properly installed and ready to connect to the network.
  ❍**When the Machine Cannot Connect to the Wireless LAN(P. 759)**

You are unsure of the set IP address. ⬤**Viewing Network Settings(P. 445)**

The connection method cannot be switched between a wired LAN and a wireless LAN.

- Did you select a wired LAN or a wireless LAN on the operation panel on the machine as well? This selection is required to have the machine switch to your selection.
⬤**Selecting Wired LAN or Wireless LAN (P. 417)**

You are unsure of the SSID or the network key of the wireless router to be connected. The SSID is not displayed on the screen.

- Check whether the SSID can be found on the wireless router or package box.

- Check the SSID or the network key of the wireless router by using Canon MF/LBP Wireless Setup Assistant.
⬤**Checking the SSID and Network Key(P. 433)**

The SSID of the wireless router to be connected is not displayed in the access point list.

- Check whether the SSID is correct.
⬤**Checking the SSID and Network Key(P. 433)**

- If the SSID of the wireless router is hidden (using a stealth mode[*]), set the SSID to be visible on the wireless router.

    [*] A mode that disables the SSID auto-detection of other devices.

- Check whether the machine is properly installed and ready to connect to the network.
⬤**When the Machine Cannot Connect to the Wireless LAN(P. 759)**

The machine dials up to an unintended connection destination (if a dialup router is connected to a network).

- If a dialup router does not need to pass broadcast packets, set the dialup router so that the broadcast packets will not pass. If the dialup router needs to pass broadcast packets, check whether the settings are correct.

- If a DNS server is located in an external network, set the IP address to be connected, not the host name, even if connecting to the devices that are on the network that is connected to the machine.

- If a DNS server is located on a network that is connected to the machine and the information about the devices that are connected to an external network is registered to the DNS server, check whether the settings are correct.

When the Machine Cannot Connect to the Wireless LAN

1　　**Check the status of your computer.**

- Have the settings of the computer and the wireless router been completed?

- Are the cables of the wireless router (including the power cord and LAN cable) correctly plugged in?

- Is the wireless router turned on?

If the problem persists even after checking the above:

- Turn off the devices, and then turn them on again.
- Wait for a while, and try again to connect to the network.

▼

2 **Check whether the machine is turned ON.**

- If the machine is turned ON, turn it OFF, and then turn it back ON.

▼

3 **Check the installation site of the machine and the wireless router.**

- Is the machine too far from the wireless router?
- Are there any obstacles such as walls between the machine and the wireless router?
- Are there any appliances such as microwave ovens or digital cordless phones that emit radio waves near the machine?

50 m or less

▼
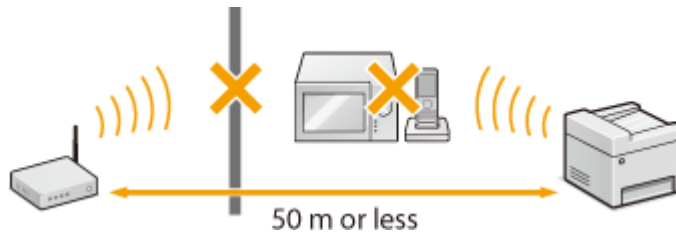
4 **Perform one of the following settings again.**
❍**Setting Up Connection Using WPS Push Button Mode(P. 421)**
❍**Setting Up Connection Using WPS PIN Code Mode(P. 423)**
❍**Setting Up Connection by Selecting a Wireless Router(P. 426)**
❍**Setting Up Connection by Specifying Detailed Settings(P. 429)**

NOTE

When you need to manually set up the connection
If the wireless router is set as described below, manually enter all the required information for the wireless LAN connection (❍**Setting Up Connection by Specifying Detailed Settings(P. 429)**).

- ANY connection refusal[*] is activated.
- The WEP key that was automatically generated (hexadecimal) is selected.
- The stealth mode is activated.

[*] A function in which the wireless router refuses the connection if the SSID on the device to be connected is set to "ANY" or is blank.

When you need to change the settings of the wireless router
If the wireless router is set as described below, change the settings of the router.

- The MAC address packet filtering is set.

> ● When only IEEE 802.11n is used for the wireless communication, WEP is selected or the WPA/WPA2 encryption method is set to TKIP.

Problem with the USB Connection

Cannot communicate.

● Change the USB cable. If you are using a long USB cable, replace it with a short one.

● If you are using a USB hub, connect the machine directly to your computer using a USB cable.

Problem with the Print Server

You cannot find the print server to connect to.

● Are the print server and computer connected correctly?

● Is the print server running?

● Do you have user rights to connect to the print server? If you are not sure, contact the server administrator.

● Is [Network discovery] enabled? (Windows Vista/7/8/Server 2008/Server 2012)
  ◉Enabling [Network discovery](P. 892)

You cannot connect to a shared printer.

● On the network, does the machine appear among the printers of the print server? If it is not displayed, contact the network or server administrator.
  ◉Displaying Shared Printers in the Print Server(P. 893)

Copy/Printing Problems

0UWX-0C6

See ●**Common Problems(P. 757)** also.

Printing/copy results are not satisfactory. Paper creases or curls. ●**When You Cannot Print Properly(P. 767)**

You cannot print.

- Can you print a Windows test page? If you can print a Windows test page, there is no problem with the machine or the printer driver. Check the print settings of your application.
  ●**Printing a Test Page in Windows(P. 894)**

  If you cannot print a test page, check the following according to your environment.
  ■ Wireless LAN connection

- Check the connection status (signal strength) of the wireless LAN.
  ●**Viewing Network Settings(P. 445)**

  NOTE:

  If the connection is poor, try the following.

  - Change the channel of your wireless LAN router. If you have more than one router, set the channels to be at least five channels apart.

  - If you can change the radio output power of your wireless LAN router, raise the output power.

- If your computer is connected to a wireless LAN, are the computer and this machine using the same wireless LAN router SSID? If they are different, reset the wireless LAN connection settings of this machine.
  ●**Viewing Network Settings(P. 445)**
  ●**Checking the SSID to Which Your Computer Is Connected(P. 899)**
  ●**Connecting to a Wireless LAN (P. 419)**

  NOTE:

  When you reset wireless LAN connection settings

  - As the wireless LAN router, select the one with the SSID to which the computer is connected.

- Have you selected the correct port? If there is no port to use, create a port.
  ●**Checking the Printer Port(P. 897)**
  ●**Configuring Printer Ports(P. 453)**

- Is communication not limited by the firewall on your computer? If IP addresses are incorrectly entered, you will be not able to access the machine. In that case, you need to use the operation panel to set <IPv4 Address Filter> or <IPv6 Address Filter> to <Off>.
  ●**Restricting Communication by Using Firewalls(P. 541)**
  ●**IPv4 Address Filter(P. 710)**
  ●**IPv6 Address Filter(P. 710)**

- Disable security software and other resident software.

- Reinstall the printer driver in accordance with the MF Driver Installation Guide.

- Can you print from other computers on the network? If you also cannot print from other computers, contact your local authorized Canon dealer or the Canon help line.

  ■ Wired LAN connection

- ● Have you selected the correct port? If there is no port to use, create a port.
  - ◗ **Checking the Printer Port(P. 897)**
  - ◗ **Configuring Printer Ports(P. 453)**

- ● Is communication not limited by the firewall on your computer? If IP addresses are or an MAC address is incorrectly entered, you will be not able to access the machine. In that case, you need to use the operation panel to set <IPv4 Address Filter>, <IPv6 Address Filter>, or <MAC Address Filter> to <Off>.
  - ◗ **Restricting Communication by Using Firewalls(P. 541)**
  - ◗ **IPv4 Address Filter(P. 710)**
  - ◗ **IPv6 Address Filter(P. 710)**
  - ◗ **MAC Address Filter(P. 710)**

- ● Disable security software and other resident software.

- ● Reinstall the printer driver in accordance with the MF Driver Installation Guide.

- ● Can you print from other computers on the network? If you also cannot print from other computers, contact your local authorized Canon dealer or the Canon help line.

  ■ USB connection

- ● Have you selected the correct port? If there is no port to use or you are not sure, reinstall the printer driver in accordance with the MF Driver Installation Guide. When you reinstall the printer driver, the correct port is created automatically.
  - ◗ **Checking the Printer Port(P. 897)**

- ● Is bidirectional communication enabled? Enable bidirectional communication, and restart the computer.
  - ◗ **Checking Bidirectional Communication(P. 898)**

- ● Disable security software and other resident software.

- ● Connect to another USB port on the computer.

- ● Can you print from a USB connection to another computer? If you also cannot print from other computers, contact your local authorized Canon dealer or the Canon help line.

  ■ Via print server

- ● Can you print from the print server? If you can print from the print server, check the connection between the print server and your computer.
  - ◗ **Problem with the Print Server(P. 761)**

- ● Disable security software and other resident software.

- ● Reinstall the printer driver in accordance with the MF Driver Installation Guide.

- ● Can you print from other computers via the print server? If you also cannot print from other computers, contact your local authorized Canon dealer or the Canon help line.

Printing seems to be slow. *

- ● Disabling Secure Print is recommended if you are not using it.
  - ◗ **Changing the Valid Time Period for Secured Documents(P. 282)**

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* When the free space in memory is running low, the processing speed of the machine becomes slow, just as a computer does. There is nothing abnormal.

You cannot print with Google Cloud Print. ▶**Using Google Cloud Print(P. 406)**

It takes a long time before printing starts.

● Did you print to narrow width paper? After you print to narrow width paper, the machine may cool itself to maintain the print quality. As a result, it may take some time before the next job is printed. Wait until the machine is ready to print. Printing will resume when the temperature inside the machine has fallen.

A blank sheet is output (nothing is printed).

● Did you pull the sealing tape out when loading the toner cartridge? If you did not pull it out, remove the toner cartridge, pull the sealing tape out, and reload the toner cartridge.
▶How to Replace Toner Cartridges(P. 798)

Faxing/Telephone Problems MF419x / MF416dw

0UWX-0C7

See ⚪**Common Problems(P. 757)** also.

⚪**Sending Problems(P. 765)**
⚪**Receiving Problems(P. 766)**

Sending Problems

A fax cannot be sent.

- Is an external phone line busy? Wait until the line becomes free.

- Has an error occurred? Print and check a Communication Management Report.
  ⚪**Communication Management Report(P. 812)**

- Is a telephone line set correctly?
  ⚪**Connecting the Telephone Line(P. 146)**

- When sending the fax overseas, insert pauses in the fax number.
  ⚪**Sending Faxes (MF419x / MF416dw)(P. 149)**

A fax cannot be sent with a destination in the history specified.

- Did you turn OFF the machine? If so, the stored history was deleted.

- Did you set <Restrict New Destinations> to <On>? If so, the history before you set was deleted.

- Did you set <Restrict Resending from Log> to <On>? If so, the destinations in the history cannot be specified.

A fax cannot be sent on an optical fiber line.

- The machine is compliant with use on analog lines. When using an optical fiber line or IP phone line, the machine may not work correctly depending on the connection environment or connected devices. In such a case, contact the provider of the optical fiber line or IP phone.

The results of a sent fax are not satisfactory.

- Clean the platen glass or feeder. If cleaning does not improve the results, the recipient's fax machine may be a cause.
  ⚪**Platen Glass(P. 787)**
  ⚪**Feeder(P. 789)**

Receiving Problems

The results of received fax are not satisfactory. Paper creases or curls. ▶When You Cannot Print Properly(P. 767)

Telephone and fax cannot be switched automatically.

- Check that the receive mode is set to <Fax/Tel Auto Switch>, <Answering Machine>, or <Net Switch>.
  ▶**Selecting the Receive Mode(P. 144)**
- Free space in memory may be running low. Print or delete data in memory.
  ▶**Checking/Deleting Documents in Memory(P. 189)**
  ▶**Printing Documents in Memory(P. 189)**

A fax cannot be received automatically.

- Check that the receive mode is set to <Fax/Tel Auto Switch>, <Auto>, <Answering Machine>, or <Net Switch>.
  ▶**Selecting the Receive Mode(P. 144)**
- Free space in memory may be running low. Print or delete data in memory.
  ▶**Checking/Deleting Documents in Memory(P. 189)**
  ▶**Printing Documents in Memory(P. 189)**

A fax cannot be received on an optical fiber line.

- The machine is compliant with use on analog lines. When using an optical fiber line or IP phone line, the machine may not work correctly depending on the connection environment or connected devices. In such a case, contact the provider of the optical fiber line or IP phone.

When You Cannot Print Properly

0UWX-0C8

If printing results are not satisfactory, or paper creases or curls, try the following solutions. If the problems persist, contact your local authorized Canon dealer or the Canon help line.
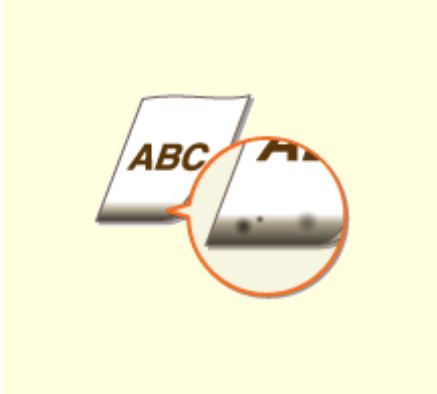
▶**Smudge Marks Appear on the Bottom Edge of Printouts(P. 769)**

▶**Smudges Appear on Printouts(P. 769)**

▶**Toner Smudges and Splatters Appear(P. 771)**

▶**Afterimages Appear in Blank Areas(P. 771)**

▶**Printouts Are Faded(P. 772)**
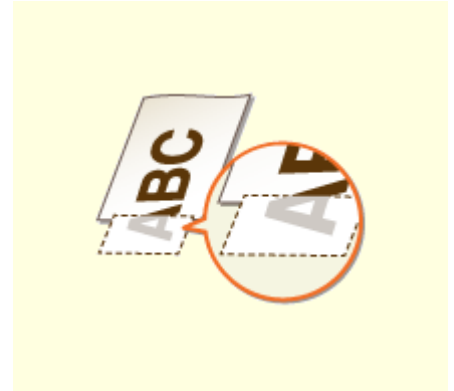
▶**A Portion of the Page Is Not Printed(P. 772)**

▶**Streaks Appear/Printing is Uneven(P. 773)**

▶**White Spots Appear(P. 774)**

▶**Black Spots Appear(P. 774)**

▶Reverse Side of Paper is Smudged(P. 775)

▶Printed Barcode Cannot Be Read(P. 775)

▶Paper Creases(P. 777)

▶Paper Curls(P. 777)

▶Paper Is Not Fed/Two or More Sheets Are Fed Together(P. 779)

▶Printouts Are Skewed(P. 779)

Printing Results Are Not Satisfactory

0UWX-0C9

Dirt inside the machine may affect printing results. Perform care and cleaning to the machine first. ◖**Cleaning the Machine(P. 785)**

Smudge Marks Appear on the Bottom Edge of Printouts
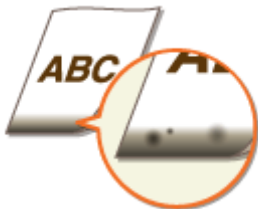
➜ Are you using appropriate paper?

- Check the supported paper types and replace with an appropriate type.Also, specify the paper size and type settings properly.
  ◖**Paper(P. 858)**
  ◖**Loading Paper(P. 51)**
  ◖**Specifying Paper Size and Type(P. 67)**

➜ Do you print data without margins?

- This symptom occurs if a margin is set to none in the printer driver. The marginal areas within the first 5 mm from the respective edges of paper are not printable (for envelopes, the top and bottom marginal areas within the first 10 mm from the top/bottom edge are not printable). Make sure to have margins around the document to print.

  [Finishing] tab ▶ [Advanced Settings] ▶ [Expand Print Region and Print] ▶ [Off]

Smudges Appear on Printouts

➜ Are you using appropriate paper?

- Check usable paper, and replace with appropriate paper.
  ◖**Paper(P. 858)**
  ◖**Loading Paper(P. 51)**

➔ **Do smudges appear on printouts depending on the paper type or the operating environment?**

- Change the setting for [Special Print Adjustment A]. The improvement effect is weakest with [Mode 1] and strongest with [Mode 4]. Try the adjustment starting with [Mode 1].

Setting in the Printer Driver

[Finishing] tab ▶ [Advanced Settings] ▶ [Special Print Adjustment A] ▶ Select the mode

Specifying Settings in the Setting Menu of the Operation Panel

◯Special Printing Mode A(P. 702)

NOTE:

- When printing from the computer, the setting in the printer driver takes precedence. When the setting of [Graphics Mode] in the printer driver is changed to [UFR II Mode], the setting in the operation panel takes precedence.

- This item cannot be set when [Barcode Adjustment Mode] is set to one of [Mode 1] to [Mode 3].

- Print density will be lighter when you select stronger improvement. It may also result in less sharp edges and rougher details.

- If the problem cannot be solved in spite of this item having been set, set <Special Printing Mode D> to <On>. **◯Special Printing Mode D(P. 705)**

➔ **Do smudges appear on copy job output depending on the paper type or the operating environment?**

- Change the setting for <Special Printing Mode Z>. The improvement effect is weakest with <Mode 1> and strongest with <Mode 3>. Try the adjustment starting with <Mode 1>.
  ◯Special Printing Mode Z(P. 704)

NOTE:

- This item is only effective for copy job output.

- Print density will be lighter when you select stronger improvement. It may also result in less sharp edges and rougher details.

- If the problem cannot be solved in spite of this item having been set, set <Special Printing Mode D> to <On>. **◯Special Printing Mode D(P. 705)**

➔ **Do smudges appear on printouts of received fax documents or reports or lists depending on the paper type or the operating environment?**

- Change the setting for <Special Printing Mode C>. Setting this item to <On> may solve the problem.
  ◯Special Printing Mode C(P. 705)

NOTE:

- This item is only effective for printing received fax documents or reports or lists.

- If you set this item to <On>, the printing speed will be slower.

- If the problem cannot be solved in spite of this item having been set, set <Special Printing Mode D> to <On>. **◯Special Printing Mode D(P. 705)**

➔ Do streaks appear immediately after you replace the toner cartridge or when you print for the first time after a long time?

- Change the setting for <Special Printing Mode B>. The improvement effect is weakest with <Mode 1> and strongest with <Mode 3>. Try the adjustment starting with <Mode 1>.
  ❍Special Printing Mode B(P. 704)

NOTE:

- Printing speed becomes slower when you select stronger improvement.

Toner Smudges and Splatters Appear

➔ Do smudges appear on printouts depending on the paper type or the environmental conditions (more specifically when you print on heavy paper or use the machine in an environment with low humidity)?

- Set <Special Printing Mode U> to <On>.
  ❍Special Printing Mode U(P. 703)

NOTE:

- When you set this item to <On>, print quality may be lower depending on the paper type or the operating environment (more specifically when you print on thin paper or use the machine in an environment with high humidity).

➔ Are you using appropriate paper?

- Check usable paper, and replace with appropriate paper.
  ❍Paper(P. 858)
  ❍Loading Paper(P. 51)

Afterimages Appear in Blank Areas

➔**Are you using appropriate paper?**

- Check usable paper, and replace with appropriate paper.
  ❍**Paper(P. 858)**
  ❍**Loading Paper(P. 51)**

➔**Is it time to replace the toner cartridge?**

- Materials inside the toner cartridge may have deteriorated. Replace the toner cartridge.
  ❍**How to Replace Toner Cartridges(P. 798)**

Printouts Are Faded

➔**Is the amount remaining in toner cartridge running low?**

- Remove the toner cartridge, shake it five or six times gently to evenly distribute the toner inside the cartridge, and then reload it into the machine.
  ❍**Using Up Toner(P. 796)**

➔**Are you using appropriate paper?**

- Check usable paper, and replace with appropriate paper. Also, specify the paper size and type settings properly.
  ❍**Paper(P. 858)**
  ❍**Loading Paper(P. 51)**
  ❍**Specifying Paper Size and Type(P. 67)**

A Portion of the Page Is Not Printed
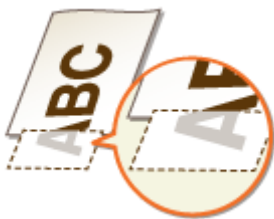
➔**Do the paper guides align with the edges of the paper?**

- If the paper guides are too loose or too tight, part of a document may not be printed.

⦿Loading Paper(P. 51)

➔ Do you print data without margins?

- This symptom occurs if a margin is set to none in the printer driver. The marginal areas within the first 5 mm from the respective edges of paper are not printable (for envelopes, the top and bottom marginal areas within the first 10 mm from the top/bottom edge are not printable). Make sure to have margins around the document to print.

[Finishing] tab ▶ [Advanced Settings] ▶ [Expand Print Region and Print] ▶ [Off]

Streaks Appear/Printing is Uneven

➔ Is the platen glass dirty?

- Clean the platen glass and the underside of the feeder.
  ⦿Platen Glass(P. 787)

➔ Have you cleaned the fixing unit?

- Clean the fixing unit.
  ⦿Fixing Unit(P. 791)

➔ Is the amount remaining in toner cartridge running low?

- Remove the toner cartridge, shake it five or six times gently to evenly distribute the toner inside the cartridge, and then reload it into the machine.
  ⦿Using Up Toner(P. 796)

➔ Is it time to replace the toner cartridge?

- Materials inside the toner cartridge may have deteriorated. Replace the toner cartridge.
  ⦿How to Replace Toner Cartridges(P. 798)

White Spots Appear

➔ **Are you using paper that has absorbed moisture?**

- Replace with appropriate paper.
  ❍**Loading Paper(P. 51)**

➔ **Are you using appropriate paper?**

- Check usable paper, and replace with appropriate paper.
  ❍**Paper(P. 858)**
  ❍**Loading Paper(P. 51)**

➔ **Is it time to replace the toner cartridge?**

- Materials inside the toner cartridge may have deteriorated. Replace the toner cartridge.
  ❍**How to Replace Toner Cartridges(P. 798)**

Black Spots Appear

➔ **Have you cleaned the fixing unit?**

- Clean the fixing unit.
  ❍**Fixing Unit(P. 791)**

Reverse Side of Paper is Smudged

➔ **Have you loaded paper that is smaller than the size of the print data?**

- Check to make sure that the paper size matches the size of the print data.

➔ **Have you cleaned the fixing unit?**

- Clean the fixing unit.
  ⬤**Fixing Unit(P. 791)**

Printed Barcode Cannot Be Read

➔ **Are you using a small barcode or a barcode consisting of thick lines?**

- Enlarge the barcode.
- If the direction of lines in the barcode is perpendicular to the paper output direction, turn the image 90 degrees to make the lines parallel to the paper output direction.
- If the problem persists even after performing the above operation, change the mode by using [Barcode Adjustment Mode]. The improvement effect is weakest with [Mode 1] and strongest with [Mode 3]. Try the adjustment starting with [Mode 1].

Setting in the Printer Driver

[Finishing] tab ▶ [Advanced Settings] ▶ [Barcode Adjustment Mode] ▶ Select the mode

Specifying Settings in the Setting Menu of the Operation Panel
⬤**Barcode Adjustment Mode(P. 681)**

NOTE:

- Print density will be lighter when you select stronger improvement.
- When printing from the computer, the setting in the printer driver takes precedence. When the setting of [Graphics Mode] in the printer driver is changed to [UFR II Mode] and [Barcode Adjustment Mode] is changed to [Printer Default], the setting in the operation panel takes precedence.

- When you set [Barcode Adjustment Mode] to one of [Mode 1] to [Mode 3], [Special Print Adjustment A] is automatically set to [Off].

Paper Creases or Curls

0UWX-0CA

Paper Creases

➔ Is paper loaded correctly?

- If paper is not loaded below the load limit line or the load limit guide or is loaded obliquely, it may crease.
  ❍Loading Paper(P. 51)

➔ Are you using paper that has absorbed moisture?

- Replace with appropriate paper.
  ❍Loading Paper(P. 51)

➔ Are you using appropriate paper?

- Check usable paper, and replace with appropriate paper.
  ❍Paper(P. 858)
  ❍Loading Paper(P. 51)

Paper Curls

➔ Are you using paper that has absorbed moisture?

- Replace with appropriate paper.
  ❍Loading Paper(P. 51)

- When the current setting of <Paper Type> is <Plain>, change it to <Plain L>.
  ❍Specifying Paper Size and Type(P. 67)

- Change the setting for <Special Printing Mode V>. The improvement effect is stronger with <Mode 2> than with <Mode 1>. First try the adjustment with <Mode 1>.

○**Special Printing Mode V(P. 703)**

NOTE:

- Printing speed becomes slower when you select stronger improvement.

➔ **Are you using appropriate paper?**

- Check usable paper, and replace with appropriate paper. Also, specify the paper size and type settings properly.
○**Paper(P. 858)**
○**Loading Paper(P. 51)**
○**Specifying Paper Size and Type(P. 67)**

➔ **Are you outputting printed paper to the output tray?**

- If envelopes or other type paper are curled, output printed paper to the sub-output tray on the back side of the machine.
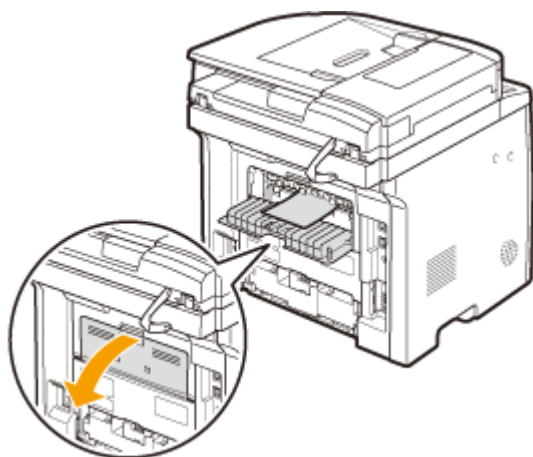
Paper Is Fed Incorrectly

0UWX-0CC

Paper Is Not Fed/Two or More Sheets Are Fed Together

➔ Is paper loaded correctly?

- Fan the paper stack thoroughly so that paper is not stuck together.
- Check whether paper is loaded correctly.
  ◉**Loading Paper(P. 51)**
- Check whether the number of sheets of paper loaded is appropriate and whether the appropriate paper is used.
  ◉**Paper(P. 858)**
  ◉**Loading Paper(P. 51)**
- Check whether mixed sizes and types of paper are loaded together.

Printouts Are Skewed

➔ Do the paper guides align with the edges of the paper?

- If the paper guides are too loose or too tight, the printouts are skewed.
  ◉**Loading Paper(P. 51)**

When a Problem Cannot Be Solved

0UWX-0CE

If you cannot solve a problem by referring to the information in this chapter, contact your local authorized Canon dealer or the Canon help line.

> **IMPORTANT**
>
> **Do not disassemble or repair the machine yourself**
>
> ● If you disassemble or repair the machine yourself, it may not be covered by warranty.

■ When Contacting Canon

When contacting us, have the following information ready:

● Product name (MF419x / MF418x / MF416dw / MF411dw)

● Dealer where you purchased the machine

● Details about your problem (such as what you did and what happened as a result)

● Serial number (eight alphanumeric characters long, found on the label on the back side of the machine)
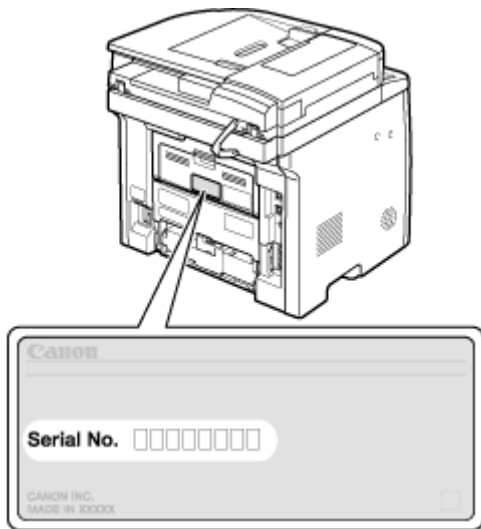
> **NOTE**
>
> **Checking the serial number from the operation panel**
>
> **MF419x / MF418x**
>
> Press ☐ (**123**), and tap <Check Device Configuration>.
>
>
>
> ● You can also check by ◈ ▶ <Device Status> ▶ <Serial Number>.
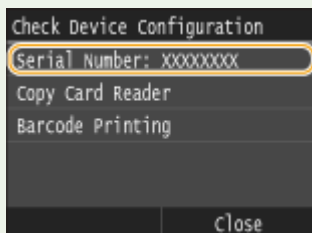
MF416dw / MF411dw

Press ◈ , and tap <Device Status> ▶ <Serial Number>.

Maintenance

Maintenance

0UWX-0CF

This chapter describes upkeep of the machine, including how to clean the machine and initialize settings.

■Basic Cleaning ❯Cleaning the Machine(P. 785)

- The machine becomes dirty, see ❯Exterior(P. 786) .
- Smudge marks appear on originals or printouts, see ❯Platen Glass(P. 787) or ❯ Feeder(P. 789) .
- Streaks appear on printouts, see ❯Fixing Unit(P. 791) .

■Replacing Toner Cartridges ❯Replacing Toner Cartridges(P. 793)
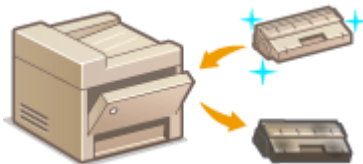
- If you want to use all of the toner, see ❯Using Up Toner(P. 796) .
- How to replace toner cartridges, see ❯How to Replace Toner Cartridges(P. 798) .

■Relocating the Machine

- Relocating the machine for maintenance or an office move, see ❯Relocating the Machine(P. 801) .

■Managing Print Quality ❯Maintaining and Improving Print Quality(P. 803)

- If you want to adjust the gradation for copy jobs, see ❯Adjusting the Gradation and Density for Copy Jobs(P. 804) .
- If you wan t to adjust the toner density to be used for printing, see ❯Adjusting Print Density(P. 806) .

■Printing Reports and Lists

- Print out reports describing transmission results, or a list of Address Book information, see ❯Printing Reports and Lists(P. 808) .

■Checking the Total Pages Printed by the Machine

If you want to check the total page number of printouts, see ❯Viewing the Counter Value(P. 823) .

■ Saving/Loading Settings Data

If you want to save the machine settings data or load the saved data, see ❯**Using a USB Memory Device to Save/ Load Settings Data(P. 824)** .

■ Initializing Settings

If you want to restore the settings, see ❯**Initializing Settings(P. 829)** .

■ Updating the Firmware

If you want to update the firmware of the machine, see ❯**Updating the Firmware(P. 834)** .

Cleaning the Machine

0UWX-0CH

Regularly clean the machine to prevent deterioration in printing quality and to ensure that you use it safely and easily. Carefully read the safety instructions before you start cleaning. ❯**Maintenance and Inspections(P. 9)**

Where to Clean

ⓐ Exterior of the machine and ventilation slots

❯**Exterior(P. 786)**

ⓑ Rollers inside the feeder

❯**Feeder(P. 789)**

ⓒ Internal fixing unit

❯**Fixing Unit(P. 791)**

ⓓ Platen glass and the underside of the feeder

❯**Platen Glass(P. 787)**
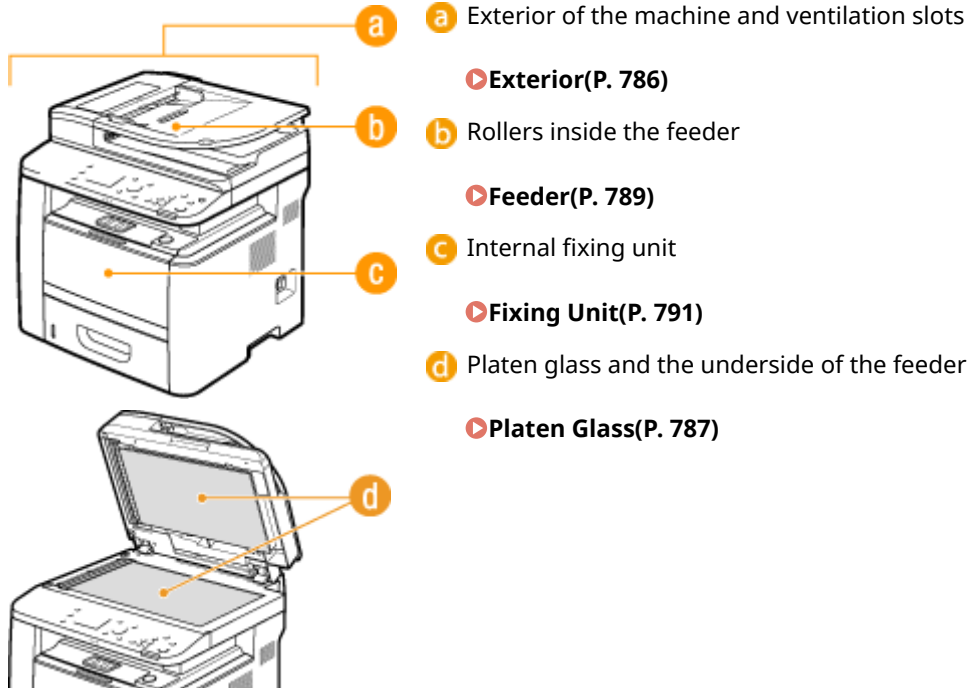
Exterior

0UWX-0CJ

Regularly wipe the exterior of the machine, especially around the ventilation slots, to keep the machine in good condition.

1 **Turn OFF the machine, and unplug the power cord from the AC power outlet.**

- When you turn OFF the machine, data that is waiting to be printed is deleted. Fax documents that were received by using the Memory Reception function, faxes that are waiting to be sent, and reports that are automatically printed after sending and receiving faxes are not deleted.

2 **Clean the exterior of the machine and the ventilation slots.**

- Use a soft, well-wrung-out cloth dampened with water or a mild detergent diluted with water.
- To locate the ventilation slots, see ❯**Front Side(P. 18)** and ❯**Back Side(P. 20)** .
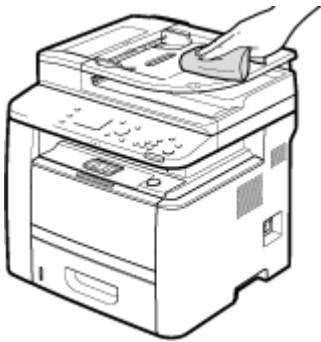
3 **Wait for the exterior of machine to dry completely.**

4 **Reconnect the power cord and turn ON the machine.**

Platen Glass

0UWX-0CK

Regularly wipe off the dust from the platen glass and the underside of the feeder to prevent smudges to be printed on documents or printouts.

1 **Turn OFF the machine, and unplug the power cord from the AC power outlet.**

- When you turn OFF the machine, data that is waiting to be printed is deleted. Fax documents that were received by using the Memory Reception function, faxes that are waiting to be sent, and reports that are automatically printed after sending and receiving faxes are not deleted.
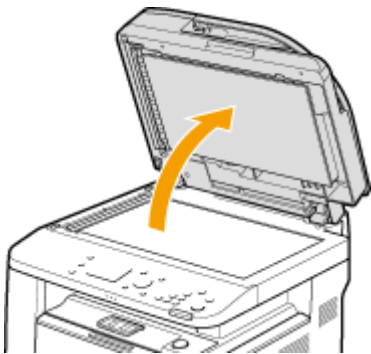
2 **Open the feeder.**

3 **Clean the platen glass and the underside of the feeder.**

- Clean the areas with a cloth dampened with water. Then, wipe the area with a soft, dry cloth.
- In addition to the platen glass and underside of the feeder, make sure to clean and wipe the white strip of plate (a) and the surface of the transparent plastic part (b), too.
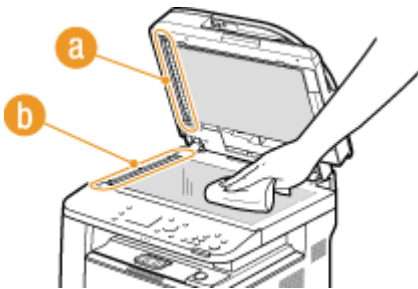
IMPORTANT:

- When wiping the transparent plastic part (b), take care not to bend the plastic.

■**If the problem persists**

Remove the transparent plastic part (b) and wipe it.

1 Hold the tabs (c) at both ends of the transparent plastic part, and remove the plastic part by gently lifting the rearward end first.
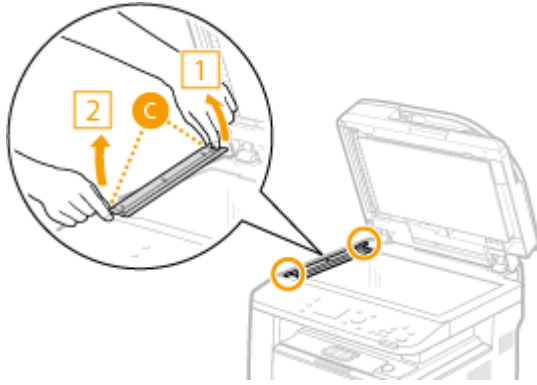
IMPORTANT:

- The plastic part (b) is rather damageable. When removing it, be careful not to bend it.

2 Wipe the scanning area (d).

3 Wipe the back side of the transparent plastic part.
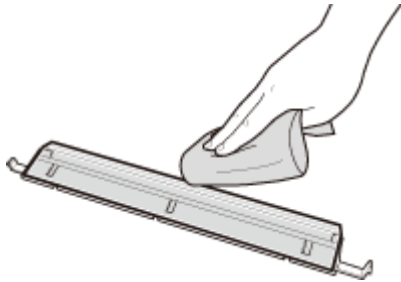
4 Wait for the plastic part to dry completely.

5 Place the transparent plastic part back into position.

- Make sure of the proper orientation, then hold the tabs and place the plastic part back into position by gently lowering the frontward end first.

4 Wait for the cleaned area to dry completely.

5 Gently close the feeder.

6 Reconnect the power cord and turn ON the machine.

Feeder

0UWX-0CL

Graphite powder or dust on the rollers inside the feeder may cause smudges to appear on printouts. If this occurs, clean the feeder. If smudges still appear after you clean the feeder, run automatic feeder cleaning.

◉**Cleaning the Feeder(P. 789)**
◉**Automatic Feeder Cleaning(P. 790)**

Cleaning the Feeder

1 **Turn off the machine and unplug it from the power outlet.**

- Turning the printer off erases any queued print data. Data such as documents received and held in memory, documents waiting to be sent, and reports that are automatically printed after sending or receiving faxes are not deleted.

2 **Open the feeder cover.**
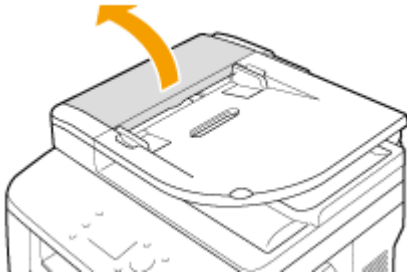
3 **Wipe the rollers in the feeder.**

- Wipe the rollers with a cloth that has been moistened with water and wrung out. Then wipe with a dry cloth.
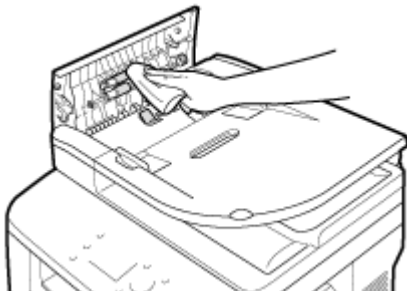
4 **Close the feeder cover.**

5 **Plug the machine back into the power outlet and switch it on.**

Automatic Feeder Cleaning

Automatic feeder cleaning uses paper loaded in the feeder. Set 10 sheets of plain A4 or US Letter size paper in the feeder before starting automatic cleaning. ●**Placing Documents(P. 47)**

1 Press ⌂ and tap <Menu>.

2 Tap <Adjustment/Maintenance>.

3 Tap <Clean Feeder>.

4 Tap <Start>.

```
Clean Feeder
Start cleaning the feeder.
Load 10 sheets of A4 or LTR
in the feeder.


                 Start
```

➟ Cleaning starts. When the <Finished.> message is displayed approximately 60 seconds later, press ⌂ to return to the Home screen.

Fixing Unit

0UWX-0CR

Dirt may adhere to the fixing units inside the machine and cause black streaks to appear on printouts. To clean the fixing unit, perform the following procedure. Note that you cannot clean the fixing unit when the machine has documents waiting to be printed. To clean the fixing unit, you need plain A4 or Letter size paper. Set the paper in the paper drawer or multi-purpose tray before performing the following procedure. ◘**Loading Paper(P. 51)**

NOTE

- Cleaning consumes the toner cartridge. Make sure that there is sufficient toner cartridge remaining beforehand. ◘**Checking the Amount Remaining in the Toner Cartridge(P. 794)**

1 Press 🏠 and tap <Menu>.

2 Tap <Adjustment/Maintenance>.

3 Tap <Clean Fixing Assembly>.

4 Check that the size and type of paper displayed is loaded in the machine, and tap <OK>.

```
Allowed Paper:
Size: A4, LTR
Type: Plain, Plain L,
Recycled, Color

       OK
```

5 Tap <Start>.

```
Clean Fixing Assembly
1. Print Cleaning Sheet
2. Start Cleaning

            Start
```

⟹ The cleaning sheet is printed out.

6 Load the printed cleaning sheet in the multi-purpose tray, with the printed side face down.
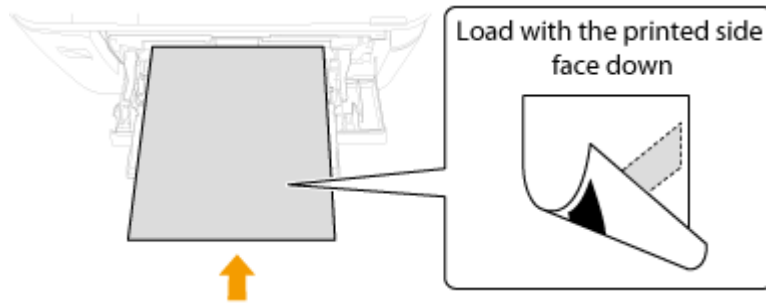
NOTE:

If paper remains in the multi-purpose tray

- Remove the loaded paper before loading the cleaning sheet.

7 **Tap <OK>.**
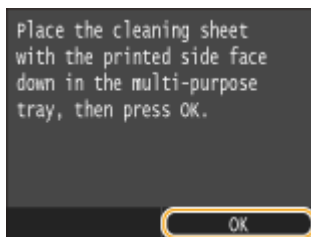
Place the cleaning sheet
with the printed side face
down in the multi-purpose
tray, then press OK.

OK

➠ Cleaning starts. When the <Finished.> message is displayed approximately 60 seconds later, press ⌂ to return to the Home screen.

Replacing Toner Cartridges

0UWX-0CU

The machine will display a message when a toner cartridge is nearly empty. Note that the print quality becomes poor if you continue printing without taking any action. You can check the amount remaining in the toner cartridge on the display.

◉**When a Message Appear(P. 793)**
◉**If Printouts are Poor in Quality(P. 794)**
◉**Checking the Amount Remaining in the Toner Cartridge(P. 794)**

■ When a Message Appear

Depending on which message is displayed, you will need to make sure that you have a replacement toner cartridge ready or replace the toner cartridge. ◉**How to Replace Toner Cartridges(P. 798)**   ◉**Consumables(P. 868)**

\<Prepare a cartridge.\>
\<The cartridge needs to be replaced soon.\>

This message notifies you that a toner cartridge needs to be replaced soon. Make sure that you have a replacement toner cartridge ready. Replace the toner cartridge if you see this message before you start to print a large job.
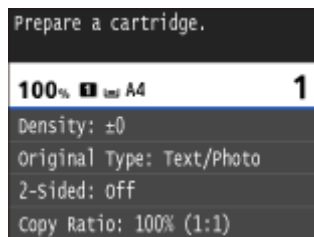
> **NOTE**
>
> **When this message is displayed**
>
> - When copying or printing, you can continue printing the document.
>
> - If the machine is receiving a fax, or automatic report output is set, received faxes and reports will be stored in the machine so that they do not appear faded after they are printed. To continue printing even if the toner amount remaining in the cartridge is low, set \<Continue Printing When Amount in Cartridge Is Low\> to \<On\>. ◉**Continue Printing When Amount in Cartridge Is Low(P. 664)**
>
> **Specify when this message is displayed**
>
> - You can set any value as the percentage of the amount remaining in the toner cartridge that triggers this message. ◉**Display Timing for Cartridge Preparation Notification(P. 701)**

\<Cartridge has reached end of lifetime. Rplcmt. recommended.\>

This message notifies you that a toner cartridge has reached the end of its lifetime. It is recommended that you replace the cartridge with a new one. You can continue printing, but the print quality cannot be guaranteed.

```
Cartridge has reached end of
lifetime. Rplcmt. recommended.
100%  □  ⤶A4              1
Density: ±0
Original Type: Text
2-Sided: Off
Copy Ratio: 100% (1:1)
```
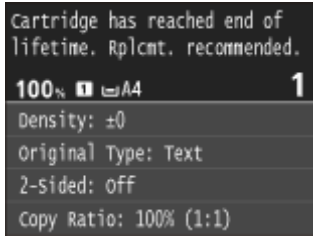
■If Printouts are Poor in Quality

If your printouts begin to show any of the following features, one of your toner cartridges is nearly empty. Replace the nearly empty toner cartridge even if no message is displayed. **How to Replace Toner Cartridges(P. 798)**

Streaks appear   Partially faded   Uneven density

Afterimages appear in blank areas   White spots appear

NOTE

- If, of the above symptoms, "Streaks appear," "Partially faded," or "Uneven density" appears, performing the procedure for **Using Up Toner(P. 796)** may allow you to get fine print again, for some limited time.

■Checking the Amount Remaining in the Toner Cartridge

You can check the amount remaining in the toner cartridge according to the following, whenever you want to. It is recommended that you check the level before you start to print a large job.

⊕ ▶ <Device Status> ▶ <Amount Remaining in Cartridge> ▶ Check the amount remaining in the toner cartridge ▶ 🏠
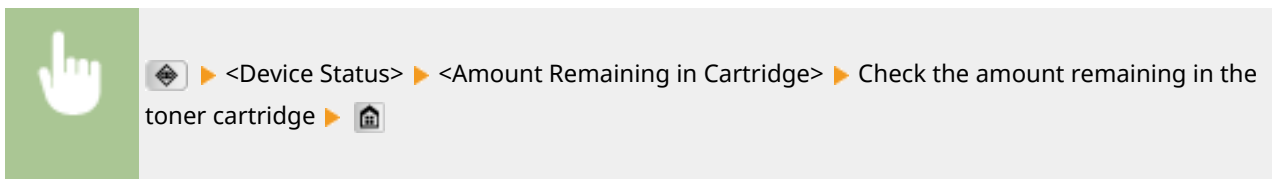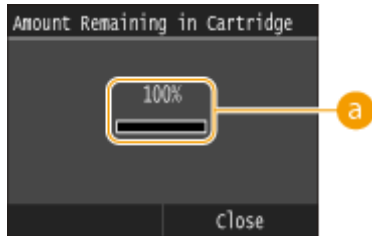
ⓐ Toner Level

Displays the amount remaining in the toner cartridge. Depending on your environment, other internal parts may reach the end of their lifetime before the toner runs out.

NOTE

- The displayed amount remaining in the toner cartridge can be used only as a guide and may differ from the actual amount.

LINKS

Consumables(P. 868)

Using Up Toner

0UWX-0HC

Symptoms like the following appear on printouts when toner runs low.

Streaks appear   Partially faded   Uneven density

Perform the following procedure when any of the above symptoms appears. They will allow you to use up all of the toner in the toner cartridge. Performing this procedure may allow you to get fine print again for some time until the toner is used up. If the symptom does not improve after you perform the following procedure, replace the toner cartridge (**How to Replace Toner Cartridges(P. 798)**). Before starting the procedure, read the precautions given in **Maintenance and Inspections(P. 9)** and **Consumables(P. 10)** .

1 **Open the front cover while holding down on the button.**
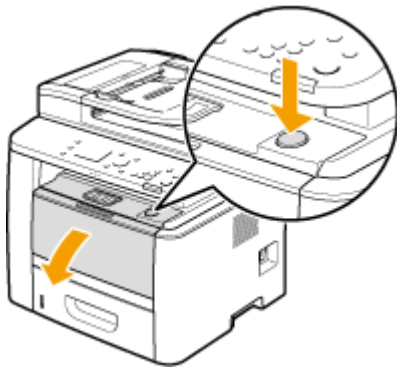
2 **Remove the toner cartridge.**
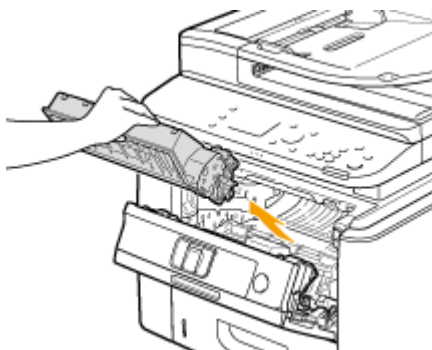
3 **Shake the toner cartridge five or six times as shown below to evenly distribute the toner inside the cartridge.**
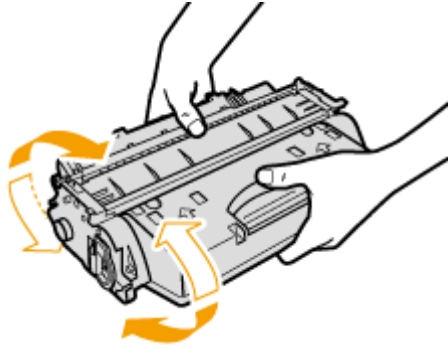
4 **Install the toner cartridge.**

- Fully push it in until it cannot go any further.
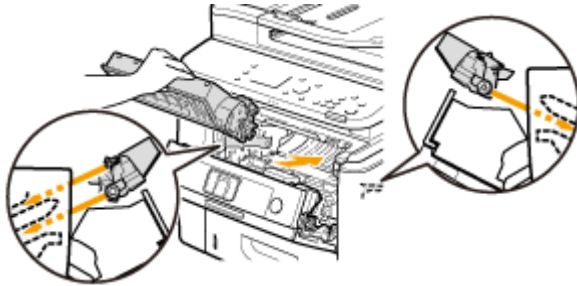
5 **Close the front cover.**

How to Replace Toner Cartridges

0UWX-0CW

Read the precautions in ▶**Maintenance and Inspections(P. 9)** and ▶**Consumables(P. 10)** before replacing the toner cartridges.

1 **Open the front cover while holding down on the button.**
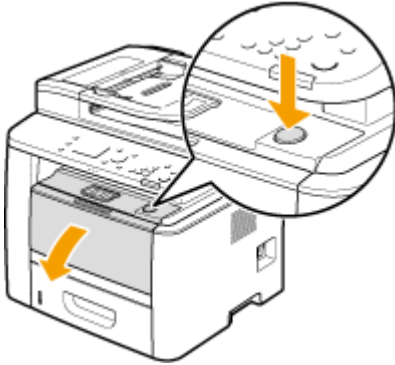
2 **Remove the toner cartridge.**
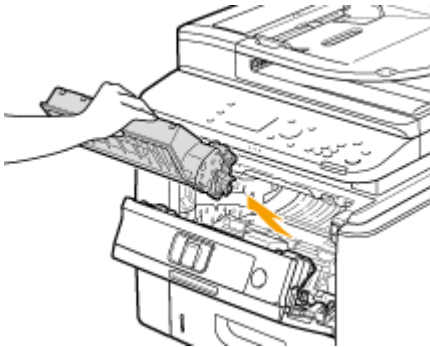
3 **Remove the replacement toner cartridge from the protective bag.**
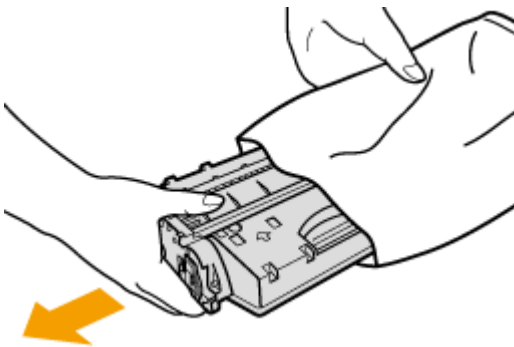
4 **Shake the toner cartridge five or six times as shown below to evenly distribute the toner inside the cartridge, and then place it on a flat surface.**
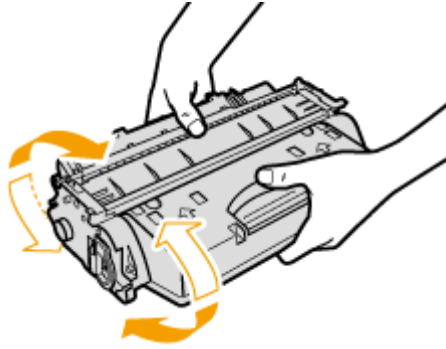
5 Pull the sealing tape straight out.

- The full length of the sealing tape is approximately 50 cm.
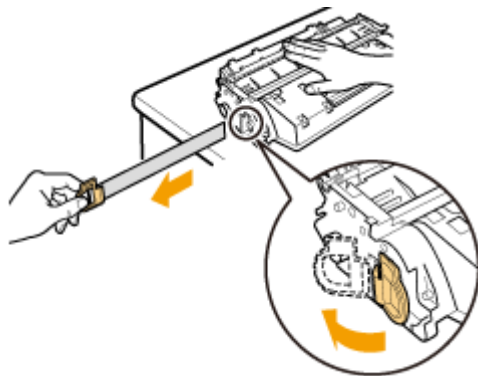
IMPORTANT:

When pulling out the sealing tape

If the sealing tape remains inside the toner cartridge, the quality of printouts, including faxes, may deteriorate. Also note that it will not be possible to reprint a fax because the fax function automatically deletes data once it is printed.

- Do not pull out the sealing tape at an angle or sideways. If the tape breaks, you may not be able to pull it out completely.

Front View
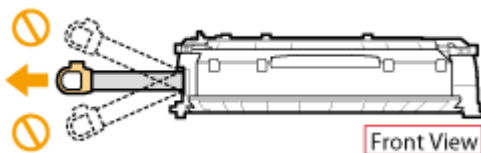
- If the sealing tape becomes stuck when pulling it out, keep pulling until it is completely removed.

6 Install the toner cartridge.

- Fully push it in until it cannot go any further.
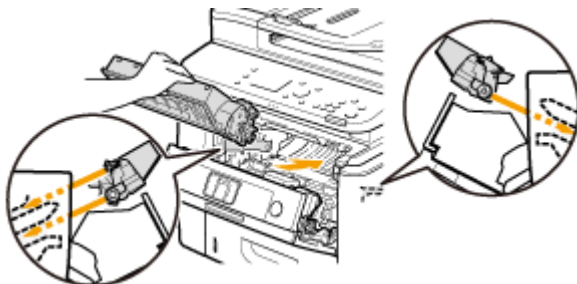
7 **Close the front cover.**

Relocating the Machine

0UWX-0CX

The machine is heavy. Make sure to follow the procedures below when moving the machine to avoid injury, and also make sure to read the safety precautions before you begin. ⟩**Important Safety Instructions(P. 2)**

1 **Turn OFF the machine and computer.**

- When you turn OFF the machine, data that is waiting to be printed is deleted. Fax documents that were received by using the Memory Reception function, faxes that are waiting to be sent, and reports that are automatically printed after sending and receiving faxes are not deleted.

2 **Disconnect the cables and cord from the machine in numerical order as in the illustration below.**

- Whether the cables with "*" are connected depends on your environment.
- When the optional handset is connected, remove it from the rack.

1	Power plug
2	Power cord
3	USB cable*
4	LAN cable*
5	Handset cable*
6	External telephone cable*
7	Telephone cable*
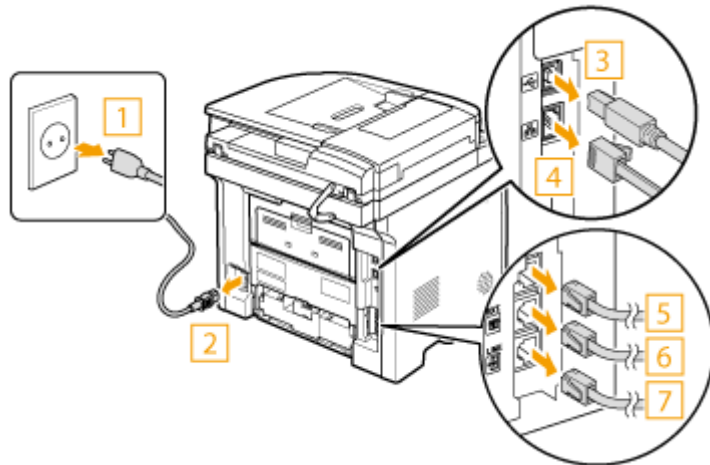
3 **When transporting the machine across a long distance, remove the toner cartridge.** ⟩**How to Replace Toner Cartridges(P. 798)**

4 **Pull out the paper drawer.**
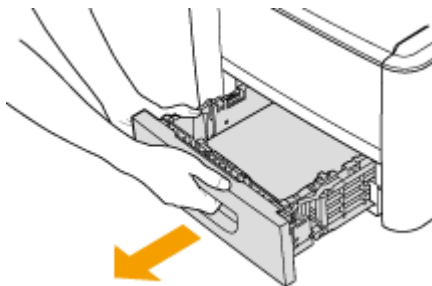
IMPORTANT:

- Make sure to hold the paper drawer with both hands, and pull it out gently. Otherwise, you may damage the paper drawer by dropping it, if it slides out too easily.

5 **Close all the open covers, and move the machine to a new location.**

- The machine is heavy (▶**Machine Specifications(P. 852)**). Do not try hard to carry the machine.
- Position yourself toward the front side of the machine and hold the lift handles, then lift up the machine. If you have attached the optional paper feeder, leave the optional paper feeder on the floor and move it after moving the main unit of the machine.
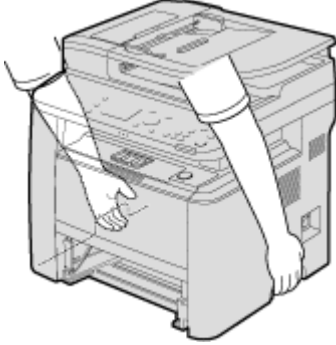
6 **Carefully place the machine at the new installation site.**

- For information about how to install the machine after relocating it, see "Getting Started." ▶**Manuals Included with the Machine(P. 873)**

Maintaining and Improving Print Quality

If the printing results are not satisfactory such as when the resulting print density is different than expected, try the adjustments below.

■ Adjust Copy Image

If the density or brightness of copies and memory media print differs markedly from the originals, use this function so that the appearance of the printing results becomes closer to that of the originals. **◎Adjusting the Gradation and Density for Copy Jobs(P. 804)**

■ Density Adjustment

Adjust the toner density. You can make fine adjustment of toner density by density level. **◎Adjusting Print Density(P. 806)**

Adjusting the Gradation and Density for Copy Jobs

0UWX-0HE

Gradation refers to the dark to light continuum of shades of a color. The more shades in the gradations of colors that are printed, the more natural printouts seem. If color reproducibility becomes poor and the density and brightness of printouts differs markedly from the originals, perform the appropriate auto adjustment. This adjustment improves the results of copies and memory media print. For correcting copy images, an adjustment image will be printed and scanned. Note that you cannot perform this adjustment while performing some functions, including, scanning, and printing.

NOTE

- Adjustments may not be performed effectively if there is not sufficient toner cartridge remaining.

1 Press 🏠 and tap <Menu>.

2 Select <Adjustment/Maintenance> ▶ <Adjust Copy Image>.

3 Check that the size and type of paper displayed on the screen is loaded in the machine, and tap <OK>.

```
Allowed Paper:
Size: A4, LTR
Type: Plain, Plain L,
Recycled, Heavy 1-2, Labels

       OK
```
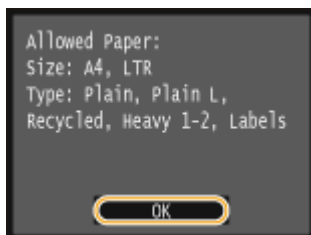
4 Confirm the procedure, and tap <Start>.

```
Steps
1. Print Image for Adjust.
2. Scan Image for Adjustment

          Start
```
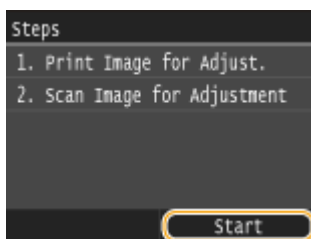
➠ Printing of an adjustment image starts.

```
Step 1
Printing Image for
Adjustment...

       🕐
```
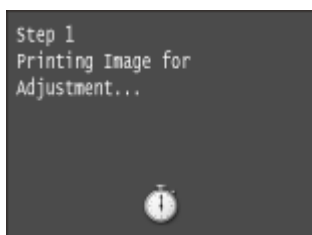
5 Open the feeder after the screen displayed during printing disappears.

6 **Place the printed adjustment sheet on the platen glass with the print side face down.**

- Place the adjustment sheet so that the black line (**a**) is toward the left side of the machine.

Load with the printed side face down
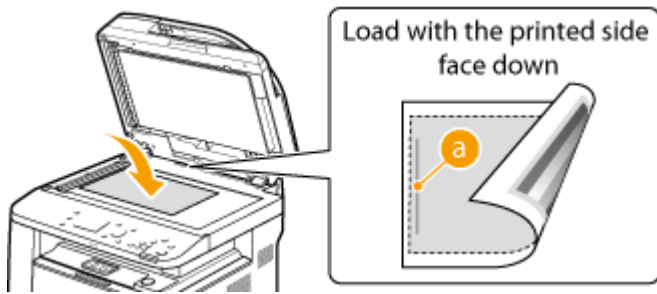
7 **Gently close the feeder.**

8 **Press ◈.**

Step 2
Scanning Image for
Adjustment...

Adjusting Copy Image...

Finished.

➠ The adjustment image is scanned and adjustment starts. In approximately 8 seconds, the adjustment is finished.

9 **Open the feeder, and remove the adjustment image.**

10 **Gently close the feeder.**

NOTE

If the <Could not perform correction.> message is displayed

- Did you load plain/recycled/heavy paper or label of A4 or Letter size?
- Did you place the adjustment sheet on the platen glass with the adjustment image printed side face down, with the black line toward the left side of the machine?
- Has a paper jam occurred? **Clearing Jams(P. 723)**
- Is the amount remaining in toner cartridge required for correction sufficient? If the amount remaining in a toner cartridge is low, it is recommended that you replace toner cartridges. **Checking the Amount Remaining in the Toner Cartridge(P. 794)**

Adjusting Print Density

0UWX-0HF

If the resulting print is darker or lighter than expected, you can adjust the toner density. You can make fine adjustment of the toner density by dividing the whole density range into three areas.

IMPORTANT

- If <Toner Save> is set to <On>, you cannot use this adjustment function. **�****Toner Save(P. 681)**

1 Press ⌂ and tap <Menu>.

2 Tap <Printer Settings>.

3 Select <Print Quality> ▶ <Density>.

4 Use ◀ / ▶ to adjust the density.
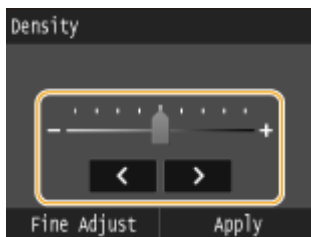
■ **Making fine adjustment of toner density by density level**
You can make fine adjustment of toner density on three density levels - high, medium, and low.

1 Tap <Fine Adjust>.
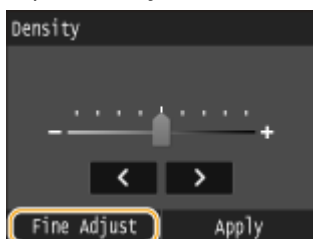
2 Select the desired density level.
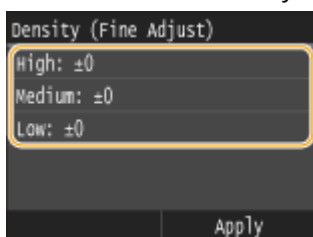
3 Adjust the density.
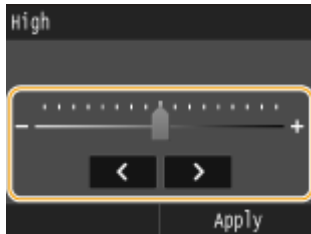
4 Tap <Apply>.

- If you want to also make adjustments on other density levels, repeat the operations in steps 2 to 4.

5 Tap <Apply>.

5 Tap <Apply>.

> **When the printed text or thin lines are faded**
>
> - You can make the whole print job darker by using <Printer Density> under <Adjustment/Maintenance>. ⓞ
>   **Printer Density(P. 701)**

Printing Reports and Lists

0UWX-0E3

You can check fax results and the machine settings by printing reports and lists.

TX Result Report

You can check the logs of sent documents. ❯**TX Result Report(P. 809)**

Communication Management Report

You can check the logs of sent and received documents. ❯**Communication Management Report(P. 812)**

RX Result Report

You can check the logs of received fax or I-Fax documents. ❯**RX Result Report(P. 814)**

Consumables Status Report

You can check the consumables status. ❯**Consumables Status Report(P. 815)**

Address Book List

You can check the list of destinations registered in the Address Book. ❯**Address Book List(P. 816)**

User Data List/System Manager Data List

You can check the list of the settings (❯**Setting Menu List(P. 629)**) as well as the content that has been registered in the machine. ❯**User Data List/System Manager Data List(P. 818)**

Department ID Management Report

You can check the total volume of printouts for each <Department ID>. ❯**Department ID Management Report(P. 819)**

IPSec Policy List

You can check the list of policy names and the content of the IPSec settings that are registered in the machine. ❯**IPSec Policy List(P. 820)**

PCL Font List

You can check the list of available fonts for the machine. ❯**PCL Font List(P. 821)**

PS Font List

You can check the fonts available in PS mode. ❯**PS Font List (P. 822)**

TX Result Report

0UWX-0E4

You can check the fax or e-mail/I-Fax logs of sent documents as well as documents scanned to a shared folder or FTP server by printing a TX Result Report. The report can be printed either every time a transmission is completed or only when a sending error occurs.

<Menu> ▶ <Output Report> ▶ <Report Settings> ▶ <Fax TX Result Report> or <E-Mail/I-Fax/File TX Result Report> ▶ Select the print setting ▶ 🏠

ⓐ <Off>
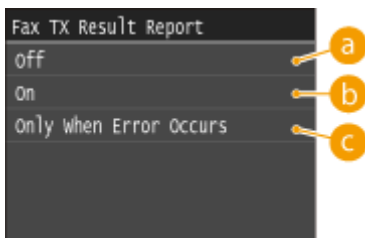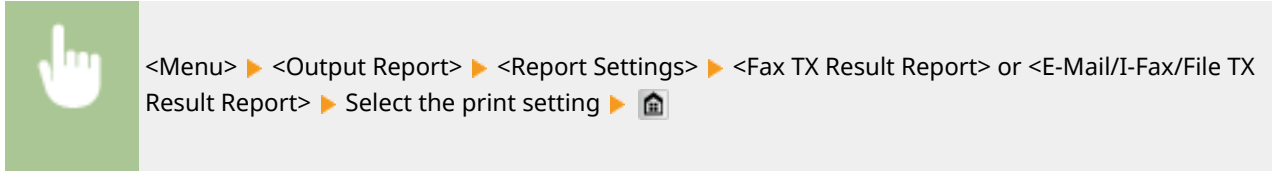
Select if you do not want to print TX Result Reports.

ⓑ <On>

Select to print a TX Result Report every time you send a document.

ⓒ <Only When Error Occurs>

Select to print a TX Result Report only when a sending error occurs.

Example: Fax sending (MF419x / MF416dw)
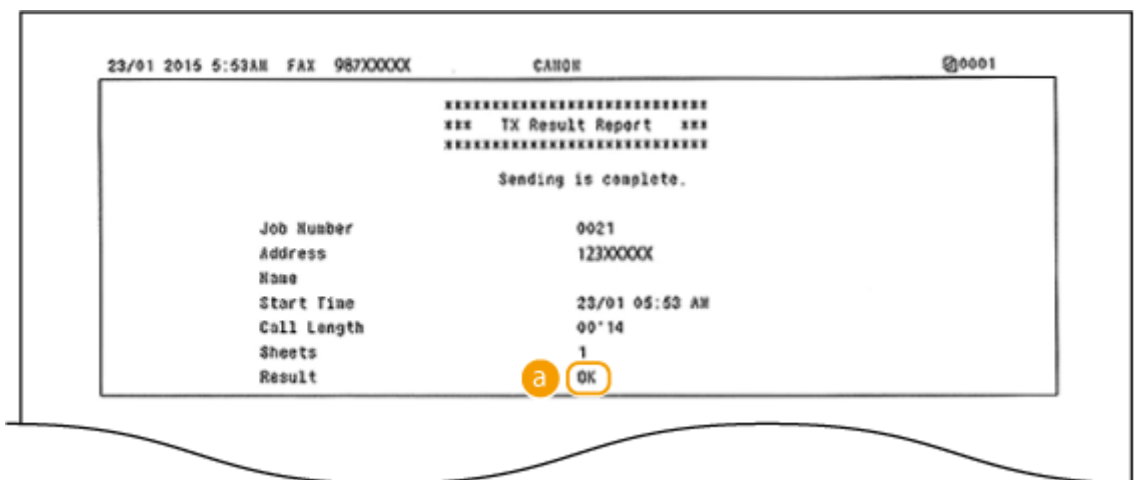
Example: Scanning to e-mail/I-Fax/shared folder/FTP Server
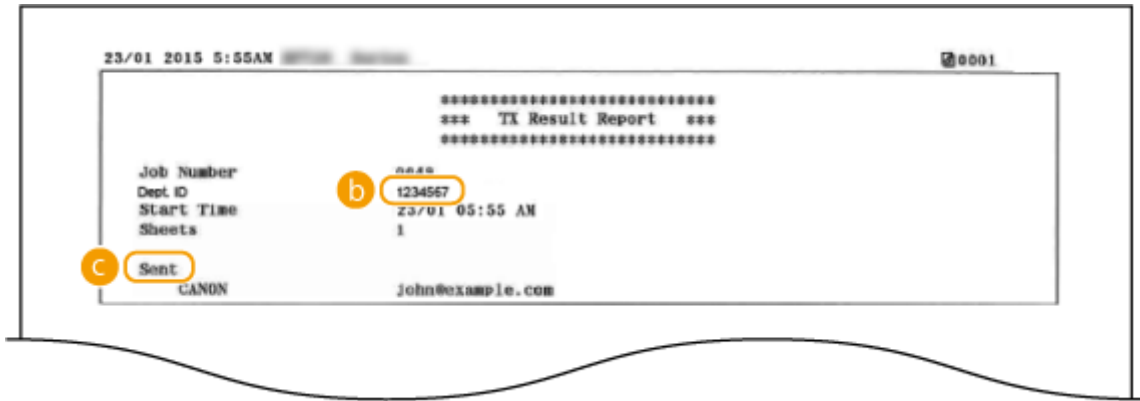
a Result

"OK" indicates that the transmission was completed successfully while "NG" and three digits (an error code) indicates that the transmission failed (●**When an Error Code Appears(P. 747)**).

b Department ID

The Department ID is shown when Department ID Management is enabled.

c Sent/Error

For e-mail, TX Result Reports indicate the transmission result between the machine and the mail server, not between the machine and the destination address. Even if the transmission fails, a three-digit error code will not be printed. To check the error code, print a Communication Management Report (●**Communication Management Report(P. 812)**).

NOTE

To print a part of a fax document on the report

- When you select <On> or <Only When Error Occurs>, a part of a fax document can be included in the report. Set <Include TX Image> to <On>.

Example:

23/01 2015 5:53AM FAX 987XXXXX   CANON   0001

```
                    ****************************
                    ***   TX Result Report   ***
                    ****************************
                          Sending is complete.

    Job Number              0021
    Address                 123XXXXX
    Name
    Start Time              23/01 05:53 AM
    Call Length             00'14
    Sheets                  1
    Result                  OK
```

XXXXX

XXXXX   XXXXX

XXXXXX   YYYYYYY
XXX   YYY
TEL xxxx-xx-0123   TEL yyyy-yy-9876
FAX xxxx-xx-0124   FAX yyyy-yy-9875

Communication Management Report

0UWX-0E5

You can check the fax and e-mail logs of sent and received documents by printing a Communication Management Report. The report can be printed automatically after every 40 transmissions, or you can print it manually.

    <Menu> ▶ <Output Report> ▶ <Report Settings> ▶ <Communication Management Report> ▶ Select the print setting ▶ 🏠

ⓐ <Auto Print (40 Transmissions)>
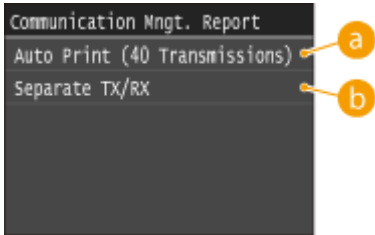
Select <On> to print the report automatically after every 40 transmissions, or <Off> if you do not want to print the report automatically.

ⓑ <Separate TX/RX>

Select <On> to print sent and received reports separately, or <Off> to print both reports on one sheet.

Print the Report Manually

    <Menu> ▶ <Output Report> ▶ <Print List> ▶ <Communication Management Report> ▶ Check that the size and type of paper displayed on the screen is loaded in the machine ▶ <Yes> ▶ 🏠

Example:

ⓐ Result

"OK" indicates that the transmission was completed successfully while "NG" and three digits (an error code) indicates that the transmission failed (▶**When an Error Code Appears(P. 747)**). For e-mail, Communication Management Reports indicate the transmission result between the machine and the mail server, not between the machine and the destination address.

RX Result Report

0UWX-0E6

You can check the logs of received fax or I-Fax documents by printing an RX Result Report. The report can be printed either every time a transmission is completed or only when a receiving error occurs.

<Menu> ▶ <Output Report> ▶ <Report Settings> ▶ <RX Result Report> ▶ Select the print setting ▶ 🏠

ⓐ <Off>
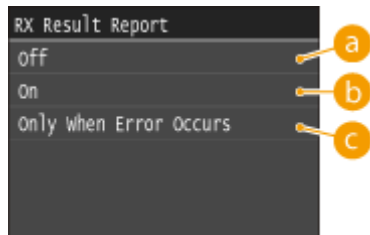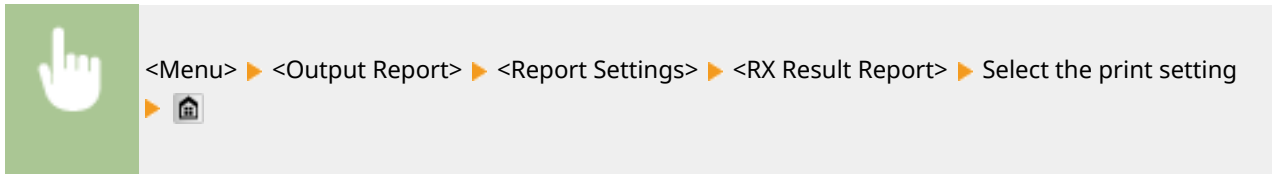
Select if you do not want to print RX Result Reports.

ⓑ <On>

Select to print an RX Result Report every time you receive a document.

ⓒ <Only When Error Occurs>

Select to print an RX Result Report only when a receiving error occurs.

Example:

ⓐ Result

"OK" indicates that the transmission was completed successfully while "NG" and three digits (an error code) indicates that the transmission failed (⊙**When an Error Code Appears(P. 747)**).

Consumables Status Report

0UWX-0EC

You can check the consumables status installed in the machine.

<Menu> ▶ <Output Report> ▶ <Print List> ▶ <Consumables Status Report> ▶ Check that the size and type of paper displayed on the screen is loaded in the machine ▶ <OK> ▶ <Yes> ▶ 🏠

Example:

```
06/07 2015 9:46PM                                                    0001

                    *************************************
                    ***   Consumables Status Report   ***
                    *************************************

Information about Inserted Toner Cartridge
Black:
Level:                ██████████ 100%
Warning:              There is no error.

           *** Read Carefully Before Replacing Cartridge ***
                   Be careful of counterfeit cartridges

Please be aware that there are counterfeit Canon cartridges in the marketplace.

Use of counterfeit cartridges 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 cartridges.

For more information, see
canon.com/counterfeit.
For optimum print quality, using genuine Canon cartridges is recommended.

      Information about Genuine Products
              Cartridge Name
```

LINKS

◉Replacing Toner Cartridges(P. 793)

Address Book List

0UWX-0E8

You can check the list of destinations registered in the Address Book as <Coded Dial>, <Favorites>, and <Group Dial> by printing an Address Book List.

<Menu> ▶ <Output Report> ▶ <Print List> ▶ <Address Book List> ▶ Select the setting you want to print out ▶ Check that the size and type of paper displayed on the screen is loaded in the machine ▶ <Yes> ▶ ⌂

Example: <Coded Dial>

```
23/01 2015 6:00AM                                        0001

                  *********************************
                  ***   Coded Dial Dest. List   ***
                  *********************************
[*001] Address       789@XXXXXX
       Name          Canon-1
       Dest. Type    E-Mail
[*002] Address       456@XXXXXX
       Name          ABC Company
       Dest. Type    I-Fax
[*003] Address       mfp_1@exsample.com
       Name          MFP1
       Dest. Type    I-Fax
```

Example: <Favorites>

```
23/01 2015 6:01AM                                        0001

                  ***********************
                  ***   Favorites    ***
                  ***********************
[  01] Address       John@sample.com
       Name          Canon
       Dest. Type    E-Mail
[  02] Address       swan
       Name          Canon
       Dest. Type    SMB
[  03] Address       123456789
       Name          Canon-2
       Dest. Type    Fax
```
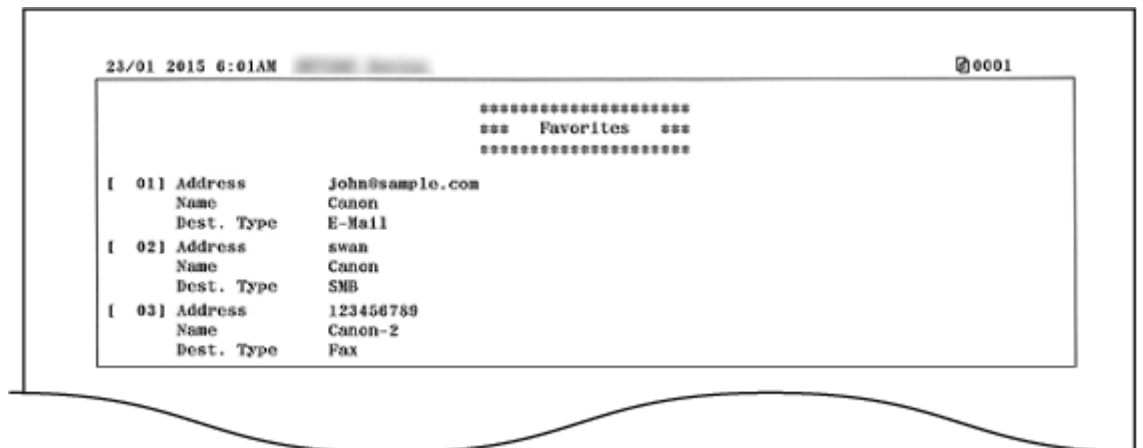
Example: <Group Dial>

```
23/01 2015 6:01AM    MF         Series                                    0001

                         ********************************
                         ***   Group Destination List   ***
                         ********************************
  [  07] Canon-1
        [  01] John@sample.com                          Canon
        [  05] jane@exsample.com                         Canon

  [  08]
        [  04] 123@XXXXXX
        [  06] 456@XXXXXX                              ABC Company
```

LINKS

▶Registering in the Address Book(P. 78)
▶Registering Destinations in the Address Book from Remote UI(P. 624)

User Data List/System Manager Data List

0UWX-0E9

You can check the list of the settings (○**Setting Menu List(P. 629)**) as well as the content that has been registered in the machine by printing a User Data List or a System Manager Data List. Both lists include the paper size and type registered in the machine, the print settings of <TX Result Report>, <Communication Management Report>, and <RX Result Report>.

> <Menu> ▶ <Output Report> ▶ <Print List> ▶ <User Data List> or <System Manager Data List> ▶ Check that the size and type of paper displayed on the screen is loaded in the machine ▶ <Yes> ▶ 🏠

Example:

```
24/07 2015 4:46PM                                              ☑0001

                    ***************************
                    ***    User Data List    ***
                    ***************************

   ROM Controller Ver.
      Main Controller                 02.12 (TYPEA)
      Boot ROM                        02.02
      Language                        01.45
      DCON                            03.31
      Panel                           05.01
      Memory Capacity                 1024MB
   Serial Number

   1.Preferences
      Volume Settings
         Fax Tone                     On
            Fax Volume                1
         Ring Tone                    On
            Ring Tone Volume          1
         TX Done Tone                 On
            TX Done Volume            1
         RX Done Tone                 On
            RX Done Volume            1
         ㅤng Done Tone
             ㅤne Volume
```
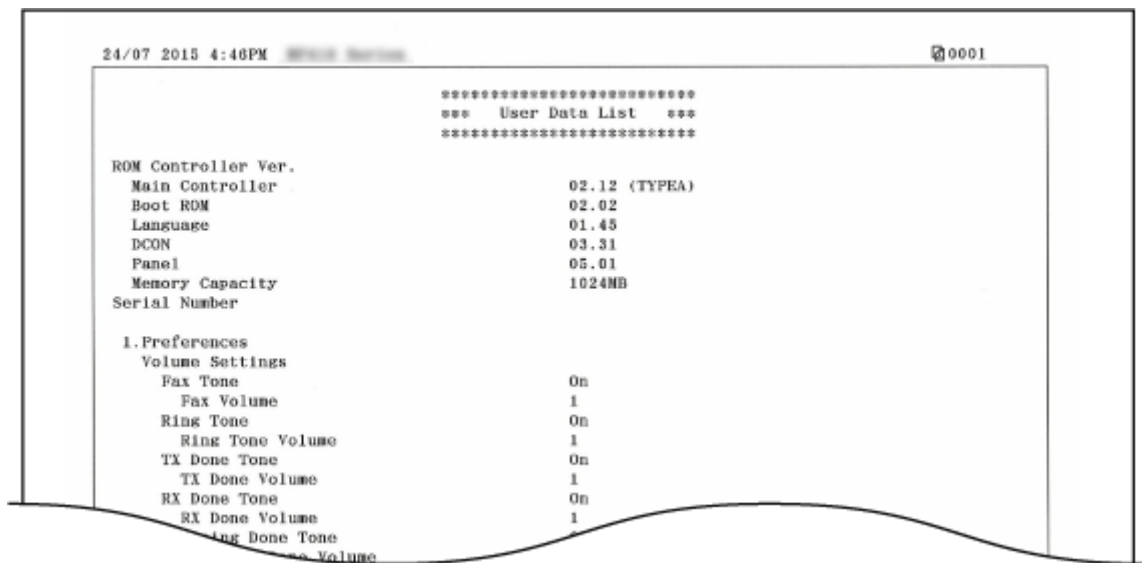
NOTE

- The <User Data List> does not include the setting lists of <Network Settings> and <System Management Settings>, and part of the setting list of <Fax Settings>. To check all the settings items, including <Network Settings> and <System Management Settings>, print the <System Manager Data List>.

LINKS

○**TX Result Report(P. 809)**
○**Communication Management Report(P. 812)**
○**RX Result Report(P. 814)**
○**Loading Paper(P. 51)**

Department ID Management Report

0UWX-0E7

When Department ID Management is enabled, you can check the total volume of printouts for each <Department ID> by printing a Department ID Management Report. By checking the printout totals, you can better manage your paper and toner cartridge supplies.

<Menu> ▶ <Output Report> ▶ <Print List> ▶ <Department ID Management Report> ▶ Check that the size and type of paper displayed on the screen is loaded in the machine ▶ <Yes> ▶ 🏠

Example:

06/07 2015 11:00PM

```
*******************************
***   Dept. ID Mngt. Report   ***
*******************************
```

Dept. ID	Copy Pages	Print Pages	Scan Pages	
			B&W	Color
0000001	0	1	0	0
0000002	0	0	0	0
7654321	7	0	0	0
Unknown ID Jobs	0	0	0	0
RX Print/Auto Report	0	0	0	0

LINKS

▶**Setting the Department ID Management(P. 526)**

IPSec Policy List

0UWX-0EA

You can check the list of policy names and the IPSec settings registered in the machine by printing an IPSec Policy List.

<Menu> ▶ <Output Report> ▶ <Print List> ▶ <IPSec Policy List> ▶ Check that the size and type of paper displayed on the screen is loaded in the machine ▶ <Yes> ▶ 🏠

Example:


```
23/01 2015 6:04AM                                              [▤]0001

                       ********************************
                       ***    IPSec Policy List    ***
                       ********************************

     1.System Management Settings
        Network Settings
           Select LAN                        Wired LAN
           Direct Connection Settings
              Enable Direct Connection       off
              Direct Connection Mode         Access Point Mode
           Google Cloud Print Settings
              Enable Google Cloud Print      On
              Use Local Print
              Server Connection Checking Interval   300 sec.
              Verify Server Certificate      On
              Add CN to Verification Items
```

LINKS

▶**Configuring IPSec Settings(P. 574)**

PCL Font List

0UWX-0EE

You can print a list to check the fonts available in PCL mode.

<Menu> ▶ <Output Report> ▶ <Print List> ▶ <PCL Font List> ▶ Check that the size and type of paper displayed on the screen is loaded in the machine ▶ <Yes> ▶ 🏠

Example:

PS Font List

0UWX-0EF

You can print a list to check the fonts available in PS mode.

<Menu> ▶ <Output Report> ▶ <Print List> ▶ <PS Font List> ▶ Check that the size and type of paper displayed on the screen is loaded in the machine ▶ <Yes> ▶ 🏠

Example:

Viewing the Counter Value

0UWX-0EH

You can check the total number of pages printed by the machine. These totals include faxes, reports, and lists, in addition to copies and printouts of data from computers.

MF419x / MF418x

▢ ([123]) ▶ Select the item you want to check ▶ Check the number of pages printed ▶ 🏠
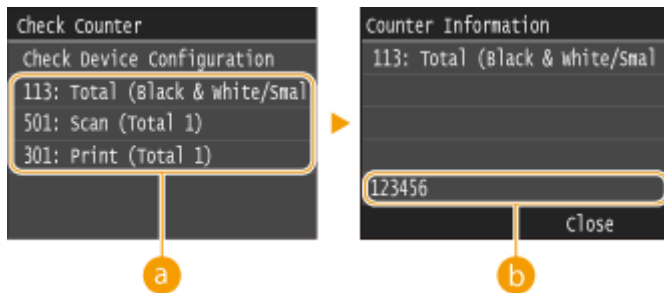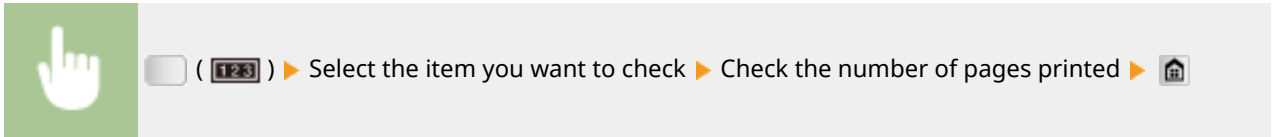
ⓐ Counters

Select the counter to check the counter value.

ⓑ Counter Value

You can check the count of the selected item.

MF416dw / MF411dw

◈ ▶ <Device Status> ▶ <Check Counter> ▶ Check the number of pages printed ▶ 🏠
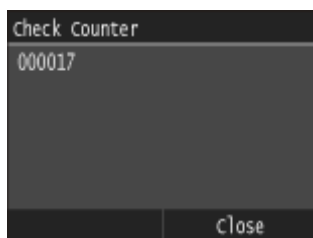
Using a USB Memory Device to Save/Load Settings Data

0UWX-0EJ

Address Book and machine settings data can be saved to a USB memory device (export). Data that is saved to a USB memory device can also be registered in the machine (import). You can easily copy the destinations in the Address Book to multiple machines.*

*Depending on the model, you cannot import the Address Book data that exported from the machine. If using the same model, you can import/export machine settings data.

◉**Saving Settings Data to a USB Memory Device(P. 825)**
◉**Loading Settings Data from a USB Memory Device(P. 827)**

IMPORTANT

Do not turn OFF the machine until the import or export process is complete

- It may take a few minutes to complete the process. If the machine is turned OFF during the process, it may result in damage to data or the machine.

Do not operate the machine during the import or export process

- Before importing/exporting, check that no operation such as printing documents is currently processing.

NOTE

- For the settings that cannot be imported/exported, see ◉**Setting Menu List(P. 629)** .

- In situations where you want to selectively import or export settings data (e.g. only export Address Book data), run the procedure from the Remote UI. ◉**Saving/Loading Settings Data(P. 619)**

Available USB Memory Devices

You can use USB memory devices with the following format styles.

- FAT16 (memory capacity: up to 2 GB)
- FAT32 (memory capacity: up to 32 GB)

IMPORTANT

- Do not use non-standard USB memory devices. You may not be able to import/export data properly with some USB memory devices.

- USB memory devices cannot be connected via a USB hub or an extension cable.

- Do not use USB memory devices with special functions such as built-in security functions.

Saving Settings Data to a USB Memory Device

0UWX-0EK

You can export Address Book and machine settings data, and save them to a USB memory device. It is recommended that you regularly back up important settings.

1 **Connect a USB memory device to the USB port on the front of the machine.**
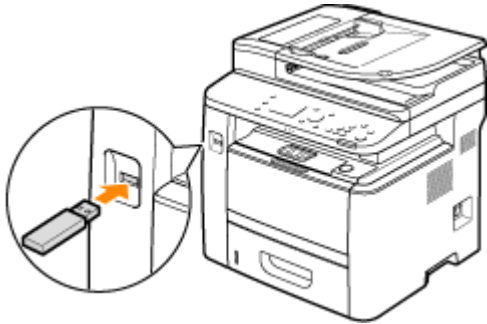
IMPORTANT:

- Do not remove the USB memory device or shock or shake the device or the machine when data is being read or written. Also, do not turn OFF the machine while the processing is in progress.

2 **Press 🏠 and tap <Menu>.**

3 **Tap <System Management Settings>.**

- If the logon screen appears, enter the correct ID and PIN using the numeric keys, and then press **ID** . ◉ **Logging on to the Machine(P. 44)**

4 **Select <Import/Export of Settings> ▶ <Export>.**

5 **Enter the password using the numeric keys, and tap <Apply>.**

- Enter a password for the export data up to 32 alphanumeric characters. On how to enter text, see ◉**Entering Text(P. 41)** .
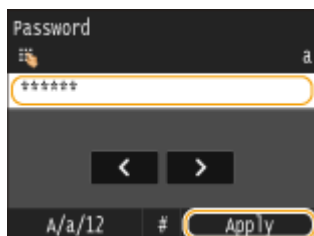
NOTE:

- The password is required when exported data is imported. ◉**Loading Settings Data from a USB Memory Device(P. 827)**

6 **Enter the password again for confirmation, and tap <Apply>.**
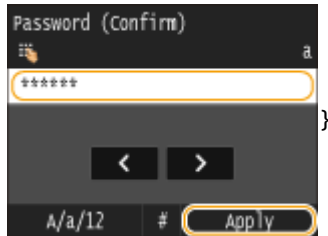
➠ Exporting starts.

NOTE:

If the <Address Book PIN> screen appears

- If a PIN has been set for the Address Book, the <Address Book PIN> screen appears during exporting. Enter the Address Book PIN and tap <Apply>. Tap <Skip> to cancel Address Book data exporting.
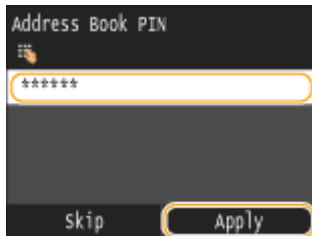
7 **Disconnect the USB memory device from the USB port.**

1 Press .

2 Press .

3 Tap <Device Status>.

4 Tap <Remove Memory Media>.

➠ Wait until the message <The memory media can be safely removed.> is displayed.

5 Disconnect the USB memory device.

Loading Settings Data from a USB Memory Device

0UWX-0EL

Load (import) data that was exported from the machine to a USB memory device. You can also import machine settings data from another machine if it is the same model as your machine.

> **IMPORTANT**
>
> - Importing Address Book data will overwrite the Address Book entries currently registered on the machine.

1 **Connect a USB memory device to the USB port on the front of the machine.**
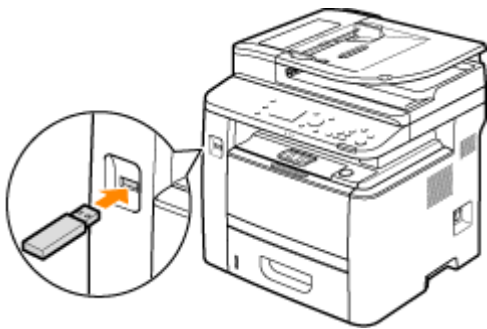
IMPORTANT:

- Do not remove the USB memory device or shock or shake the device or the machine when data is being read or written. Also, do not turn OFF the machine while the processing is in progress.

2 **Press ⌂ and tap <Menu>.**

3 **Tap <System Management Settings>.**

- If the logon screen appears, enter the correct ID and PIN using the numeric keys, and then press 🆔 . **Logging on to the Machine(P. 44)**

4 **Select <Import/Export of Settings> ▶ <Import>.**

5 **Check the message and tap <Yes>.**

6 **Enter the password using the numeric keys, and tap <Apply>.**

- Enter the password that was set when exporting the data. On how to enter text, see **Entering Text(P. 41)** .
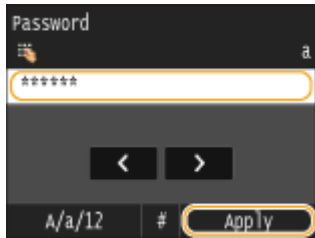
➠ Importing starts. The machine automatically restarts after the import is complete.
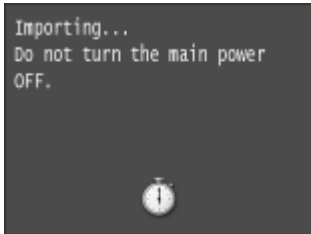
NOTE:

If the <Address Book PIN> screen appears

- If a PIN has been set for the Address Book, the <Address Book PIN> screen appears during importing. Enter the Address Book PIN and tap <Apply>. Tap <Skip> to cancel Address Book data importing.
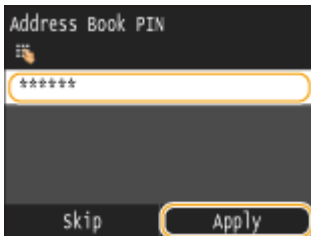
7 **Disconnect the USB memory device from the USB port.**

1 Press ⫽.

2 Press ◈.

3 Tap <Device Status>.

4 Tap <Remove Memory Media>.

➠ Wait until the message <The memory media can be safely removed.> is displayed.

5 Disconnect the USB memory device.

Initializing Settings

0UWX-0ER

You can restore the following settings:

Initializing Menu

0UWX-0ES

You can restore the settings of the machine (⊙**Setting Menu List(P. 629)**). Depending on the settings selected, you may need to restart the machine after initialization.

> 👆   <Menu> ▶ <System Management Settings> ▶ <Initialize Menu> ▶ Select the item you want to initialize ▶ <Yes> ▶ 🏠 ▶ Restart the machine if necessary

```
Initialize Menu
Preferences
Timer Settings
Common Settings
Copy Settings            ⓐ
Fax Settings
Scan Settings
Memory Media Print Settings
Printer Settings
System Management Settings
Initialize All  •         ⓑ
```
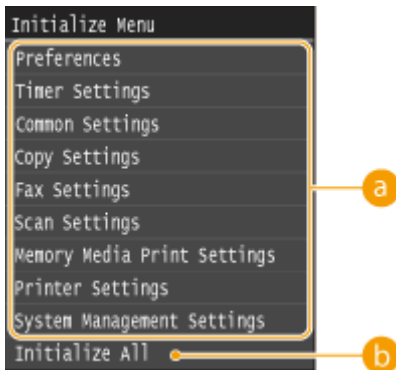
ⓐ Items for initializing

Select the setting you want to initialize.

■ **When <System Management Settings> is selected**

Select the specific system management settings that you want to initialize and tap <Yes>.

```
Initialize Sys. Mngt. Settings
Network Settings
System Manager Information Set
Device Information Settings
Department ID Management On/Of
Security/Remote UI Settings
Auto Online for Remote Scan
Restrict TX Function
Register LDAP Server
Authentication Settings for Se
Display Job Log             ⓐ
Use as USB Device
Store to USB Memory
Memory Media Print On/Off
Enable Product Extended Survey
Information for Purchasing Con
Enable Canon Mobile Scanning
Google Cloud Print Settings
Notify to Check Paper Settings
Secure Print Settings
PDL Selection (Plug and Play)
Initialize All  •          ⓑ
```

ⓐ Settings to be initialized

Select the settings to be initialized.

ⓑ <Initialize All>

Initializes all the system management settings.

> **IMPORTANT**
>
> **If Remote UI settings are initialized**
>
> ● The Remote UI Access PIN is also initialized. After an initialization, reset the Remote UI Access PIN. ◉ **Setting a Remote UI PIN(P. 534)**

> **NOTE**
>
> ● You can use the procedure below to restore the default <Network Settings>.
>
> <Menu> ▶ <Network Settings> ▶ <Initialize Network Settings> ▶ <Yes> ▶ Restart the machine

ⓑ <Initialize All>

Initializes all the settings on the machine.

Initializing Key and Certificate

0UWX-0EU

You can restore the settings of the key pairs and digital certificates. Note that all the key pairs and digital certificates that you registered in the machine (except the preinstalled key pairs and digital certificates) will be deleted after initializing.

NOTE

- After initializing, functions that require key pairs such as TLS encrypted communication and IKE of IPSec communication are not available. To use these functions, configure the settings for the key pairs and activate the functions again.

<Menu> ▶ <System Management Settings> ▶ <Initialize Key and Certificate> ▶ <Yes> ▶ 🏠

LINKS

Configuring Settings for Key Pairs and Digital Certificates(P. 588)

Initializing Address Book

0UWX-0EW

You can restore the settings of the Address Book. Note that all the information registered in the Address Book will be deleted after initializing.

<Menu> ▶ <System Management Settings> ▶ <Initialize Address Book> ▶ <Yes> ▶ 🏠

LINKS

◗Registering in the Address Book(P. 78)
◗Registering Destinations in the Address Book from Remote UI(P. 624)

Updating the Firmware

0UWX-0HX

For the firmware, select the method of update depending on the installation condition of the machine. There are two methods of update: the one is to access the latest firmware version on the Internet from the machine and perform the update if the version currently installed in the machine is not the latest, and the other is to access the latest firmware version on the Internet from a computer and perform the update from the computer if the version currently installed in the machine is not the latest. In an environment where connection to the Internet cannot be established via a wireless LAN, establish connection via a wired LAN or USB and perform the update from the computer.

Installation Condition of the Machine	How to Install the Update
Wireless LAN connection	**Updating via the Internet(P. 834)**
Wired LAN connection	**Updating via the Internet(P. 834)** **Updating from a Computer(P. 835)**
USB connection	**Updating from a Computer(P. 835)**

IMPORTANT

- If you are in an IPv6 environment, you cannot perform firmware update. Use USB to re-establish connection, and perform the update from the computer.

NOTE

Checking the firmware version

- You can check the firmware version from the operation panel of the machine. After completion of the firmware update operation, make sure that the update was performed correctly. **Checking the Firmware Version(P. 835)**

Updating via the Internet

You can access the Canon server from the machine to update the firmware to the latest version.

1 **Tap <Menu> in the Home screen.**

2 **Tap <System Management Settings>.**

- If the logon screen appears, enter the correct ID and PIN using the numeric keys, and then press [ID]. **Logging on to the Machine(P. 44)**

3 **Tap <Update Firmware>.**

4 **Tap <Via Internet>.**

```
Update Firmware
Via PC
Via Internet
Version Information
```
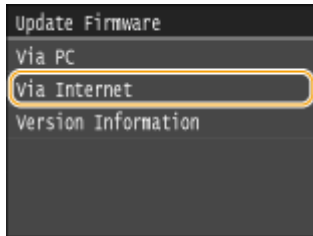
➠ A check for existence of the latest firmware is performed.

NOTE:

- If the <This is the latest firmware version.> message is displayed, there is no need to update the firmware.

5 **Check the message and tap <Yes>.**

```
The latest firmware version
is available.
Do you want to download and
update the firmware?

    Yes          No
```
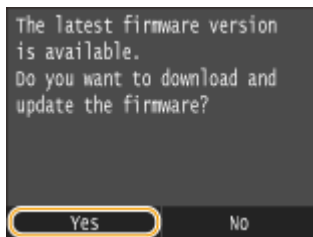
6 **When a license screen appears, tap <Accept>.**

7 **Tap <OK>.**

➠ When the firmware update is complete, the machine restarts automatically.

IMPORTANT:

- Do not turn OFF the machine while the restart is in progress.

Updating from a Computer

When you have downloaded the latest firmware version from the Canon website, use "User Support Tool" utility software to update the firmware from a computer. For how to perform firmware update from a computer, see the "User Support Tool Operation Guide" included with the firmware.

To Put the Machine into a Firmware Update Waiting State

<Menu> ▶ <System Management Settings> ▶ <Update Firmware> ▶ <Via PC> ▶ <Yes>
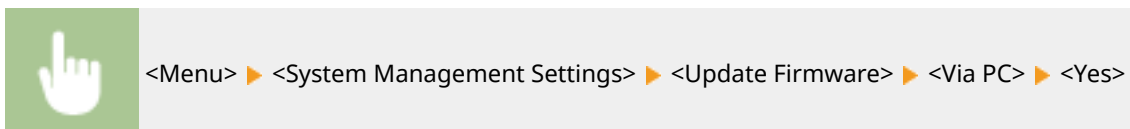
Checking the Firmware Version

1 **Tap <Menu> in the Home screen.**

2 **Tap <System Management Settings>.**

- If the logon screen appears, enter the correct ID and PIN using the numeric keys, and then press **ID** .
  Logging on to the Machine(P. 44)

3 **Tap <Update Firmware>.**

4 **Tap <Version Information>.**
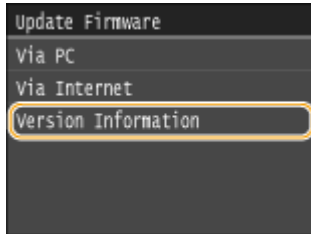
➠The current firmware version is displayed.

Appendix

Appendix

0UWX-0EX

This chapter contains technical specifications of this machine, instructions on how to use the e-Manual, disclaimers, copyright information, and other important information for customers.

Feature Highlights

0UWX-0EY

Give the features that are described in this section a try. The features are grouped under four headings: "Going Green and Saving Money," "Improving Efficiency," "Going Digital," and "So Much More."

Going Green and Saving Money

0UWX-0F0

Easy on the environment, easy on your wallet

There are lots of ways to cut back on paper, toner, power, and expenses.
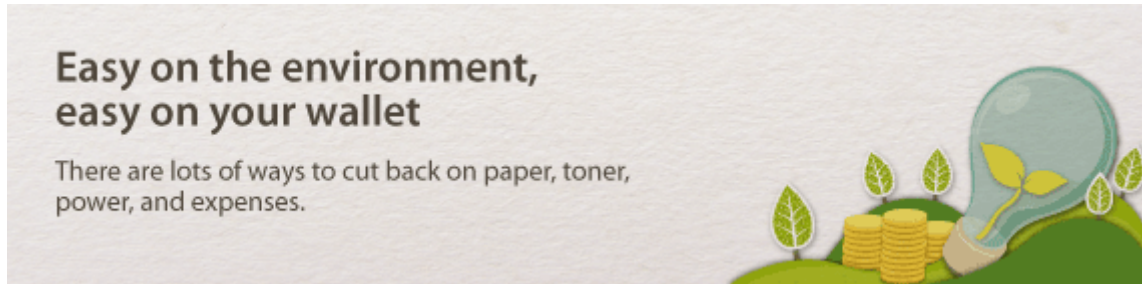
| 01 | | 2-Sided Printing |

You can use 2-sided printing for copies, print jobs sent from your computer, and even incoming faxes. Because you'll only be using half the paper you would otherwise, you can cut your paper costs in half. To save even more, combine 2-sided printing with N on 1 printing of multiple pages on one sheet of paper. You can print up to 32 pages on a single sheet, which is both economical and environmentally friendly.

- To make 2-sided copies: **2-Sided Copying(P. 122)**
- To print 2-sided documents from your computer: **Switching 1-Sided and 2-Sided Printing(P. 250)**
- To print 2-Sided incoming faxes: **Print on Both Sides(P. 663)**

| 02 | | Print Multiple Pages on a Single Sheet |

To really start saving paper, shrink multiple pages onto a single sheet - 2 or 4 pages for copies, and up to 16 pages for print jobs sent from your computer. This is even more effective when used together with 2-sided printing.

- To copy multiple pages of a document onto one sheet: **Copying Multiple Documents onto One Sheet (2 on 1/4 on 1)(P. 125)**
- To print multiple pages of a document onto one sheet: **Printing Multiple Pages onto One Sheet(P. 254)**

| 03 | | Sleep Mode |

For saving energy and money, a sleep mode that powers down a machine when nobody is using it has become an essential feature. This machine will enter sleep mode automatically, and can also be put to sleep whenever you want. Press ⬛ once to put the machine to sleep. Press it again to instantly wake the machine back into action.

For more information about this function, see ❍**Entering Sleep Mode(P. 101)** .

04 🔲	**Save Toner**

Got multi-page documents or drafts that don't need presentation-quality printing?
There's a setting that uses less toner. Give it a try and save toner and money.

For more information about this function, see ❍**Saving Toner(P. 268)** .

05 🔲	**Paperless Faxing (MF419x / MF416dw)**

Assume you need paper to fax? Those old paper printouts you always make are a thing of the past. Send documents by fax just as they are, created on your computer. It's paperless, so it's fast. And, received documents are first stored in memory, allowing you to print out only those needed and eliminating worry about paper getting used on direct mailings, etc.

- To send documents from the computer as faxes: ❍**Sending Faxes from Your Computer (PC Fax) (MF419x / MF416dw)(P. 203)**

- To store received documents into memory: ❍**Storing Received Faxes into Memory (Memory Reception) (P. 188)**

Improving Efficiency

0UWX-0F1

Little things that save lots of time

Here are some simple operations that can make complicated tasks more efficient.
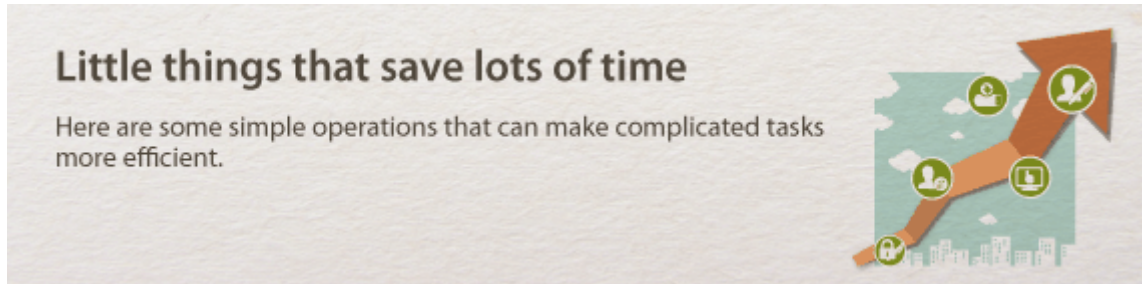
01 **Address Book**

Entering fax and e-mail addresses in the Address Book saves you the inconvenience of entering them number-by-number, letter-by-letter every time you have something to send. Display the addresses you use most frequently with the <Favorites> feature to quickly and easily send what you need to the people who need it. You can save your Address Book data on your computer and feel secure knowing that your important contact information is backed up.
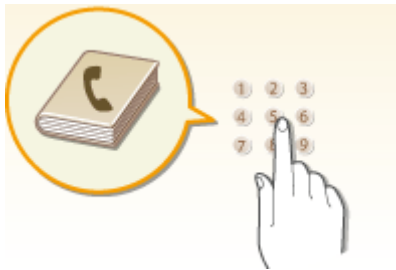
- To use the machine to enter addresses in the Address Book: **Registering in the Address Book(P. 78)**

- To use your computer to enter addresses in the Address Book: **Registering Destinations in the Address Book from Remote UI(P. 624)**

- To select an Address Book address as a fax destination: **Specifying from Address Book(P. 154)**

- To select an Address Book address as an e-mail destination: **Specifying from Address Book (P. 362)**

- To save Address Book addresses on your computer or to export Address Book addresses that are saved on your computer to the machine: **Saving/Loading Settings Data(P. 619)**

- To save Address Book addresses on your USB memory device or to export Address Book addresses that are saved on your USB memory device to the machine: **Using a USB Memory Device to Save/Load Settings Data(P. 824)**

02 **Frequently used Settings in One Touch**

Always making 2-sided copies. Always scanning in the same format and to the same save destination. Frequently used settings like these can be registered to a single shortcut button. This is convenient by allowing you to specify involved operations all in a single touch.

- To register your favorite copy settings: **Registering Frequently Used Copy Settings(P. 132)**

- To register your favorite fax settings: **Registering Frequently Used Fax Settings(P. 174)**

- To register your favorite scan settings: **Registering Frequently Used Scan Settings (E-Mail/I-Fax/ Shared Folder/FTP Server)(P. 379)**

03	Print Images Right Off Your USB Memory Device

Plug a USB memory device into the machine and you can print images and documents directly, without using a computer. You can even preview JPEG and other images before you print, so there is no wasted paper. You can also scan handwritten memos, etc. and save them directly to a USB memory device. Convenient for carrying about.

- To print directly from a USB memory device: **Printing from USB Memory (Memory Media Print)(P. 289)**

- To store scanned document data directly into a USB memory device: **Scanning Documents Directly to USB Memory(P. 332)**

04	Remote Management with Remote UI

Remote UI lets you manage a lot from your computer, all without having to go over to the machine. Configure settings and keep an eye on the machine's status with an intuitive, easy-to-understand Web browser interface that you'll master immediately. Save your time and energy for things other than taking care of the machine.
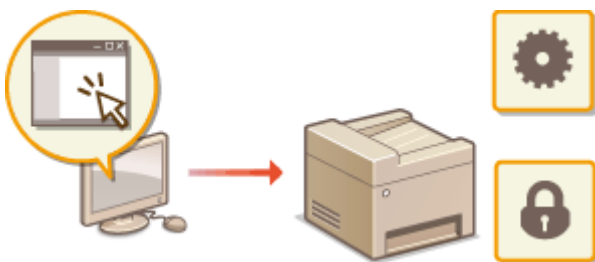
For more information about this function, see **Using Remote UI(P. 605)** .

05	Make Print Settings Quickly with Intuitive Operation

You can easily specify the page layout as well as binding position, switching between 1-sided and 2-sided printing, etc. intuitively on the preview image in the printer driver. The simple click-operation allows you to conveniently make settings while viewing how settings are applied.
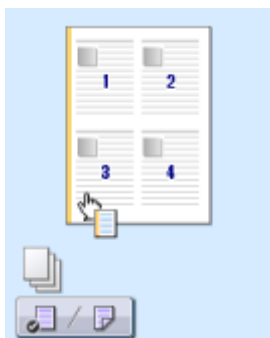
For more information, see **●Printing a Document(P. 237)** .

Going Digital

0UWX-0F2

From reams of paper to compact data

There is so much more you can do after you go digital.
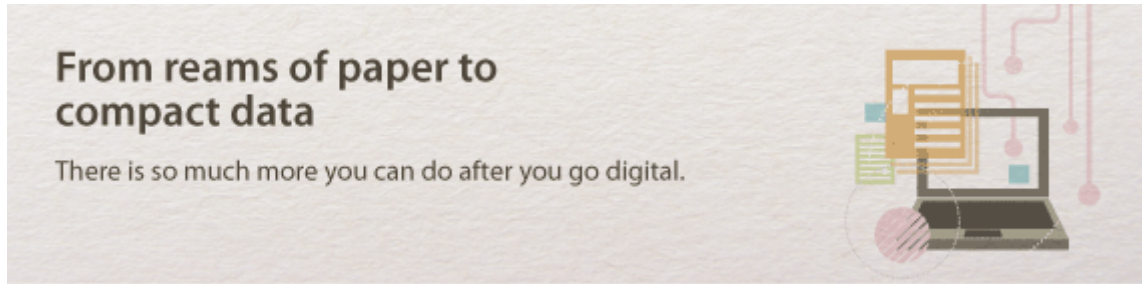
01	✉	**Scan and E-Mail**

E-mail scanned documents without even turning on your computer. Just convert your scanned document into an e-mail attachment right from the machine. If you're one of those people who'd rather send a fax than mess around with a computer, this feature is for you.

For more information about this function, see ▶**Sending Documents as E-Mails Directly from the Machine(P. 335)** .

02	⇗	**Scan and Share**

Say you've got a paper copy of a report for a company-wide meeting. Scan it, convert it, and now everyone can see it. It's saved directly in a shared folder on your network, so there's no need to print out copies and pass them out. Once you start talking about hundreds of pages of documents that everyone needs, there's just no other way to go.
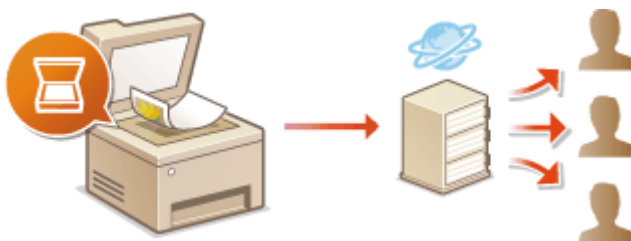
For more information about this function, see ▶**Saving Documents Directly in Shared Folder/FTP Server(P. 342)** .

03	A	**Scan Only What You Need**

What if you're scanning a whole page of a newspaper but all you're really interested in is a headline and a photo? Use ScanGear MF. You can select what you want from a preview, and then have the scanner disregard the rest. Otherwise you'll have to use an editing program to crop out everything you don't need.

> **IMPORTANT**
>
> ● Using your product to scan, print or otherwise reproduce certain documents, and the use of such images as scanned, printed or otherwise reproduced by your product, may be prohibited by law and may result in criminal and/or civil liability. If you are uncertain about the legality of using your product to scan, print or otherwise reproduce any particular document, and/or of the use of the images scanned, printed or otherwise reproduced, you should consult in advance with your legal advisor for guidance.
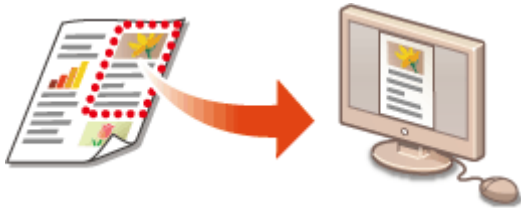
For more information about this function, see **Configuring Scan Settings in ScanGear MF(P. 313)** .

04   **Searchable PDFs**

Searching of text in a PDF can be done with a "searchable PDF". By scanning an original with both text and images, text portions are converted by OCR into text data. In addition to being able to search for text information, you can also copy required portions into an Excel spreadsheet or Word document in Microsoft Office. Eliminate the need to type in customer data, addresses, etc. from scratch.

● For more information about scanning by operating the machine alone: **Selecting a File Format(P. 351)**

● For more information about scanning by operation from the computer, click [Instructions] on MF Scan Utility.

05   **Add Images to a Work in Progress**

Some applications work with the machine to let you easily import scanned images directly into documents you're working on. This way you can skip the steps of opening a separate application just for receiving the scanned images and then exporting them to the application you're really using.

For more information about this function, see ●**Scanning Using an Application(P. 311)** .

So Much More

0UWX-0F3

Just what you were looking for

There are a variety of features for whatever you need to do
- at home, in the office, or even on the road.
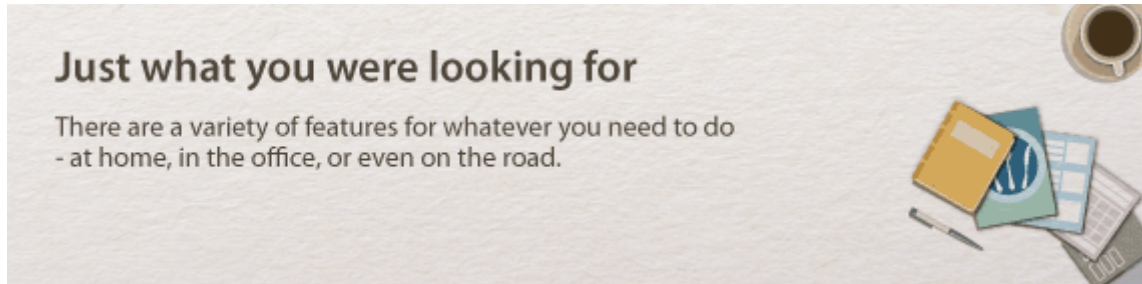
| **01** | | **Using a smartphone/tablet** |

At times such as when you want to quickly print out a proposal you completed on a tablet while travelling to a business destination, or scan materials handed out at a meeting using a smartphone, Canon Mobile Application comes in handy. Even in environments without a wireless LAN router, you can connect to the machine with a mobile device wirelessly and directly.

PCless, quick, and easy! An even broader range of possibilities for work/play with functionality made for this age of speed.

For more information, see **Can Be Used Conveniently with a Mobile Device(P. 386)** .

| **02** | | **Easy Printing with Google Cloud Print** |

Hook up to Google Cloud Print with your laptop or cell phone, send your data, and out come your printed documents. With this machine, Google Cloud Print, and your mobile device, print whenever you want from wherever you want.

For more information about this function, see **Using Google Cloud Print(P. 406)** .

| **03** | | **Keep Your Printouts Private** |

Normally, when you print something from your computer, it comes out of the printer right away. However, if you have sensitive documents, this may not be what you want. Just use secure printing and no one will be able to print your documents without entering your password on the machine's operation panel. Don't let your confidential documents lie exposed on the tray for everyone to see.
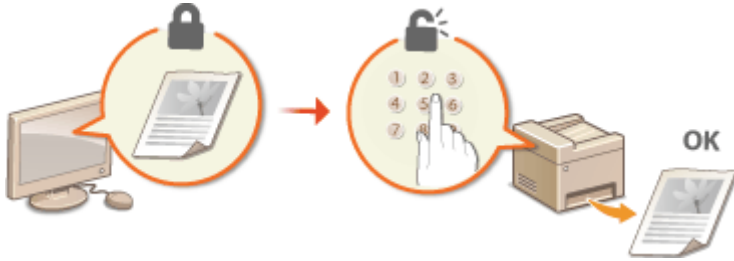
For more information about this function, see **Printing a Document Secured by a PIN (Secure Print) (P. 276)** .

04   Go Wireless

No cables, easy installation, simple maintenance. If you've got a WPS wireless LAN router, bypass the settings process altogether and be ready to go before you know it. Enjoy the kind of clutter-free and easy to use document system that you can only get from wireless. Compatible with IEEE 802.11b/g/n for stress-free wireless, and also supports WEP and WPA/WPA2-PSK (TKIP/AES-CCMP) for tighter security.

For more information about this function, see **Connecting to a Wireless LAN (P. 419)** .

05   Get Faxes Wherever You Go (MF419x / MF416dw)

Never worry about missing a fax when you're out of the office. Set a forwarding destination and any fax that comes in on the machine will go right to you. Better yet, make the forwarding destination the e-mail address for your tablet or mobile.

For more information about this function, see **Forwarding Received Faxes(P. 191)** .

06   Make Posters

Blow up a regular one-sheet printout and make an exceptionally large poster. A large poster will be printed out on nine sheets. Put them together in a 3x3 grid, and voila!
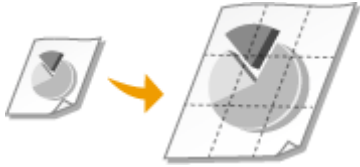
For more information about this function, see ❯**Printing Posters(P. 256)** .

07		**Make Booklets**

Sometimes your documents deserve better presentation than a staple in the upper-left corner. Making booklets is easy. The print driver will take care of the page positioning for you. All you have to do is fold the pages and staple them along the middle.

For more information about this function, see ❯**Printing Booklet(P. 257)** .

Specifications

0UWX-0F4

The machine specifications are subject to change without prior notice due to improvements of the machine.

Machine Specifications

■ MF419x / MF418x

Type	Personal Desktop
Power Supply	220 to 240 V, 50/60 Hz (Power requirements differ depending on the country in which you purchased the product.)
Power Consumption	**Maximum** 1,160 W or less **During standby mode** Approx. 8.7 W **During sleep mode** Approx. 1.4 W (USB connection) Approx. 1.6 W (wired LAN connection) Approx. 2.3 W (wireless LAN connection) **When the power switch is turned OFF** 0.1 W or less
Warm-up Time *1 (From power ON until machine enters standby)	16 seconds or less
Weight *2	**MF419x** Approx. 21.4 kg **MF418x** Approx. 21.2 kg
Dimensions (W x L x H)	**In the normal state** 450 x 472 x 465 mm **When the optional paper feeder is installed** 450 x 472 x 604 mm **When the optional handset is installed** 532 x 472 x 465 mm
Environmental Conditions	Temperature: 10 to 30°C Humidity: 20% to 80% RH (no condensation)
Host Interface	1000BASE-T 100BASE-TX 10BASE-T Hi-Speed USB USB IEEE 802.11b/g/n (Infrastructure mode)
Noise (measured in accordance with ISO 7779, declared noise emission in accordance with ISO 9296)	**LwAd (Declared A-weighted sound power level (1 B = 10 dB))** During standby mode: Inaudible*3 During printing: 6.7 B or less (1-sided) During printing: 6.7 B or less (2-sided)

*1 Warm-up time may vary depending on the use conditions and environment of the machine.

*2 The value indicates the mass of the main unit including toner cartridges.

*3 Indicates that the sound pressure level of each bystander position is below the ISO 7779 absolute criteria for the background noise level.

	LpAm (Declared A-weighted emission sound pressure level (Bystander position)) During standby mode: Inaudible[3] During printing: Approx. 53 dB (1-sided) During printing: Approx. 52 dB (2-sided)
Gradation	256 gradations
Acceptable Documents	◯**Supported Document Types(P. 856)**
Acceptable Paper Stock	◯**Paper(P. 858)**
Printable Range	◯**Printable Area(P. 860)**
Scan Range	◯**Scan Area(P. 857)**

[1] Warm-up time may vary depending on the use conditions and environment of the machine.

[2] The value indicates the mass of the main unit including toner cartridges.

[3] Indicates that the sound pressure level of each bystander position is below the ISO 7779 absolute criteria for the background noise level.

■ MF416dw / MF411dw

Type	Personal Desktop
Power Supply	220 to 240 V, 50/60 Hz (Power requirements differ depending on the country in which you purchased the product.)
Power Consumption	**Maximum** 1,160 W or less **During standby mode** Approx. 9.4 W **During sleep mode** Approx. 1.4 W (USB connection) Approx. 1.5 W (wired LAN connection) Approx. 2.1 W (wireless LAN connection) **When the power switch is turned OFF** 0.1 W or less
Warm-up Time [1] (From power ON until machine enters standby)	16 seconds or less
Weight [2]	**MF416dw** Approx. 19.2 kg **MF411dw** Approx. 19.0 kg
Dimensions (W x L x H)	**In the normal state** 390 x 473 x 431 mm **When the optional paper feeder is installed** 390 x 473 x 566.7 mm **When the optional handset is installed** 472 x 473 x 431 mm

[1] Warm-up time may vary depending on the use conditions and environment of the machine.

[2] The value indicates the mass of the main unit including toner cartridges.

[3] Indicates that the sound pressure level of each bystander position is below the ISO 7779 absolute criteria for the background noise level.

Environmental Conditions	Temperature: 10 to 30°C Humidity: 20% to 80% RH (no condensation)
Host Interface	1000BASE-T 100BASE-TX 10BASE-T Hi-Speed USB USB IEEE 802.11b/g/n (Infrastructure mode)
Noise (measured in accordance with ISO 7779, declared noise emission in accordance with ISO 9296)	**LwAd (Declared A-weighted sound power level (1 B = 10 dB))** During standby mode: Inaudible[3] During printing: 6.9 B or less (1-sided) During printing: 6.8 B or less (2-sided) **LpAm (Declared A-weighted emission sound pressure level (Bystander position))** During standby mode: Inaudible[3] During printing: Approx. 55 dB (1-sided) During printing: Approx. 54 dB (2-sided)
Gradation	256 gradations
Acceptable Documents	◯**Supported Document Types(P. 856)**
Acceptable Paper Stock	◯**Paper(P. 858)**
Printable Range	◯**Printable Area(P. 860)**
Scan Range	◯**Scan Area(P. 857)**

[1] Warm-up time may vary depending on the use conditions and environment of the machine.

[2] The value indicates the mass of the main unit including toner cartridges.

[3] Indicates that the sound pressure level of each bystander position is below the ISO 7779 absolute criteria for the background noise level.

Wireless LAN Specifications

0UWX-0F6

Standard	IEEE 802.11b, IEEE 802.11g, IEEE 802.11n
Transmission Scheme	DS-SS System, OFDM System
Frequency Range	2,412 to 2,472 MHz
Maximum Radio-Frequency Power Transmitte	15.98 dBm
Communication Mode	Infrastructure Mode / Access Point Mode
Security	WEP, WPA-PSK (TKIP/AES-CCMP), WPA2-PSK (TKIP/AES-CCMP)
Connection Method	WPS (Wi-Fi Protected Setup), Manual setup

Document Type

0UWX-0F7
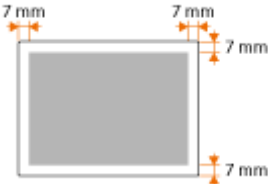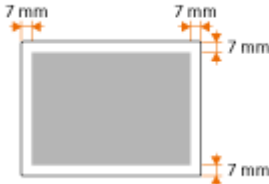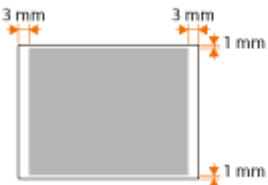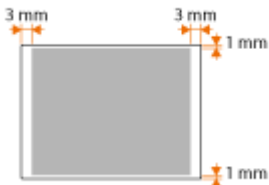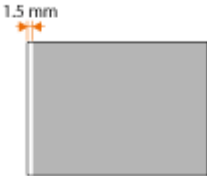
■ Supported Document Types

	Platen Glass	Feeder
Type	Plain paper Heavy paper Photograph Small documents (for example, index cards) Special types of paper (for example, tracing paper, transparencies, etc.) Booklet (up to 20 mm thickness)	Plain paper (one-page document/Multi-page documents of the same size, thickness and weight)
Size (W x L)	**MF419x / MF418x** Up to 215.9 x 355.6 mm **MF416dw / MF411dw** Up to 215.9 x 297.0 mm	**Maximum size** 215.9 x 355.6 mm **Minimum size** 139.7 x 128.0 mm
Weight	Up to 2 kg	**1-sided documents** 50 to 105 g/m² **2-sided documents** 64 to 105 g/m²
Paper Capacity	1 sheet	Up to 50 sheets

Scan Area

0UWX-0F8

The shaded areas in the table below indicate the scan area of the document. Make sure that text and images in your documents fit within the shaded area. The scan area varies depending on the function used and where documents are placed (in the feeder or on the platen glass).

	Platen Glass	Feeder
Copy	7 mm, 7 mm, 7 mm, 7 mm **NOTE:** • The scan area for copying may differ from the printable area. ▶**Printable Area(P. 860)**	7 mm, 7 mm, 7 mm, 7 mm **NOTE:** • The scan area for copying may differ from the printable area. ▶**Printable Area(P. 860)**
Fax (MF419x / MF416dw)	3 mm, 3 mm, 1 mm, 1 mm	3 mm, 3 mm, 1 mm, 1 mm
Scan	1.5 mm	The whole document can be scanned.

Paper

0UWX-0F9

■ Supported Paper Sizes

Paper sizes that can be loaded in the paper drawer, the multi-purpose tray, and optional paper feeders are listed below.

✔ : Available   — : Unavailable

Paper Size	Paper Drawer	Multi-Purpose Tray	Automatic 2-Sided Printing [1]
A4 [2] (210.0 x 297.0 mm)	✔	✔	✔
B5 (182.0 x 257.0 mm)	✔	✔	—
A5 (148.0 x 210.0 mm)	✔	✔	—
Legal (LGL) (215.9 x 355.6 mm)	✔	✔	✔
Letter (LTR) [2] (215.9 x 279.4 mm)	✔	✔	✔
Statement (STMT) (139.7 x 215.9 mm)	✔	✔	—
Executive (EXEC) (184.1 x 266.7 mm)	✔	✔	—
Oficio (215.9 x 317.5 mm)	✔	✔	✔ [3]
Oficio (Brazil) (215.9 x 355.0 mm)	✔	✔	✔ [3]
Oficio (Mexico) (215.9 x 341.0 mm)	✔	✔	✔ [3]
Letter (Government) (203.2 x 266.7 mm)	✔	✔	—
Legal (Government) (203.2 x 330.2 mm)	✔	✔	—

[1] Automatic 2-sided printing is available without necessity of paper reloading.

[2] The machine can print received fax documents.

[3] Set the paper size switch lever in the same position as that for Letter/Legal size. ▶**Interior(P. 22)**

[4] Custom size paper with width 105.0 to 216.0 mm and length 148.0 to 356.0 mm can be loaded.

[5] Custom size paper with width 76.2 to 216.0 mm and length 127.0 to 356.0 mm can be loaded.

Paper Size	Paper Drawer	Multi-Purpose Tray	Automatic 2-Sided Printing *1
Foolscap (215.9 x 330.2 mm)	✔	✔	✔ *3
Foolscap (Australia) (206.0 x 337.0 mm)	✔	✔	―
Legal (India) (215.0 x 345.0 mm)	✔	✔	✔ *3
3x5inch (76.2 x 127.0 mm)	―	✔	―
Envelope No.10 (COM10) (104.7 x 241.3 mm)	―	✔	―
Envelope Monarch (98.4 x 190.5 mm)	―	✔	―
Envelope C5 (162.0 x 229.0 mm)	―	✔	―
Envelope DL (110.0 x 220.0 mm)	―	✔	―
Custom Paper Size	✔ *4	✔ *5	―

*1 Automatic 2-sided printing is available without necessity of paper reloading.

*2 The machine can print received fax documents.

*3 Set the paper size switch lever in the same position as that for Letter/Legal size. ❯Interior(P. 22)

*4 Custom size paper with width 105.0 to 216.0 mm and length 148.0 to 356.0 mm can be loaded.

*5 Custom size paper with width 76.2 to 216.0 mm and length 127.0 to 356.0 mm can be loaded.

> **NOTE**
>
> - The default paper size of the machine is set to A4. Change the paper size setting when using a different size of paper. ❯**Specifying Paper Size and Type in the Paper Drawer(P. 68)**

■ Paper Type and Paper Source Capacity

Chlorine-free paper can be used with this machine.

MF419x / MF418x

― : Unavailable

Paper Type		Drawer 1 (standard)	Drawer 2 (optional)	Multi-Purpose Tray
Plain paper *1 *2	60 to 89 g/m²	500 sheets	500 sheets	50 sheets
Heavy paper	90 to 128 g/m² *1	320 sheets	320 sheets	40 sheets

	129 to 163 g/m²	—	—	25 sheets
Recycled paper *1 *2	60 to 89 g/m²	500 sheets	500 sheets	50 sheets
Color paper *1 *2	60 to 89 g/m²	500 sheets	500 sheets	50 sheets
Label		—	—	20 sheets
Envelope		—	—	5 sheets

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

*2 The machine can print received fax documents.

MF416dw / MF411dw

— : Unavailable

Paper Type		Drawer 1 (standard)	Drawer 2 (optional)	Multi-Purpose Tray
Plain paper *1 *2	60 to 89 g/m²	250 sheets	500 sheets	50 sheets
Heavy paper	90 to 128 g/m² *1	160 sheets	320 sheets	40 sheets
	129 to 163 g/m²	—	—	25 sheets
Recycled paper *1 *2	60 to 89 g/m²	250 sheets	500 sheets	50 sheets
Color paper *1 *2	60 to 89 g/m²	250 sheets	500 sheets	50 sheets
Label		—	—	20 sheets
Envelope		—	—	5 sheets

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

*2 The machine can print received fax documents.

■ Paper Type and Setting for the Machine

�‣Loading Paper(P. 51)

■ Printable Area

The shaded areas in the image below indicate the printable area of the document. For envelope, the top, bottom, left, and right margins are all 10 mm.
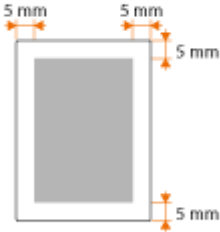
Copy Specifications

0UWX-0FA

Scan Resolution	**Text/Photo** 300 x 600 dpi **Text/Photo (Quality), Photo, Text** 600 x 600 dpi
Output Resolution	600 x 600 dpi
Copy Ratio	100% (1:1), 400% (Max), 200%, 141% A5->A4, 70% A4->A5, 50%, 25% (Min)
Copy Speed *1 (A4 Plain Direct)	33 cpm
Continuous Copying Capacity	Maximum 999 copies
First Copy Time (A4)	Platen glass: 8 seconds or less Feeder: 10 seconds or less

*1 The copy speed on A4 size plain paper on one-side printing is measured during continuous copying. However, this varies depending on the use conditions and environment of the machine.

Fax Specifications   MF419x / MF416dw

0UWX-0FC

Line Used	Public Switched Telephone Network (PSTN) [*1]
Communication Mode	Super G3, G3
Compression Method	MH, MR, MMR, JBIG
Modem Speed	Super G3: 33.6 Kbps, G3: 14.4 Kbps Automatic Fallback
Transmission Speed	Approx. 3 seconds per page [*2] (ECM-JBIG, transmitting from the memory at 33.6 Kbps)
Sending from Memory/Receiving in Memory	Maximum approx. 512 pages [*2] (Total pages of transmission/reception) (Maximum number of fax jobs that can be sent from the memory: 30 jobs/ Maximum number of fax jobs that can be received into the memory: 90 jobs)
Fax Resolution	Normal: 200 x 100 dpi Fine: 200 x 200 dpi Photo: 200 x 200 dpi Superfine: 200 x 400 dpi Ultrafine: 400 x 400 dpi
Dialing	Favorites (19 destinations) Coded dialing (281 destinations) Group dialing (299 destinations) Address Book dialing Regular dialing (with numeric keys) Automatic redialing Manual redialing Sequential broadcast (310 destinations)
Receiving	Automatic reception Manual reception Remote reception by telephone (Default ID: 25)
Reports	TX Result Report Communication Management Report (By default, auto output every 40 destinations) RX Result Report
Telephone Type	Handset (optional) External telephone External telephone with the built-in answer function Data modem

[*1] Depending on your locale or your telephone connection, you may be unable to perform data communication. In this case, contact your local authorized Canon dealer or the Canon help line.

[*2] Based on ITU-T (ITU Telecommunication Standardization Sector) Standard Chart No. 1, JBIG standard mode.

Scanner Specifications

0UWX-0FE

Type	Color scanner
Maximum Scan Size	**MF419x / MF418x** Platen glass: up to 215.9 x 355.6 mm Feeder: up to 215.9 x 355.6 mm **MF416dw / MF411dw** Platen glass: up to 215.9 x 297.0 mm Feeder: up to 215.9 x 355.6 mm
Scan Resolution	**Optical resolution** Platen glass: up to 600 x 600 dpi Feeder: up to 300 x 300 dpi **Software interpolation resolution** 9,600 x 9,600 dpi
Scan Speed *1 (A4, 300 x 300 dpi)	Color: Approx. 7 seconds/sheet Black and White: Approx. 3 seconds/sheet
Driver	TWAIN WIA 2.0 (Windows Vista/7/8) ICA (Mac OS X 10.6.x or later)

*1 Speed of scanning via the platen glass. The communication time is not included.

Printer Specifications

Printing Method	Indirect electrostatic system (On-demand fixing)
Paper Capacity	**MF419x / MF418x** Multi-purpose tray: Approx. 50 sheets Paper drawer: Approx. 500 sheets Cassette Feeding Module-U1 (optional): Approx. 500 sheets **MF416dw / MF411dw** Multi-purpose tray: Approx. 50 sheets Paper drawer: Approx. 250 sheets Paper Feeder Unit PF-44 (optional): Approx. 500 sheets
Output Tray Capacity *1 (a fresh stack of A4 size paper)	Output tray: Approx. 150 sheets Sub-output tray: 1 sheet
Print Speed *2 (A4 Plain Direct)	**1-sided printing** 33 ppm **2-sided printing** 16.8 pages/minute (8.4 sheets/minute)
First Print Time *3 (A4)	6.3 seconds or less
Output Resolution	600 x 600 dpi
Gradation	256 gradations
Toner Cartridges	◉**Consumables(P. 868)**

*1 May varies depending on the installation environment and paper type used.

*2 The print speed on A4 size plain paper is measured during continuous printing. However, this varies depending on the use conditions and environment of the machine.

*3 May vary depending on the output environment.

Specifications for E-Mail Sending/I-Faxes Sending and Receiving

0UWX-0FH

Communication Protocol	SMTP, POP3[*1]
Data Format	**E-mail** PDF, PDF (Compact), PDF (Compact/OCR), PDF (OCR), JPEG, TIFF **I-Fax** TIFF
Resolution	**E-mail** JPEG: 300 dpi TIFF: 300 dpi (MMR Compression) PDF/PDF (OCR) (Black and White): 300 dpi (MMR Compression) PDF/PDF (OCR) (Color): 200 dpi (JPEG Compression) PDF (Compact)/PDF (Compact/OCR): Text 300 dpi, Background 150 dpi **I-Fax** 200 dpi (MH Compression)
System Environment	Windows Vista/7/8/Server 2003/Server 2008/Server 2012 Solaris Version 2.6 or later (with Samba 2.2 or later) Mac OS X Red Hat Linux 7.2 or later (with Samba 2.2 or later)
Interface	1000BASE-T, 100BASE-TX, 10BASE-T
Color Mode	**E-mail** Color, Black and White **I-Fax** Black and White
Inputted Image	Text, Text/Photo, Photo
Paper Size	A4, A5

[*1] For e-mail sending, POP3 can also be used, though limited to when authenticating before sending.

Specifications for Scanning to Shared Folders/FTP Server

0UWX-0FJ

|	
Communication Protocol	SMB (TCP/IP), FTP
Data Format	PDF, PDF (Compact), PDF (Compact/OCR), PDF (OCR), JPEG, TIFF
Resolution	JPEG: 300 dpi TIFF: 300 dpi (MMR Compression) PDF/PDF (OCR) (Black and White): 300 dpi (MMR Compression) PDF/PDF (OCR) (Color): 200 dpi (JPEG Compression) PDF (Compact)/PDF (Compact/OCR): Text 300 dpi, Background 150 dpi
System Environment	Windows Vista/7/8/Server 2003/Server 2008/Server 2012 Solaris Version 2.6 or later (with Samba 2.2 or later) Mac OS X Red Hat Linux 7.2 or later (with Samba 2.2 or later)
Interface	1000BASE-T, 100BASE-TX, 10BASE-T
Color Mode	Color, Black and White
Inputted Image	Text, Text/Photo, Photo
Paper Size	A4, A5

Consumables

0UWX-0FK

The following is a guide to the estimated replacement time for the consumables used in this machine. Purchase consumables at your local authorized Canon dealer. Observe safety and health precautions when storing and handling consumables (**Consumables(P. 10)**).

> **NOTE**
>
> - Depending on the installation environment, printing paper size, or document type, you may need to replace consumables before the end of the estimated lifetime.

■ Toner Cartridges
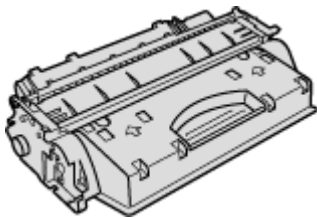
Supplied Toner Cartridges

The average yield*of the toner cartridge that comes with the machine is 2,100 sheets.

* The average yield is based on "ISO/IEC 19752" (the global standard related to "Method for the determination of toner cartridge yield for monochromatic electrophotographic printers and multi-function devices that contain printer components" issued by ISO [International Organization for Standardization]) when printing A4 size paper with the default print density setting.

Replacement Toner Cartridges

For optimum print quality, using Canon genuine toner cartridges is recommended.

Canon Genuine Toner Cartridge	Average yield of toner cartridge*
Canon Cartridge 719	2,100 sheets
Canon Cartridge 719 H	6,400 sheets

Genuine Canon Consumables

For optimum print quality, using Canon genuine Toner, Cartridge and Parts is recommended.

> **NOTE**
>
> - When replacing toner cartridges, see **How to Replace Toner Cartridges(P. 798)** .

Optional Items

0UWX-0FL

The functionality of the machine can be fully utilized by using the optional items described below. Optional items can be purchased from the retail outlet where you purchased the machine or from your local Canon dealer.

●**Paper Feeder(P. 869)**
●**TELEPHONE 6 KIT (MF419x / MF416dw)(P. 870)**
●**Copy Card Reader-F1 (MF419x / MF418x)(P. 870)**
●**Barcode Printing Kit (MF419x / MF418x)(P. 871)**
●**License Registration (MF419x / MF418x)(P. 871)**
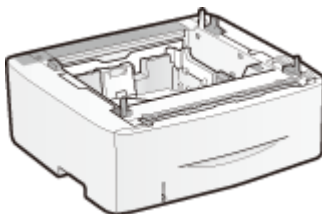
Paper Feeder

### ■ Cassette Feeding Module-U1 (MF419x / MF418x)
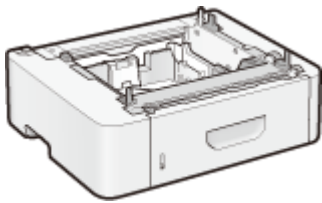
This is a paper feeder capable of holding a maximum of 500 sheets. Installing this paper feeder enables you to load up to 1,050 sheets of paper of different sizes at a time and in such manner that a size is loaded in the standard drawer, another size in the multi-purpose tray, and still another in this optional paper feeder. This surely reduces the time and labor for paper replacement.

Paper Capacity	Approx. 500 sheets
Available Paper	●**Paper(P. 858)**
Power Supply	From main unit
Dimensions (W x L x H)	450 x 386 x 139 mm
Weight	Approx. 5.2 kg

■ Paper Feeder Unit PF-44 (MF416dw / MF411dw)

This is a paper feeder capable of holding a maximum of 500 sheets. Installing this paper feeder enables you to load up to 800 sheets of paper of different sizes at a time and in such manner that a size is loaded in the standard drawer, another size in the multi-purpose tray, and still another in this optional paper feeder. This surely reduces the time and labor for paper replacement.

Paper Capacity	Approx. 500 sheets
Available Paper	●**Paper(P. 858)**
Power Supply	From main unit
Dimensions (W x L x H)	390 x 441 x 135.7 mm

| Weight	Approx. 4.1 kg

TELEPHONE 6 KIT (MF419x / MF416dw)
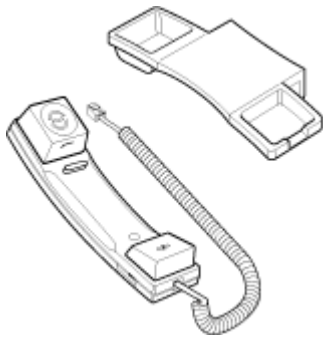
This is a handset that can be connected to the machine. Use the handset when you use the machine as a telephone. Also, use the handset when you send or receive faxes manually.

Copy Card Reader-F1 (MF419x / MF418x)

The card control system simplifies the logon process of Department ID Management by using the control card instead of entering the department ID. You can log on to the machine by inserting a control card and log off by removing it.
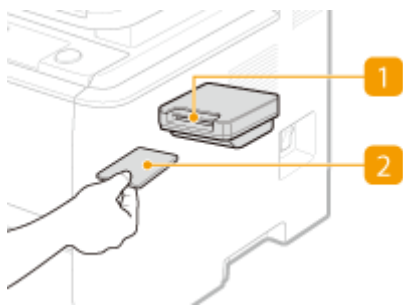
1 Card slot

Insert the control card into the card slot when the logon screen is displayed. Remove the control card from the card slot after using the machine. The main screen appears on the display after you log on, and the logon screen appears on the display after you log off.

2 Control card

You can use the control card shown below. Make sure that the card is facing in the correct direction when you insert it into the card slot.

Available Cards	Magnetic
Card Readout Method	Magnetic readout
Magnetic Card Reading Direction	Face up
Store/Replay	Replay
Dimensions	88 x 96 x 40 mm (excluding the attachment kit and cable)

(W x L x H)	
Weight	Approx. 200 g (including the attachment kit and cable)

Barcode Printing Kit (MF419x / MF418x)

This option enables you to generate bar codes in various formats. Note that if you want to print bar codes, PCL must be enabled. For information on using the Barcode Printing Kit, see the Barcode Printing Guide (PDF manual). The Barcode Printing Guide is stored in the following folder on the provided DVD-ROM.

[Manual]-[uk_eng]-[pdfs]-[Barcode Printing Guide]

License Registration (MF419x / MF418x)

To activate the Barcode Printing Kit, you need to obtain a license key and register the key to the machine.

■ Obtaining a License Key

You can obtain a license key by using a web browser. Access the License Management System (**http://www.canon.com/lms/license**) and follow the procedure. As a part of the procedure, you are required to enter the following numbers.

License Access Number

Check the license access number provided on the License Access Number Certificate that is included in the package of the option.

Serial Number of the Machine

Check the serial number of the machine by pressing ⬜ (🔢) ▶ <Check Device Configuration>.

■ Registering a License Key

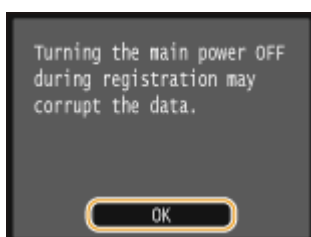**1** Tap <Menu> in the Home screen.

2 Tap <System Management Settings>.

- If the logon screen appears, enter the correct ID and PIN using the numeric keys, and then press **ID** . ○
  Logging on to the Machine(P. 44)

3 Tap <Register License>.

4 Confirm the message on the screen, and tap <OK>.

```
Turning the main power OFF
during registration may
corrupt the data.

        OK
```

5 **Enter the license key using the numeric keys, and tap <Register>.**

➠ Registration starts. Wait until the <Installation complete. Effective after the main power is turned OFF and ON.> message is displayed.

NOTE:

- If the <Registering... Do not turn the main power OFF.> message is displayed, enable the functions that are required to activate the option and register the license key again.

6 **Tap <Close>.**

Manuals Included with the Machine

<div align="right">0UWX-0FR</div>

The manuals listed below are included with the machine. Refer to them as necessary.

Getting Started		Read this manual first. It describes basic setup procedures, from removing the packing materials to setting up the machine.
Wireless LAN Setting Guide		This manual describes the procedure for connecting the machine to a wireless LAN router, it also contains information for troubleshooting when configuring the settings. Read this manual with Getting Started.
e-Manual (This Manual)		This manual describes all the functions of the machine in a manual that is viewed using a Web browser. You can browse information by category or enter a keyword to search for pages on a specific topic. ●**Using e-Manual(P. 874)**
MF Driver Installation Guide		This manual describes how to install the MF drivers, MF Scan Utility, and the supplied software on the provided DVD-ROM.
Send Setting Guide		This manual describes how to configure settings and prepare for sending scanned images by e-mail and saving scanned images to shared folders.

Using e-Manual

The e-Manual is a manual that can be viewed on your computer that describes all of the functions of the machine. You can search from your intended use or enter a keyword to quickly find the page you are looking for. You can use the e-Manual by installing it on your computer, or start the e-Manual directly from the provided DVD-ROM. **◖Installing e-Manual(P. 875)**

How to Find the Topic You Are Looking for

You can find the page you are looking for using the following 3 methods.

Search the contents
You can find the page you are looking for by selecting the topic from the [Contents] tab on the left side of the screen, and selecting the [Chapter icon] next to the topic.

◖Top Page(P. 883)
◖Topic Page(P. 885)

Search by keyword
Perform a search by entering a keyword, such as "fax" or "wireless LAN", and the pages containing the keyword are displayed. You can find the page you are looking for from those results. You can also enter phrases such as "connecting to a network." The keyword search also supports the AND Boolean to search for multiple keywords.

◖Search Tab(P. 887)

Search the site map
Click [Site Map] on the top part of the screen, and a list of all the e-Manual topics is displayed. From there you can find the topic you are looking for.

◖Site Map(P. 888)

NOTE

System Requirements

- To use the e-Manual, the following Web browsers are required. The content of the e-Manual may not display correctly if a browser not listed below is used.

  Windows:
  Internet Explorer 8.0/9.0/10.0/11.0
  Firefox 24.x ESR/26.x/29.x/30.x/31.x/31.x ESR/32.x/33.x/34.x/35.x/36.x/37.x/38.x/39.x

  Mac OS:
  Safari 7.x/8.x
  Firefox 24.x ESR/26.x/29.x/30.x/31.x/31.x ESR/32.x/33.x/34.x/35.x/36.x/37.x/38.x/39.x

- The DVD-ROM provided for this product may include manuals in PDF format. If you do not have access to Adobe Reader to view the manuals in PDF format, try other programs such as PDF Preview developed by Vivid Document Imaging Technologies.

About the latest e-Manual

- For the latest e-Manual, see the Canon website: **http://www.canon.com/**
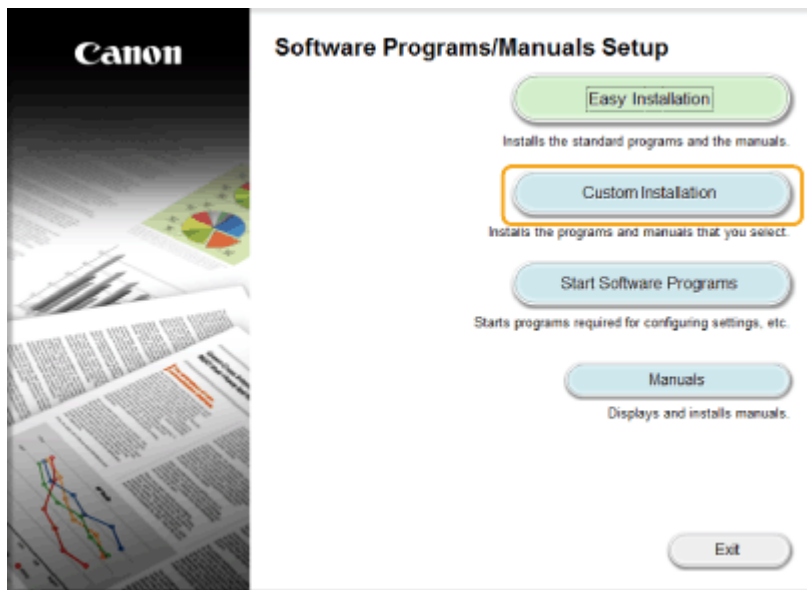
Installing e-Manual

0UWX-0FU

Install the e-Manual on your computer by using the provided DVD-ROM that comes with the machine.

1 **Insert the provided DVD-ROM into the drive on the computer.**

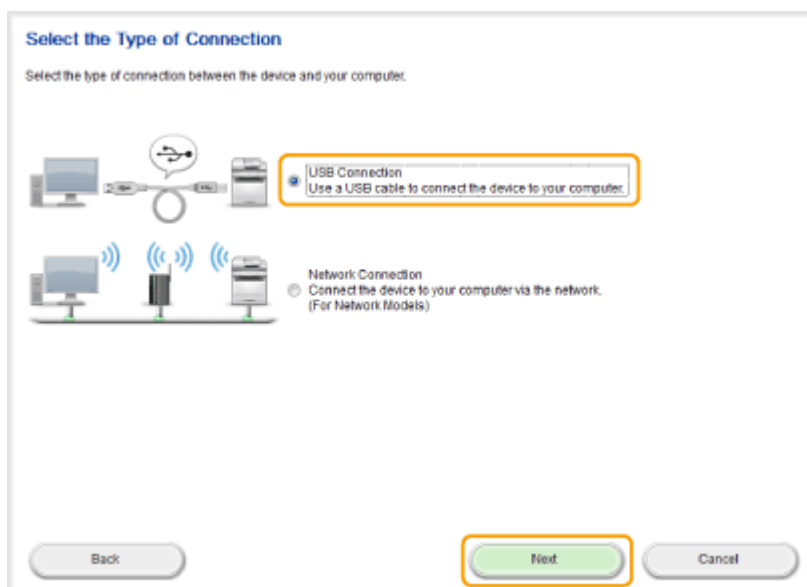- Select a language and click [OK] if you are prompted to do so.
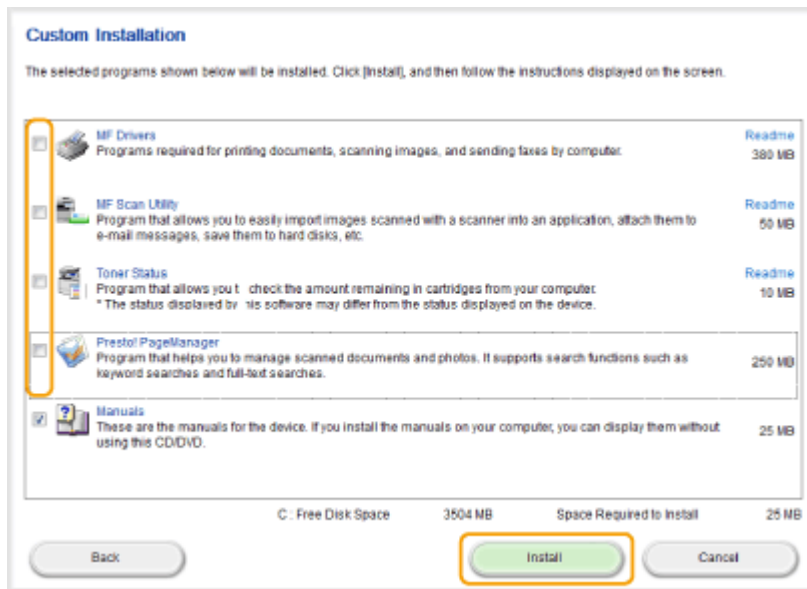
2 **Click [Custom Installation].**

NOTE:

- If the above screen is not displayed, see ❯**Displaying the [Software Programs/Manuals Setup] Screen(P. 893)** .
- If [AutoPlay] is displayed, click [Run MInst.exe].

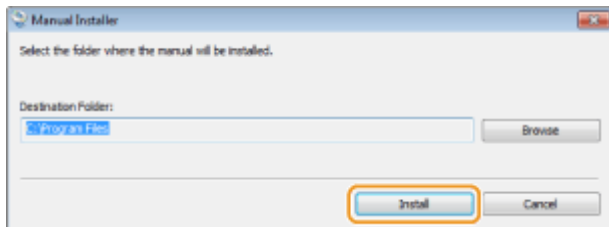**3** **Select [USB Connection], and click [Next].**

NOTE:

● Select [USB Connection], even if connected using a network.
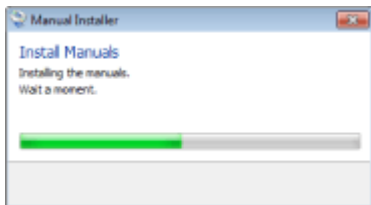
4 **Clear all the check boxes except for [Manuals], and click [Install].**

5 **Read the License Agreement and click [Yes] to agree.**
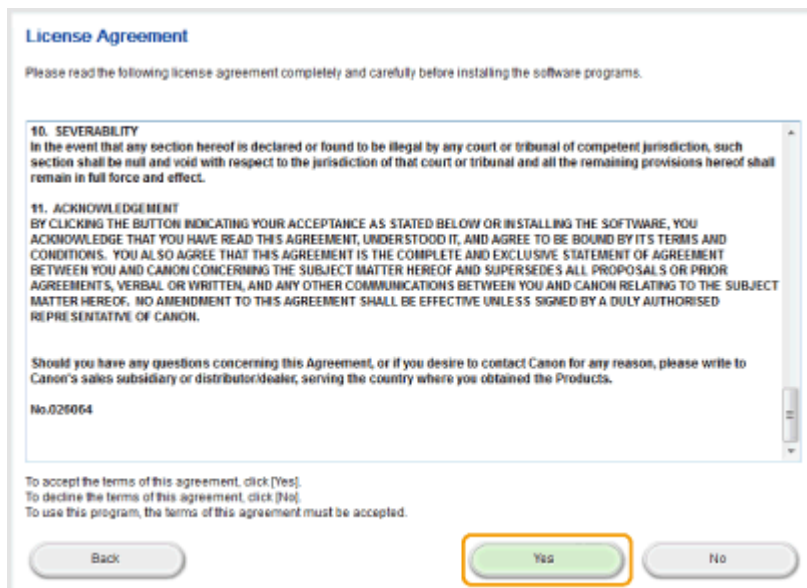
6 **Select a language and click [NEXT].**

7 **Click [Install].**

● If you want to change the installation location, click [Browse] and specify the desired location.
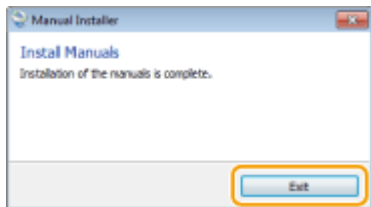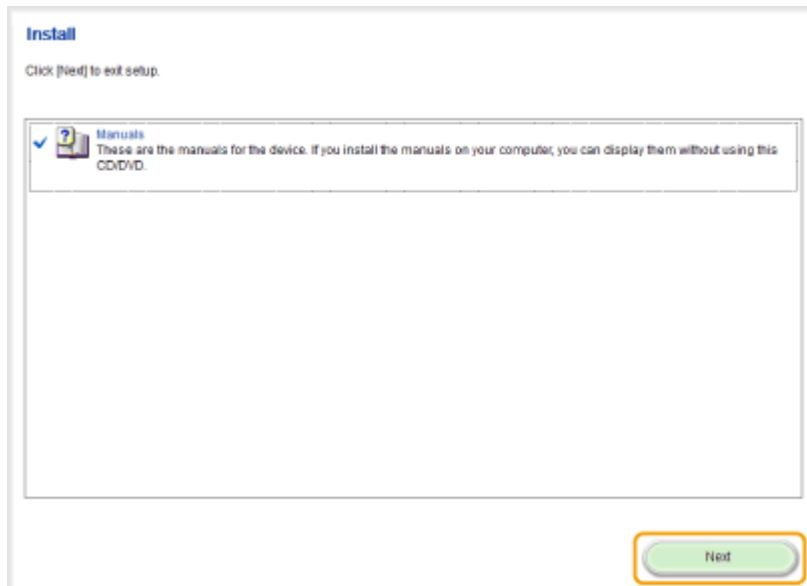
➠ The installation begins.

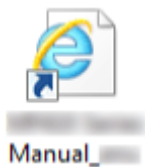- ● Wait a moment. This process may take some time.

8 **Click [Exit].**

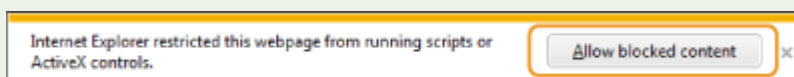**9** **Click [Next] ▶ [Exit].**

Viewing the e-Manual

Double-click the shortcut icon of the e-Manual on the desktop.

Manual_

NOTE

If a security warning message appears

- Click [Allow blocked content].

TIPS for Viewing the e-Manual Directly from the provided DVD-ROM

1 Insert the provided DVD-ROM into the drive on the computer.

- Select a language and click [OK] if you are prompted to do so.
- If the [Software Programs/Manuals Setup] screen is not displayed, see ○**Displaying the [Software Programs/Manuals Setup] Screen(P. 893)** .
- If [AutoPlay] is displayed, click [Run MInst.exe].

2 Click [Manuals].
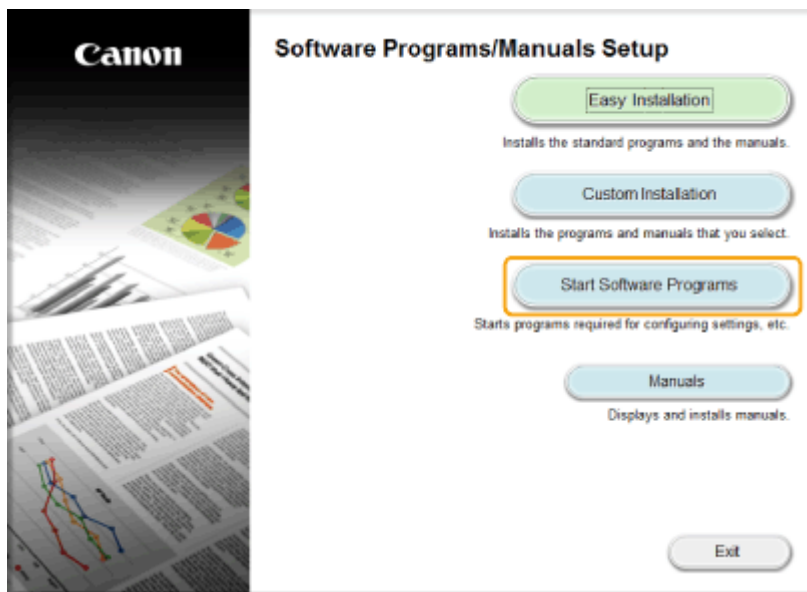
3 Click [e-Manual].

Uninstalling e-Manual

0UWX-0FW

You can remove the e-Manual from the computer to restore the computer to the same state it was in before the e-Manual was installed.

1 **Insert the provided DVD-ROM into the drive on the computer.**

- Select a language and click [OK] if you are prompted to do so.
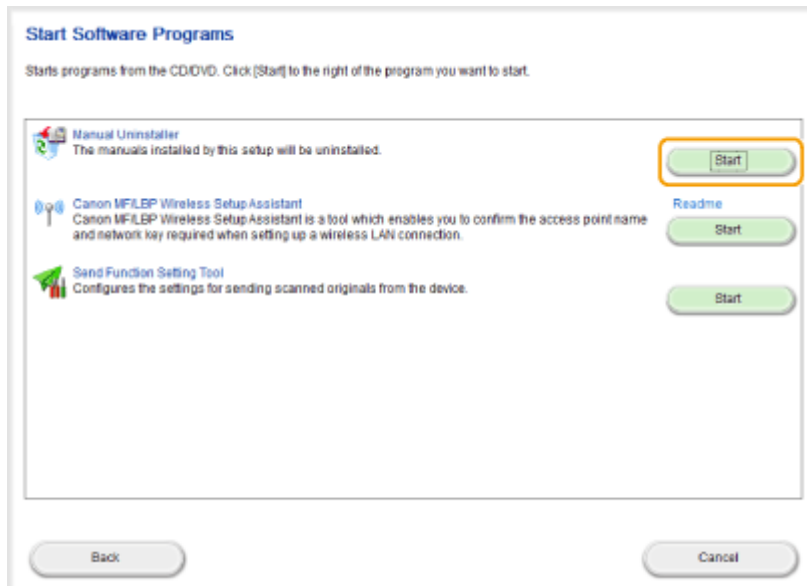
2 **Click [Start Software Programs].**

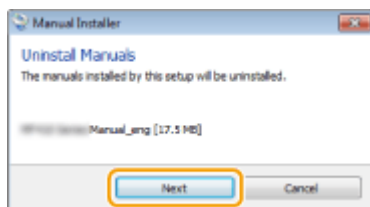**NOTE:**

- If the above screen is not displayed, see ❯**Displaying the [Software Programs/Manuals Setup] Screen(P. 893)** .
- If [AutoPlay] is displayed, click [Run MInst.exe].
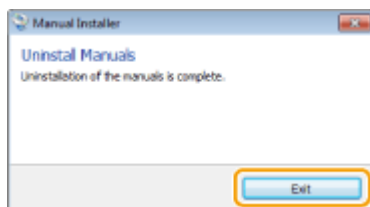
3 **Click [Start] for [Manual Uninstaller].**
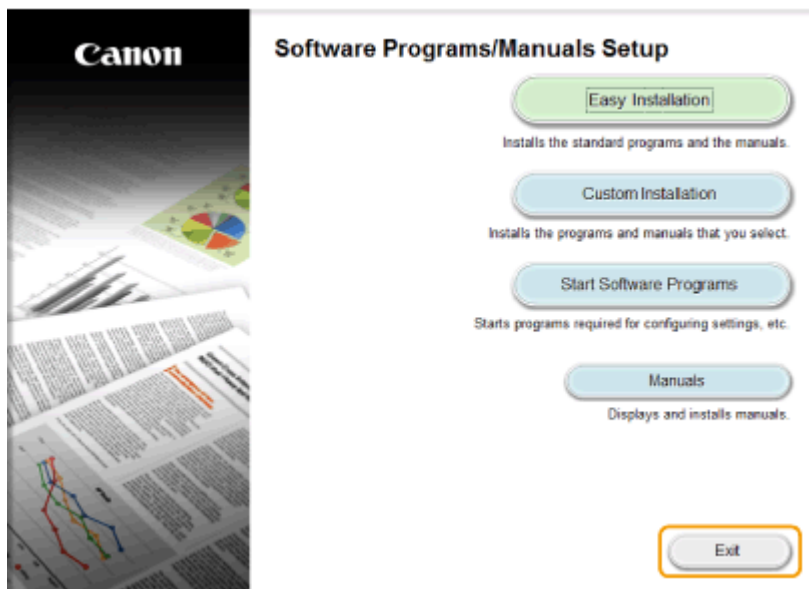
4 **Click [Uninstall].**

➥ Uninstall begins.

- Wait a moment. This process may take some time.

5 **Click [Exit].**

6 **Click [Back] ▶ [Exit].**
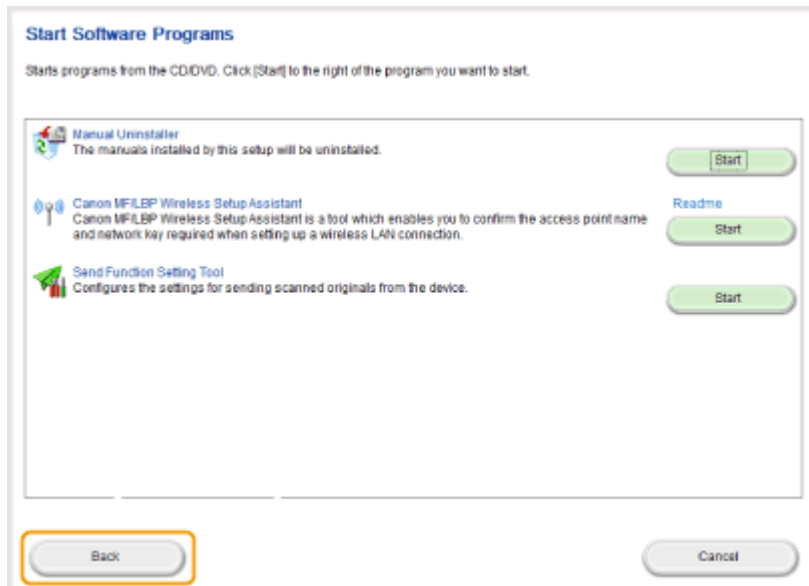
Screen Layout of e-Manual

0UWX-0FX

The e-Manual is divided into different screens, and the content of each screen varies.

Top Page

Appears when e-Manual is started.

a **Canon**

Click to return to the top page.

b **[Contents] tab/[Search] tab**

Click to toggle the display between the table of contents and search.

c **Contents**

The titles of chapters are displayed (**1**). Place the mouse pointer over one of the titles, and topics of the chapter are displayed on the right. Click a topic and its page is displayed.

d **[Top]**

Click to return to the top page.

e **[Site map]**

Click to display all the e-Manual topics.

f **[Help]**

Click to display information on how to view the e-Manual, how to perform a search, and other information.

g **[Print]**

Click to print the displayed content.

h **Feature Highlights**

Provides a variety of practical examples of ways to use the machine. Click 1 / 2 / 3 / 4 to toggle the display of practical examples by category, or click the sliding display for more information about each category. The sliding display can be stopped by moving the pointer onto it. **Feature Highlights(P. 884)**

i **[Quick Help] / [Troubleshooting] / [Maintenance]**

Click to view how to solve problems or maintain the machine.

j **[For Mac OS Users]**

Click to view precautions when using Mac OS.

k **[Notice]**

Click to view important information you should know when using the machine.

l **[Office Locations]**

Click to display contact information for any inquiries about the machine.

Feature Highlights

Provides a variety of practical examples of ways to use the machine.

a ⊗ / ⊘
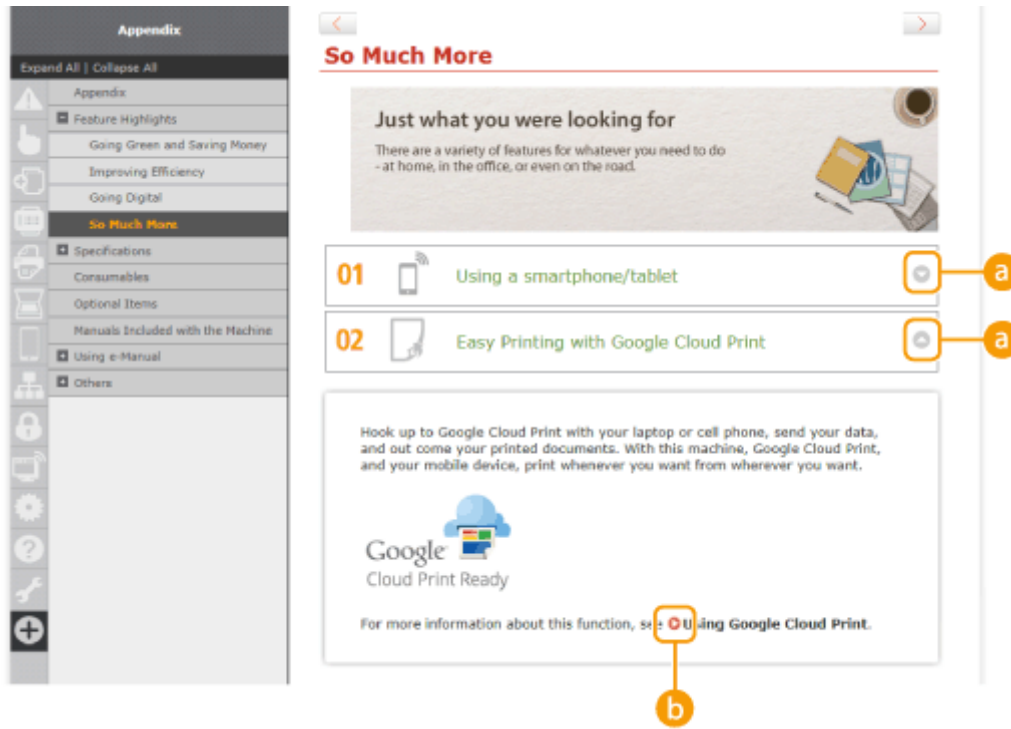
Click to display the detailed information. Click again to close the window.

b ▶

Click to display the corresponding topic page.

Topic Page

Contains information about how to configure and use the machine.

a [Contents]

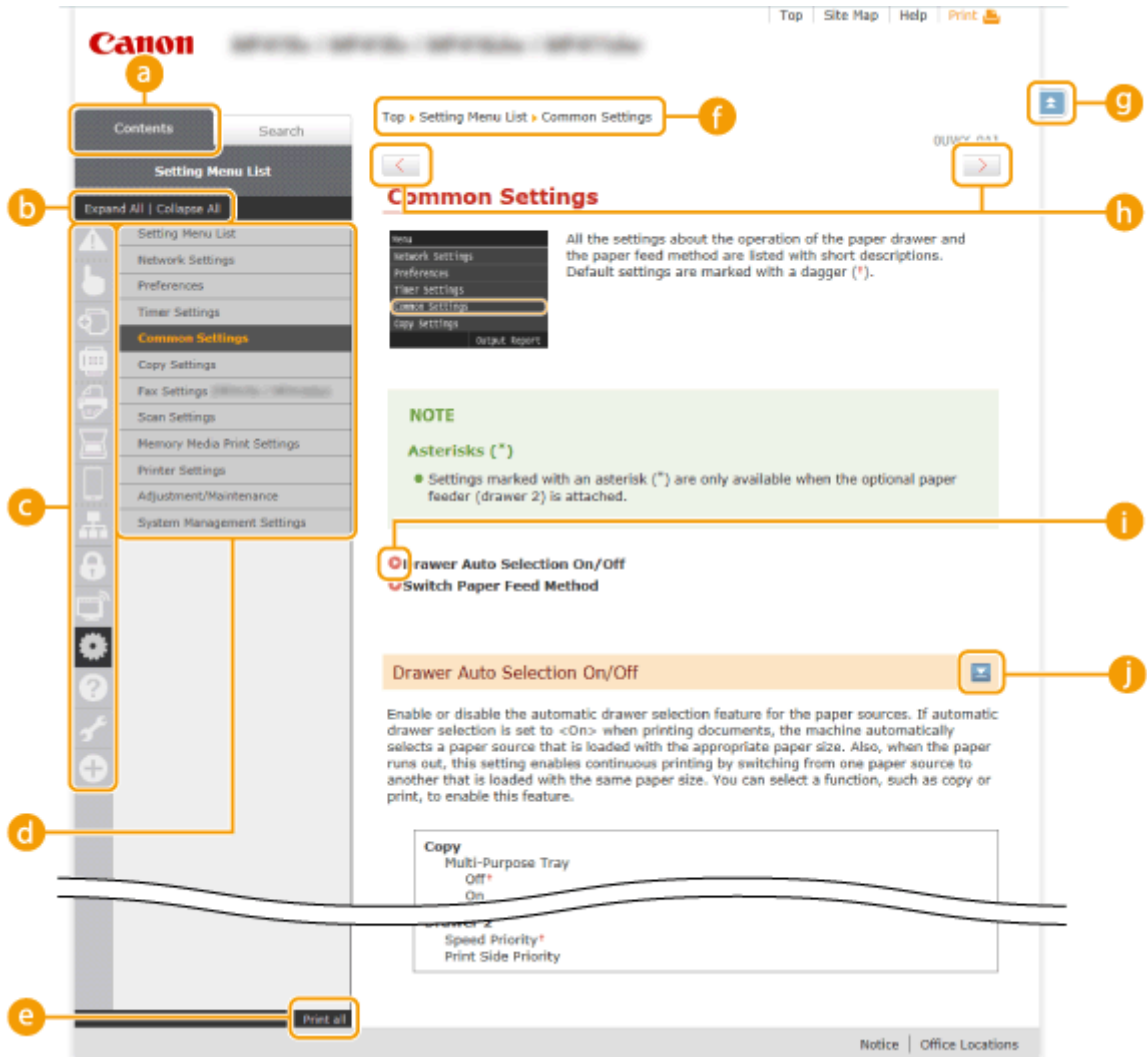The chapter icons and titles are displayed.

b [Expand All]/[Collapse All]

Click [Expand All] to display all of the subsections of all topics. Click [Collapse All] to close all of the subsections of all the topics.

c Chapter icons

Click a chapter icon to navigate to the top of the corresponding chapter.

d Topic page

Displays the topics of the selected chapter. If "+" is displayed on the topic, clicking it displays the subsections of that topic. Click "-" to close the expanded topic.

e [Print all]

All pages of the selected chapter are opened in a separate window. The chapter can be printed if necessary.

f Navigation

See what chapter topic you are currently viewing.

g

Click to return to the page top.

h /

Click to display the previous or following topic.

Appendix

i ▶

Click to jump to the corresponding page. To return to the previous page, click "Back" on your Web browser.

j ⬇

Click to display the hidden detailed descriptions. Click again to close the detailed descriptions.

Search Tab

Contains a text box to perform a search and find the page you are looking for.

a **[Enter keyword(s) here]**

Enter a keyword or keywords and click 🔍 to display the search results in the search result list (**f**). Separate keywords with a space and search for pages containing all keywords. Enclose (a) keyword(s) in quotation marks to search only for pages with exact matches.

b **[Search options]**

Click to specify search conditions such as scope of search and fuzzy match conditions. To display the conditions, click this button when it is gray. To close the display, click the button when it is orange.

c **Search scope selector**

Specifies the search scope. You can efficiently search for topics by narrowing the search scope. The search scope selector is especially useful when you can predict the general location of the topic that you are looking for.

d **Search options selector**

Select the check box to make your search case-sensitive.

e **[Search with these conditions]**

Click to display the search results with the conditions specified with **c** and **d** .

f **Search result list**

Displays the search results of the pages that contain the specified keywords. From the results, locate the page you are looking for and click the topic title of the page. If the results cannot be displayed on one page, click ◀ / ▶ or a page number to display the results on the corresponding page.

887

Site Map

Displays the table of contents for the e-Manual.
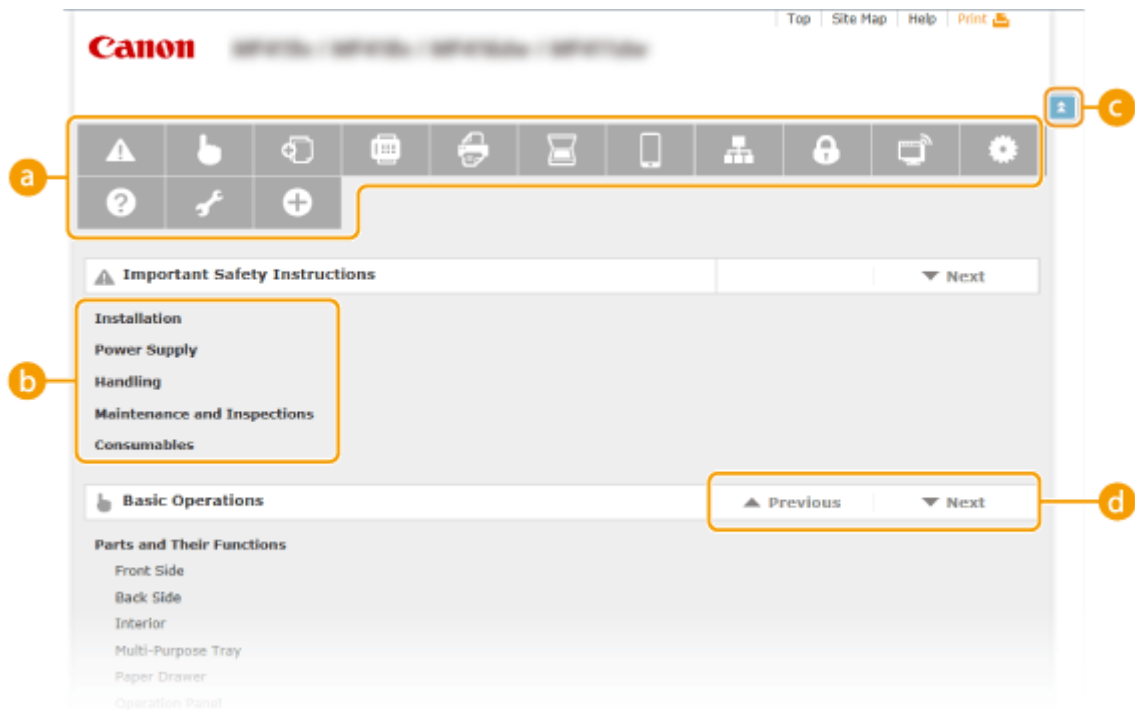
ⓐ Chapter icons

Click to jump to the topic of the selected chapter.

ⓑ Title (Topic)

Displays titles and topics. Click a title or topic to jump to the page.

ⓒ ⬆

Click to return to the page top.

ⓓ ▲ / ▼

Click to go to the previous or next chapter.

Viewing e-Manual

0UWX-0FY

Marks

Cautions regarding safety, restrictions and cautions regarding the handling of the machine, useful tips, and other information are indicated using the marks below.

⚠ WARNING	Indicates a warning concerning operations that may lead to death or injury to persons if not performed correctly. To use the machine safely, always pay attention to these warnings.
⚠ CAUTION	Indicates a caution concerning operations that may lead to injury to persons if not performed correctly. To use the machine safely, always pay attention to these cautions.
🚫	Indicates an operation that must not be performed. Read these items carefully, and make sure not to perform the described operations.
IMPORTANT	Indicates operational requirements and restrictions. Be sure to read these items carefully to operate the machine correctly, and avoid damage to the machine or property.
NOTE	Indicates a clarification of an operation, or contains additional explanations for a procedure.
TIPS	Indicates useful functions or tips for using the machine.

Keys and Buttons Used in this Manual

Keys on the operation panel and buttons on the computer display appear in the following notation:

Type	Example
Keys on the operation panel	(◁)) 🏠
Settings displayed on the operation panel	\<Timer Settings\> \<Specify the destination.\>
Buttons and other text interfaces displayed on the computer display	[Preferences]

Computer Screens Used in This Manual

Unless otherwise noted, displays used in the e-Manual are those for the MF419x. Depending on the operating system you are using, the appearance of the displays used in this manual may slightly differ from the actual displays. Also, the appearance of drivers and software may differ depending on their version.

Illustrations Used in This Manual

- Unless otherwise noted, illustrations used in the e-Manual are those for the MF419x. When differences are significant, multiple illustrations are used with the model names, such as "MFXXXX / MFXXXX."

- The illustrations of the toner cartridge used in the e-Manual are those for the Canon Cartridge 719 H.

Manual Display Settings

0UWX-0HY

Others

0UWX-0H0

This section describes basic Windows operations and includes disclaimers, copyright information, and other information.

Basic Windows Operations

0UWX-0H1

■ Displaying the Printer Folder

Windows Vista
[Start] ▶ select [Control Panel] ▶ [Printer].

Windows 7/Server 2008 R2
[Start] ▶ select [Devices and Printers].

Windows 8/Server 2012
Right-click the lower-left corner of the screen ▶ select [Control Panel] ▶ [View devices and printers].

Windows 8.1/Server 2012 R2
Right-click [Start] ▶ select [Control Panel] ▶ [View devices and printers].

Windows Server 2003
[Start] ▶ select [Printers and Faxes].

Windows Server 2008
[Start] ▶ select [Control Panel] ▶ double-click [Printers].

■ Enabling [Network discovery]

If you are using Windows Vista/7/8/Server 2008/Server 2012, enable [Network discovery] to view the computers on your network.

Windows Vista
[Start] ▶ select [Control Panel] ▶ [View network status and tasks] ▶ select [Turn on network discovery] under [Network discovery].

Windows 7/Server 2008 R2
[Start] ▶ select [Control Panel] ▶ [View network status and tasks] ▶ [Change advanced sharing settings] ▶ select [Turn on network discovery] under [Network discovery].

Windows 8/Server 2012
Right-click the lower-left corner of the screen ▶ select [Control Panel] ▶ [View network status and tasks] ▶ [Change advanced sharing settings] ▶ select [Turn on network discovery] under [Network discovery].

Windows 8.1/Server 2012 R2
Right-click [Start] ▶ select [Control Panel] ▶ [View network status and tasks] ▶ [Change advanced sharing settings] ▶ select [Turn on network discovery] under [Network discovery].

Windows Server 2008
[Start] ▶ select [Control Panel] ▶ double-click [Network and Sharing Center] ▶ select [Turn on network discovery] under [Network discovery].

■ Displaying Shared Printers in the Print Server

1 **Open Windows Explorer.**

Windows Vista/7/Server 2003/Server 2008
[Start] ▶ select [All Programs] or [Programs] ▶ [Accessories] ▶ [Windows Explorer].
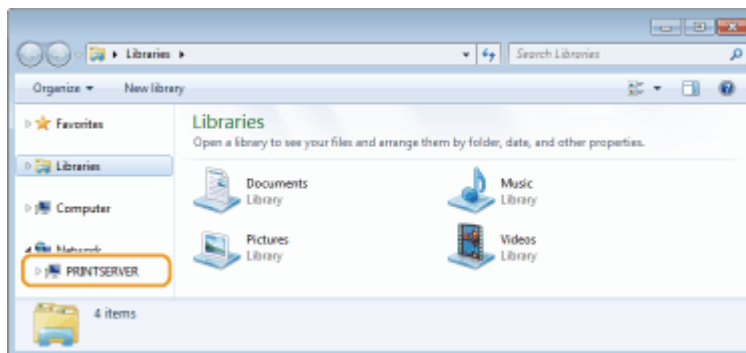
Windows 8/Server 2012
Right-click the lower-left corner of the screen ▶ select [File Explorer].
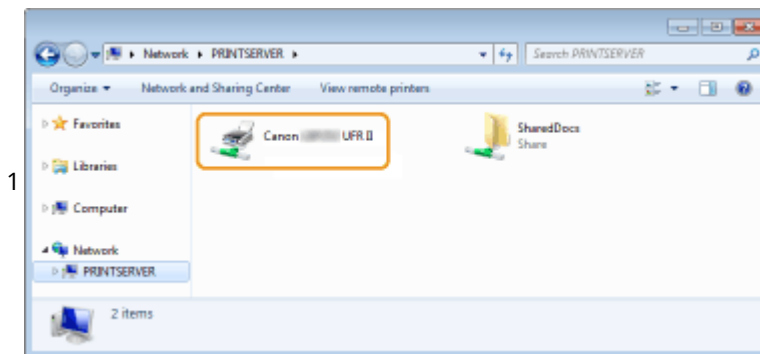
Windows 8.1/Server 2012 R2
Right-click [Start] ▶ select [File Explorer].

2 **Select [Network] or [My Network Places] in printer server.**

● To view computers on the network, you may need to turn on network discovery or search the network for computers.

⇒ Shared printers are displayed.

■ Displaying the [Software Programs/Manuals Setup] Screen

If your computer does not display the [Software Programs/Manuals Setup] screen after inserting the provided DVD-ROM, follow the procedure below. The DVD-ROM drive name is indicated as "D:" in this manual. The DVD-ROM drive name may differ depending on the computer you are using.

Windows Vista/7/Server 2008

[Start] ▶ enter "D:\MInst.exe" in [Search programs and files] or [Start Search] ▶ press the [ENTER] key.

Windows 8/Server 2012

Right-click the lower-left corner of the screen ▶ [Run] ▶ Enter "D:\MInst.exe" ▶ click [OK]

Windows 8.1/Server 2012 R2

Right-click [Start] ▶ [Run] ▶ Enter "D:\MInst.exe" ▶ click [OK]

Windows Server 2003

[Start] ▶ [Run] ▶ enter "D:\MInst.exe" ▶ click [OK]

■ Printing a Test Page in Windows

You can check whether the printer driver is operational by printing a test page in Windows.

1 Load A4 size paper in the multi-purpose tray. ⭕**Loading Paper in the Multi-Purpose Tray(P. 58)**

2 Open the printer folder. ⭕**Displaying the Printer Folder(P. 892)**

3 Right-click the printer driver icon for this machine and click [Printer properties] or [Properties].
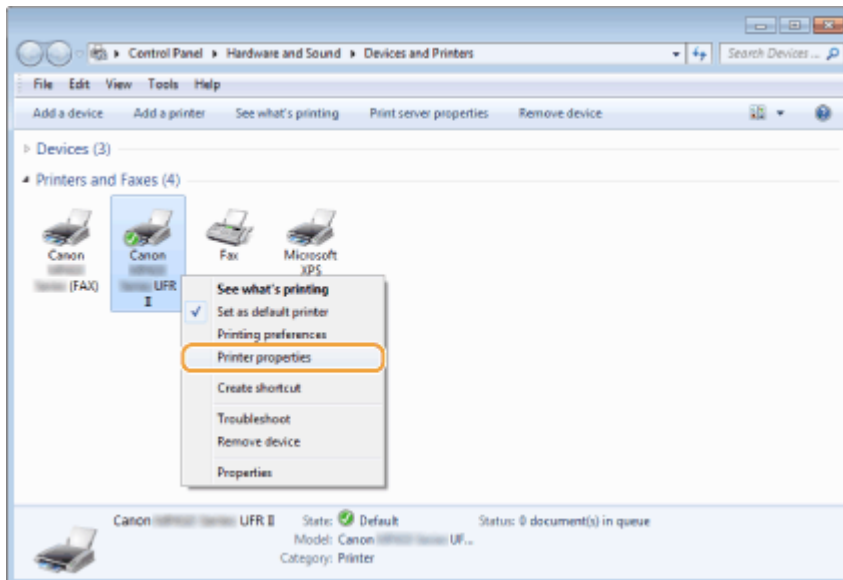
4 Click [Print Test Page] in [General] tab.
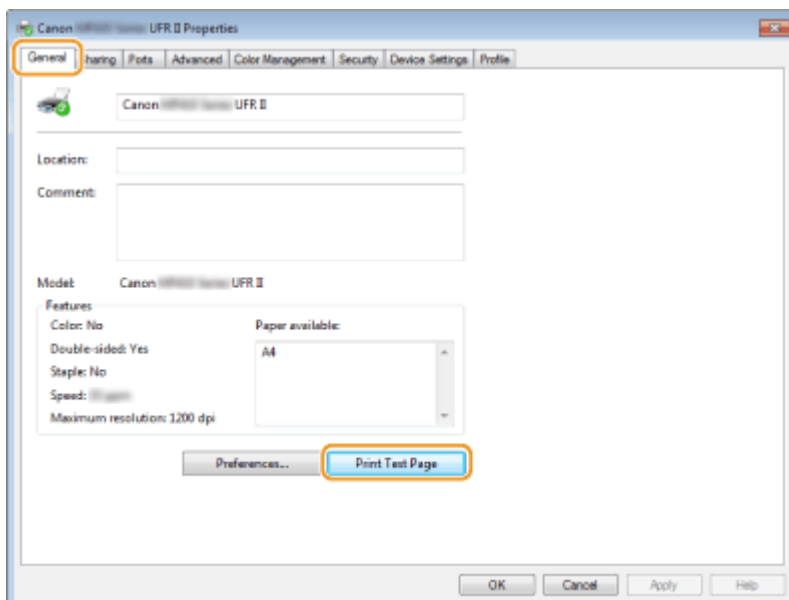
⇒ The test page is printed.

■Checking the Bit Architecture

If you are not sure whether your computer is running 32-bit or 64-bit Windows follow the procedure below.

1 **Display [Control Panel].**

Windows Vista/7/Server 2008
[Start] ▶ select [Control Panel].

Windows 8/Server 2012
Right-click the lower-left corner of the screen ▶ select [Control Panel].

Windows 8.1/Server 2012 R2
Right-click [Start] ▶ select [Control Panel].

2 **Display [System].**

Windows Vista/7/8/Server 2008 R2/Server 2012
Click [System and Maintenance] or [System and Security] ▶ [System].

Windows Server 2008
Double-click [System].

3 **Check the bit architecture.**

For 32-bit versions
[32-bit Operating System] is displayed.

For 64-bit versions
[64-bit Operating System] is displayed.

■Checking the Computer Name

Windows Vista/7/8/Server 2008/Server 2012

1 Display [Control Panel].

Windows Vista/7/Server 2008
[Start] ▶ select [Control Panel].

Windows 8/Server 2012
Right-click the lower-left corner of the screen ▶ select [Control Panel].

Windows 8.1/Server 2012 R2
Right-click [Start] ▶ select [Control Panel]

2 Display [System].

Windows Vista/7/8/Server 2008 R2/Server 2012
Click [System and Maintenance] or [System and Security] ▶ [System].
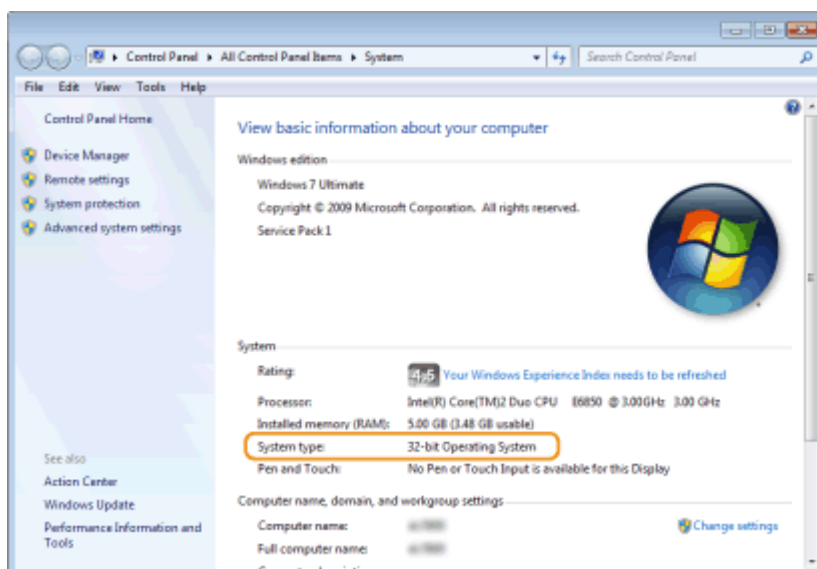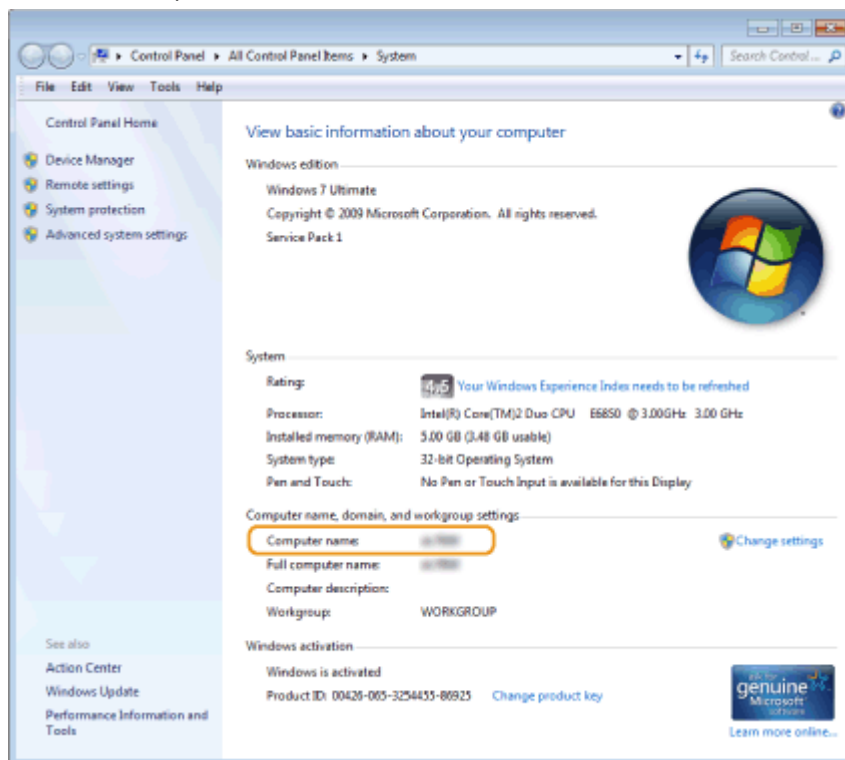
Windows Server 2008
Double-click [System].

3 Check the computer name.

Windows Server 2003

1 [Start] ▶ select [Control Panel] ▶ [System].

2 Click [Change] in [Computer Name] tab.

3 Check the computer name.
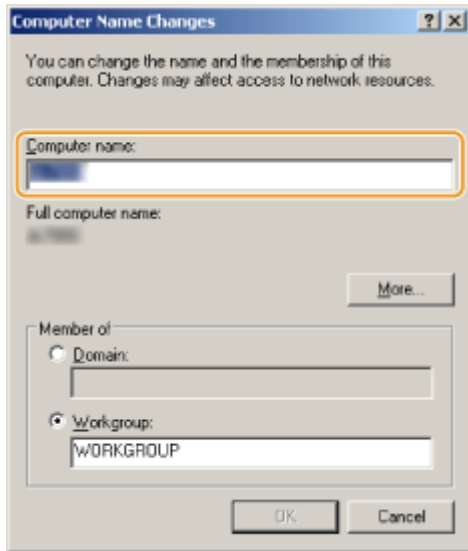
Checking the Printer Port

1 **Open the printer folder. ○Displaying the Printer Folder(P. 892)**

2 **Right-click the printer driver icon for this machine and click [Printer properties] or [Properties].**

3 **In the [Ports] tab, check that the port is selected correctly.**

NOTE

If you are using a network connection and have changed the machine's IP address

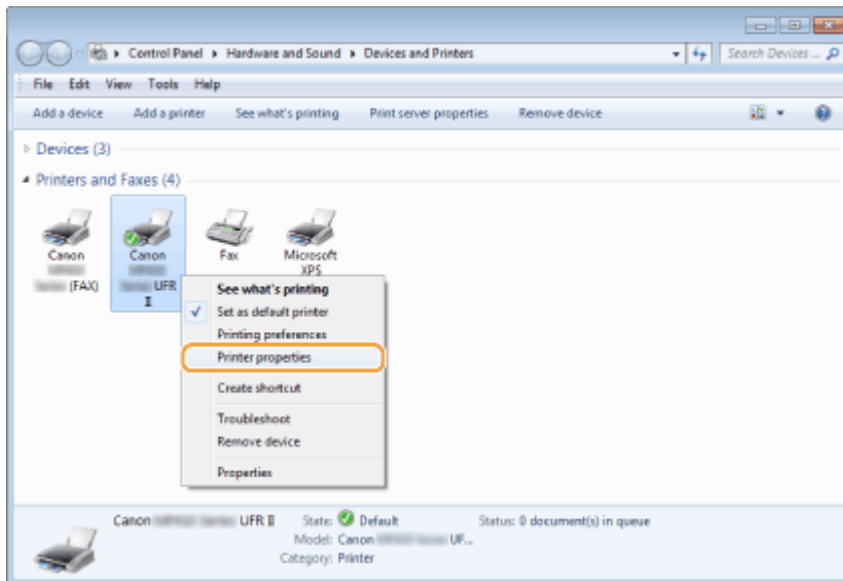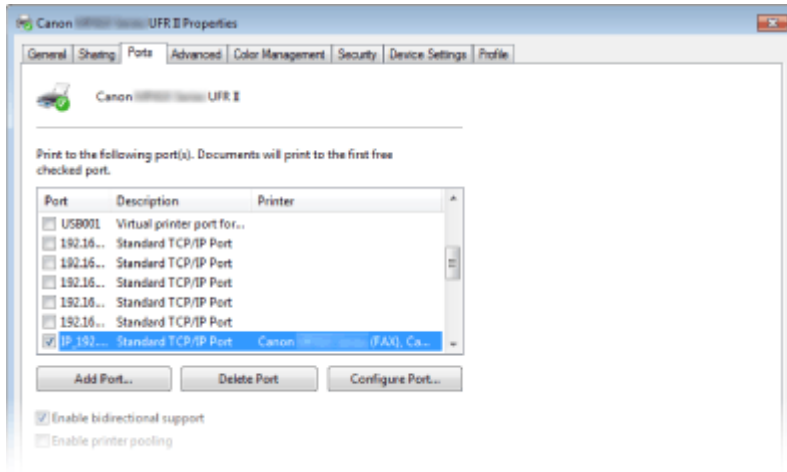- If [Description] for the selected port is [Canon MFNP Port], and the machine and the computer are on the same subnet, then the connection will be maintained. You do not need to add a new port. If it is [Standard TCP/IP Port], you need to add a new port. ●**Configuring Printer Ports(P. 453)**

■ Checking Bidirectional Communication

1 **Open the printer folder.** ●**Displaying the Printer Folder(P. 892)**

2 **Right-click the printer driver icon for this machine and click [Printer properties] or [Properties].**
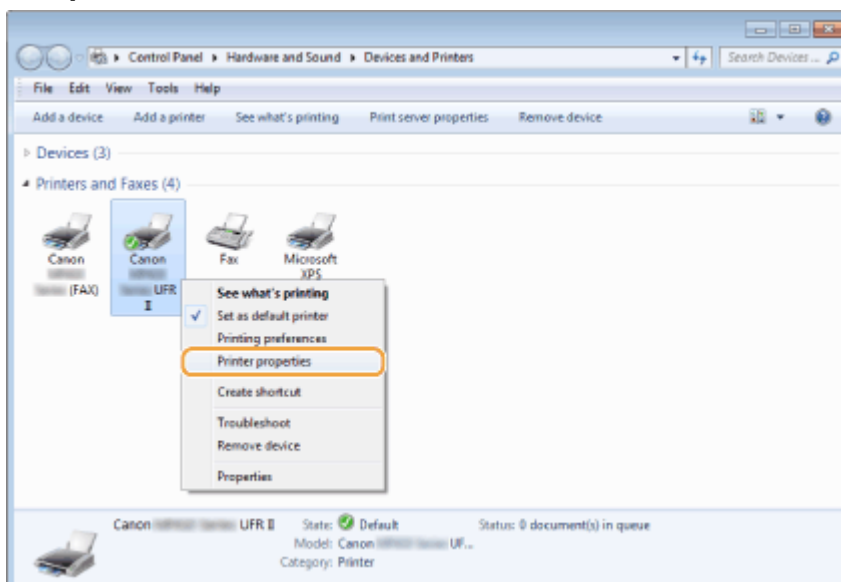
3 **In the [Ports] tab, make sure that the [Enable bidirectional support] check box is selected.**
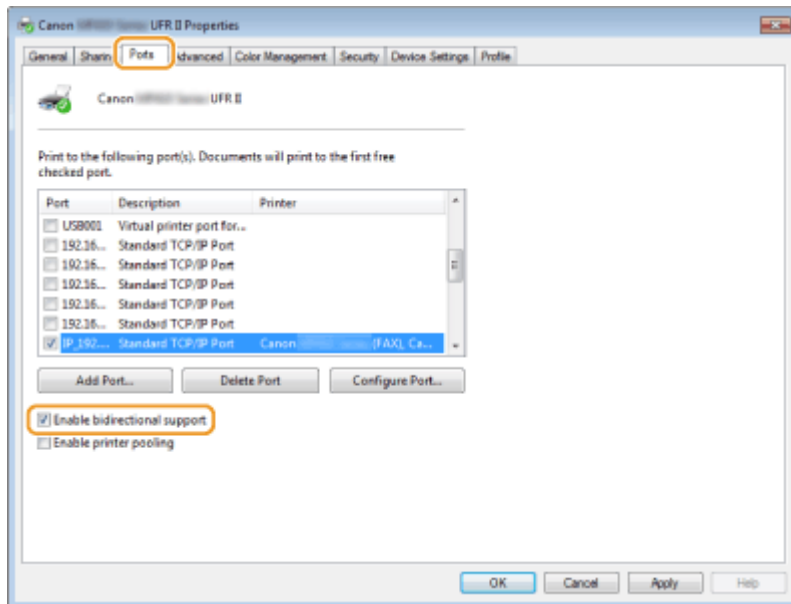
■ Checking the SSID to Which Your Computer Is Connected

If your computer is connected to a wireless LAN network, click ▁▂▃▄, ▦, or ▤ in the system tray to display the SSID of the connected wireless LAN router.

For Mac OS Users

0UWX-0H2

> **Your machine may have not come with a driver for Mac OS depending on when you purchased the machine. The drivers are uploaded to the Canon website when they become needed. Check the operating system of your computer and download the appropriate driver from the Canon website. For the driver installation procedure and how to operate the driver, see the "Canon MF Printer Driver Guide."**

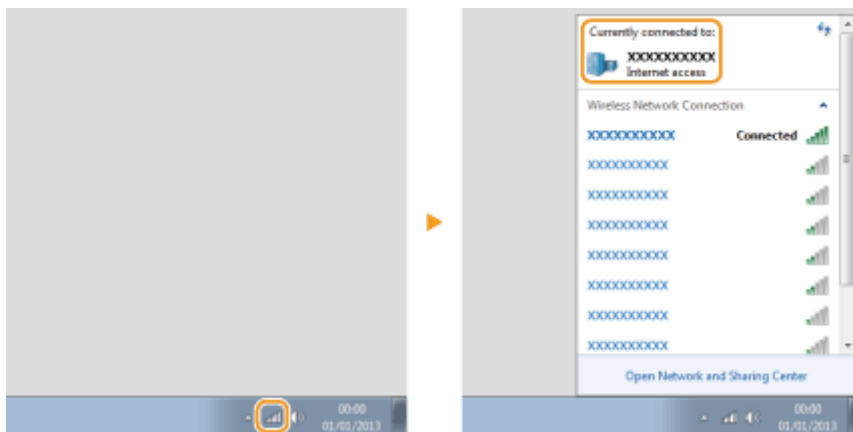In the e-Manual and MF Driver Installation Guide, methods to operate in the Windows environment are explained as examples. To view how to use the driver and utility for Mac OS, see the following guide or help.

Function	Object	Reference
Print function	Installing the Driver	• Getting Started • Canon MF Printer Driver Guide
	Using each feature	• Driver's Help • Canon MF Printer Driver Guide
Fax function	Installing the Driver	• Getting Started • Canon Fax Driver Guide
	Using each feature	• Driver's Help • Canon Fax Driver Guide
Scan function	Installing the Driver	• Getting Started • Canon Scanner Driver Guide
	Scanning (Setting the MF Scan Utility or ScanGear MF)	• Canon Scanner Driver Guide

■ Displaying the Driver Guide

Double-click the following HTML file included in the provided DVD-ROM.

Canon MF Printer Driver Guide
[MF] - [Documents] - [XXXXXX]* - [Guide] - [index.html]

Canon Fax Driver Guide
[FAX] - [Documents] - [XXXXXX]* - [Guide] - [index.html]

Canon Scanner Driver Guide
[ScanGear_MF] - [Documents] - [XXXXXX]* - [Guide] - [index.html]

 * For [XXXXXX], select your desired language.

■ Displaying the Driver Help

Click [🔵?] on the driver.

Notice

0UWX-0H3

■ Third Party Services and Software

Third Party Software

■ EMC requirements of EC Directive

This equipment conforms with the essential EMC requirements of EC Directive. We declare that this product conforms with the EMC requirements of EC Directive at nominal mains input 230 V, 50 Hz although the rated input of the product is 220 to 240 V, 50/60 Hz. Use of shielded cable is necessary to comply with the technical EMC requirements of EC Directive.

■ Laser Safety Information

Laser radiation could be hazardous to the human body. For this reason, laser radiation emitted inside this equipment is hermetically sealed within the protective housing and external cover. No radiation can leak from the machine in the normal operation of the product by the user.
This machine is classified as a Class 1 Laser Product under IEC60825-1: 2007, EN60825-1: 2007.

■ 220 to 240 V Model

The label shown below is attached to the laser scan unit on the machine.

This machine has been classified under IEC60825-1: 2007, EN60825-1: 2007 and conforms to the following classes:

CLASS 1 LASER PRODUCT

LASER KLASSE 1

APPAREIL À LASER DE CLASSE 1

APPARECCHIO LASER DI CLASSE 1

PRODUCTO LÁSER DE CLASE 1

APARELHO A LASER DE CLASSE 1

LUOKAN 1 LASER-TUOTE

LASERPRODUKT KLASS 1

> ⚠ **CAUTION**
>
> ● Use of controls, adjustments, or performance of procedures other than those specified in the manuals for the machine may result in hazardous radiation exposure.

■ WEEE Directive

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 Directive (2006/66/EC) and/or national legislation implementing those Directives. If a chemical symbol is printed beneath the symbol shown above, in accordance with the Battery Directive, this indicates that a heavy metal (Hg = Mercury, Cd = Cadmium, Pb = Lead) is present in this battery or accumulator at a concentration above an applicable threshold specified in the Battery Directive.
This product should be handed over to a designated collection point, e.g., on an authorized one-for-one basis when you buy a new similar product or to an authorized collection site for recycling waste electrical and electronic equipment (EEE) and batteries and accumulators. Improper handling of this type of waste could have a possible impact on the environment and human health due to potentially hazardous substances that are generally associated with EEE. Your cooperation in the correct disposal of this product will contribute to the effective usage of natural resources.
For more information about the recycling of this product, please contact your local city office, waste authority, approved scheme or your household waste disposal service or visit **www.canon-europe.com/weee**, or **www.canon-europe.com/battery**.

■ International ENERGY STAR Program

As an ENERGY STAR® Partner, Canon Inc. has determined that this product meets the ENERGY STAR Program for energy efficiency.
The International ENERGY STAR Office Equipment Program is an international program that promotes energy saving through the use of computers and other office equipment.
The program backs the development and dissemination of products with functions that effectively reduce energy consumption. It is an open system in which business proprietors can participate voluntarily.
The targeted products are office equipment, such as computers, displays, printers, facsimiles, and copiers. The standards and logos are uniform among participating nations.

■ IPv6 Ready Logo

The protocol stack included in this machine has obtained the IPv6 Ready Logo Phase-2 established by the IPv6 Forum.

■ Wireless LAN Regulatory Information

Regulatory information for users in Jordan

MF419x / MF418x / MF416dw / MF411dw includes approved Wireless LAN Module (Model name: AW-NM383).

Contains Wireless LAN Module approved by TRC/SS/2014/38

Regulatory information for users in UAE

MF419x / MF418x / MF416dw / MF411dw includes approved Wireless LAN Module (Model name: AW-NM383).

TRA REGISTERED No: ER0126617/14 DEALER No: DA0060877/11

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